

# PeopleSoft Human Capital Management 9.2

## PeopleSoft Human Resources Manage Base Benefits



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# Preface

## Understanding the PeopleSoft Online Help and PeopleBooks

The PeopleSoft Online Help is a website that enables you to view all help content for PeopleSoft applications and PeopleTools. The help provides standard navigation and full-text searching, as well as context-sensitive online help for PeopleSoft users.

### Hosted PeopleSoft Online Help

You can access the hosted PeopleSoft Online Help on the [Oracle Help Center](#). The hosted PeopleSoft Online Help is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support. The hosted PeopleSoft Online Help is available in English only.

To configure the context-sensitive help for your PeopleSoft applications to use the Oracle Help Center, see *Configuring Context-Sensitive Help Using the Hosted Online Help*.

### Locally Installed PeopleSoft Online Help

If you're setting up an on-premises PeopleSoft environment, and your organization has firewall restrictions that prevent you from using the hosted PeopleSoft Online Help, you can install the online help locally. Installable PeopleSoft Online Help is made available with selected PeopleSoft Update Images and with PeopleTools releases for on-premises installations, through the [Oracle Software Delivery Cloud](#).

Your installation documentation includes a chapter with instructions for how to install the online help for your business environment. The documentation zip file may contain a README.txt file with additional installation instructions. See *PeopleSoft 9.2 Application Installation* for your database platform, "Installing PeopleSoft Online Help."

Installable PeopleSoft Online Help now includes PDF versions of each PeopleBook. For more information, see *Understanding Locally Installed PeopleSoft Online Help*.

### Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format on the [Oracle Help Center](#). The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has a different structure and it does not include the interactive navigation features that are available in the online help.

### Common Help Documentation

Common help documentation contains information that applies to multiple applications. The three main types of common help are:

- Application Fundamentals
- Using PeopleSoft Applications
- Using and Managing the PeopleSoft Online Help

Most product families provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product family. Whether you are implementing a single application, some combination of applications within the product family, or the entire product family, you should be familiar with the contents of the appropriate application fundamentals help. They provide the starting points for fundamental implementation tasks.

In addition, the *PeopleTools: Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft applications.

Finally, *Using and Managing the PeopleSoft Online Help* (this guide) introduces you to the setup, features, and usage of the online help system.

## Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

## Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

| Typographical Convention | Description                                                                                                                                                                                                                                                      |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Key+Key</u></b>    | Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For <b><u>Alt+W</u></b> , hold down the <b><u>Alt</u></b> key while you press the <b><u>W</u></b> key. |
| . . . (ellipses)         | Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.                                                                                                                                                             |
| { } (curly braces)       | Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (   ).                                                                                                                                                               |
| [ ] (square brackets)    | Indicate optional items in PeopleCode syntax.                                                                                                                                                                                                                    |
| & (ampersand)            | When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.                                                                              |

| Typographical Convention | Description                                                                                                                                                                                                                        |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ⇒                        | This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character. |

## ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY\_CD\_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY\_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

## Region, Country, and Industry Identifiers

Information that applies only to a specific region or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

An example of a region-specific heading is: "(Latin America) Setting Up Depreciation"

### Region Identifiers

Regions are identified by the region name. The following are examples of region identifiers that may appear in PeopleSoft Online Help:

- Asia Pacific
- Europe
- Latin America
- North America

### Country Identifiers

Countries are identified by a three-letter country code. The following are examples of country identifiers that may appear in the PeopleSoft Online Help:

- ARG (Argentina)
- AUS (Australia)
- CAN (Canada)
- NLD (The Netherlands)

## Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following are examples of industry identifiers that may appear in the PeopleSoft Online Help:

- USF (U.S. Federal)
- E&G (Education and Government)

## Translations and Embedded Help

PeopleSoft 9.2 software applications include translated embedded help. With the 9.2 release, PeopleSoft aligns with the other Oracle applications by focusing our translation efforts on embedded help. We are not planning to translate our traditional online help and PeopleBooks documentation. Instead we offer very direct translated help at crucial spots within our application through our embedded help widgets. Additionally, we have a one-to-one mapping of application and help translations, meaning that the software and embedded help translation footprint is identical—something we were never able to accomplish in the past.

## Using and Managing the PeopleSoft Online Help

Select About This Help in the left navigation panel on any page in the PeopleSoft Online Help to see information on the following topics:

- Using the PeopleSoft Online Help.
- Managing hosted Online Help.
- Managing locally installed PeopleSoft Online Help.

## PeopleSoft HCM Related Links

[Oracle Help Center](#)

[PeopleSoft Online Help Home](#)

[PeopleSoft Information Portal](#)

[My Oracle Support](#)

[PeopleSoft Training from Oracle University](#)

[PeopleSoft Video Feature Overviews on YouTube](#)

Application Fundamentals: HCM Abbreviations

[PeopleSoft Spotlight Series](#)

## Contact Us

Send your suggestions to [psoft-infodev\\_us@oracle.com](mailto:psoft-infodev_us@oracle.com).

Please include the applications update image or PeopleTools release that you're using.

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| Icon                                                                              | Link                                                |
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# 1

# Getting Started with PeopleSoft Manage Base Benefits

## PeopleSoft Manage Base Benefits Overview

The PeopleSoft Manage Base Benefits business process provides you with the tools that you need to manage your employee benefit programs. It enables you to set up your basic benefits system architecture and manually enroll employees and their dependents into the benefits system. This comprehensive benefits management solution supports a full range of benefit programs and plans, and provides you with everything you need to maintain your benefit records and to respond to inquiries from decision makers, managers, and other employees.

With the PeopleSoft Manage Base Benefits business process, you can:

- Define the tables that you need to build your benefit programs.
- Manually enroll employees and dependents into benefit programs.
- Print HIPAA (Health Insurance Portability and Accountability Act) reports.
- Track and manage FMLA (Family Medical Leave Act) requests.
- Calculate accrued leave awards and maintain employee leave balances.
- Manage qualified savings plans and pension plans.
- Manage vacation buy and sell programs.
- Administer COBRA (Consolidated Omnibus Budget Reconciliation Act) coverage for qualified participants and their dependents.
- Process retroactive benefits and deductions.
- Send enrollment data to third-party administrators.
- Send FEHB (federal employee health benefits) data to the OPM (Office of Personnel Management).

### Related Topics

- [PeopleSoft Benefits Administration: PeopleSoft Benefits Administration Overview](#)

## PeopleSoft Manage Base Benefits Business Process

The PeopleSoft Manage Base Benefits business process includes four core phases of operation:

1. Setting up supporting tables and benefit plans.
2. Building benefit programs.
3. Assigning employees to benefit programs and enroll them in plans for which their program enrollment makes them eligible.

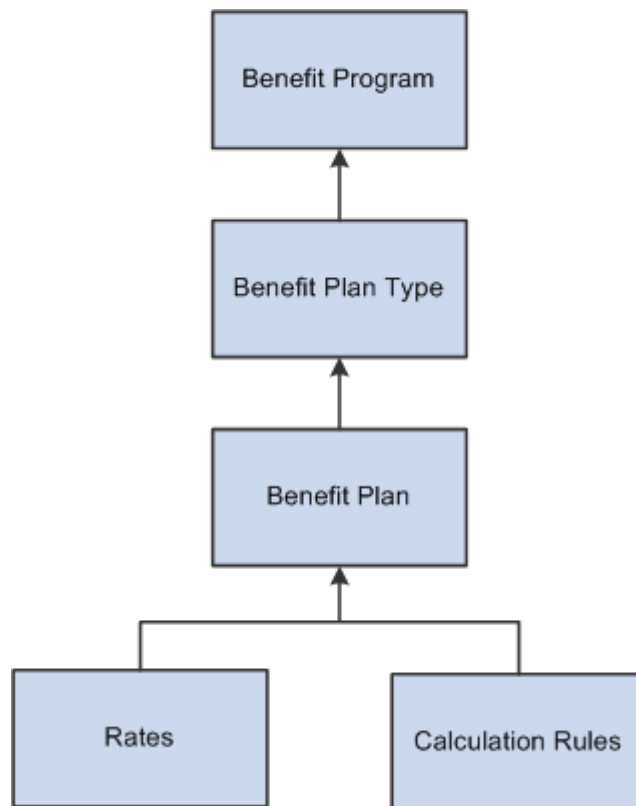
**Note**

For Federal users, employees are assigned to benefit programs through the HR PAR process.

**4. Calculating rates and benefit deductions.**

If you use PeopleSoft Payroll for North America, you calculate deductions through the payroll process. If you use another payroll system, you use PeopleSoft Payroll Interface to link the PeopleSoft benefits information to that system.

The following diagram illustrates the four core phases of operation that make up the structure upon which benefit programs are built:



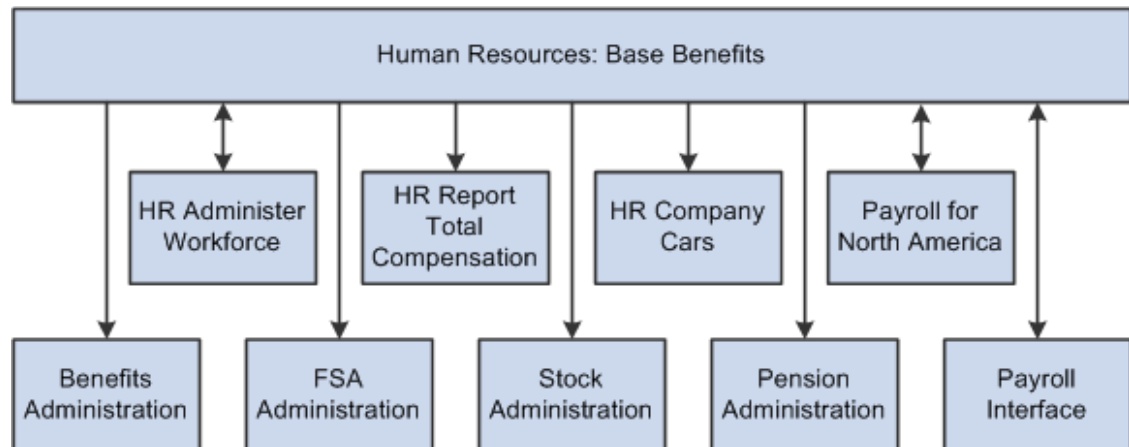
## PeopleSoft Manage Base Benefits Integrations

The PeopleSoft Manage Base Benefits business process integrates with the following PeopleSoft applications:

- HR Administer Workforce.
- HR Report Total Compensation.
- HR Company Cars.
- Payroll for North America.
- Benefits Administration.

- FSA Administration.
- Stock Administration.
- Pension Administration.
- Payroll Interface.

This diagram illustrates the PeopleSoft Manage Base Benefits integration flow with other PeopleSoft applications.



We cover integration considerations in the implementation topics in this PeopleBook.

Supplemental information about third-party application integrations is located on the Oracle's website.

### Related Topics

- Application Fundamentals: Identifying Integrations for Your Implementation

## PeopleSoft Manage Base Benefits Implementation

PeopleSoft Setup Manager enables you to generate a list of setup tasks for your organization based on the features that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding PeopleBook documentation.

### Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, data models, and troubleshooting guidelines.

Refer to the *PeopleSoft HCM 9.2 - Reorganization of Component Interface Permissions* (Doc ID 2342162.1) article on My Oracle Support for a list of system-delivered CIs and their usage, the mapping of CIs and associated permission lists, and the mapping of CI permission lists and user roles.

### Related Links

See product documentation for:

*PeopleTools: Setup Manager*



*PeopleTools: Component Interfaces*

## 2

# Setting Up the Installation Table for Base Benefits

## Defining the Installation Settings for Base Benefits

To set up implementation defaults for Base Benefits, use the Benefits Installation (INSTALLATION\_BN) component.

This topic describes the Benefits installation component. Other system-wide implementation defaults are set on the installation (INSTALLATION\_TBL) component for Human Resources. See Application Fundamentals: Setting Up Implementation Defaults in your PeopleSoft HCM Application Fundamentals product documentation. Also consult your PeopleSoft Human Resources installation product documentation.

## Pages Used to Define Benefits Installation Settings

| Page Name                                  | Definition Name | Usage                                                                                                                                                                                         |
|--------------------------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Benefits Installation Page</a> | INSTALLATION_BN | Defines system-wide Benefits installation settings.<br><b>Note:</b> The settings given here are in addition to the settings on pages in the Installation (INSTALLATION_TBL) component for HR. |

## Benefits Installation Page

Use the Benefits Installation page (INSTALLATION\_BN) to define system-wide Benefits settings.

### Note

The settings given here are in addition to the settings on the pages in the Installation (INSTALLATION\_TBL) component for HR.

Navigation:

**Set Up HCM**, , and then **Install**, , and then **Product Specific**, , and then **Benefits Installation**

This example illustrates the fields and controls on the **Benefits Installation** page.

Benefits Installation

Last ID Assigned

|                                |                                       |
|--------------------------------|---------------------------------------|
| Last COBRA Emplid Assigned     | <input type="text" value="10002"/>    |
| Last FSA Claim Nbr Assigned    | <input type="text" value="30201066"/> |
| Last Cdn FSA CryFwd Claim Nbr  | <input type="text"/>                  |
| Last Retro Ded Request Seq Nbr | <input type="text" value="123940"/>   |

Enrollment Buttons Configuration

|                     |                                                         |
|---------------------|---------------------------------------------------------|
| *Submit and Preview | <input type="text" value="Enrollment Summary Section"/> |
| *Back to Top        | <input type="text" value="Dynamically at the bottom"/>  |

 **Note**

**Enrollment Buttons Configuration** applies only to Benefits Administration.

| Field or Control   | Description                                                                                                                                                                                                                                                                  |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Submit and Preview | Select to configure the location where the <b>Submit</b> and <b>Preview Statement</b> buttons are displayed on the Benefits Enrollment page. Available options are <i>Bottom of the page</i> , <i>Enrollment Summary Section</i> , and <i>Upper right side of the page</i> . |
| Back to Top        | Select option to configure the display of the <b>Back to Top</b> button in the Benefits Enrollment page. Available options are <i>Dynamically at the bottom</i> , and <i>Do not display</i> .                                                                                |

Related Topics

- Application Fundamentals: Setting Up Implementation Defaults

# 3

## Setting Up Base Benefits Core Tables

### Understanding the Core Tables for PeopleSoft Manage Base Benefits

Before you can begin building your benefit programs and entering your benefit plan information, some core tables must be set. These topics discuss setting up these tables.

### Setting Up Benefit Providers

A benefit provider is a vendor. It is the entity that sponsors the benefit plan that your company offers your employees. For example, if your company offers a Blue Cross/Blue Shield health insurance plan, Blue Cross/Blue Shield is the provider. If your organization has a self-funded medical plan but uses a third-party administrator (TPA) to handle administrative functions such as eligibility and claims, the TPA can be considered a vendor.

You use the Provider/Vendor Table component (PROVIDER\_TABLE) to set up an ID for each vendor.

To include a benefit provider in the HIPAA (Health Insurance Portability and Accountability Act) EDI File Creation process, you must specify the vendor's Federal Employer Identification Number (FEIN).

#### **Warning**

If your organization uses PeopleSoft Payroll for North America or PeopleSoft Payroll Interface to pay a benefit vendor, add the vendor using the Payables Vendor table, not the Base Benefits Provider/Vendor table.

#### **Related Topics**

- Application Fundamentals: Understanding Vendor Tables
- PeopleSoft eBenefits: Using PeopleSoft eBenefits Pages

### Setting Up Dependent Relationships

Use the Dependent Relationships Table (DEPBEN\_TYPE\_TBL) component to define dependent relationships.

This section provides an overview of dependent relationships and discusses how to define dependent relationships.

See PeopleSoft eBenefits: Using PeopleSoft eBenefits Pages.

**Note**

Beneficiary relationships are not tracked because they do not have the same legal ramifications as dependents.

## Page Used to Set Up Dependent Relationships

| Page Name                                          | Definition Name | Usage                                                                                                                                                                                                                             |
|----------------------------------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Dependent Relationships Table Page</a> | DEPBEN_TYPE_TBL | Define dependent relationships.                                                                                                                                                                                                   |
| Coverage Code Tbl (Coverage Code Table) Page       | COVRG_CD_TBL    | Create new coverage codes for your benefit programs. We recommend that you give the coverage code a numeric value of one through seven. Coverage codes should be ordered according to their complexity, with Employee being first |
| Personal Profile Page                              | DEPEND_BENEF2   | Enter or update information about a dependent.                                                                                                                                                                                    |

## Understanding Dependent Relationships

You define the relationships—for example, child, grandparent (grandmother or grandfather), nephew, or niece (other relative)—that qualify as dependents according to your organization's rules. You cannot enroll dependents in benefits if their relationships are not defined. For example, if you had not defined *child* as an allowable dependent type, you couldn't enter an employee's son as a dependent. The characteristics that you apply to the relationship will be used later by the system to validate the relationship.

## Dependent Relationships Table Page

Use the Dependent Relationships Table (dependent relationship) page (DEPBEN\_TYPE\_TBL) to define dependent relationships.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Dependent Relationships Table**, and then **Dependent Relationships Table**

This example illustrates the fields and controls on the Dependent Relationships Table page. You can find definitions for the fields and controls later on this page.

### Dependent Relationships Table

Relationship to Employee Child

| Dependent Types |         |                      |                                     |                |                          |                      | Personalize | Find | View All | First | 1 of 1 | Last |
|-----------------|---------|----------------------|-------------------------------------|----------------|--------------------------|----------------------|-------------|------|----------|-------|--------|------|
| *Effective Date | *Status | *Covered Person Type | Age Limit Flag                      | Certificate ID | Mutually Exclusive       | *Gender Validation   |             |      |          |       |        |      |
| 01/01/1900      | Active  | Child                | <input checked="" type="checkbox"/> |                | <input type="checkbox"/> | No Gender Validation |             |      |          |       |        |      |

| Field or Control                | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Relationship to Employee</b> | Displays the relationship that you selected to access the page.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Effective Date</b>           | Enter the date on which the dependent relationship goes into effect.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Status</b>                   | Select whether the dependent relationship is <i>Active</i> or <i>Inactive</i> .<br>If the status is <i>Inactive</i> , the relationship is no longer considered a valid dependent relationship.                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Covered Person Type</b>      | Select the covered person type you are using to define the relationship.<br>The delivered values are: <ul style="list-style-type: none"> <li>• <i>Employee</i></li> <li>• <i>Spouse</i></li> <li>• <i>Child</i> (child, grandchild, domestic partner child, other child, step child, foster child)</li> <li>• <i>Adult Child</i> (children who are eligible to be enrolled in their parents' health plan until they attain age 26.)</li> <li>• <i>Other Qualified Dependent</i></li> <li>• <i>Domestic Partner</i></li> <li>• <i>Non-qualified Dependent</i></li> <li>• <i>ExSpouse</i></li> </ul> |
| <b>Age Limit Flag</b>           | When the COBRA process for overage dependents runs, the system uses this check box to indicate which dependent roles should have the overage rules applied.                                                                                                                                                                                                                                                                                                                                                                                                                                        |

| Field or Control      | Description                                                                                                                                                     |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Certificate ID</b> | Select to define a certification form for a relationship. The certificate ID defined here appear in the Oracle's PeopleSoft eBenefits Self-Service application. |

| Field or Control          | Description                                                                                                                                                                                                                                                                                                                |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Mutually Exclusive</b> | Select to limit each participant to one dependent with a relationship that has been flagged as mutually exclusive at one time. The system allows the participant to save more than one mutually exclusive dependent in eBenefits, but makes the dependent a beneficiary. An informational message appears to the employee. |

| Field or Control  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Gender Validation | Values include: <ul style="list-style-type: none"><li>• <i>No Gender Validation</i>: Select for no gender validation to occur.</li><li>• <i>Opposite Sex Only</i>: Select to ensure that when a dependent is added or a relationship changes, that person is the opposite sex from the participant.</li><li>• <i>Same Sex Only</i>: Select to ensure that when a dependent is added or a relationship changes, that person is the same gender as the participant.</li></ul> |

**Note**

Certificate ID and gender validation can affect benefits certification.

**Related Topics**

- [Setting Up Benefits Certifications](#)  
To create a benefits certification, use the Certification Definition (BN\_CERTIF\_SETUP) component.

## Setting Up Coverage Codes

To set up the coverage code that defines who can be covered by a benefit, use the Health Coverage Codes (COVERAGE\_CODES) component.

This section provides an overview of coverage codes and discusses how to define coverage codes.

### Page Used to Set Up Coverage Codes

| Page Name                                  | Definition Name | Usage                  |
|--------------------------------------------|-----------------|------------------------|
| <a href="#">Health Coverage Codes Page</a> | COVRG_CD_TBL    | Define coverage codes. |

## Understanding Coverage Codes

You define and manage coverage codes for your benefit programs using the Coverage Code table. You will attach these coverage codes to your benefit plan options on the Benefit Program table.

PeopleSoft Manage Base Benefits delivers nine basic coverage codes for which you define a minimum and maximum allowable for each eligible covered person type. These delivered coverage codes are described in this table:

You should create a new Coverage Code or modify your existing Coverage codes as appropriate to include the Covered Person type of Adult Child.

| Delivered Coverage Code                  | Employee Minimum / Maximum | Spouse Minimum / Maximum      | Domestic Partner Minimum / Maximum | Other Qualified Dependent or Child Minimum / Maximum | Other Nonqualified Dependent Minimum / Maximum |
|------------------------------------------|----------------------------|-------------------------------|------------------------------------|------------------------------------------------------|------------------------------------------------|
| 1<br>Employee Only                       | 1 / 1                      | not allowed                   | not allowed                        | not allowed                                          | not allowed                                    |
| 2<br>Employee + Spouse                   | 1 / 1                      | 1 / 1                         | not allowed                        | not allowed                                          | not allowed                                    |
| 3<br>Employee + Dependents               | 1 / 1                      | not allowed                   | not allowed                        | 1 / 99                                               | not allowed                                    |
| 4<br>Family                              | 1 / 1                      | 1 / 1                         | not allowed                        | 1 / 99                                               | not allowed                                    |
| 5<br>Domestic Partner Adult              | not allowed                | not allowed                   | 1 / 1                              | not allowed                                          | not allowed                                    |
| 6<br>Domestic Partner Child(ren)         | not allowed                | not allowed                   | not allowed                        | not allowed                                          | 1 / 99                                         |
| 7<br>Domestic Partner Adult + Child(ren) | not allowed                | not allowed                   | 1 / 1                              | not allowed                                          | 1 / 99                                         |
| 12<br>EE + Domestic Partner              | 1 / 1                      | not allowed                   | 1 / 1                              | not allowed                                          | not allowed                                    |
| 14<br>EE + Domestic Partner + Child(ren) | 1 / 1                      | not allowed                   | 1 / 1                              | 1 / 99                                               | not allowed                                    |
| 22<br>Employee + Same-Sex Spouse         | 1 / 1                      | 1 / 1<br>(US Same-Sex Spouse) | not allowed                        | not allowed                                          | not allowed                                    |
| 24<br>Family (with Same-Sex Spouse)      | 1 / 1                      | 1 / 1<br>(US Same-Sex Spouse) | not allowed                        | 1 / 99                                               | not allowed                                    |
| 90<br>Covered Person                     | 1/1                        | 0/1                           | 0/1                                | 0/99                                                 | 0/9                                            |

You can also define coverage codes to validate enrollments against a total number of eligible covered person types, for example, a coverage code that allows enrollment of the employee plus one dependent. The dependent can be either a spouse or a child. The system will sum the allowable covered person types defined for the coverage code rather than look at the minimum and maximum defined for each individual covered person type.



Coverage Code 90 is used to coordinate with the rate structure where you combine a qualified and a non qualified person under one rate, for example, employee and domestic partner. It looks at "who" is covered rather than how many persons are covered.

## Health Coverage Codes Page

Use the Health Coverage Codes page (COVRG\_CD\_TBL) to define coverage codes.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Plan Attributes**, and then **Health Coverage Codes**, and then **Health Coverage Codes**

This example illustrates the fields and controls on the Health Coverage Codes page. You can find definitions for the fields and controls later on this page.

Health Coverage Codes

Coverage Code 2

Coverage Codes

Find | View All

First 1 of 1 Last

\*Effective Date01/01/2002

\*StatusActive

\*DescriptionSelf+Family-High

Short DescriptionFam-High

COBRA Coverage Set

☒ Total Covered Persons

Total Minimum Covered2

Total Maximum Covered99

Allowable Covered Person Types

Personalize | Find | 1-3 of 3

| Covered Person Type | Minimum Covered | Maximum Covered |
|---------------------|-----------------|-----------------|
| Child               | 1               | 99              |
| Employee            | 1               | 1               |
| Spouse              | 1               | 1               |

| Field or Control      | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COBRA Coverage Set    | A 2-character code that is used to group coverage codes together for COBRA eligibility purposes. When an individual experiences a COBRA event, the system must adjust the range of coverage codes available to each qualified beneficiary. By restricting itself to a specific set of coverage codes, COBRA processing can more accurately determine which benefit options to present to a participant who is eligible for COBRA coverage. If COBRA coverage sets are not established, then COBRA processing may encounter multiple equivalent coverage codes, and eligibility determination may fail. |
| Total Covered Persons | Select to activate the total covered person types functionality for this coverage code.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| Field or Control                                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Total Minimum Covered and Total Maximum Covered</b> | <p>These fields are visible only when the <b>Total Covered Persons</b> check box is selected.</p> <p>Enter the allowable minimum and maximum covered persons. Include the employee in this count.</p>                                                                                                                                                                                                                                                              |
| <b>Allowable Covered Person Types</b>                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Field or Control                                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Covered Person Type</b>                             | <p>Select from the following values to define the relationship you have to the dependent.<br/><i>Child, Adult Child, Domestic Partner, Employee, ExSpouse, Non-Qualified Dependent, Other Qualified Dependent, Spouse, and US Same-Sex Spouse.</i></p> <p><b>Note:</b> The coverage code controls for covered person type are used in PeopleSoft Benefits Administration.</p> <p>See PeopleSoft Benefits Administration: Event Rules Table – Event Rules Page.</p> |
| <b>Minimum Covered</b>                                 | <p>Enter the minimum number of covered persons allowed.</p> <p>If you selected the <b>Total Covered Persons</b> check box, this field is not editable.</p>                                                                                                                                                                                                                                                                                                         |
| <b>Maximum Covered</b>                                 | <p>Enter the maximum number of covered persons allowed.</p> <p>If no limit applies to the number for this coverage code, enter 99.</p> <p>If you selected the <b>Total Covered Persons</b> check box, this field is not editable.</p>                                                                                                                                                                                                                              |

## Setting Up Coverage Group Codes

To set up coverage group codes, use the Life and AD/D Coverage Groups (COVERAGE\_GROUP\_TBL) component.

This section provides an overview of coverage group codes and discusses how to enter coverage group code information.

## Page Used to Set Up Coverage Group Codes

| Page Name                                          | Definition Name    | Usage                                                                                                                                    |
|----------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Life and AD/D Coverage Groups Page</a> | COVERAGE_GROUP_TBL | Enter the coverage group code information that sets the maximum total life and AD/D coverage for a group of life and AD/D benefit plans. |

## Understanding Coverage Group Codes

Life insurance and accidental death and dismemberment (AD/D) plans use coverage group codes to establish the maximum lifetime coverage allowed.

For example, if you define a coverage group code with a 500,000 USD maximum, then enter that coverage group code for a supplemental life plan and a group life plan, and associate both benefit plans with a benefit program. If you were to enroll an employee in both of those plans, the system would ensure that the employee's total coverage by both plans does not exceed 500,000 USD.

If the total coverage for a participant exceeds the coverage maximum, the system reduces the total coverage to meet the coverage maximum. When the system processes the deduction, it accumulates the coverage amounts and begins reducing coverage when the coverage group maximum is reached. The system processes plans in order of deduction priority, and if more than one plan has the same priority, it processes in increasing plan type order.

### Note

Oracle's PeopleSoft Payroll uses the effective date to determine which coverage maximum to use for a particular processing cycle, according to the pay period end date.

## Life and AD/D Coverage Groups Page

Use the Life and AD/D Coverage Groups page (COVERAGE\_GROUP\_TBL) to enter the coverage group code information that sets the maximum total life and AD/D coverage for a group of life and AD/D benefit plans.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Plan Attributes**, and then **Life and AD/D Coverage Groups**, and then **Life and AD/D Coverage Groups**

This example illustrates the fields and controls on the Life and AD/D Coverage Groups page. You can find definitions for the fields and controls later on this page.

### Life and AD/D Coverage Groups

Coverage Group Code B001

| Coverage Groups  |            | Find   View All | First | 1 of 1 | Last |
|------------------|------------|-----------------|-------|--------|------|
| *Effective Date  | 01/01/1980 |                 |       |        |      |
| *Status          | Active     |                 |       |        |      |
| Coverage Maximum | 1,000,000  |                 |       |        |      |

| Field or Control        | Description                                                                                                                                                                                                                                                                                                              |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Effective Date</b>   | Enter the effective date for the coverage maximum.<br><br>Payroll uses the effective date to determine which coverage maximum to use for a particular processing cycle, according to the pay period end date.                                                                                                            |
| <b>Coverage Maximum</b> | Enter the maximum total life and AD/D coverage.<br><br>This amount applies to all the life and AD/D benefit plans that you associate with the coverage group code and that you associate with one benefit program.<br><br>You connect a life or AD/D plan with a coverage group code using the Life and AD/D Plan table. |

## Setting Up FEGLI Codes

To set up Federal Employee Group Life Insurance (FEGLI) codes, use the FEGLI Code Table (GVT\_FEGLI\_TBL) component.

This section discusses how to enter FEGLI code information.

### Page Used to Set Up FEGLI Codes

| Page Name                             | Definition Name | Usage                         |
|---------------------------------------|-----------------|-------------------------------|
| <a href="#">FEGLI Code Table Page</a> | GVT_FEGLI_TBL   | Enter FEGLI code information. |

### FEGLI Code Table Page

Use the FEGLI Code Table page (GVT\_FEGLI\_TBL) to enter FEGLI code information.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Plan Attributes**, and then **FEGLI Codes**, and then **FEGLI Codes**

This example illustrates the fields and controls on the FEGLI Code Table page. You can find definitions for the fields and controls later on this page.

FEGLI Code Table

FEGLI Code 9

Data

FindFirst1 of 1Last

\*Effective Date04/24/1999

StatusInactive

DescriptionBasic + 3 Times Pay

Short Description9-Basic +3

Setting Up the Service Step Table

To set up the service step table, use the Service Step Table (SERVICE\_STEP\_TABLE) component.

This section provides an overview of the service step table and discusses how to enter service step table information.

Page Used to Set Up the Service Step Table

| Page Name                               | Definition Name    | Usage                                                                                                                           |
|-----------------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Service Step Table Page</a> | SERVICE_STEP_TABLE | Enter service step table information that links the rate of employer matching contributions to an employee's length of service. |

Understanding the Service Step Table

When you set up savings plans, you can define your organization's employer match according to the employee's years of service. The Service Step Table defines the different intervals, tax classification, and amount of match.

You can also define deduction classifications based on either a percentage of the employee's gross salary or a percentage of the employee's contribution amount.

Service Step Table Page

Use the Service Step Table page (SERVICE\_STEP\_TABLE) to enter service step table information that links the rate of employer matching contributions to an employee's length of service.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Rates and Rules**, and then **Service Step Table**, and then **Service Step Table**

This example illustrates the fields and controls on the Service Step Table page. You can find definitions for the fields and controls later on this page.

## Service Step Table

Service Step Table ID BSTP02

Service Step Table Find | View All First 1 of 1 Last

\*Effective Date 01/01/1980

\*Description BSTP02 Short Description

Service Find First 1-4 of 4 Last

After Months of Service 0

Match Rates Personalize | Find | View All | First 1 of 1 Last

| *Deduction Class | Up to % of Employee Earnings | % of Employee Investment |
|------------------|------------------------------|--------------------------|
| After-Tax        |                              |                          |

After Months of Service 12

Match Rates Personalize | Find | View All | First 1-2 of 2 Last

| *Deduction Class | Up to % of Employee Earnings | % of Employee Investment |
|------------------|------------------------------|--------------------------|
| After-Tax        | 2.000                        | 50.000                   |
| Before-Tax       | 3.000                        | 50.000                   |

| Field or Control                                                         | Description                                                                             |
|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <b>After Months of Service</b>                                           | Enter the number of months the employee must be employed to receive the employer match. |
| <b>Deduction Class</b>                                                   | Enter the tax classification for this match.                                            |
| <b>Up to % of Employee Earnings</b> (up to percent of employee earnings) | Enter the maximum amount of the employer match contribution percentage.                 |
| <b>% of Employee Investment</b> (percent of employee investment)         | Enter the percentage amount of the employee contribution that the employer will match.  |

### Example of Before-Tax and After-Tax Matching

Assume you have a 401(k) plan that's set up to match:

- 50% for the first 3% of the employee's salary for before-tax contributions.
- 100% up to 6% of the employee's salary for before-tax contributions.
- 25% on the first 2%, 50% up to 4%, and 100% up to 6% on the employee's after-tax contributions.

Here's how you set this up:

| Deduction Class | Up to % of Employee Earnings | % of Employee Investment |
|-----------------|------------------------------|--------------------------|
| Before          | 3                            | 50                       |
| Before          | 6                            | 100                      |

| Deduction Class | Up to % of Employee Earnings | % of Employee Investment |
|-----------------|------------------------------|--------------------------|
| After           | 2                            | 25                       |
| After           | 4                            | 50                       |
| After           | 6                            | 100                      |

### Setting Up the Service Step Table for Thrift Savings Plan (TSP) Employer Match Calculation for Federal Benefits

For Thrift Savings Plan (TSP) Employer Match Calculation, set up the Service Step Table as follows:

1. The first 3% of contribution is 100% Employer Match.
2. The remaining contribution is 50% Employer Match.
3. Total contribution for matching cannot exceed 5%.

This image shows the Service Step Table for Thrift Savings Plan (TSP) employer match calculation for federal benefits.

### Service Step Table

Service Step Table ID LTSP1

Service Step Table Find | View All First 1 of 1 Last

\*Effective Date 01/01/1980

\*Description LTSP1 Short Description

Service Find First 1 of 1 Last

After Months of Service 0

Match Rates Personalize | Find | View 3 First 1-4 of 4 Last

| *Deduction Class | Up to % of Employee Earnings | % of Employee Investment |
|------------------|------------------------------|--------------------------|
| Before-Tax       | 3.000                        | 100.000                  |
| Before-Tax       | 5.000                        | 50.000                   |
| After-Tax        | 3.000                        | 100.000                  |
| After-Tax        | 5.000                        | 50.000                   |

### Example of After Months of Service Rewards

This example shows how to use the **After Months of Service** field to create multiple service steps to reward employees for staying with the company.

| After Months of Service | Deduction Class | Up to % of Employee Earnings | % of Employee Investment |
|-------------------------|-----------------|------------------------------|--------------------------|
| 0                       | Before          | 3                            | 50                       |
| 0                       | Before          | 6                            | 100                      |
| 0                       | After           | 2                            | 25                       |
| 0                       | After           | 4                            | 50                       |

| After Months of Service | Deduction Class | Up to % of Employee Earnings | % of Employee Investment |
|-------------------------|-----------------|------------------------------|--------------------------|
| 0                       | After           | 6                            | 100                      |
| 24                      | Before          | 10                           | 100                      |
| 24                      | After           | 2                            | 50                       |
| 24                      | After           | 4                            | 75                       |
| 24                      | After           | 6                            | 100                      |

## Setting Up Benefit Rates

To set up benefit rates, use the Benefit Rate Types (BN\_RATE\_TYPE) and Benefit Rates (BN\_RATE\_TABLE) components.

This section provides overviews of benefit rates and percent of gross limits.

## Pages Used to Define Benefit Rates

| Page Name                                    | Definition Name | Usage                               |
|----------------------------------------------|-----------------|-------------------------------------|
| <a href="#">Benefit Rate Types Page</a>      | BN_RATE_TYPE    | Define benefit rate types.          |
| <a href="#">Benefit Rates Page</a>           | BN_RATE_TABLE   | Enter benefit rate information.     |
| <a href="#">Amount Subject to Limit Page</a> | BN_RATE_LMT_SEC | Define the percent-of-gross limits. |

## Understanding Benefit Rates

Benefit rates are used by plan types AX (Simple Benefits), 1X (Health Benefits), 2X (Life and Accidental Death), and 3X (Disability). The Benefit Rate table defines rates in terms of flat amounts, percentages of compensation base, or rates per-unit-of-coverage. It also defines the criteria to use to select an individual rate from the table, such as age, gender, coverage code, benefit plan, or compensation range. The structure of a set of benefit rates (the rate terms and the selection criteria) is defined in the Benefit Rate Types page, while the rate data is entered in the Benefit Rates page. Benefit rate types enable you to mix and match criteria and rate terms to create benefit rates that best fit your business needs.

## Understanding Percent of Gross Limits

Some states set a limit on the amount an employee pays for certain benefits, especially health insurance. This limit is based on a percentage of the employee's gross pay, and the percentage is defined on the Calculation Rules Table. However, this limit applies only to the portion of a benefit cost that represents coverage for the employee—the cost to cover a spouse or other family members is not subject to the limit. In general, the benefits rates do not break out costs per person. Therefore, the Benefit Rate table has a special entry area for defining what portion of the overall employee rate is subject to this optional limit.

If the percent-of-gross limit is, in fact, defined, then the system applies this limit by calculating benefit costs like this:

Lesser of [(EE Premium Amount Subject to Limit) or (Gross Pay × Limit %)] plus (Total EE Premium Amount – EE Premium Amount Subject to Limit)



Suppose that a monthly-paid employee is enrolled in family medical coverage, which has a flat rate of 300 USD per month. The amount of the employee's portion is 125 USD. The following example shows how to apply a 1.0% of gross pay limit to the employee-only coverage:

Total EE Premium Amount = 300 USD

EE Premium Amount Subject to Limit = 125 USD

Limit = 1.0% of Gross Pay

Gross Pay = 10,000 USD

The deduction is calculated as:

$[\text{Lesser of } (125 \text{ or } (10,000 \times .01))] + (300 - 125)$

$= [\text{Lesser of } (125 \text{ or } 100)] + (175)$

$= (100) + (175)$

$= 275 \text{ USD}$

The amount of the employee premium in excess of the limited deduction is 25 USD (300 – 275). This excess amount is added to the employer-paid premium.

Here's another example. Instead of the employee's single-coverage portion of the premium being a flat amount of 125 USD, assume that this is 30% of the premium amount:

Total EE Premium Amount = 300 USD

EE Premium Amount Subject to Limit = 30%

Limit = 1.0% of Gross Pay

Gross Pay = 10,000 USD

The deduction is calculated as:

$[\text{Lesser of } (300 \times 30\%) \text{ or } (10,000 \times .01)] + (300 - 125)$

$= [\text{Lesser of } (90 \text{ or } 100)] + (175)$

$= (90) + (175)$

$= 265 \text{ USD}$

In this case, 35 USD (300 - 265) is added to the employer-paid premium.

You can define limits on the employee's portion of a benefit premium by specifying a percent of gross limit on the Calculation Rules Table.

For example, current legislation in Hawaii requires that employers charge no more than 1.5% of an employee's gross wages for medical coverage. Only the employee's personal coverage is subject to this limit.

If the rate table indicates that the employer pays part of the premium, then any premium in excess of this final employee deduction amount (in this case, 1.5% of gross wages) is redirected (added) to the employer-paid portion of the premium. If the employer does not pay part of the premium, then no redirection occurs.

## Benefit Rate Types Page

Use the Benefit Rate Types page (BN\_RATE\_TYPE) to define benefit rate types.

Navigation:

**Set Up HCM**, and then **Product-Related**, and then **Base Benefits**, and then **Rates and Rules**, and then **Benefit Rate Types**, and then **Benefit Rate Types**

This example illustrates the fields and controls on the Benefit Rate Types page. You can find definitions for the fields and controls later on this page.

Benefit Rate Types

Benefit Rate Type 1

\*DescriptionAge-Graded (By Gender, Smoker)

Short DescriptionAge-Graded

\*Rate or PercentRate Amount

☐ Uses Compensation

☒ Uses Demographics

| Rate Keys |            |                            | Personalize | Find |  | First | 1-3 of 3 | Last |
|-----------|------------|----------------------------|-------------|------|--|-------|----------|------|
| *Key Nbr  | Field Name | Matching Operator          |             |      |  |       |          |      |
| 1         | Gender     | Equality (=)               |             |      |  |       |          |      |
| 2         | Smoker     | Equality (=)               |             |      |  |       |          |      |
| 3         | Age        | Greater Than or Equal (>=) |             |      |  |       |          |      |

This definition can not be changed - it is managed by PeopleSoft.

| Field or Control  | Description                                                                                                                                                                            |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rate or Percent   | Select <i>Rate</i> if you are specifying either flat amounts or rates per-unit-of-coverage, or <i>Percent</i> if the rate is calculated as a percentage of compensation.               |
| Uses Compensation | This field is automatically selected if either the rate type is <i>Percent</i> or any of the key fields that are used will use the employee's compensation data to determine the rate. |
| Uses Demographics | This field is automatically selected if any of the key fields that are used will use demographic data to determine the rate.                                                           |

Rate Keys

| Field or Control     | Description                                                                              |
|----------------------|------------------------------------------------------------------------------------------|
| Key Nbr (key number) | The key number controls the order in which the keys appear when you create a rate table. |

| Field or Control         | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Field Name</b>        | <p>The application field to use as a key in the Benefit Rate table. This list of available fields is fixed and limited to:</p> <p><b>Note:</b> The source of any biographical information is determined by the <b>Source of Demographics</b> field on the Calculation Rules Table page.</p> <ul style="list-style-type: none"> <li><i>Age (in years):</i> The covered person's (employee, spouse, or other dependent) age, calculated using their birth date and the <b>Age-As-Of</b> field on the Calculation Rules Table.</li> <li><i>Benefit Base:</i> The employee's compensation base, calculated using the several benefit base-related attributes in the Calculation Rules Table.</li> <li><i>Benefit Plan:</i> The employee's enrolled benefit plan.</li> <li><i>Coverage Code:</i> The employee's enrolled coverage code.</li> <li><i>Covered Person Type:</i> The covered person type (Employee, Spouse, Domestic Partner, Child, and so on) of the individual whose rate component is being calculated.</li> <li><i>Gender:</i> The covered person's gender.</li> <li><i>Months of Service:</i> The employee's length of service, calculated using his or her service date and the Service-As-Of attribute in the Calculation Rules Table.</li> </ul> <p><b>Note:</b> The service calculation is frozen as of a termination date.</p> <ul style="list-style-type: none"> <li><i>Smoker Status:</i> The covered person's smoker status.</li> </ul> |
| <b>Matching Operator</b> | <p>Specify the type of comparison operation the system uses when attempting to match a value with the keys of a benefits rate table. Use this field to resolve each key ("=" for discrete keys such as codes, and "&gt;," "&gt;=," "&lt;," and "&lt;=" for numeric brackets.)</p> <p><b>Note:</b> You can define only one numeric bracket, and it must be the last key.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

### Delivered Benefit Rate Types

Benefit rate types delivered with your system are:

- Age-Graded. (By Gender, Smoker):* Defines rates, flat amounts, or per unit of coverage for the insured based on gender and smoker status within specific age brackets.
- Flat Rate:* Defines rates that are based on a specific monetary amount.
- Percent of Base:* Defines rates as simple fixed percentages of an employee's compensation base.
- Length of Service (Months):* Defines rates (flat amounts or per unit of coverage) based on length-of-service brackets.

- **Compensation Bands:** Defines rates (flat amounts or per unit of coverage) based on compensation brackets.
- **Covered Person Type:** Defines rates (flat amounts or per unit of coverage) individually for each covered person type. This rate type is applicable only to Health plans because they are the only plan type that supports coverage codes.

This rate type allows qualified and nonqualified persons to be assigned to different rates and results in a rate being calculated *per covered person* on the enrollment.

- **Benefit Plan and Coverage Code:** Defines rates, flat amounts, or per unit of coverage based on the benefit plan and coverage code enrollment. This rate type is useful for consolidating all rates for a given health provider into a single table.

## Benefit Rates Page

Use the Benefit Rates page (BN\_RATE\_TABLE) to enter benefit rate information.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Rates and Rules**, and then **Benefit Rates**, and then **Benefit Rates**

This example illustrates the fields and controls on the Benefit Rates page. You can find definitions for the fields and controls later on this page.

### Benefit Rates

Rate Table ID B101

Benefit Rate Table [?](#) [Find](#) | [View All](#) First 1 of 1 Last

\*Effective Date 01/01/2005 [B1](#) \*Effective Status Active [+](#) [-](#)

\*Benefit Rate Type Age-Graded (By Gender, Smoker) \*Description B101 Short Description B101

\*Premium Frequency Monthly \*Rate per Unit None

Currency Code USD [?](#) Specify Optional Limit

Rate Data [?](#) [Personalize](#) | [Find](#) | [View All](#) [Print](#) | [PDF](#) First 1-4 of 4 Last

| Composite Rates | Detail Rates | Tax Adjustment |            |               |               |                   |                   |
|-----------------|--------------|----------------|------------|---------------|---------------|-------------------|-------------------|
| Gender (=)      | Smoker (=)   | Age (>=)       | Total Rate | Employee Rate | Employer Rate |                   |                   |
| 1 Female        | No           | 0              | 0.00000    | 0.00000       | 0.00000       | <a href="#">+</a> | <a href="#">-</a> |
| 2 Female        | Yes          | 0              | 50.00000   | 0.00000       | 0.00000       | <a href="#">+</a> | <a href="#">-</a> |
| 3 Male          | No           | 0              | 0.00000    | 0.00000       | 0.00000       | <a href="#">+</a> | <a href="#">-</a> |
| 4 Male          | Yes          | 0              | 50.00000   | 0.00000       | 0.00000       | <a href="#">+</a> | <a href="#">-</a> |

### Warning

PeopleSoft Base Benefits delivers a set of rates with an ID of IRS. PeopleSoft Payroll for North America uses these IRS rates to calculate imputed income. The IRS table ID set should not be changed.

### Benefit Rate Table

Use the **Benefit Rate Table** group box to define the structure of the rate table.

| Field or Control              | Description                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Benefit Rate Type</b>      | Select from one of the system-delivered or custom rate types.<br>This controls the overall structure of this rate table, especially the keys in the Rate Data section                                                                                                                                                                                                                                                            |
| <b>Premium Frequency</b>      | Define how you quote the cost of benefit rates.<br>If the employee's pay frequency differs from the premium frequency, the system annualizes the coverage rates and divides by employee pay frequency to determine the pay period rate.                                                                                                                                                                                          |
| <b>Rate per Unit</b>          | <ul style="list-style-type: none"> <li>For a flat rate, select <i>None</i>.</li> <li>For a rate that applies to each \$100 of coverage, select <i>Per Hundred</i>.</li> <li>For a rate that applies to each \$1,000 of coverage, select <i>Per Thousand</i>.</li> </ul>                                                                                                                                                          |
| <b>Currency Code</b>          | (Optional) Select a currency code to indicate the currency in which the rate data is specified. This is for informational purposes only—the system does not perform any currency conversion during deduction or cost calculations. However, the system does use this information when you are in the Benefit Program Table pages to match available benefit rates against the currency code associated with the benefit program. |
| <b>Specify Optional Limit</b> | Click to access the Amount Subject to Limit page.<br>See <a href="#">Amount Subject to Limit Page</a> .                                                                                                                                                                                                                                                                                                                          |

### Rate Data

Use this group box to enter composite rates, detail rates, or tax adjustments. Composite rates are based on a specific dollar amount. Composite rates define rates as either *Employee* or *Employer* without defining a tax class. The actual tax class used is determined dynamically during processing based on the tax classes defined within the applicable deduction code. Tax classes *A* and *B* (after-tax and before-tax) are employee classes, and classes *T* and *N* (taxable and nontaxable) are employer classes. The deduction code cannot define more than one employee tax class or employer tax class unless a GTL (group term life) or DPL (dependent life) effect is involved, in which case both *N* and *T* are allowed because the *T* class will be managed by the imputed income processing.

You can enter rates using either the **Composite** method or the **Detail** method, but not both.

### Composite Rates

Enter the rates that are based on a specific dollar amount. The appearance of the grid is based on the benefit rate type.

| Field or Control  | Description                                                                               |
|-------------------|-------------------------------------------------------------------------------------------|
| <b>Age (&gt;)</b> | You can enter the keys based on your criteria from the benefit rate type.                 |
| <b>Total Rate</b> | Enter the total cost of the coverage. Include any administrative fee that you may charge. |

| Field or Control        | Description                                                                                                                                                   |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Employee Rate</b>    | Enter the rate charged to the employee and deducted through the paycheck. This is either after-tax or before-tax, depending on the deduction code definition. |
| <b>Employer Rate</b>    | Enter the rate the employer pays to subsidize the cost of a benefit. This is either taxable or nontaxable, depending on the deduction code definition.        |
| <b>Employee Percent</b> | Enter the employee's portion of contribution. If you've specified a percent, this represents the percentage of base that the employee pays for the benefit.   |
| <b>Employer Percent</b> | Enter the percentage of base that the employer contributes towards the benefits.                                                                              |

**Note**

The fields that appear in the **Rate Data** group box depend upon the rate type that you select.

### Detail Rates

Access the Detail Rates tab on the Benefit Rates page.

This example illustrates the fields and controls on the Benefit Rates page: Detail Rates tab. You can find definitions for the fields and controls later on this page.

Rate Data

Personalize | Find | View All First 1-4 of 4 Last

Composite Rates

Detail Rates

Tax Adjustment

|   | Gender (=) | Smoker (=) | Age (>=) | Total Rate           | Before-Tax Rate | After-Tax Rate | Non-Taxable Rate | Taxable Rate |  |  |
|---|------------|------------|----------|----------------------|-----------------|----------------|------------------|--------------|--|--|
| 1 | Female     | No         | 0        | <input type="text"/> | 0.00000         | 0.00000        | 0.00000          | 0.00000      |  |  |
| 2 | Female     | Yes        | 0        | 50.00000             | 35.00000        | 0.00000        | 15.00000         | 0.00000      |  |  |
| 3 | Male       | No         | 0        | <input type="text"/> | 0.00000         | 0.00000        | 0.00000          | 0.00000      |  |  |
| 4 | Male       | Yes        | 0        | 50.00000             | 35.00000        | 0.00000        | 15.00000         | 0.00000      |  |  |

Use the Detail Rates grid to split employee premiums across *Before* and *After Tax*, or to split employer premiums across taxable and nontaxable.

An example is premiums for domestic partner health coverage in the US, where the cost for qualified individuals can be *Before Tax*, but non-qualified individuals are *After Tax*.

| Field or Control                                                                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Before-Tax Rates, After-Tax Rate, Non-Taxable Rate, and Taxable Rate</b>            | Allocate the total rate across the tax classes as desired. The classes here have the same meaning and impact as those specified in the deduction code. Any given tax class rate will be taken only if the deduction code being processed also has that tax class defined. You should not specify a taxable rate component for use in plans that are subject to imputed income. The system expects to generate the taxable cost for these plans. |
| <b>Before-Tax Percent, After-Tax Percent, Non-Taxable Percent, and Taxable Percent</b> | Allocate the percentages across the tax classes as desired.                                                                                                                                                                                                                                                                                                                                                                                     |

 **Warning**

Oracle's PeopleSoft Base Benefits delivers a set of rates with an ID of IRS. PeopleSoft Payroll for North America uses these IRS rates to calculate imputed income. The IRS table ID set should not be changed.

### Tax Adjustment

Access the Tax Adjustment tab on the Benefit Rates page.

This example illustrates the fields and controls on the Benefit Rates page, Tax Adjustment tab. You can find definitions for the fields and controls later on this page.



## Benefit Rates

Rate Table ID KUMED

Benefit Rate Table ? Find | View All First 1 of 1 Last

\*Effective Date 01/01/2005 \*Effective Status Active

\*Benefit Rate Type Benefit Plan and Coverage Code

\*Description ku MED Short Description ku MED

\*Premium Frequency Monthly \*Rate per Unit None

Currency Code USD Specify Optional Limit

Rate Data ? Personalize | Find | View All | First 1-18 of 18 Last

Composite Rates Detail Rates Tax Adjustment

|    | Benefit Plan (-) | Coverage Code (-) | Tax Adjustment |   |   |
|----|------------------|-------------------|----------------|---|---|
| 1  | KUMED            | 1                 | 0.00000        | + | - |
| 2  | KUMED            | 12                | 0.00000        | + | - |
| 3  | KUMED            | 14                | 0.00000        | + | - |
| 4  | KUMED            | 2                 | 0.00000        | + | - |
| 5  | KUMED            | 3                 | 0.00000        | + | - |
| 6  | KUMED            | 4                 | 0.00000        | + | - |
| 7  | KUMED1           | 1                 | 0.00000        | + | - |
| 8  | KUMED1           | 12                | 0.00000        | + | - |
| 9  | KUMED1           | 14                | 0.00000        | + | - |
| 10 | KUMED1           | 2                 | 0.00000        | + | - |
| 11 | KUMED1           | 3                 | 0.00000        | + | - |
| 12 | KUMED1           | 4                 | 0.00000        | + | - |
| 13 | KUMED2           | 1                 | 0.00000        | + | - |
| 14 | KUMED2           | 12                | 0.00000        | + | - |
| 15 | KUMED2           | 14                | 0.00000        | + | - |

The tab displays a column for the Non-Taxable Before-Tax benefit deduction class (labeled Tax Adjustment). Define the rates applicable to adult children here. For the Percent of Base rate type, the column label is Adjustment Percent.

The Tax Adjustment tab has the same attributes as the rate columns on the existing tabs:

- Default zero amount, numeric 5 decimals, etc., for amount rates.
- Percent of Base Rate Type Adjustment Percent field attributes have the same attributes as the other percentage rate fields on the page.
- The Total Rate column formulae on the two existing tabs does not include the rate on the tax adjustment tab.

The functionality is targeted at the two rate types that are most suited to health care deductions:

- Benefit Plan and Coverage Code
- Covered Person Type

In addition, the Percentage of Base type is included.



# Amount Subject to Limit Page

Use the Amount Subject to Limit page (BN\_RATE\_LMT\_SEC) to define the percent-of-gross limits.

Navigation:

Click the **Specify Optional Limit** link on the Benefit Rates page.

This example illustrates the fields and controls on the Amount Subject to Limit page. You can find definitions for the fields and controls later on this page.

Amount Subject to Limit

Specify the portion of the benefit rate that is to be subject to the percent-of-gross limit defined on the Calculation Rules.

Amount Subject to Limit

Flat Amount

Flat Amount Limit

10.0000

Percent of Rate Limit

OK

Cancel

Refresh

Specify the portion of the benefit rate to be subject to the percent-of-gross limit defined in the Calculation Rules Table page.

| Field or Control        | Description                                                                                                                                                                                   |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Amount Subject to Limit | Select whether the limit amounts is: <ul style="list-style-type: none"><li>Entire Rate Amount</li><li>Flat Amount Limit</li><li>Not Applicable</li><li>Percent of Rate</li></ul>              |
| Flat Amount Limit       | This field is available if you selected <i>Entire Rate Amount</i> in the <b>Amount Subject to Limit</b> field.<br>Enter the amount that is subject to the limit.                              |
| Percent of Rate Limit   | This field is available if you selected <i>Percent of Rate</i> in the <b>Amount Subject to Limit</b> field.<br>Enter the percentage amount of the employee rate that is subject to the limit. |

## Setting Up Annual Benefits Base Rates

Some benefits, such as life and disability insurance, can be based upon the employee's compensation rate or an annual benefits base rate (ABBR) that you define for the employee.

To set up annual benefits base rates, use the Annl Benef Base Rt Type Table (ABBR\_TYPE\_TBL) component.

This section provides an overview of Annual Benefits Base Rates (ABBR) and discusses how to define annual benefits base rates.

Page Used to Set Up ABBR Types

| Page Name                                        | Definition Name | Usage                              |
|--------------------------------------------------|-----------------|------------------------------------|
| <a href="#">Annl Benef Base Rt Type Tbl Page</a> | ABBR_TYPE       | Define annual benefits base rates. |

Annl Benef Base Rt Type Tbl Page

Use the Annl Benef Base Rt Type Tbl (annual benefits base rates table) page (ABBR\_TYPE) to define annual benefits base rates.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Rates and Rules**, and then **Annl Benef Base Rt Type Tbl**, and then **Annl Benef Base Rt Type Tbl**

This example illustrates the fields and controls on the Annl Benef Base Rt Type Tbl page. You can find definitions for the fields and controls later on this page.

Annl Benef Base Rt Type Tbl

Base Rate Type BAS1

Annual Benefit Base Rates

Find | View All

First 1 of 1 Last

\*Effective Date01/01/2000

Effective StatusActive

Short DescriptionBAS1

\*DescriptionBAS1

Setting Up Calculation Rules

To set up calculation rules, use the Calculation Rules Table (CALC\_RULES\_TABLE) component.

This section provides an overview of calculation rules and discusses how to define calculation rules.

## Page Used to Set Up Calculation Rules

| Page Name                                    | Definition Name  | Usage                                                                                                                                             |
|----------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Calculation Rules Table Page</a> | CALC_RULES_TABLE | Define calculation rules by specifying salary, age, and service as of dates, as well as coverage, calculation, and rounding options for the rule. |

## Understanding Calculation Rules

You use calculation rules to define how deductions are calculated for each benefit plan. Calculation rules relate only to rate-based plans or plans that require a compensation base, not a coverage base. When determining calculation rules, you need to understand:

- Compensation base versus annual benefits base rate.
- (USF) Compensation base.
- As-of dates.

### Compensation Base Versus Annual Benefits Base Rate

Calculation rules use an employee's compensation as part of the definitions. If you are going to base the employee's compensation on an amount other than the employee's regular compensation rate, you can enter an amount in the **Annual Benefits Base Rate** field on the Compensation page of the Job Data component.

The term *Base Benefits* is a generic reference to the compensation to be used, whether it is the annual compensation rate on the employee's job record or an alternate annual benefit base rate, and whether it is a single rate from a single job record or an aggregate across multiple jobs.

If a calculation rule specifies that the ABBR should be used, but the employee has not been assigned an ABBR, the system uses the employee's regular compensation rate instead.

See PeopleSoft Human Resources Administer Workforce: Understanding Job Data.

### (USF) Compensation Base

The compensation base is set through the Personnel Action Request (PAR) process. You can:

- Use the adjusted regular compensation amount provided in the Expected Pay page, accessed from the Compensation Data page of the PAR component. The regular compensation amount is the base pay for the employee's compensation frequency with locality or LEO (law enforcement officer) adjustments.
- Override the FEGLI base rate.

The system uses the regular adjusted compensation amount for benefit processing. The exception to this rule is FEGLI plans: you can have the system use a different base rate when processing FEGLI plans by overriding the FEGLI base. The FEGLI base mirrors the quoted total pay until it is overridden.

See PeopleSoft Human Resources Administer Workforce: Understanding U.S. Federal Hiring.

### As-Of Dates

The Calculation Rules Table has several *as-of-date* rules that you can define to control the calculation of age, service, and benefits base. These rules give flexibility in defining the reference date the system uses for interval calculations, such as age and service, or flexibility in the determination of the effective date when retrieving the base compensation data. The following rules are available:

- As of the current pay run's pay-end date (or as of the current processing date for those applications that are not based on pay runs.)
- As of the current pay run's check issue date.
- As of a specific month and day for the current year. This is often used to freeze compensation at the point of open enrollment, typically 01/01 of the year, or to prevent unexpected midyear changes due to temporal events.
- As of a specific month and day for the previous year.

The Age As-Of rule has the following additional options:

- As of the next pay run's pay end date. This is mainly used by USF users to protect age from changing mid pay-period.
- As of date of the original enrollment in a benefit plan, date of first uninterrupted enrollment. This is mainly used by long-term care plans, for which costs are fixed at the point of enrollment.

If you use Multiple Jobs functionality, you must also tell the system which jobs to use when calculating the employee's earnings.

## Calculation Rules Table Page

Use the Calculation Rules Table page (CALC\_RULES\_TABLE) to define calculation rules by specifying salary, age, and service as of dates, as well as coverage, calculation, and rounding options for the rule.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Rates and Rules**, and then **Calculation Rules Table**, and then **Calculation Rules Table**

This example illustrates the fields and controls on the Calculation Rules Table page. You can find definitions for the fields and controls later on this page.

### Calculation Rules Table

Calculation Rules Table ID B001

Calculation Rules Table

Find | View All First 1 of 1 Last

\*Effective Date 01/01/1980

\*Description B001

Short Description

Demographics

\*Use Age As Of Check Date

Month Day

\*Use Service As Of Check Date

Month Day

\*Source for Demographics Employee

Benefit Base

\*Use Benefits Base As Of Check Date

Month Day

Source

Annual Rate

Annual Benefits Base Rate PRIM Primary (From Job Record)

Multiple Jobs

Combine Base for Multiple Jobs

\*Group Method Primary Job in Benefit Record

Consider Active Jobs Only

Optional Rate Limit

Max Deduction % of Gross Pay 1.000

| Field or Control | Description                                                                                                                                                         |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Effective Date   | Must be the same as or prior to the effective dates of the one or more benefit program and benefit plan combinations that you associate the calculation rules with. |

#### Demographics

| Field or Control  | Description                                                                      |
|-------------------|----------------------------------------------------------------------------------|
| Use Age As Of     | Used to calculate rates for life plans that you associate with age-graded rates. |
| Use Service As Of | Used to calculate rates for plans that you base on months of service.            |

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| Field or Control               | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Source for Demographics</b> | <p>Designate whose personal information to use. Values are:</p> <ul style="list-style-type: none"> <li>• <i>Covered Dependent</i>: This is useful for dependent life plans defined as <i>sum of dependent coverage</i> because each covered dependent has an independent coverage amount, and the premium is typically based on that individual's age, gender, and smoker status.</li> <li>• <i>Employee</i></li> <li>• <i>Spouse/Partner</i>: This is useful for spousal life plans.</li> </ul> <p>If the system cannot locate a birth date for a dependent or spouse, it generates a warning that a birth date was not located and uses the employee's age instead, while still retaining the dependent's sex and smoker status.</p> |

**Benefit Base**

| Field or Control               | Description                                                                                                                                                                                                        |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Use Benefits Base As Of</b> | Enter the date to use when retrieving the employee's salary if the system needs to use an employee's salary to determine a rate (for example, a compensation-banded rate table or a percent-of-salary rate table). |

**Source**

| Field or Control                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Annual Rate</b>               | Select to make calculations using the regular compensation base entered on the Job Data - Compensation page.                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Annual Benefits Base Rate</b> | <p>Select to make calculations using an annual benefit base rate (ABBR.)</p> <p>The ABBR selected can be either the primary ABBR found on the Job Data - Benefit Program Participation page or any alternate ABBR from the ABBR Update page.</p> <p><b>Note:</b> Set a maximum benefits base rate by assigning each employee an ABBR that is not higher than the desired maximum.</p> <p><b>Note:</b> For federal users, ABBR corresponds to the <b>Total Pay</b> field on the Expected Pay page of the PAR Compensation Data component.</p> |

---

**Multiple Jobs**

| Field or Control                      | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Combine Base for Multiple Jobs</b> | Select if you want to aggregate salary from multiple jobs as a basis for a rate determination. Selecting this rule activates the <b>Group Method</b> options.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Group Method</b>                   | <p>If you selected <b>Combine Base for Multi Jobs</b>, select the group method to use for selecting jobs to contribute to the total benefit base. Choose from:</p> <ul style="list-style-type: none"> <li>• <i>All Flagged Jobs</i>: All flagged jobs, regardless of benefit record number, are included in the calculation.<br/><b>Note:</b> This means that the job has the <b>Include in Deductions</b> check box selected on the Maintain Primary Jobs Flags page.</li> <li>• <i>Flagged Jobs in Benefit Record</i>: All flagged jobs within the current benefit record number are included in the calculation.</li> <li>• <i>Primary Job in Benefit Record</i>: Only the primary job within the current benefit record number is included in the calculation.</li> </ul> |
| <b>Consider Active Jobs Only</b>      | If you selected <b>Combine Salary for Multi Jobs</b> , select this option to have the system look only at jobs with a status of <i>Active</i> in the Job Data components.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

---

**Optional Rate Limit**

| Field or Control                                                                | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Max Deduction % of Gross Pay</b> (maximum deduction percentage of gross pay) | <p>If you have employees in Hawaii, state laws mandate that employers charge no more than 1.5% of gross wages for employee-only coverage.</p> <p>Use this field to establish a calculation rule with the maximum deduction percent of gross pay set to a value of 1.5 or lower. This rule will be attached to the cost row of the benefit plan coverage code associated with employee-only coverage.</p> <p>This deduction calculation is performed when:</p> <ul style="list-style-type: none"> <li>• The Pay Calculation process is being run.</li> <li>• The plan type is <i>Health</i>.</li> <li>• The coverage code is <i>Employee Only</i>.</li> <li>• The calculation rule ID is defined.</li> <li>• The values for maximum percent of gross pay, deductions, and gross pay are all greater than zero.</li> </ul> <p>The maximum deduction percent of gross pay calculation looks like this:</p> $\text{Deduction} = (\text{Max Percent of Gross Pay}) \times (\text{Federal Taxable Gross Pay}) \div 100.$ <p>The smaller deduction appears on the paycheck.</p> |

## Setting Up Deduction Codes

To set up deduction codes, use the Deduction Table (DEDUCTION\_TABLE) component.

This section provides an overview of deduction codes and discusses how to create deduction codes.

### Page Used to Set Up Deduction Codes

| Page Name                                    | Definition Name  | Usage                   |
|----------------------------------------------|------------------|-------------------------|
| <a href="#">Deduction Table - Setup Page</a> | DEDUCTION_TABLE1 | Create deduction codes. |

## Understanding Deduction Codes

The Manage Base Benefits business process in PeopleSoft HR is designed to work with PeopleSoft Payroll for North America and PeopleSoft Payroll Interface. Calculating deductions accurately is an important payroll function.

To set up benefit deductions:

- Use the Deduction Table component (DEDUCTION\_TABLE) to select the plan type (any plan type *except* General Deduction), enter a deduction code, and set up the deduction processing rules.

See PeopleSoft Payroll for North America: Setting Up Deductions.



See PeopleSoft Payroll Interface: Setting Up and Maintaining General Deductions.

- Use the Benefit Plan Table component (BENEFIT\_PLAN\_TABLE) and other components in the Manage Base Benefits business process to set up the benefit plans.

See [Defining Benefit Plans](#).

- Use the Benefit Program Table component (BEN\_PROG\_DEFN) and other components in the Manage Base Benefits business process to build the benefit program and to define the deduction calculation rules.

See [Building Benefit Programs](#).

The Deduction Table component enables you to select a plan type, enter a deduction code, and set up the deduction processing rules that enable you to specify processing details such as deduction priorities, deduction tax classifications, deduction pay period schedules, and other special payroll process indicators. The Benefit Program Table component enables you to set up the deduction calculation rules, actual rates, rules, and routines to use to determine the cost of the deduction. To calculate benefit deductions, payroll uses both the deduction processing rules from the Deduction Table component and deduction calculation rules from the Benefit Program Table.

#### Note

To set up the Benefit Program Table, you must enter deduction codes. Deduction codes are set up on the Deduction Table component through either PeopleSoft Payroll for North America or PeopleSoft Payroll Interface. However, if you are not using a PeopleSoft payroll application to calculate deductions, you can set up dummy deduction codes using other pages in PeopleSoft HR.

### Designing a Deduction Strategy

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

Here's a quick reference that shows the basic benefit deduction pay stub reporting options and how to make them happen:

| You Want to Report                | Do This                                           | Result on Pay Stubs                                                           |
|-----------------------------------|---------------------------------------------------|-------------------------------------------------------------------------------|
| The amount for each benefit plan. | Define a deduction code for each benefit plan.    | Itemized descriptions and deduction amounts appear for each chosen plan type. |
| One total for a plan type.        | Define a deduction code for a specific plan type. | The total deduction of a plan type appears.                                   |

| You Want to Report            | Do This                                                                                                                                                                                                                                                                                                                                                                                            | Result on Pay Stubs                                       |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| One total for all deductions. | <p>Modify your pay check print program to print the total deduction for several plan type series.</p> <p>For example, you might print the total deductions for all health and life plan type series, while still showing a separate deduction for a savings plan, such as 401(k).</p> <p>You must modify your system because you can't automatically roll up to a higher level than plan type.</p> | The total deduction of all plan types you modify appears. |

## Deduction Table - Setup Page

Use the Deduction Table - Setup page (DEDUCTION\_TABLE1) to create deduction codes.

Navigation:

- **Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Deductions**, and then **Deduction Table**
- **Set Up HCM**, and then **Product Related**, and then **Payroll Interface**, and then **Deductions**, and then **Deduction Table**

This example illustrates the fields and controls on the Deduction Table - Setup page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Deduction Table - Setup' page. At the top, there are tabs for 'Setup', 'Tax Class', 'Tax Effect', 'Process', and 'Schedule'. Below these, the 'Plan Type' is set to '10 Medical' and the 'Deduction Code' is 'B10-01'. The 'Deduction Information' section contains the following fields:

- \*Effective Date: 01/01/1980
- \*Description: Basic Medical
- Short Description: Basic Med.
- Deduction Priority: 100

Below these fields is a section titled 'Maximum Arrears Payback' with three radio button options:

- ☒ No Maximum
- ☐ Flat Maximum for Payback
- ☐ Factor x Regular Deduction

On the right side, there is a 'Deduction Subset' table with columns for '\*Subset ID' and 'Description'. The table shows 1 of 1 record.

To create a deduction code, enter the effective date and the long description.

If you are using PeopleSoft Payroll for North America or Payroll Interface, refer to the documentation for those products for information about how to set up the Deduction Table component (DEDUCTION\_TABLE).

See PeopleSoft Payroll for North America: Setting Up Deductions.

See PeopleSoft Payroll Interface: Setting Up and Maintaining General Deductions.

## Setting Up Special Accumulators

To set up special accumulators, use the Special Accumulator Table (SPCL\_EARNS\_TABLE) component.

This section provides an overview of special accumulators and discusses how to enter special accumulator information.

### Page Used to Set Up Special Accumulators

| Page Name                                      | Definition Name  | Usage                                  |
|------------------------------------------------|------------------|----------------------------------------|
| <a href="#">Special Accumulator Table Page</a> | SPCL_EARNS_TABLE | Enter special accumulator information. |

### Understanding Special Accumulators

Sometimes you need to define an employee's earnings based on specific types of earnings rather than total gross earnings. Special accumulators act like a bucket, accumulating only the earning types that you want included when determining the employee's earnings.

Special accumulators are used during deduction calculations and limit testing. You might have a benefit deduction that you base on an earnings amount other than total gross.

For example, you might use a special accumulator to identify all the separate earnings to include when accumulating employee earnings for 401(k) deductions.

Typically, you want to define a special accumulator for qualified savings plans, such as 401(k), that are subject to limit testing.

You first name the special accumulator using the Special Accumulator Table. The next step is to tie specific earnings types to that special accumulator.

### Special Accumulator Table Page

Use the Special Accumulator Table page (SPCL\_EARNS\_TABLE) to enter special accumulator information.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Compensation and Earnings**, and then **Special Accumulator Table**, and then **Special Accumulator Table**

This example illustrates the fields and controls on the Special Accumulator Table page. You can find definitions for the fields and controls later on this page.

## Special Accumulator Table

Special Accumulator Code 401

Special Accumulator(s) Find | View All First 1 of 1 Last

\*Effective Date 01/01/1980 31 \*Status Active + -

\*Description 401K Eligible Earnings

Short Description 401K Earns

## Setting Up Limits for Qualified Savings Plans

To set up limits for qualified savings plans, use the Limit Table (LIMIT\_TBL) component.

This section provides overviews of limits, lists common elements used in this section, and discusses how to set up limits.

### Page Used to Set Up Limits for Qualified Savings Plans

| Page Name   | Definition Name | Usage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Limit Table | LIMIT_TBL1      | <p>Identify the rules that apply to the 401, 402, 403, 415, and 457 limits using the following Limit Table pages:</p> <ul style="list-style-type: none"> <li>• <a href="#">Limit Table Page for 401(a) Limits</a></li> <li>• <a href="#">Limit Table Page for 402(g) Limits</a></li> <li>• <a href="#">Limit Table Page for 403(b) Limits</a></li> <li>• <a href="#">Limit Table Page for 415 Limits</a></li> <li>• <a href="#">Limit Table Page to Set Up 415(c) Limits for 403(b) Plans</a></li> <li>• <a href="#">Limit Table Page for 457 Limits</a></li> <li>• <a href="#">Limit Table Page for User Defined Limits</a></li> </ul> |

## Setting Up and Processing Mandatory Roth Rollover for Employees

This section describes the steps to identify the employees subject to a Roth rollover, and to process the rollover of catch-up contributions to a Roth account.

1. Update the applicable year's FICA Earnings Limit in the Limit Table page for the relevant Limit Type. Select *Sec 414(v)7 Earning Threshold* as the **Limit Classification**. Review and update the Maximum Yearly Deduction and Age Limits. See [Setting Up Limits for Qualified Savings Plans](#)
2. Run the age catch up extension process for the specified limit type on the [Savings Age Catch Up Extension Page](#). Select the **Run Roth Threshold Update** and **Notify Employee**

check boxes, select the option for **Catch Up Amount**. This process evaluates the employees' prior year FICA against the FICA Earnings Limit defined in the Limit Table page.

3. Review the employees flagged for Mandatory Roth rollover on the [Benefits Savings Management Page](#). The age catch up extension process checks the **Roth Threshold** check box along with other Roth fields for employees whose prior year earnings exceed the defined FICA Earnings Limit and who are aged 50 or more.
4. The employees will receive an In-App alert and an email notification after the age catch up extension process, if *Notify Employee* is enabled on the [Savings Age Catch Up Extension Page](#).
5. Define the deduction criteria for the catch-up contributions to be processed as Roth on the [Rollover of Funds Page](#). Select *Sec414(v)7 Roth Rollover* as the **Rollover Type**. Enter the appropriate Roth benefit plan and deduction code for the rollover.

#### Note

Savings plan limits and catch-up rules, including SECURE 2.0 Roth catch-up for high earners, can change over time. Employers should review PeopleSoft Benefits and Payroll for North America configurations (limit tables, deduction priorities, rollover rules, and notifications) and validate them each year against current IRS guidelines. For specific questions or to ensure full compliance, consult your organization's legal and tax professionals.

## Understanding Limits

Certain qualified benefit savings plans may be subject to government regulations. Limits are tied to deduction codes. When your payroll department runs the pay calculation process, the system checks whether a deduction has any limits associated with it. If it does, the system runs the testing calculations and makes the limit adjustments to every affected employee's records. If a deduction cannot be taken, it is reported with the appropriate reason-not-taken code.

## Understanding 401 Limit

The 401 limit is designed to eliminate the tax advantage that highly compensated employees have by participating in qualified plans. This limit sets up a maximum cap on the employee's annual earnings during the calculation of the employee's contribution. When calculating the employee annual earnings, the system applies the 401 limit against the **Special Accumulator** field defined on the Savings Plan tables, not on the **Special Accumulator** field on the Limit Table.

## Understanding 402 Limit

The 402 limit imposes a flat dollar annual limit on the amount an employee can contribute as an elective deferral.

## Understanding 403 Limit

The 403 limit defines the parameters that extend the maximum amount of the elective deferrals that an employee (with 15 or more years of service) in a qualifying organization can contribute

to the 403(b) savings plans. In addition to the 403 limit, 403(b) savings plans are also subject to 401, 402, and 415 limits.

To calculate this amount:

1. Multiply the employee's eligible earnings by 20%.
2. Multiply the figure by the employee's total years of service.
3. Subtract the prior year's pretax contributions.

## Understanding 415 Limit

The 415 limit restricts the total amount an employee as well as an employer can contribute to defined savings plans. 401(k) plans are the most common type of defined savings plans to fall under Section 415, but other types include profit-sharing, money purchase pensions, stock bonuses, thrift savings, and target benefit plans.

Employee year-to-date contributions cannot exceed either of the following amounts:

- A specific percentage amount of the employee's eligible earnings.
- A specific flat annual amount.

If, for a given payroll, the employee's and employer's contribution exceeds the limits, the contribution must be reduced to fall within the limits. Use an other common ID when you need to keep your companies separate for tax purposes but need to maintain accurate current employee balances across companies for calculating Section 415 limits.

## Understanding 415Z Limit

This is identical to the 415 limit with the exception that it applies to 403(b) plans only.

## Understanding 457 Limit

Section 457 plans are deferred compensation plans offered by state and local governments and employers that are exempt from federal income tax. The amount deferred annually by an employee cannot exceed a specific flat amount or 100% of the employee's taxable income, whichever is less.

### Note

Section 457 plans are not qualified plans and are not subject to the tax code's nondiscrimination and related requirements. However, they are subject to deferral limits and mandatory distribution rules that apply to qualified plans.

## Understanding Limit Extensions

Employees who meet specific eligibility criteria and elect the applicable option can increase their elective deferrals in savings plans subject to certain limits. The increase is handled with limit extensions for the age range and extension amount defined in the Limit table for each limit. Limit extensions are stored on the Savings Management (SAVINGS\_MGT\_EE) record.

The limit extensions are:

- 402 – Catch Up, for employees with 15 or more years of service in a 403(b) plan.

- 457 – Catch Up, for employees within three years of retirement in a 457 plan.
- 402 – Extensions per age range defined in the Limit table for a 401(k) and, a 403(b) plan, or both.
- 415 – Extensions per age range defined in the Limit table for a 401(k) plan.
- 415z – Extensions per age range defined in the Limit table for a 403(b) plan.
- 457 – Extensions per age range defined in the Limit table for a 457 eligible governmental plan.
- 401(a) – Adjust Eligible Earnings for 401(k), 403(b), and 457 plans.

#### Related Topics

- [Understanding Savings Plan Management](#)  
The Savings Management (SAVINGS\_PLANS) component enables the user to review, override, and extend government regulated limits for qualified savings plans. The Manage Base Benefits business process provides the following limit extensions and adjustments.

## Common Elements Used to Define Limits

| Field or Control                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Age Limit</b>                   | Enter the catch-up amount for different age range.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Special Limits</b>              | <p>Select the limit classification and enter the amount.</p> <p>Select <i>Sec 414(v)7 Earning Threshold</i> for <b>Limit Classification</b> and enter applicable limit in the <b>Amount</b> field.</p> <p>The age catch-up extension process verifies the employee's prior year Taxable Gross amounts for Tax Class D (OASDI/Disability – EE) against the amount entered in the <b>Amount</b> field. The employees whose YTD earnings exceed the threshold are flagged for Mandatory Roth rollover in the <a href="#">Benefits Savings Management Page</a>.</p>                                                                                                                                                                 |
| <b>Deductions Subject To Limit</b> | <p>Select the deduction codes for any and all benefit plans that fall under the specified limit. This list should be as comprehensive as possible. Both general deductions and benefit plans can be specified.</p> <p>To associate a limit with a deduction, enter the plan type, benefit plan, general deduction code, and deduction class.</p> <p>A single plan type may require more than one deduction classification. You may have to insert rows for after-tax, before-tax, nontaxable benefit, and nontaxable pretax benefit classifications for a single 401(k) plan.</p> <p><b>Note:</b> 401(a) limit processing is supported on savings plan deductions only. A general deduction will not enforce 401(a) limits.</p> |

| Field or Control                                                                                          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Deductions Which Add to Spcl Accum</b><br>(deductions which add to the special accumulator)            | <p>Enter deductions to add to the special accumulator. These are the taxable benefits that the IRS stipulates can be included in the calculation of the limits.</p> <p>The system increases the employee's eligible earnings by the total year-to-date plus the current amount of the taxable benefits that you enter here before calculating the employee's current limit.</p> <p>To add a deduction to a special accumulator, enter the plan type, benefit plan, general deduction code, and deduction class.</p>                                                   |
| <b>Deductions Which Subtract From Spcl Accum</b> (deductions which subtract from the special accumulator) | <p>Enter the deductions that subtract from the special accumulator. These are deductions that the IRS stipulates must be excluded from the calculation of the limits. (Ordinarily, these are before-tax deductions, but you may encounter exceptions.)</p> <p>The system reduces the employee's eligible earnings by the total year-to-date plus current amount of the deductions that you enter here before calculating the employee's current limit.</p> <p>For each taxable benefit, fill in the plan type, benefit plan, deduction code, and deduction class.</p> |
| <b>Maximum Benefit Base</b>                                                                               | <p>The amount that you enter in this field is determined by IRS regulations. It determines the maximum cap on the employee's annual earnings during the calculation of the employee's contribution.</p>                                                                                                                                                                                                                                                                                                                                                               |
| <b>Max Percent of Accumulator</b> (maximum percentage of accumulator)                                     | <p>Enter the percentage amount to use when the system calculates the maximum amount that the employee can contribute.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Maximum Yearly Deduction</b>                                                                           | <p>Enter the flat cap on yearly contributions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Rollover Allowed</b>                                                                                   | <p>Select if you want any contribution amount that exceeds the limit to roll over to another plan type or tax class. The actual destination of the excess funds is defined on the Savings Plan Table.</p>                                                                                                                                                                                                                                                                                                                                                             |
| <b>Special Accumulator</b>                                                                                | <p>Used to determine which year-to-date and current employee earnings are eligible for limit testing.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

## Limit Table Page for 401(a) Limits

Use the Limit Table page (LIMIT\_TBL1) to identify the rules that apply to the 401(a) limits.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Rates and Rules**, and then **Limit Table**, and then **Limit Table**

Access the Limit Table page for 401(a) limits.



This example illustrates the fields and controls on the Limit Table page for 401(a) limits.

### Limit Table

Limit Type 401(a) Limit

Employee Earnings Limits Find | View All First 1 of 1 Last

\*Effective Date 01/01/2012 ☐ Rollover Allowed

\*Description 401 Short Description 401

Maximum Benefit Base \$250,000.00

**Deductions Subject To Limit** Personalize | Find | First 1-129 of 129 Last

| *Plan Type | Benefit Plan | Description                   | General Deduction Code | Description | *Deduction Classification |   |   |
|------------|--------------|-------------------------------|------------------------|-------------|---------------------------|---|---|
| 401(k)     | BD401A       | Savings Service Step ER Match |                        |             | After-Tax                 | + | - |
| 401(k)     | BD401A       | Savings Service Step ER Match |                        |             | Before-Tax                | + | - |
| 401(k)     | BD401A       | Savings Service Step ER Match |                        |             | Nontaxable Benefit        | + | - |
| 401(k)     | BD401A       | Savings Service Step ER Match |                        |             | Nontaxable Btax Benefit   | + | - |
| 401(k)     | BD401E       | Savings Non Match % of Sp Acc |                        |             | After-Tax                 | + | - |
| 401(k)     | BD401E       | Savings Non Match % of Sp Acc |                        |             | Before-Tax                | + | - |
| 401(k)     | BD401E       | Savings Non Match % of Sp Acc |                        |             | Nontaxable Benefit        | + | - |
| 401(k)     | BD401E       | Savings Non Match % of Sp Acc |                        |             | Nontaxable Btax Benefit   | + | - |

## Limit Table Page for 402(g) Limits

Use the Limit Table page (LIMIT\_TBL1) to identify the rules that apply to the 402(g) limits.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Rates and Rules**, and then **Limit Table**, and then **Limit Table**

Access the Limit Table page for 402(g) limits

This example illustrates the fields and controls on the Limit Table page for 402(g) limits (Page 1 of 2).

## Limit Table

Limit Type 402(g) Limit

**Employee Earnings Limits**  | < > 1 of 13 > | View All

\*Effective Date 01/01/2026 ☐ Rollover Allowed

\*Description 402g Limit Short Description 402

Maximum Yearly Deduction \$24,500.00

▼ **Special Limits**  | < > 1-1 of 1 > |

| Limit Classification          | Amount     |                                  |                                  |
|-------------------------------|------------|----------------------------------|----------------------------------|
| Sec 414(v)7 Earning Threshold | 145,000.00 | <input type="button" value="+"/> | <input type="button" value="-"/> |

▼ **Company Limits**  | < > 1 of 1 > | View All

Company

**Age Limit**  | < > 1-3 of 3 > |

| Age (>=) | Expansion Amount |                                  |                                  |
|----------|------------------|----------------------------------|----------------------------------|
| 50       | 8,000.00         | <input type="button" value="+"/> | <input type="button" value="-"/> |
| 60       | 11,250.00        | <input type="button" value="+"/> | <input type="button" value="-"/> |
| 64       | 8,000.00         | <input type="button" value="+"/> | <input type="button" value="-"/> |

This example illustrates the fields and controls on the Limit Table page for 402(g) limits (Page 2 of 2).

▼ **Deductions Subject To Limit**  | < > 1-20 of 20 > |

| *Plan Type↑      | Benefit Plan↑               | Description↑                  | General Deduction Code | Description | *Deduction Classification |                                  |                                  |
|------------------|-----------------------------|-------------------------------|------------------------|-------------|---------------------------|----------------------------------|----------------------------------|
| 401(k) ▼         | BD401A <input type="text"/> | Savings Service Step ER Match | <input type="text"/>   |             | Before-Tax ▼              | <input type="button" value="+"/> | <input type="button" value="-"/> |
| 401(k) ▼         | BD401B <input type="text"/> | Savings Non Match % of Sp Acc | <input type="text"/>   |             | Before-Tax ▼              | <input type="button" value="+"/> | <input type="button" value="-"/> |
| 401(k) ▼         | BD401K <input type="text"/> | BenData: Classic 401(k)       | <input type="text"/>   |             | Before-Tax ▼              | <input type="button" value="+"/> | <input type="button" value="-"/> |
| 401(k) ▼         | BP0127 <input type="text"/> | Test 401(k)                   | <input type="text"/>   |             | Before-Tax ▼              | <input type="button" value="+"/> | <input type="button" value="-"/> |
| 401(k) ▼         | KU401 <input type="text"/>  | 401(k) Savings Plan           | <input type="text"/>   |             | Before-Tax ▼              | <input type="button" value="+"/> | <input type="button" value="-"/> |
| 401(k) ▼         | KU401E <input type="text"/> | 401(k) Employer Flat Match    | <input type="text"/>   |             | Before-Tax ▼              | <input type="button" value="+"/> | <input type="button" value="-"/> |
| 401(k) ▼         | KU401M <input type="text"/> | 401(k) Employer Pct Match     | <input type="text"/>   |             | Before-Tax ▼              | <input type="button" value="+"/> | <input type="button" value="-"/> |
| 403(b) ▼         | BD403B <input type="text"/> | BenData: 403(b) Plan          | <input type="text"/>   |             | Before-Tax ▼              | <input type="button" value="+"/> | <input type="button" value="-"/> |
| 403(b) ▼         | KU403B <input type="text"/> | 403(b) Annuity                | <input type="text"/>   |             | Before-Tax ▼              | <input type="button" value="+"/> | <input type="button" value="-"/> |
| Employer Or ▼    | KU403E <input type="text"/> | Employer-Paid 403(b)          | <input type="text"/>   |             | Before-Tax ▼              | <input type="button" value="+"/> | <input type="button" value="-"/> |
| Nonelective i ▼  | KU403N <input type="text"/> | Non-elective 403(b)           | <input type="text"/>   |             | Before-Tax ▼              | <input type="button" value="+"/> | <input type="button" value="-"/> |
| Pension Plan ▼   | KUPENE <input type="text"/> | GBI Executive Pension         | <input type="text"/>   |             | Before-Tax ▼              | <input type="button" value="+"/> | <input type="button" value="-"/> |
| Pension Plan ▼   | KUPENS <input type="text"/> | GBI Pension Plan              | <input type="text"/>   |             | Before-Tax ▼              | <input type="button" value="+"/> | <input type="button" value="-"/> |
| Profit Sharing ▼ | BROTH1 <input type="text"/> | Roth Plan for SECURE ACT 603  | <input type="text"/>   |             | After-Tax ▼               | <input type="button" value="+"/> | <input type="button" value="-"/> |
| Thrift ▼         | FTSP1 <input type="text"/>  | TSP- Employer Match           | <input type="text"/>   |             | After-Tax ▼               | <input type="button" value="+"/> | <input type="button" value="-"/> |

## Limit Table Page for 403(b) Limits

Use the Limit Table page (LIMIT\_TBL1) to identify the rules that apply to the 403(b) limits.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Rates and Rules**, and then **Limit Table**, and then **Limit Table**

Access the Limit Table page for 403(b) limits

This example illustrates the fields and controls on the Limit Table page for 403(b) limits (1 of 3).

### Limit Table

Limit Type: 403(b) Limit

Employee Earnings Limits Find | View All First 1 of 1 Last

\*Effective Date: 01/01/2006 Rollover Allowed

\*Description: 403 Short Description: 403

Special Accumulator: BH1 Max Percent of Accumulator: 100.000

▼ 403b Limits

\*403(b) Service Prorated By: Based on FTE

402(g) Limits and Cap Expansions

\*Elect 402(g) Cap Expansion: Automatic Election

402(g) Per Year Max Average: \$5,000.00

402(g) Annual Cap Expansion: \$3,000.00 402(g) Lifetime Cap Expansion: \$15,000.00

This example illustrates the fields and controls on the Limit Table page for 403(b) limits.

| Deductions Subject To Limit |              |                      |                        |             |                           | Personalize | Find | 1-24 of 24 | Last |
|-----------------------------|--------------|----------------------|------------------------|-------------|---------------------------|-------------|------|------------|------|
| *Plan Type                  | Benefit Plan | Description          | General Deduction Code | Description | *Deduction Classification |             |      |            |      |
| 403(b)                      | BD403B       | BenData: 403(b) Plan |                        |             | After-Tax                 |             |      |            |      |
| 403(b)                      | BD403B       | BenData: 403(b) Plan |                        |             | Before-Tax                |             |      |            |      |
| 403(b)                      | BD403B       | BenData: 403(b) Plan |                        |             | Nontaxable Benefit        |             |      |            |      |
| 403(b)                      | BD403B       | BenData: 403(b) Plan |                        |             | Nontaxable Btax Benefit   |             |      |            |      |
| 403(b)                      | BNFTE        | BNFTE                |                        |             | After-Tax                 |             |      |            |      |
| 403(b)                      | BNFTE        | BNFTE                |                        |             | Before-Tax                |             |      |            |      |
| 403(b)                      | BNFTE        | BNFTE                |                        |             | Nontaxable Benefit        |             |      |            |      |
| 403(b)                      | BNFTE        | BNFTE                |                        |             | Nontaxable Btax Benefit   |             |      |            |      |
| 403(b)                      | KU403B       | 403(b) Annuity       |                        |             | After-Tax                 |             |      |            |      |
| 403(b)                      | KU403B       | 403(b) Annuity       |                        |             | Before-Tax                |             |      |            |      |
| 403(b)                      | KU403B       | 403(b) Annuity       |                        |             | Nontaxable Benefit        |             |      |            |      |

This example illustrates the fields and controls on the Limit Table page for 403(b) limits.

| Deductions Which Add to Spl Accum |              |                                |                        |             |                           | Personalize | Find | First | 1-17 of 17 | Last |
|-----------------------------------|--------------|--------------------------------|------------------------|-------------|---------------------------|-------------|------|-------|------------|------|
| *Plan Type                        | Benefit Plan | Description                    | General Deduction Code | Description | *Deduction Classification |             |      |       |            |      |
| Life                              | KUBLIF       | Basic Life Plan                |                        |             | Taxable Benefit           |             |      |       |            |      |
| Supplement                        | KUFLA        | Suppl Group Life 100K          |                        |             | Taxable Benefit           |             |      |       |            |      |
| Supplement                        | KUNYL        | New York Life Supplementl Life |                        |             | Taxable Benefit           |             |      |       |            |      |
| Supplement                        | KUSL1        | Suppl Group Life 1x            |                        |             | Taxable Benefit           |             |      |       |            |      |
| Supplement                        | KUSL2        | Suppl Group Life 2x            |                        |             | Taxable Benefit           |             |      |       |            |      |
| Supplement                        | KUSL3        | Suppl Group Life 3x            |                        |             | Taxable Benefit           |             |      |       |            |      |
| Supplement                        | KUSL4        | Suppl Group Life 4x            |                        |             | Taxable Benefit           |             |      |       |            |      |

This example illustrates the fields and controls on the Limit Table page for 403(b) limits.

| Deductions Which Subtract From Spl Accum |              |                              |                        |             |                           | Personalize | Find | First | 1-14 of 14 | Last |
|------------------------------------------|--------------|------------------------------|------------------------|-------------|---------------------------|-------------|------|-------|------------|------|
| *Plan Type                               | Benefit Plan | Description                  | General Deduction Code | Description | *Deduction Classification |             |      |       |            |      |
| Medical                                  | KUHMO        | Medical HMO Plan 1           |                        |             | Before-Tax                |             |      |       |            |      |
| Medical                                  | KUHMO        | Medical HMO Plan 2           |                        |             | Before-Tax                |             |      |       |            |      |
| Medical                                  | KUHMO        | Medical HMO Plan 3           |                        |             | Before-Tax                |             |      |       |            |      |
| Medical                                  | KUMED        | Enhanced Medical Plan        |                        |             | Before-Tax                |             |      |       |            |      |
| Medical                                  | KUMED        | Basic In-Network Medical     |                        |             | Before-Tax                |             |      |       |            |      |
| Medical                                  | KUMED        | Basic Out-of-Network Medical |                        |             | Before-Tax                |             |      |       |            |      |
| Dental                                   | KUDEN        | Standard Dental Plan         |                        |             | Before-Tax                |             |      |       |            |      |
| Dental                                   | KUDEN        | Enhanced Dental Plan         |                        |             | Before-Tax                |             |      |       |            |      |
| Dental                                   | KUDMO        | Dental DMO                   |                        |             | Before-Tax                |             |      |       |            |      |

| Field or Control                                                                                    | Description                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>403(b) Service Prorated By</b>                                                                   | Select the proration method to use for the 403(b) service year calculation in the Projection process. This information is taken from the employee's job record. |
| <b>Elect 402(g) Cap Expansion</b>                                                                   | Select either <i>Automatic Election</i> , <i>No</i> , or <i>Yes</i> .                                                                                           |
| <b>402(g) Per Year Max Average, 402(g) Annual Cap Expansion, and 402(g) Lifetime Cap Expansions</b> | All of these fields are determined by IRS regulations. Enter the current approved standards.                                                                    |

## Limit Table Page for 415 Limits

Use the Limit Table page (LIMIT\_TBL1) to identify the rules that apply to the 415 limits.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Rates and Rules**, and then **Limit Table**, and then **Limit Table**

Access the Limit Table page for 415 limits.

This example illustrates the fields and controls on the Limit Table page for 415 limits (1 of 3).

Limit Type 415(c) Limit

**Employee Earnings Limits**

\*Effective Date: 01/01/2023 ☐ Rollover Allowed

\*Description: 415c Limit

Special Accumulator: 401

Short Description: 415c

Max Percent of Accumulator: 100.000

Maximum Yearly Deduction: \$66,000.00

**Age Limit**

| Age (>=) | Expansion Amount |   |   |
|----------|------------------|---|---|
| 50       | \$7,500.00       | + | - |

**Deductions Subject To Limit**

| *Plan Type | Benefit Plan | Description  | General Deduction Code | Description | *Deduction Classification |   |   |
|------------|--------------|--------------|------------------------|-------------|---------------------------|---|---|
| 401(k)     | BNFTE        | 401K Savings |                        |             | After-Tax                 | + | - |
| 401(k)     | BNFTE        | 401K Savings |                        |             | Before-Tax                | + | - |
| 401(k)     | BNFTE        | 401K Savings |                        |             | Nontaxable Benefit        | + | - |
| 401(k)     | BNFTE        | 401K Savings |                        |             | Nontaxable Btax Benefit   | + | - |

This example illustrates the fields and controls on the Limit Table page for 415 limits (2 of 3).

**Deductions Which Add to Spcl Accum**

| *Plan Type | Benefit Plan | Description                   | General Deduction Code | Description | *Deduction Classification |   |   |
|------------|--------------|-------------------------------|------------------------|-------------|---------------------------|---|---|
| Life       | KUBLIF       | Basic Life Plan               |                        |             | Taxable Benefit           | + | - |
| Supplement | KUFLAT       | Suppl Group Life 100K         |                        |             | Taxable Benefit           | + | - |
| Supplement | KUNYLF       | New York Life Supplement Life |                        |             | Taxable Benefit           | + | - |
| Supplement | KUSL1X       | Suppl Group Life 1x           |                        |             | Taxable Benefit           | + | - |
| Supplement | KUSL2X       | Suppl Group Life 2x           |                        |             | Taxable Benefit           | + | - |

This example illustrates the fields and controls on the Limit Table page for 415 limits (3 of 3).

**Deductions Which Subtract From Spcl Accum**

| *Plan Type | Benefit Plan | Description         | General Deduction Code | Description | *Deduction Classification |   |   |
|------------|--------------|---------------------|------------------------|-------------|---------------------------|---|---|
| Medical    | BP0298       | Section 415 Medical |                        |             | Before-Tax                | + | - |
| Medical    | BP0299       | Section 415 Medical |                        |             | Before-Tax                | + | - |
| Medical    | KUHMO1       | Medical HMO Plan 1  |                        |             | Before-Tax                | + | - |
| Medical    | KUHMO2       | Medical HMO Plan 2  |                        |             | Before-Tax                | + | - |
| Medical    | KUHMO3       | Medical HMO Plan 3  |                        |             | Before-Tax                | + | - |

## Limit Table Page to Set Up 415(c) Limits for 403(b) Plans

Use the Limit Table page (LIMIT\_TBL1) to identify the rules that apply to the 415(c) Limits for 403(b) plans.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Rates and Rules**, and then **Limit Table**, and then **Limit Table**

Access the Limit Table page for 415(c) Limits for 403(b).

This example illustrates the fields and controls on the Limit Table page for 415(c) Limits for 403(b) (1 of 3).

**Limit Table**

Limit Type 415(c) Limit for 403(b) plans

**Employee Earnings Limits**

\*Effective Date 01/01/2023 ☐ Rollover Allowed

\*Description 415c Limit for 403b

Special Accumulator 401

Short Description 415z

Max Percent of Accumulator 100.000

Maximum Yearly Deduction \$66,000.00

**Age Limit**

Age (>=) 50 Expansion Amount \$7,500.00

**Deductions Subject To Limit**

| *Plan Type | Benefit Plan | Description | General Deduction Code | Description | *Deduction Classification |   |   |
|------------|--------------|-------------|------------------------|-------------|---------------------------|---|---|
| 403(b)     | BNFTE        | BNFTE       |                        |             | After-Tax                 | + | - |
| 403(b)     | BNFTE        | BNFTE       |                        |             | Before-Tax                | + | - |
| 403(b)     | BNFTE        | BNFTE       |                        |             | Nontaxable Benefit        | + | - |

This example illustrates the fields and controls on the Limit Table page for 415(c) Limits for 403(b) (2 of 3).

**Deductions Which Add to Spcl Accum**

| *Plan Type | Benefit Plan | Description                   | General Deduction Code | Description | *Deduction Classification |   |   |
|------------|--------------|-------------------------------|------------------------|-------------|---------------------------|---|---|
| Life       | KUBLIF       | Basic Life Plan               |                        |             | Taxable Benefit           | + | - |
| Supplement | KUFLAT       | Suppl Group Life 100K         |                        |             | Taxable Benefit           | + | - |
| Supplement | KUNYLF       | New York Life Supplement Life |                        |             | Taxable Benefit           | + | - |
| Supplement | KUSL1X       | Suppl Group Life 1x           |                        |             | Taxable Benefit           | + | - |

This example illustrates the fields and controls on the Limit Table page for 415(c) Limits for 403(b) (3 of 3).

## ▼ Deductions Which Subtract From Spcl Accum

| *Plan Type | Benefit Plan | Description              | General Deduction Code | Description | *Deduction Classification |   |   |
|------------|--------------|--------------------------|------------------------|-------------|---------------------------|---|---|
| Medical    | KUHMO1       | Medical HMO Plan 1       |                        |             | Before-Tax                | + | - |
| Medical    | KUHMO2       | Medical HMO Plan 2       |                        |             | Before-Tax                | + | - |
| Medical    | KUHMO3       | Medical HMO Plan 3       |                        |             | Before-Tax                | + | - |
| Medical    | KUMED        | Enhanced Medical Plan    |                        |             | Before-Tax                | + | - |
| Medical    | KUMED1       | Basic In-Network Medical |                        |             | Before-Tax                | + | - |

## Setting Up Deduction Class Order for 415 Limit Tables

If you are setting up the 415 Limit Table, access the Installation Table to set the deduction class order.

Access the Installation Table (**Set Up HCM**, and then **Install**, and then **Installation Table**).

Navigate to the **Product Specific** tab.

This example illustrates the fields and controls on the Installation Table - Product Specific page.

### Installation Table

Products HCM Options **Product Specific** Country Specific Last ID Assigned Third Party/System >

#### Benefits Functions

- ☐ FMLA Administration
- ☐ COBRA Administration
- ☐ Benefits Billing
- ☐ Retroactive Benefits/Deduction
- ☒ FSA Claims Administration

Start Date for BenAdmin 01/01/1999

#### Benefits Deduction Class Order

- ☒ EE After Tax Then PTax Benefit
- ☐ PTax Benefit Then EE After Tax

#### NA Payroll / Payroll Interface

- ☐ Concurrent Calc/Confirm
- ☒ Automatic Employee Tax Data
- ☒ Use State Residence for Local
- ☐ Reset Tax Data for New Company (USA)

#### T&L / NA Payroll Paysheet Opt

- ☐ Change Final Check
- ☐ Change Online Check
- ☐ Change Reversal Adjustments
- ☒ Load in Preliminary Calc

#### Human Resources

- ☒ Multi-Company Organization
- ☐ Automatic Job Termination
- ☐ Automatic Job Suspension

'Temporary SSN' Mask XXX

Empl ID Field Length 4

#### Federal Functionality

\*Default Pay Basis Per Annum

☐ NFC Indicator

#### Commitment Accounting

- ☒ Encumbrance Trigger
- ☐ Comm Control Budget Processor
- ☐ Enforce Real Time Budget Check

#### General Ledger

GL Version N/A

Update Version

#### Combination Editing Caching

☐ Cache Validations

Cache Retention Days 0

## Benefits Deduction Class Order

| Field or Control                      | Description                                                                                                                                                  |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>EE After Tax Then PTax Benefit</b> | When applying the 415(c) limit, the system applies the reduction first to the employer before tax contribution, then to the employee after tax contribution. |
| <b>PTax Benefit Then EE After Tax</b> | When applying the 415(c) limit, the system applies the reduction first to the employee after tax contribution, then to the employer before tax contribution. |

## Limit Table Page for 457 Limits

Use the Limit Table page (LIMIT\_TBL1) to identify the rules that apply to the 457 limits.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Rates and Rules**, and then **Limit Table**, and then **Limit Table**

Access the Limit Table page for 457 limits.

This example illustrates the fields and controls on the Limit Table page for 457 limits (1 of 3).

Limit Table

Limit Type 457 Limit

Employee Earnings Limits

\*Effective Date

01/01/2023

☒ Rollover Allowed

\*Description

Section 457 Savings Plan Limit

Short Description

Sec 457

Special Accumulator

401

Max Percent of Accumulator

100.000

Maximum Yearly Deduction

\$22,500.00

457 Plans

Max Annual 457 Catch Up

45000.00

Age Limit

Age (>=)

Expansion Amount

50

\$7,500.00

+

-

Deductions Subject To Limit

| *Plan Type  | Benefit Plan | Description | General Deduction Code | Description | *Deduction Classification |   |   |
|-------------|--------------|-------------|------------------------|-------------|---------------------------|---|---|
| Section 457 | BN457B       | EGTRRA      |                        |             | After-Tax                 | + | - |
| Section 457 | BN457B       | EGTRRA      |                        |             | Before-Tax                | + | - |
| Section 457 | BN457B       | EGTRRA      |                        |             | Nontaxable Benefit        | + | - |
| Section 457 | BN457B       | EGTRRA      |                        |             | Nontaxable Btax Benefit   | + | - |



This example illustrates the fields and controls on the Limit Table page for 457 limits (2 of 3).

▼ Deductions Which Add to Spcl Accum

|            |              |                               |                        |             |                           |  |  |   |   | 1-13 of 13 |  |  |
|------------|--------------|-------------------------------|------------------------|-------------|---------------------------|--|--|---|---|------------|--|--|
| *Plan Type | Benefit Plan | Description                   | General Deduction Code | Description | *Deduction Classification |  |  |   |   |            |  |  |
| Life       | KUBLIF       | Basic Life Plan               |                        |             | Taxable Benefit           |  |  | + | - |            |  |  |
| Supplement | KUFLAT       | Suppl Group Life 100K         |                        |             | Taxable Benefit           |  |  | + | - |            |  |  |
| Supplement | KUNYLF       | New York Life Supplement Life |                        |             | Taxable Benefit           |  |  | + | - |            |  |  |
| Supplement | KUSL1X       | Suppl Group Life 1x           |                        |             | Taxable Benefit           |  |  | + | - |            |  |  |

This example illustrates the fields and controls on the Limit Table page for 457 limits (3 of 3).

▼ Deductions Which Subtract From Spcl Accum

|            |              |                              |                        |             |                           |  |  |   |   | 1-11 of 11 |  |  |
|------------|--------------|------------------------------|------------------------|-------------|---------------------------|--|--|---|---|------------|--|--|
| *Plan Type | Benefit Plan | Description                  | General Deduction Code | Description | *Deduction Classification |  |  |   |   |            |  |  |
| Medical    | KUMED        | Enhanced Medical Plan        |                        |             | Before-Tax                |  |  | + | - |            |  |  |
| Medical    | KUMED1       | Basic In-Network Medical     |                        |             | Before-Tax                |  |  | + | - |            |  |  |
| Medical    | KUMED2       | Basic Out-of-Network Medical |                        |             | Before-Tax                |  |  | + | - |            |  |  |

| Field or Control                                             | Description                                                                                                                                                                                   |
|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Max Annual 457 Catch Up</b> (maximum annual 457 catch up) | Section 457 plans have a catch-up rule. Within three years of retirement, a participant can increase the amount contributed to the savings plan. This field is determined by IRS regulations. |

Limit Table Page for User Defined Limits

Use the Limit Table page (LIMIT\_TBL1) to identify the rules that apply to User Defined limits.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Rates and Rules**, and then **Limit Table**, and then **Limit Table**

Access the Limit Table page for User Defined limits.

This example illustrates the fields and controls on the Limit Table page for User Defined limits page.

Limit Type    User Defined Limit

---

**Employee Earnings Limits** Q | < > 1 of 1 View All

\*Effective Date: 01/01/1980 ☑ Rollover Allowed + -

\*Description: Registrd Retirement Savings Plan Short Description: RRSP

Special Accumulator: CLM Max Percent of Accumulator: 18.000

Maximum Yearly Deduction: \$13,500.00

▼ **Deductions Subject To Limit** < > 1-1 of 1

| *Plan Type | Benefit Plan | Description             | General Deduction Code | Description | *Deduction Classification |   |   |
|------------|--------------|-------------------------|------------------------|-------------|---------------------------|---|---|
| 401(k)     | CRRSPL       | RRSP Limit Tbl - Canada |                        |             | Before-Tax                | + | - |

▼ **Deductions Which Add to Spcl Accum** < > 1-1 of 1

| *Plan Type | Benefit Plan | Description | General Deduction Code | Description | *Deduction Classification |   |   |
|------------|--------------|-------------|------------------------|-------------|---------------------------|---|---|
|            |              |             |                        |             |                           | + | - |

▼ **Deductions Which Subtract From Spcl Accum** < > 1-1 of 1

| *Plan Type | Benefit Plan | Description | General Deduction Code | Description | *Deduction Classification |   |   |
|------------|--------------|-------------|------------------------|-------------|---------------------------|---|---|
|            |              |             |                        |             |                           | + | - |

User Defined Per Check Limit can be used to limit a deduction across two plans. For example, the table can be set up to limit the employer contribution across two plans.

### i Note

Unlike the other limits, User Defined Per Check Limit is set to limit in one pay check period. The others are set to limit plan balances.

## Setting Up Dependent Rules for Health Plans

To set up dependent rules for health plans, use the Dependent Rules Table (DEP\_RULE\_TBL) component.

This section provides an overview of dependent rules and discusses how to enter dependent rules.

## Understanding Dependent Rules

Dependent rules are used by health benefit plans (1X plan types) to establish age-related limits on dependent eligibility for health plan coverage. You can establish general age limits and a separate age limit for dependents who are students. Additionally, you can make disabled dependents eligible regardless of age, and you can make married dependents ineligible regardless of age.

Dependent rules are associated with specific plan types within a benefit program. For example, a particular benefit program must use one dependent rule for all of its medical plans (plan type

10), but you can use a different dependent rule for the dental plans (plan type 11) in that program, and you can use different limits for a different program.

### Default Dependent Rules

Within a benefit program, plan types are not assigned a dependent rule use these default rules:

| Setting                         | Default Limit for Plan Types With No Dependent Rule ID                                     |
|---------------------------------|--------------------------------------------------------------------------------------------|
| Dependent Age Limit             | 99                                                                                         |
| Student Age Limit               | 99                                                                                         |
| Exclude Disabled from Age Limit | Yes (check box selected): disabled dependents are eligible for coverage regardless of age. |
| Dependent Ineligible if Married | No (check box not selected): married dependents are not disqualified from coverage.        |

### COBRA Processing

To generate COBRA event triggers during COBRA overage processing, the system uses the most restrictive settings from the dependent rules used by all of the 1X plan types under the benefit program, as described in the following table:

| Setting                         | Value Used for COBRA Overage Processing                                                                                                   |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| Dependent Age Limit             | Lowest value in use in the benefit program.                                                                                               |
| Student Age Limit               | Lowest value in use in the benefit program.                                                                                               |
| Exclude Disabled from Age Limit | No (check box not selected) as long as at least one plan type in the benefit program has this value. Otherwise, Yes (check box selected). |
| Dependent Ineligible if Married | Yes (check box selected) as long as at least one plan type in the benefit program has this value. Otherwise, No (check box not selected). |

The system uses these settings only when creating the initial COBRA event triggers. When the system processes the triggers to generate COBRA enrollments, it correctly applies the rules for specific plan types.

## Dependent Rules Table Page

Use the Dependent Rules Table page (DEP\_RULE\_TBL) to define the rules that control dependent age limits for health plans.

Navigation:

Set Up HCM, Product Related, Base Benefits, Rates and Rules, Dependent Rules Table, Dependent Rules Table

This example illustrates the fields and controls on the Dependent Rules Table page. You can find definitions for the fields and controls later on this page.

## Dependent Rules Table

Dependent Rules ID PPAC1

| Dependent Rules Table        |                              | Find   View All                                                   | First | 1 of 1 | Last |
|------------------------------|------------------------------|-------------------------------------------------------------------|-------|--------|------|
| *Effective Date              | 09/14/2010                   |                                                                   |       |        |      |
| *Description                 | Patient Protection AC Rule 1 |                                                                   |       |        |      |
| Short Description            | Patient Pr                   |                                                                   |       |        |      |
| *COBRA Overage Period Begins | On the Event Date            |                                                                   |       |        |      |
| <b>Dependent Limits</b>      |                              |                                                                   |       |        |      |
| Dependent Age Limit          | 26                           | <input checked="" type="checkbox"/> Exclude Disabled from Age Lmt |       |        |      |
| Student Age Limit            | 26                           | <input checked="" type="checkbox"/> Dep Ineligible if Married     |       |        |      |

| Field or Control                                                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>*COBRA Overage Period Begins</b>                                    | Select a value to define when COBRA overage period begins. Values are:<br><i>On the Event Date:</i> The COBRA overage period begin date is the same as the day of the event.<br><i>On Month-Begin After Event:</i> The COBRA overage period begin date is on the first day of the month after the event.<br><b>Note:</b> The dependent rules validation for the dependents covered under life or AD/D plans does not consider the COBRA overage period begins selection. |
| <b>Dependent Age Limit</b>                                             | Enter the age at which a dependent is no longer eligible for coverage. This limit applies to dependents who are not students.                                                                                                                                                                                                                                                                                                                                            |
| <b>Student Age Limit</b>                                               | Enter the age at which a student dependent is no longer eligible for coverage. If there are no special rules for student dependents, enter the same age that you entered in the Dependent Age Limit field.                                                                                                                                                                                                                                                               |
| <b>Exclude Disabled from Age Lmt</b> (exclude disabled from age limit) | Select to exclude disabled dependents from the age limits.                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Dep Ineligible if Married</b> (dependent ineligible if married)     | Select to make married dependents ineligible for health benefits, regardless of their age.                                                                                                                                                                                                                                                                                                                                                                               |

## Setting Up Earnings for Leave and Vacation Buy/Sell Plans

Earnings types are the various ways in which an employee might receive income. The benefit-related earnings that most concern earnings types are leave plans and vacation buy/sell plans.

To have the system process these earnings during the payroll process, you'll use the Earnings Table to create these codes. The Earnings Table stores the business rules that define how to calculate employee earnings.

## Setting Up Payroll Information for Leave Accruals

This section assumes that your payroll department uses PeopleSoft Payroll for North America. If your organization uses another payroll accounting system, you'll need to ensure that the proper information is provided to the system for the correct processing of leave accruals. Follow these basic steps, making appropriate choices from your options.

1. On the Earnings Table - Special Process page, enter the leave plan type for the leave plan you are defining in the **Leave Plan Accrual** group box.
2. Select the appropriate **Add To Accrual Balance** check box.

The **Add To Accrual Balance** selection is important during the PeopleSoft Payroll Confirm process. It enables you to indicate where the accrued hours will be posted as unprocessed data on the employee's Leave Accruals pages.

You can choose to add hours to the **Taken, Service Hours, Adjusted, Bought, or Sold** accumulator.

The Leave Accrual process retrieves data from these sections to calculate the leave accrual award and the resulting leave accrual balance.

3. Select **Taken** when you want these hours to reduce the accrual balance (as in taken vacation hours or sick hours—but not regular hours).

Select **Service Hours** when the associated leave plans accrue a leave balance based upon the number of hours worked, and the hours for this earnings code should be considered in the accrual calculation.

Select **Adjusted** to define a special earnings type that adjusts accrual balances by adding to or subtracting from employee accrual balances.

Select **Bought** or **Sold** only when you are using this earning as the Vacation Buy or Vacation Sell earning.

### Related Topics

- [Understanding the Leave Process](#)  
The purpose of leave accrual processing is to maintain employee leave balances. When you initiate leave accrual processing, the system calculates the leave accrual award and the resulting leave balance.

## Setting Up Vacation Buy and Sell Earnings

Organizations typically allow employees to buy or sell vacation once, at the beginning of a plan year, based on vacation buy and sell earnings, deductions, and benefit plan rules.

To set up vacation buy/sell earnings:

1. Access the Earnings Table - Special Process page.
2. For Vacation Buy plans, select **Bought** in the **Add to Accrual Balance** group box.
3. For Vacation Sell plans, select **Sold** in the **Add to Accrual Balance** group box.

### Related Topics

- [Understanding the Vacation Buy/Sell Process](#)  
This section outlines the vacation buy/sell process, which enables employees to buy or sell vacation time.

## Setting Up Benefits Certifications

To create a benefits certification, use the Certification Definition (BN\_CERTIF\_SETUP) component.

This section provides an overview of benefits certification and discusses how to define benefit certification forms.

### Page Used to Create Benefit Certification Forms

| Page Name                                     | Definition Name | Usage                           |
|-----------------------------------------------|-----------------|---------------------------------|
| <a href="#">Certification Definition Page</a> | BN_CERTIF_SETUP | Define benefits certifications. |

### Understanding Benefits Certification

The Benefits Certification contains a series of statements that you, as the administrator, need to define for a participant to answer.

You can present three types of questions, or statements, to the participant in the Benefits Certification display:

- Yes/No
- Rating
- Multiple choice

#### The Yes/No Question

Each Yes/No statement appears as a single statement with a radio button displayed next to it. The default display value for each response is left blank. For each statement, the resulting answer is whatever value the administrator enters as a response value multiplied by the weight value, if any.

#### The Rating Question

Each rating statement appears as a single statement with a set of radio buttons. This form appears similar to a typical *polling* statement. The default display for each response in the set is *Not Selected*. When evaluating each of the responses, you *must* select one radio button. Each radio button in each statement can have a predefined numeric value. The following example results in answers of 5, 4, 2, and 3 (assuming that they are in a sequence of 5–1).

#### The Multiple Choice Question

Each multiple choice statement appears as a single statement with a check box that has a designated value or rank. The default display for each response in the set of options is *Not Selected*. You can select one or more of the options in each statement. In the subsequent example, the statement results in an answer of 6 (assuming that they are in a sequence of 1–5).

#### Reviewing the Certification

When you have created your benefits certification, you can preview it by clicking the **Test Certificate** button on the Certification Definition page. This certificate, if assigned to a

particular benefit plan or dependent relationship, will appear in eBenefit self-service to the participant.

### Related Topics

- [Setting Up Dependent Relationships](#)  
Use the Dependent Relationships Table (DEPBEN\_TYPE\_TBL) component to define dependent relationships.
- PeopleSoft eBenefits: Using PeopleSoft eBenefits Pages

## Certification Definition Page

Use the Certification Definition page () to define benefits certifications.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Certification Definition**, and then **Certification Definition**

This example illustrates the fields and controls on the Certification Definition page. You can find definitions for the fields and controls later on this page.

### Certification Definition

Certificate ID BUDMPRTNR

**Certificate** ? Find | View All First 1 of 1 Last

\*Effective Date 01/01/2005 \*Status Active

\*Description BenData: Domestic Partner Cert \*Short Desc DP Cert

Passing Value 4 Max of 4 \*Apply Weighting None Test Certificate

**Instructions** ?

In order to cover a domestic partner under our health and life insurance plans, your relationship must meet the criteria listed below. Please answer each question.

**Agreement** ?

\*Type Agree

I understand that any misrepresentation is grounds for termination.

**Questions** ? Find | View All First 1 of 2 Last

\*Type Yes / No \*Sequence Number 1 Weight 0

\*Question Text  
You and your partner are in a mutually exclusive and supportive relationship for the past six months

**Available Responses** ? Personalize | Find | View All | 1-2 of 2 Last

| *Sequence Number | *Response Label | Response Value |
|------------------|-----------------|----------------|
| 1                | Yes             | 2              |
| 2                | No              | 1              |

| Field or Control        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Passing Value</b>    | Enter a minimum value for the certification to pass.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Apply Weighting</b>  | <p>Select to control the display of the <b>Weight</b> field in the <b>Questions</b> group box below.</p> <p>Values are:</p> <ul style="list-style-type: none"> <li>• <i>None</i> (the default)</li> <li>• <i>Multiply</i>: Because the answers to the questions are weighted, or have values, the system multiplies these values by a multiplier (defined here) to enable the administrator to assign more weight or importance to various questions. The <b>Weight</b> field is required when you select <i>Multiply</i>.</li> </ul> |
| <b>Test Certificate</b> | Select to display the Certification Definition page, which appears to the participant in the eBenefits self-service application when enrolling in benefit plans. You can also test the certificate to verify that the values of the answers and the certificate are calculating properly.                                                                                                                                                                                                                                             |

### Instructions

Enter instructional text to display to the participant. This is optional.

### Agreement

| Field or Control | Description                                                                                                                             |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Type</b>      | Select from <i>Accept</i> , <i>Agree</i> , and <i>N/A</i> . The agreement text box can be left blank, but the type needs to be defined. |



## Questions

| Field or Control           | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Type</b>                | <p>Select from the following values to determine the display of the <b>Available Responses</b> group box.</p> <ul style="list-style-type: none"> <li><i>Yes / No</i>: Single statements are displayed.</li> <li><i>Rating</i>: Statements with several options appear. The sequence number needs to be specified and must be unique. This type allows one or more response rows to be created; they will appear as radio buttons on the certificate. Only one answer is allowed.</li> <li><i>Multiple (choice)</i>: Select from one or more statements. The sequence number needs to be specified and must be unique. This type allows one or more response rows to be created and they will appear with check boxes, so multiple responses can be selected.</li> </ul> |
| <b>Sequence Number</b>     | Enter the number next to the entry that specifies the order in which it will appear to the participant.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Weight</b>              | Enter a number that the system uses when applying weighting. The system multiplies the response by 1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Question Text</b>       | Enter a statement for the participant to respond to.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Available Responses</b> | <p>The system automatically displays either:</p> <ul style="list-style-type: none"> <li><b>Sequence Number</b>: The system enters the sequence number.</li> <li><b>Label text</b>: Yes, No, or anything within the field size limit.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

## Setting Up Attachment Mapping

Attachment mapping allows the benefits administrator to define the document requirements for the fields in the Dependent/Beneficiary Info page and map the requirements to attachment ID defined in the Attachment Framework.

This section provides an overview of attachment mapping.

## Pages Used to Create Attachment Mapping

This topic discusses on the page used for attachment mapping.

| Page Name                               | Definition Name  | Usage                      |
|-----------------------------------------|------------------|----------------------------|
| <a href="#">Attachment Mapping Page</a> | BEN_ATT_CFG_DEFN | Define attachment mapping. |

# Attachment Mapping Page

Use the Attachment Mapping page (BEN\_ATT\_CFG\_DEFN) to define document requirements for the fields in the Dependent/Beneficiary Info page.

Navigation:

You can access the Attachment Mapping page using these navigations:

- **Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Attachment Mapping**
- **Workforce Administrator**, and then **Benefits WorkCenter**, and then **Links**, and then **Benefits Plan Setup**, and then **Attachment Mapping**

This example illustrates the fields and controls on the Attachment Mapping page.

Attachment Mapping

Attachment TypeDEPENDENT

DescriptionDependent and Beneficiary

Attachment Detail

Effective Date02/01/1900

StatusActive

Object Owner IDHBN

\*Sub IdDEP

Component IDW3EB\_DEPBEN\_DTL\_FL

Field Level

Field Mapping

| Record Name     | Field Name   | Add                                 | Modify                              | Object Owner ID | Sub Id |
|-----------------|--------------|-------------------------------------|-------------------------------------|-----------------|--------|
| DEP_BEN         | BIRTHDATE    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | HBN             | DOB    |
| DEP_BENEF_WRK   | DISABLED     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | HBN             | DISB   |
| DEP_BENEF_WRK   | MAR_STATUS   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | HBN             | MAR    |
| DEP_BENEF_WRK   | NAME_DISPLAY | <input type="checkbox"/>            | <input type="checkbox"/>            | HBN             | NAME   |
| DEP_BENEF_WRK   | RELATIONSHIP | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | HBN             | REL    |
| DEP_BENEF_WRK   | SEX          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | HBN             | GENR   |
| DEP_BENEF_WRK   | STUDENT      | <input type="checkbox"/>            | <input type="checkbox"/>            | HBN             | STDT   |
| DEP_SUM_DTL_WRK | FIRST_NAME   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | HBN             | FNME   |
| DEP_SUM_DTL_WRK | LAST_NAME    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | HBN             | LNME   |

| Field or Control | Description                                                             |
|------------------|-------------------------------------------------------------------------|
| Object Owner ID  | Displays the application owner ID. For Benefits application, it is HBN. |

| Field or Control                         | Description                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sub Id</b> (Sub application ID)       | Select the Sub ID field to identify the feature within Benefits. Sub ID <b>DEP</b> is a collection of individual Sub IDs for fields that has document upload and approval requirement. For example, DEP includes IDs for fields such as name, gender, date of birth, relationship, marital status, and social security number (SSN). |
| <b>Record Name</b>                       | Enter the record name that stores the fields for attachment. The record names are delivered as system data. This is a customizable field.                                                                                                                                                                                            |
| <b>Field Name</b>                        | Enter the field name for dependent attachment upload. The field names are delivered as system data. This is a customizable field.                                                                                                                                                                                                    |
| <b>Add</b>                               | Select the check box to trigger document requirement when the selected field is added.                                                                                                                                                                                                                                               |
| <b>Modify</b>                            | Select the check box to trigger document requirement when the selected field is updated.                                                                                                                                                                                                                                             |
| <b>Sub Id</b> (under Field Mapping grid) | Select the Object Attachment Sub ID. For example, select Sub ID <b>DOB</b> to define document requirements for change in date of birth.                                                                                                                                                                                              |

**Related Topics**

- Application Fundamentals: Configuring and Working With Attachments
- PeopleSoft eBenefits: Setting Up Document Attachment Framework

# 4

## Setting Up Benefit Plans

### Defining Benefit Plans

To define benefit plans, use the Benefit Plan Table (BENEFIT\_PLAN\_TABLE) component.

This section provides an overview of benefit plans and discusses how to enter benefit plan information.

### Page Used to Define Benefit Plans

| Page Name                               | Definition Name    | Usage                           |
|-----------------------------------------|--------------------|---------------------------------|
| <a href="#">Benefit Plan Table Page</a> | BENEFIT_PLAN_TABLE | Enter benefit plan information. |

### Understanding Benefit Plans

Benefit plans are the benefits you want to offer to your employees. Benefit plans can be broken down into categories. A -character alphanumeric numbering scheme is used to identify the different categories. Nine categories are already set up in the Manage Base Benefits business process.

| Category                   | Numbering Sequence |
|----------------------------|--------------------|
| Simple Benefits            | A0 – A9, AA – AZ   |
| Health                     | 10 – 19, 1A – 1Z   |
| Life and Accidental Death  | 20 – 29, 2A – 2Z   |
| Disability                 | 30 – 39, 3A – 3Z   |
| Savings                    | 40 – 49, 4A – 4Z   |
| Leave                      | 50 – 59, 5A – 5Z   |
| Flexible Spending Accounts | 60 – 69, 6A – 6Z   |
| Retirement                 | 70 – 79, 7A – 7Z   |
| Pension                    | 80 – 89, 8A – 8Z   |
| Vacation Buy/Sell          | 90 – 99, 9A – 9Z   |

Within each category, a set of predefined benefit plan types help the system identify the type of benefit plan. The following table lists the delivered benefit plan types.

| Benefit Plan Type | Description     |
|-------------------|-----------------|
| A0                | Long-Term Care  |
| A1                | Legal Services  |
| A2                | Wellness Credit |

| Benefit Plan Type | Description                                                         |
|-------------------|---------------------------------------------------------------------|
| 10                | Medical<br>(USF) FEHB (federal employees health benefits)           |
| 11                | Dental                                                              |
| 12                | Medical and Dental                                                  |
| 13                | Major Medical                                                       |
| 14                | Vision                                                              |
| 15                | Nonqualified Medical                                                |
| 16                | Nonqualified Dental                                                 |
| 17                | Nonqualified Vision                                                 |
| 20                | Basic Life<br>(USF) FEGLI (federal employees' group life insurance) |
| 21                | Supplemental Life Additional<br>(USF) Option B – Additional         |
| 22                | AD/D (life and accidental death and dismemberment)                  |
| 23                | Life and AD/D                                                       |
| 24                | Dependent AD/D                                                      |
| 25                | Dependent Life<br>(USF) Option C – Family                           |
| 26                | Survivor Income                                                     |
| 27                | Supplemental AD/D                                                   |
| 2Y                | (USF) FEGLI Living Benefits                                         |
| 2Z                | (USF) Option A – Standard                                           |
| 30                | Short Term Disability                                               |
| 31                | Long Term Disability                                                |
| 40                | 401(k)                                                              |
| 41                | Profit Sharing                                                      |
| 42                | Thrift (including Roth 401(k))                                      |
| 43                | IRA (individual retirement account)                                 |
| 44                | Capital Accumulation                                                |
| 45                | US Savings Bonds                                                    |
| 46                | Elective 403(b)                                                     |
| 47                | Non-Elective 403(b)                                                 |
| 48                | Employer Only 403(b)                                                |
| 49                | 457(b)                                                              |
| 4A                | Stock Purchase (Stock Purchase Administration only)                 |
| 50                | Sick Leave                                                          |
| 51                | Vacation Leave<br>Annual Leave                                      |
| 52                | Personal Leave                                                      |

| Benefit Plan Type | Description                                                                         |
|-------------------|-------------------------------------------------------------------------------------|
| 53                | FMLA Leave (Obsolete)                                                               |
| 5A                | Company Car (global users only)                                                     |
| 60                | Flexible Spending Health Care                                                       |
| 61                | Flexible Spending Dependent Care                                                    |
| 65                | Flexible Spending Canadian Health Care                                              |
| 66                | Flexible Spending Canadian Retirement Counseling                                    |
| 67                | Health Savings Account (health care for U.S. companies)                             |
| 70                | PERS (public employees' retirement system)<br>Retirement                            |
| 7Z                | (USF) TSP 1% Agency Contribution (thrift saving plan 1 percent agency contribution) |
| 80                | (CAN) Standard Pension                                                              |
| 81                | (CAN) Supplementary Pension                                                         |
| 82                | (USA) Pension Plan 1                                                                |
| 83                | (USA) Pension Plan 2                                                                |
| 84                | (USA) Pension Plan 3                                                                |
| 85                | (USA) Pension Plan 4                                                                |
| 86                | (USA) Pension Plan 5                                                                |
| 87                | (USA) Pension Plan 6                                                                |
| 90                | Vacation Buy                                                                        |
| 91                | Vacation Sell                                                                       |

You can add additional benefit plan types. However, you need to understand the numbering scheme behind benefit plan types. The system is designed to recognize specific sequences.

For example, anything with a 1 as the first character is recognized as a health plan. Anything with a 2 as the first character is recognized as a life and accidental death plan.

Because Oracle's PeopleSoft application adds plan types starting from the beginning of the alphabet, Oracle recommends that you start with Z and work backward to A. Oracle also recommends that you not delete a plan type; simply make it inactive.

#### Note

You should work within the PeopleSoft plan type series. If you add plan types that do not conform to the provided series, you'll have to add the new plan type to the Translate Table and update associated processing logic.

To set up a benefit plan:

1. Identify the benefit provider for the benefit plan and enter the benefit provider in the Provider/Vendor Table page.
2. Enter the detail information for the benefit plan on the Benefit Plan Table page.

3. Repeat this process for each benefit plan that you will offer to your employees.

## Benefit Plan Table Page

Use the Benefit Plan Table page (BENEFIT\_PLAN\_TABLE) to enter benefit plan information.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Plans and Providers**, and then **Benefit Plan Table**, and then **Benefit Plan Table**

This example illustrates the fields and controls on the Benefit Plan Table page. You can find definitions for the fields and controls later on this page.

**Benefit Plan Table**

Plan Type 10 Medical Benefit Plan BNFTE

Find | View All First 1 of 1 Last

**Benefit Plans**

\*Effective Date 01/01/1980

\*Description BNFTE

Set ID BNUSA

Vendor ID BNFTE BNFTE

SPD URL ID

Group Number

Default Deduction Code

Short Description BNFTE

☐ Include in Health Pagelet

**Pay Mode**

Pay Mode Pay as Deducted

AP Payment Date Type Check Date

EDI Plan Coverage Description

EDI Insurance Line Code

Self-Service Plan Description

**Internal Administrative Contacts**

Personalize | First 1 of 1 Last

| *Contact Type | *Contact ID | Contact Description |
|---------------|-------------|---------------------|
|               |             |                     |

| Field or Control                 | Description                                                                                                                                                                                                                         |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Set ID</b>                    | Select a set ID for the vendor to be used.                                                                                                                                                                                          |
| <b>Include in Health Pagelet</b> | <p>This check box is visible only for health plans (plan types 1x)</p> <p>Select this check box to include the plan in the <a href="#">Health Benefits Pagelet</a>, which shows overall enrollment statistics for health plans.</p> |
| <b>Vendor ID</b>                 | <p>Enter the provider ID.</p> <p>Define vendor IDs on the Provider/Vendor Table page.</p>                                                                                                                                           |

| Field or Control                                                                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SPD URL ID</b> (summary plan description uniform resource locator identifier)        | Enter the URL ID for the provider.<br>This URL is used with the PeopleSoft Benefits Self Service application to provide access to the summary plan description.                                                                                                                                                                                                                                                                                                                                                |
| <b>Group Number</b>                                                                     | Enter the group number.<br>Group numbers are defined on the Provider Policy Table page.                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Default Deduction Code</b>                                                           | (Optional) Entering a default code saves you from typing the deduction code each time that you associate this benefit plan with a benefit program on the Benefit Program Table.<br>Deduction codes are created on the Deduction Table.                                                                                                                                                                                                                                                                         |
| <b>Minimum Spousal Allocation %</b> (minimum spousal allocation percentage)             | Certain qualified plans in the life, savings, or pension category have mandated lower limits on the percentage amount that must be assigned to a spouse. Enter that amount here for the system to enforce or monitor compliance with this beneficiary right.                                                                                                                                                                                                                                                   |
| <b>Include in Nondiscrimination</b>                                                     | Check to include in nondiscrimination testing. Available only to plan types in the 40-series (savings plans).                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Pay Mode</b>                                                                         | Complete if you are using PeopleSoft Payroll for North America with PeopleSoft Payables.<br>Select when the vendor will be paid:<br><i>Pay as Deducted:</i> Pay the vendor each time payroll calculates this deduction.<br><i>Pay at Specified Date:</i> Specify the date in the <b>AP Payment Date Type</b> field.<br><i>Pay when Collection Complete:</i> Pay the vendor only when the goal amount or deduction end date has been reached. (This pay mode is valid for general deductions and garnishments.) |
| <b>AP Payment Date Type</b> (accounts payable payment date type)                        | Choose from <i>Check Date</i> or <i>Pay Period End Date</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>EDI Plan Coverage Description</b> (electronic data interchange coverage description) | (Optional) Enter a value that is included in the HIPAA (Health Insurance Portability and Accountability Act of 1996) file.                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>EDI Insurance Line Code</b> (electronic data interchange insurance line code)        | Select a value from the drop-down menu.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Self-Service Plan Description</b>                                                    | Enter text describing the benefit plan to appear on all fluid Benefits Self Service plan enrollment pages.<br>In Classic Self Service, this field is used only for health (1x), disability (3x), leave (5x), and retirement (7x) plans.                                                                                                                                                                                                                                                                        |
| <b>Contact Type</b>                                                                     | Select the type of contact: <i>COBRA Administrator</i> (Consolidated Omnibus Budget Reconciliation Act), <i>HIPAA Administrator</i> (Health Insurance Portability and Accountability Act), or <i>Plan Administrator</i> .                                                                                                                                                                                                                                                                                      |



| Field or Control  | Description                                                                                                                                         |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contact ID</b> | Select the contact ID for the administrator.<br>Contact IDs are defined on the Benef Administrative Contact (benefits administrative contact) page. |

#### Related Topics

- [Setting Up Internal Administrative Contact Information](#)  
To set up internal administrative contact information, use the Administrative Contacts (BENEF\_ADM\_CONTACTS) component.

## Setting Up Health Plans

To set up health plans, use the Health Plan Table (HEALTH\_PLAN\_TABLE) component.

This section discusses how to enter health plan details.

### Page Used to Set Up Health Plans

| Page Name                              | Definition Name   | Usage                      |
|----------------------------------------|-------------------|----------------------------|
| <a href="#">Health Plan Table Page</a> | HEALTH_PLAN_TABLE | Enter health plan details. |

### Health Plan Table Page

Use the Health Plan Table page (HEALTH\_PLAN\_TABLE) to enter health plan details.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Plan Attributes**, and then **Health Plan Table**, and then **Health Plan Table**

This example illustrates the fields and controls on the Health Plan Table page. You can find definitions for the fields and controls later on this page.

#### Health Plan Table

Plan Type 10 Medical  
Benefit Plan KUMED Enhanced Medical Plan

Health Plans Find | View All First 1 of 1 Last

\*Effective Date 01/01/2015

\*Health Provider Required Required

Wait Period Days

**ACA Plan Details**

☒ Self-Insured Plan

Benefit Plan Coverage Value MEC and Minimum Value

Lowest-Cost Monthly Premium 20.00

| Field or Control                   | Description                                                                                                                                                                                                                                   |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Health Provider Required</b>    | Select whether an employee must declare a health provider when enrolling in this plan through self-service.                                                                                                                                   |
| <b>Wait Period Days</b>            | Enter the number of days an employee must wait to be eligible for the plan.                                                                                                                                                                   |
| <b>Self-Insured Plan</b>           | Select this check box if the health plan is employer-sponsored self-insured health coverage.                                                                                                                                                  |
| <b>Benefit Plan Coverage Value</b> | Options include <b>MEC and Minimum Value</b> , <b>MEC and Not Minimum Value</b> , and <b>Not Minimum Essential Coverage</b> .                                                                                                                 |
| <b>Lowest-Cost Monthly premium</b> | This cost is the employee share of the lowest-cost monthly premium for self-only minimum essential coverage providing minimum value that is offered to the employee. (This field is only used for employees using the Base Benefits product.) |

## Setting Up Simple Rate Plans

To set up benefit plans, use the Simple Plan Table (SIMPLE\_PLAN\_TABLE) component.

This section provides an overview of simple rate plans and discusses how to enter simple benefits plan details.

### Page Used to Set Up Simple Rate Plans

| Page Name                              | Definition Name   | Usage                                                                             |
|----------------------------------------|-------------------|-----------------------------------------------------------------------------------|
| <a href="#">Simple Plan Table Page</a> | SIMPLE_PLAN_TABLE | Define simple benefits that have no participation attributes and are rate-driven. |

### Understanding Simple Rate Plans

Simple rate plans, also called simple benefits plans, are a generic plan type for benefits that have no additional participation attributes other than their election. The costs for these plans are calculated from the benefit rate tables.

While these plans do not have any participation attributes, they can be extended by establishing a link to other components, both delivered and custom. From these other components, additional information can be maintained manually.

### Simple Plan Table Page

Use the Simple Plan Table page (SIMPLE\_PLAN\_TABLE) to define simple benefits that have no participation attributes and are rate-driven.

Navigation:

**Setup HCM**, and then **Product-Related**, and then **Base Benefits**, and then **Plan Attributes**, and then **Simple Plan Table**, and then **Simple Plan Table**

This example illustrates the fields and controls on the Simple Plan Table page. You can find definitions for the fields and controls later on this page.

### Simple Plan Table

Plan Type A0 Long-Term Care  
Benefit Plan BULTC BenData: US Prudential LTC

Simple Plan ? Find | View All First 1 of 1 Last

\*Effective Date 01/01/2005

Extended Attributes Management ?

Menu Name ADMINISTER\_BASE\_BENEFITS Administer Base Benefits

Component Name BENEFIT\_SUMMARY Hyperlink Label Benefits Summary

### Extended Attributes Management

Complete this group box if you want to collect optional extended information about enrollments in this plan. Select a menu name and component name.

If you want to override the label that is supplied by default from the component definition, enter an optional link label.

If you define an extended attributes component, the component link appears on the Base Benefits enrollment page. This enables you to navigate to the component and enter additional information for the employee.

## Setting Up Life Insurance and Accidental Death Plans

To set up life and accidental death plans, use the Coverage Formula Table (BN\_FORMULA) and Life and AD/D Plan Table (LIFE\_ADD\_TABLE) components.

This section provides an overview of coverage calculation formulas.

## Understanding Coverage Calculation Formulas

You can create simple formulas to define how coverage should be calculated. These formulas are used by both life and disability insurance plans. You can specify how the benefits compensation base is determined, a formula to apply against that base to derive a coverage amount, and limits on the coverage amount. You can also define whether the coverage is subject to reduction based on attained age. The examples illustrate calculation possibilities with as of rates:

### Example: Employer Pays Increased Premium

An employee belongs to a life insurance plan that uses the premium as of January 1, current year and coverage as of the current date. The system uses the benefit base for the calculation.

| Employee    | Effective Date  | Salary | Benefit Base |
|-------------|-----------------|--------|--------------|
| Ann Jeffrey | January 1, 2008 | 10,000 | 12,000       |
| Ann Jeffrey | April 1, 2008   | 15,000 | 15,000       |
| Ann Jeffrey | January 1, 2009 | 17,500 | 18,000       |

| Table           | Effective Date  | Rate | Per      |
|-----------------|-----------------|------|----------|
| Life (employee) | January 1, 2008 | 1.00 | Thousand |
| Life (employer) | January 1, 2008 | 2.00 | Thousand |

The employee gets a raise, so coverage increases during the year; however, until the next January 1, the system calculates the employee premium as if the coverage did not increase. The employer pays the difference between the employee deduction and the actual cost. This affects imputed income.

| Pay End Date      | Coverage | Employee Amount | Employer amount |
|-------------------|----------|-----------------|-----------------|
| January 31, 2008  | 12,000   | 12.00           | 24.00           |
| February 28, 2008 | 12,000   | 12.00           | 24.00           |
| March 31, 2008    | 12,000   | 12.00           | 24.00           |
| April 30, 2008    | 15,000   | 12.00           | 33.00           |
| May 31, 2008      | 15,000   | 12.00           | 33.00           |

#### Example: Coverage and Premium Remain the Same

Another employee belongs to a life insurance plan that uses the premium as of January 1, current year and coverage as of January 1, current year.

| Employee  | Effective Date  | Salary | Benefit Base |
|-----------|-----------------|--------|--------------|
| Jim Henry | January 1, 2008 | 10,000 | 12,000       |
| Jim Henry | April 1, 2008   | 15,000 | 15,000       |
| Jim Henry | January 1, 2009 | 17,500 | 18,000       |

| Table           | Effective Date  | Rate | Per      |
|-----------------|-----------------|------|----------|
| Life (employee) | January 1, 2008 | 1.00 | Thousand |
| Life (employer) | January 1, 2008 | 2.00 | Thousand |

No change is made in Jim Henry's coverage or premium until the new year.

| Pay End Date      | Coverage | Employee Amount | Employer Amount |
|-------------------|----------|-----------------|-----------------|
| January 31, 2008  | 12,000   | 12.00           | 24.00           |
| February 28, 2008 | 12,000   | 12.00           | 24.00           |
| March 31, 2008    | 12,000   | 12.00           | 24.00           |
| April 30, 2008    | 15,000   | 12.00           | 24.00           |
| May 31, 2008      | 15,000   | 12.00           | 24.00           |

## Coverage Formula Table Page

Use the Coverage Formula Table page (BN\_FORMULA) to create coverage calculation formulas.

Navigation:

**Set Up HCM, and then Product Related, and then Base Benefits, and then Rates and Rules, and then Coverage Formula Table, and then Coverage Formula Table**

You can select from existing formulas to calculate life insurance coverage or create your own coverage calculation formulas, both from the Coverage Formula Table page.

This example illustrates the fields and controls on the Coverage Formula Table page. You can find definitions for the fields and controls later on this page.

### Coverage Formula Table

Formula ID B100AR

Formula Table Find | View All First 1 of 1 Last

\*Effective Date 01/01/2005

\*Description BenData: \$100K, Age Reduction

Short Description 100k AgeRd

**Benefit Base**

\*Coverage Base As Of

\*Premium Base As Of

**Source**

☒ Annual Rate

☐ Annual Benefits Base Rate

Base Rate Type PRIM Primary (From Job Record)

**Multiple Job Rules**

☐ Combine Base for Multiple Jobs

\*Group Method Primary Job in Benefit Record

☐ Consider Active Jobs Only

Maximum Benefit Base

**Coverage Minimum and Maximum**

Coverage Minimum

Coverage Maximum

Coverage Formula 100000

Show Formula

**Formula** Personalize | Find | |  First 1 of 1 Last

| Seq No | Operand | Entry Type | Numeric Value | Round to Multiple of | Round Up Amount |
|--------|---------|------------|---------------|----------------------|-----------------|
| 10     |         | Constant   | 100000.000    |                      |                 |

**Age Coverage Reduction** Personalize | Find | |  First 1-3 of 3 Last

| Age | Percent |  |
|-----|---------|--|
| 70  | 10      |  |
| 80  | 20      |  |
| 90  | 30      |  |

**Benefit Base**

| Field or Control           | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Coverage Base As Of</b> | <p>Select the employee's salary that the system will use for coverage calculation. Values are:</p> <ul style="list-style-type: none"> <li>• <i>Check Date</i><br/>The date of the pay check is used to calculate the coverage amounts.</li> <li>• <i>Last Year On</i><br/>A specific date is used to calculate the coverage amounts. You must enter the month and day.</li> <li>• <i>Pay End Date</i><br/>The pay end date is used to calculate the coverage amounts.</li> <li>• <i>This Year On</i><br/>A specific date is used to calculate the coverage amounts. You must enter the month and day.</li> </ul>                                                                                                    |
| <b>Premium Base As Of</b>  | <p>Select the employee's salary that the system will use for premium calculation. The options are:</p> <ul style="list-style-type: none"> <li>• <i>Check Date</i><br/>The date of the pay check is used to calculate the coverage amounts.</li> <li>• <i>Pay End Date</i><br/>The pay end date is used to calculate the coverage amounts.</li> <li>• <i>Last Year On</i><br/>A specific date is used to calculate the coverage amounts. You must enter the month and day.</li> <li>• <i>Pay End Date</i><br/>The pay end date is used to calculate the coverage amounts.</li> <li>• <i>This Year On</i><br/>A specific date is used to calculate the coverage amounts. You must enter the month and day.</li> </ul> |

**Source**

| Field or Control                 | Description                                                                                                                                    |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Annual Rate</b>               | Select this field for the system to use the regular compensation base entered on the Job Data - Compensation page in Workforce Administration. |
| <b>Annual Benefits Base Rate</b> | Enter a rate from the drop-down menu. The system uses the rates defined in the Annl Benef Base Rt Type Tbl page.                               |

**Multiple Job Rules**

| Field or Control                      | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Combine Base for Multiple Jobs</b> | Select this option if you want to aggregate salary from multiple jobs as a basis for a coverage determination.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Group Method</b>                   | <p>This field is available if you selected the <b>Combine Base for Multiple Jobs</b> option.</p> <p>Select the grouping method for the system to use when selecting jobs to contribute to the total benefit base. Values are:</p> <ul style="list-style-type: none"> <li>• <i>All Flagged Jobs</i><br/>All flagged jobs are included in the calculation regardless of the benefit record number.</li> <li>• <i>Flagged Jobs in Benefit Record</i><br/>All flagged jobs within the current record number are included in the calculation.</li> <li>• <i>Primary Job in Benefit Record</i><br/>Only the primary job within the current benefit record number is included in the calculation.</li> </ul> |
| <b>Consider Active Jobs Only</b>      | Select to have the system consider only jobs with an active status.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Maximum Benefit Base</b>           | <p>Enter the maximum amount of benefit base that can be used in the coverage formula calculation.</p> <p><b>Note:</b> This is most often used in disability plans to limit the amount of salary subject to replacement.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**Coverage Minimum and Maximum**

| Field or Control        | Description                                                                                                                                                      |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Coverage Minimum</b> | Enter the minimum amount of coverage that an employee can receive. If the calculated coverage falls below this amount, this amount will be covered as a default. |
| <b>Coverage Maximum</b> | Enter the maximum amount of coverage that an employee can receive. If the calculated coverage exceeds this amount the coverage is capped.                        |

**Coverage Formula**

| Field or Control        | Description                                         |
|-------------------------|-----------------------------------------------------|
| <b>Coverage Formula</b> | Displays the formula in an algebraic format.        |
| <b>Show Formula</b>     | Click to refresh the <b>Coverage Formula</b> field. |

**Formula**

| Field or Control            | Description                                                                                                                                                                                               |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Operand</b>              | Select from these mathematical options to build your formula.                                                                                                                                             |
| <b>Entry Type</b>           | Select an entry type. Values are: <ul style="list-style-type: none"> <li><i>Constant</i><br/>Select if the value is a constant.</li> <li><i>Base</i><br/>Select if the base salary may change.</li> </ul> |
| <b>Numeric Value</b>        | This field is available if you select <i>Constant</i> in the <b>Entry Type</b> field.<br>Enter a numeric value.                                                                                           |
| <b>Round to Multiple of</b> | Enter a numeric value to designate the precision of the rounded number. Typical multiples are 100 and 1000.                                                                                               |
| <b>Round Up Amount</b>      | Enter a numeric value to designate when a number gets rounded.                                                                                                                                            |

**Age Coverage Reduction**

| Field or Control | Description                                                                          |
|------------------|--------------------------------------------------------------------------------------|
| <b>Age</b>       | Enter the age of employee. The system determines the age by the pay period end date. |
| <b>Percent</b>   | Enter a percentage that the system will deduct from the employee's coverage.         |

**An Example for Creating a Formula**

Here is an example for setting up the formula for  $((2 \times \text{BASE}) \text{ ROUND} + 1000) \text{ ROUND}$

- For Seq No field 10, select the ( symbol in the **Operand** field.
- Add a row.
- For Seq No field 20, select the ( symbol in the **Operand** field.
- Add a row.
- For Seq No field 30, select *Constant* in the **Entry Type** field and enter 2 in the **Numeric Value** field.
- Add a row.
- For Seq No field 40, select the \* symbol in the **Operand** field and select *Base* in the **Entry Type** field.
- Add a row.
- For Seq No field 50, select the ) symbol in the **Operand** field.
- Add a row.
- For Seq No field 60, select *Round* in the **Operand** field, enter 1000 in the **Round to Multiple of** field, and enter 500.00 in the **Round Up Amount** field.
- Add a row.



13. For Seq No field 70, select + in the **Operand** field, select *Constant* in the **Entry Type** field, and enter 1000.00 in the **Numeric** field.
14. Add a row.
15. For Seq No field 80, select the ) symbol in the **Operand** field.
16. Add a row.
17. For Seq No field 90, select the ) symbol in the **Operand** field.
18. Add a row.
19. For Seq No field 100, select *Round* in the **Operand** field, enter 500.00 in the **Round to Multiple of** field, and enter 1000 in the **Round Up Amount** field.

The formula creation area should look like this:

This example illustrates the fields and controls on the Formula creation area. You can find definitions for the fields and controls later on this page.

| Seq No | Operand | Entry Type | Numeric Value | Round to Multiple of | Round Up Amount |   |   |
|--------|---------|------------|---------------|----------------------|-----------------|---|---|
| 10     | (       |            |               |                      |                 | + | - |
| 20     | (       |            |               |                      |                 | + | - |
| 30     |         | Constant   | 2.000         |                      |                 | + | - |
| 40     | *       | Base       |               |                      |                 | + | - |
| 50     | )       |            |               |                      |                 | + | - |
| 60     | Round   |            |               | 500                  | 1000.00         | + | - |
| 70     | +       | Constant   | 1000.000      |                      |                 | + | - |
| 80     | )       |            |               |                      |                 | + | - |
| 90     | )       |            |               |                      |                 | + | - |
| 100    | Round   |            |               | 500                  | 1000.00         | + | - |

When you are done and have clicked **Save Formula** or **Save**, the formula that you created appears in the Coverage Formula Scroll area.

This example illustrates the fields and controls on the Completed customized formula. You can find definitions for the fields and controls later on this page.

Coverage Formula

( ( 2 \* BASE ) ROUND + 1000 ) ) ROUND

Show Formula

Other examples of formulas you may want to create are:

- Flat Amount
- 2 x Base
- (2 x Base) Round

- $(2 \times \text{Base}) \text{ Round} + \text{Flat Amount}$
- $((2 \times \text{Base}) + \text{Flat Amount}) \text{ Round}$
- $(\text{Base} + \text{Flat Amount}) \text{ Round}$
- $((2 \times \text{Base}) \text{ Round} + \text{Flat Amount}) \text{ Round}$

# Life and AD/D Plan Table Page

Use the Life and AD/D Plan Table page (LIFE\_ADD\_TABLE) to enter life or AD/D plan details.

Navigation:

**Set Up HCM, and then Product Related, and then Base Benefits, and then Plan Attributes, and then Life and AD/D Plan Table, and then Life and AD/D Plan Table**

This example illustrates the fields and controls on the Life and AD/D Plan Table page. You can find definitions for the fields and controls later on this page.

### Life and AD/D Plan Table

|              |        |                            |
|--------------|--------|----------------------------|
| Plan Type    | 24     | Dependent AD and D         |
| Benefit Plan | KUDADD | Dependent Accidental Death |

Life/ADD Plans

\*Effective Date

01/01/2000

Coverage Group Code

☐ Discriminatory Life

Coverage Type

☒ Plan Level
 ☐ Employee Level

Formula ID

Insured Person Type

☐ Coverage Employee
 ☒ Coverage Dependents

☐ Dependent Specific Coverages?
 ☒ Specify Coverage Relationship?

Relationship

|   | *Relationship to Employee     | Dependent Rules ID            |                                  |                                                                   |
|---|-------------------------------|-------------------------------|----------------------------------|-------------------------------------------------------------------|
| 1 | <input type="text" value=""/> | <input type="text" value=""/> | <input type="button" value="Q"/> | <input type="button" value="+"/> <input type="button" value="-"/> |

**Life/ADD Plans**

| Field or Control           | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Coverage Group Code</b> | (Optional) Enables you to define a maximum benefit amount for a group of life and AD/D plan types. Coverage group codes are defined on the Life and AD/D Coverage Groups page.<br>You might do this if employees can choose more than one life plan type—perhaps life and AD/D—but the total benefit for the combined plans cannot exceed a specific amount. The coverage group code maximum applies to all the life and AD/D benefit plans that you associate with a coverage group code and one benefit program. |
| <b>Discriminatory Life</b> | Select this field for the system not to deduct any coverage amounts from the U.S. imputed income calculation.                                                                                                                                                                                                                                                                                                                                                                                                      |

**Coverage Type**

| Field or Control      | Description                                                                                            |
|-----------------------|--------------------------------------------------------------------------------------------------------|
| <b>Plan Level</b>     | Select to indicate that coverage for this plan is determined by a specific formula ID.                 |
| <b>Employee Level</b> | Select to indicate that coverage for this plan is specified by the flat amount on the enrollment page. |
| <b>Formula ID</b>     | Select from the available coverage formula IDs.                                                        |

**Insured Person Type**

| Field or Control                     | Description                                                                                                                                                                                                                                                                                         |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Employee</b>                      | Select to indicate that the person insured by this plan is the employee.<br>On the enrollment page, this directs the system to collect beneficiary allocations.                                                                                                                                     |
| <b>Dependents</b>                    | Select to indicate that the persons insured by this plan are the employee's dependents and not the employee.<br>On the enrollment page, this directs the system to collect a list of covered individuals.                                                                                           |
| <b>Dependent Specific Coverages?</b> | Select the check box to indicate that each covered dependent will have an individual coverage amount entered for him or her on the enrollment page.<br>If this check box is not selected, then a single coverage amount is specified and each covered person receives this same amount of coverage. |

| Field or Control                      | Description                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Specify Coverage Relationship?</b> | <p>Select the check box to specify if the coverage should be based on the dependent's age, and relationship with the employee.</p> <p>If this check box is selected, then a <b>Relationship</b> grid displays below.</p> <p>If this check box is not selected, then all the dependents are eligible for coverage.</p>                                                                                                                                  |
| <b>Relationship to Employee</b>       | Select the relationship of the covered dependents with the employee.                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Dependent Rules ID</b>             | <p>Select the dependent rule for validating the dependents during the enrollment to this plan type.</p> <p>You can enter different dependent rules for your relationships. For more information on defining dependent rules, see <a href="#">Setting Up Dependent Rules for Health Plans</a>.</p> <p>The dependent validation also depends on the event rules defined in PeopleSoft Benefits Administration: Event Rules Table – Event Rules Page.</p> |

### Restricting Insurance Coverage

You can associate coverage formulas that include coverage minimum and maximum amounts with a life benefit program and benefit plan combination. When you do this, the system verifies that coverage for participants doesn't exceed those minimums and maximums, regardless of the coverage that you enter on the Life and AD/D Plan table. This enables you to restrict the amount of coverage for an individual life plan.

You can use the Coverage Group Code page to also restrict the amount of coverage across all life insurance plans in which the employee enrolls. For example, you define a coverage group code with a 500,000 USD maximum, then enter that coverage group code for a supplemental life plan and a group life plan, and associate both benefit plans with a benefit program. If you enrolled an employee in both of these plans, the system would ensure that the employee's total coverage by both plans does not exceed 500,000 USD.

If the maximum is exceeded, the system reduces the total coverage to meet the coverage maximum. When the system processes deductions, it accumulates the coverage amounts and begins reducing coverage when the coverage group maximum is reached. The system processes plans in order of deduction priority. If more than one plan has the same priority, it processes in increasing plan type order.

## (USF) Understanding Option A - Standard FEGLI Plan Calculations

PeopleSoft Payroll for North America calculates coverage and premiums for the Option A - Standard FEGLI optional life plan in accordance with federal regulations. The Option A - Standard plan provides at least 10,000 USD in additional coverage, depending upon the employee's rate of pay.

When an employee's annual rate of pay is more than the sum of the annual rate of basic pay for Level II Executive Schedule positions under 5 U.S.C. 5313, plus 10,000 USD, Option A coverage automatically increases. The amount then becomes the difference between the employee's annual rate of pay and the maximum allowable Basic Insurance Amount (BIA). Calculations are included in the Calculation Rules Table for calculation rule ID *OPTA*.

The maximum allowable BIA appears in the **Maximum Benefits Base** field on the Calculation Rules Table page. PeopleSoft Payroll for North America uses this information to calculate coverage and premium amounts.

## Setting Up Disability Plans

To set up disability plans, use the Disability Plan Table (DISABILITY\_PLN\_TBL) component.

This section lists prerequisites and discusses how to enter disability plans details.

### Page Used to Set Up Disability Plans

| Page Name                                  | Definition Name    | Usage                                        |
|--------------------------------------------|--------------------|----------------------------------------------|
| <a href="#">Disability Plan Table Page</a> | DISABILITY_PLN_TBL | Define details for disability benefit plans. |

### Prerequisites

Insurance companies typically quote disability benefits in monthly terms (as opposed to life insurance benefits, which are quoted in annual terms). Define the amount of covered salary that forms the basis for a disability plan on the Coverage Formula Table page.

See Coverage Formula Table page

### Disability Plan Table Page

Use the Disability Plan Table page (DISABILITY\_PLN\_TBL) to define details for disability benefit plans.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Plan Attributes**, and then **Disability Plan Table**, and then **Disability Plan Table**

This example illustrates the fields and controls on the Disability Plan Table page. You can find definitions for the fields and controls later on this page.

#### Disability Plan Table

Plan Type 30 Short-Term Disability  
Benefit Plan BP0067 STD-Salary Replacement %

Disability Plans Find | View All First 1 of 1 Last

\*Effective Date 01/01/1994

\*Formula ID KDUMMYDIS

\*Salary Replacement % 80.000 ☒ Use as Base for Premium Calc

| Field or Control                                                          | Description                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Salary Replacement %</b> (salary replacement percentage)               | Enter the percent of employee salary that this plan will replace, limited to the maximum monthly benefit.                                                                                                                                                                                                                                                                  |
| <b>Use as Base for Premium Calc</b> (use as base for premium calculation) | Select for the system to use the employee covered salaries to calculate disability plan premiums. When this option is selected, disability plan premium calculations are based on the salary replacement percentage of the employee's disability benefit rather than the employee's covered salary. This amount is still limited to the specified maximum monthly benefit. |

### Calculation of Disability Plan Coverage

Similar to life insurance, disability plans use a coverage formula to determine the covered salary against which the premium rate is applied. Whereas life insurance plans typically calculate coverage in annual terms, disability plans typically calculate salary replacement coverage in monthly terms. You typically create a very simple formula for disability plans:

Base/12

You may want to round the base salary or final result. You could use the maximum benefit base to cap the employee's covered annual salary before the calculation, or you could use the coverage maximums to cap the resulting covered monthly salary.

The final monthly salary could be subject to either a percent-of-base type rate or a rate-per-unit type rate. Unless **Use Salary Replacement as Base** is selected, the rate takes into account the salary replacement percentage. This means that you would have a different rate for 50% replacement than you do for 66% replacement because the base represents only the covered salary and not the actual replace salary. However, if **Use Salary Replacement as Base** is selected, then the coverage base already accounts for the replacement percentage and a single set of rate would probably be used. The treatment and presentation of this plan is determined by your own business practice.

## Setting Up Savings Plans

This section provides an overview of setting up and running the auto enrollment and auto escalation, and discusses on how to set up savings plans using the Savings Plan Table (SAVINGS\_PLAN\_TBL) component.

### Pages Used to Set Up Savings Plans

| Page Name                                          | Definition Name   | Usage                              |
|----------------------------------------------------|-------------------|------------------------------------|
| <a href="#">Employee Limit on Investments Page</a> | SAVINGS_PLAN_TBL1 | Define employee investment limits. |
| <a href="#">Employer Contribution/Match Page</a>   | SAVINGS_PLAN_TBL2 | Define employer contributions.     |
| <a href="#">Rollover of Funds Page</a>             | SAVINGS_PLAN_TBL5 | Set up employee rollover options.  |

| Page Name                                     | Definition Name   | Usage                                                   |
|-----------------------------------------------|-------------------|---------------------------------------------------------|
| <a href="#">Auto Enroll and Escalate Page</a> | SAVINGS_PLAN_TBL6 | Set up auto enrollment and escalation to savings plans. |

## Setting Up and Running the Auto Enrollment and Auto Escalation

This section describes the steps to set up and run the auto enrollment and the auto escalation process.

1. Enable auto enrollment and auto escalation and their settings on the Savings Plan Table – [Auto Enroll and Escalate Page](#).
2. Define event class settings for your Event Rules ID on the PeopleSoft Benefits Administration: Event Rules Table – Event Rules Page. From the Event Rules page, select the event class for auto enrollment and select the following:
  - **Default Method:** *Assign Cur Covrg Else AutoEnrl*
  - **Ignore Dep/Ben Edits:** selected
  - **Ignore Investment Edits:** selected

### Note

Both the *Pre-Enter* and *Ignore Plan* options are automatically greyed out on selecting the *Assign Cur Covrg Else AutoEnrl* Default Method.

An Open Enrollment or Snapshot event can be used to process auto enrollment for a group of employees. The Open Enrollment supports enrollment changes through self service but the Snapshot event is not available through self service. To auto enroll specific employees, other Event Classes such as Hire or Miscellaneous can be used.

This figure illustrates the Event Rules Table page for Open Enrollment.

## Event Rules Table

**Event Rules**   [EOI and Level Rules](#)   [Date Rules](#)   [Billing Rules](#)

Event Rules ID: KU4X

---

**Event Rules** ⓘ

\*Effective Date: 01/01/2025   Status: Active   +   -

\*Description: Savings Event Rules   Short Descr: Savings

---

**Event Class** ⓘ

Event Classification: OE         ☐ Use History   +   -

☒ Pre-enter   Open Enrollment   ☐ Ignore Plan  
☐ Elect Required   ☐ Ignore Overage Dependent  
☐ Retain Covered Dependent   ☒ Ignore Dep/Ben Edits  
☐ Provide FlexCR Upon Default   ☒ Ignore Investment Edits

\*Default Method: Assign Cur Covrg Else AutoEnrl

\*Allowable FSA Pledge Changes: Not Applicable

---

**Self-Service Configuration** ⓘ

☒ Collect Dep/Ben   ☒ Allow Dep/Ben Additions   ☐ Enable Dep Proof   ☒ Collect Fund Allocations

---

**Certification** ⓘ

Certificate ID:   

## 3. Process auto enrollment using the Benefits Administration process.

- Processing auto enrollment for a group of employees using an Open Enrollment event:
  - a. Create a new Open Enrollment Definition ID using the PeopleSoft Benefits Administration: Open Enrollment Definition Page.
  - b. Create a new Schedule ID for the Open Enrollment using the PeopleSoft Benefits Administration: Schedule Table Page.
  - c. Run the auto enrollment for the open enrollment event on the Run Automated Event Processing – PeopleSoft Benefits Administration: Schedule and Chkpt Restart Page. Ensure that the Finalize process is successful.
- Processing auto enrollment for a group of employees using a Snapshot event:
  - a. Create a new Snapshot Definition ID using the PeopleSoft Benefits Administration: Snapshot Definition Page.
  - b. Create a new Schedule ID for the Snapshot using the PeopleSoft Benefits Administration: Schedule Table Page.
  - c. Run the auto enrollment process for the snapshot event on the Run Automated Event Processing – PeopleSoft Benefits Administration: Schedule and Chkpt Restart Page. Ensure that the Finalize process is successful.
- Processing auto enrollment for a new hire employee:
  - a. Run the auto enrollment process for the new hire using the PeopleSoft Benefits Administration: On-Demand Event Process Page.
  - b. Ensure that the Finalize process is successful.

4. Verify the auto enrollment status for your employee on the [Savings Plans Page](#),

A new effective dated row (the date is as per the configuration in the Savings Plan Table page) is created with **Auto Enrollment Status** as *Enrolled*, and **Auto Escalation Status** as *Not Started*. The **Updated On** timestamps are populated.

## 5. Employees review their notifications after auto enrollment:



The employees will receive an In-App alert and an email notification after being auto enrolled. The In-App alerts and emails are built using the PeopleSoft Notification Composer framework. For more information, see Enterprise Components: Understanding Notification Composer.

6. Preview escalations:

Create a preview report to preview the escalation before running the auto escalation. Use the PeopleSoft Benefits Administration: Run Savings Plan Escalation Page. Select the **Process Action** as *Preview Report*. Once the process is run successfully, you can access the preview report from the PeopleSoft Benefits Administration: Savings Plan Auto Escalation Report Page.

7. Run the auto escalation process using the PeopleSoft Benefits Administration: Run Savings Plan Escalation Page. Select the **Process Action** as *Escalation with Notification*. Once the process is run successfully, a confirmation report is generated and a new row with the escalated contribution percentage is added for eligible employees in the Savings Plans page.

8. View the confirmation report on the PeopleSoft Benefits Administration: Savings Plan Auto Escalation Report Page.

9. Verify the auto escalation status for the employee on the [Savings Plans Page](#).

A new effective dated row for auto escalation is added for the employee with **Auto Escalation Status** as *Escalated*, and **Updated On** timestamp is populated.

10. Employees review their notifications after auto escalation:

The employees will receive an In-App alert and an email notification after their contributions are auto escalated. The In-App alerts and emails are built using the PeopleSoft Notification Composer framework. For more information, see Enterprise Components: Understanding Notification Composer.

## Employee Limit on Investments Page

Use the Employee Limit on Investments page (SAVINGS\_PLAN\_TBL1) to define employee investment limits.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Plan Attributes**, and then **Savings Plan Table**

This example illustrates the fields and controls on the Employee Limit on Investments page. You can find definitions for the fields and controls later on this page.

## Savings Plan Table

## Employee Limit on Investments

Employer Contribution/Match

Rollover of Funds

Auto Enroll and Escalate

Plan Type 40 401(k)  
Benefit Plan KU401K KU401K - Savings Plan

**Savings Plan Information**

| < > | 1 of 1 | View All

**\*Effective Date**

**\*Use Special Accumulator**

**\*Plan Contribution**

**Limits on Employee Investments**

**Employee YTD Earning Threshold**

**Minimum Contribution Limit (Percent of Earnings)**

Before-Tax

After-Tax

**Minimum Contribution Limit (Amount in Dollars)**

Before-Tax

After-Tax

**Up-To-Threshold Limit (Percent of Earnings)**

Total Investment

Before-Tax

After-Tax

**Over-Threshold Limit (Percent of Earnings)**

Total Investment

Before-Tax

After-Tax

**Rules for Highly Compensated Employee Investments** ⓘ
 

**Investment Limited to (Percent of Earnings)**

Total Investment

Before-Tax

After-Tax

**Investment Reduced by (Percentage)**

Before-Tax

After-Tax

**Investments**

< > | 1-1 of 1 |

| *Investment Option | *Description |   |   |
|--------------------|--------------|---|---|
|                    |              | + | - |

## Field or Control

## Description

## Use Special Accumulator

Enter a special accumulator to identify eligible earnings for calculating employee deductions. Special accumulators are set up using the Special Accumulator Table.

## Plan Contribution

Select who will be a contributor to this savings plan:

*EE Contribution Optional* (employee contribution optional): You might use this for plans that feature an employer non matching contribution, with voluntary additional employee contributions. You might also use it for a zero-contribution enrollment plan allowing for rollover funds.

*EE Contribution Required* (employee contribution required): This option enables employer matching.

*Employer Only (No EE)* (employer only [no employee]): You could use this to establish an employer-funded savings benefit.

| Field or Control                                                                | Description                                                                                                                                                                    |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Employee YTD Earning Threshold</b> (employee year-to-date earning threshold) | This amount is used to determine when the over-threshold limit applies. If this amount is left at zero, the up-to-threshold limits apply to all levels of earnings.            |
| <b>Minimum Contribution Limit (Percent of Earnings)</b>                         | Enter the minimum before-tax, and minimum after-tax percentage of earnings that an employee may contribute to the savings plan.                                                |
| <b>Minimum Contribution Limit (Amount in Dollars)</b>                           | Enter the minimum before-tax, and minimum after-tax amount of earnings that an employee may contribute to the savings plan.                                                    |
| <b>Up-To-Threshold Limit (Percent of Earnings)</b>                              | Enter the before-tax, after-tax, and total percentage of earnings that an employee can invest, as long as the employee year-to-date (YTD) earnings threshold has not been met. |
| <b>Over-Threshold Limit (Percent of Earnings)</b>                               | Enter the before-tax, after-tax, and total percentage amounts that an employee can invest after the YTD earnings threshold has been met.                                       |

#### Note

If the **Plan Contribution** is *EE Contribution Optional*, the employee can enter zero or a value within the minimum and maximum contribution limits in the Self Service election page for the savings plan. If the **Plan Contribution** is *EE Contribution Required*, the employee has to enter a value within the minimum and maximum contribution limits in the Self Service election page for the savings plan.

### Rules for Highly Compensated Employee Investments

In response to marginal or failed 401(k) and 401(m) nondiscrimination testing, you may need to reduce investments by highly compensated employees (HCEs) to comply with regulations. Enter the before-tax, after-tax, and total investment amounts that an employee can invest.

For example, you could set a lower 8% before-tax contribution cap on HCEs or set up a 2% reduction on elected contribution of each HCE to bring deferrals into compliance. Depending on the results of the nondiscrimination testing, you can adjust the limits throughout the year.

### Investments

Enter a numerical identifier for each investment option and a description.

#### Note

U.S. federal government users enter an alphabetical identifier.

## Employer Contribution/Match Page

Use the Employer Contribution/Match page (SAVINGS\_PLAN\_TBL2) to define employer contributions.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Plan Attributes**, and then **Savings Plan Table**, and then **Employer Contribution/Match**

This example illustrates the fields and controls on the Employer Contribution/Match page. You can find definitions for the fields and controls later on this page.

Employee Limit on Investments

**Employer Contribution/Match**

Rollover of Funds

Auto Enroll and Escalate

Plan Type40401(k)

Benefit PlanKU401KKU401K - Savings Plan

Savings Plan Information ⓘ

Effective Date01/01/1980

Employee YTD Earning Threshold\$0.00

Service Step Table ID

Before Tax Employer Contribution

After Tax Employer Contribution

Matching Options

☒ Pct of Employee Investment

☐ Service Step Table

Non-Matching Options

☐ Flat Amount Per Pay Period

☐ Pct of Special Accumulator

Other Options

☐ Special Calculation Routine

☐ None

Percentage Match50.000

Matching Options

☐ Pct of Employee Investment

☐ Service Step Table

Non-Matching Options

☒ Flat Amount Per Pay Period

☐ Pct of Special Accumulator

Other Options

☐ Special Calculation Routine

☐ None

Flat Amount

☐ Allow Negative Employer Match/Contribution

Employer Limits on Non-Matching Contribution or Employee's Contribution Subject to Employer Match

Before Tax % of Earnings Limit

After Tax % of Earnings Limit

Combined % Earnings Limit

Amount Per Pay Period Limit

\*Limit Employee MatchBefore Employer Matching

| Field or Control                                                                | Description                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Employee YTD Earning Threshold</b> (employee year-to-date earning threshold) | Displays the value entered on the Employee Limit on Investments page for this field.                                                                                                                                                                                                                                     |
| <b>Service Step Table ID</b>                                                    | <p>Use to link the rate of employer matching contributions to an employee's length of service.</p> <p>If you enter a service step table ID, the system automatically selects <b>Service Step Table</b> option in the <b>Before Tax Employer Contribution</b> and <b>After Tax Employer Contribution</b> group boxes.</p> |

**Before and After Tax Employer Contribution**

Employer contribution refers to amount employer contributes towards employee's savings plan, either on a matching or nonmatching basis.

In a matching contribution, the employer's contribution is dependent or limited by employee's contribution in the savings plan.

| Field or Control                                                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Pct of Employee Investment</b> (percent of employee investment) | Select to enter the percentage the organization will match of an employee contribution in the <b>Percent Match</b> field. For example, if an organization matches 25% of an employee's contribution, the system will generate an employer match of 25 U.S. dollars (USD) for an employee with a 401k contribution of 100 USD.                                                                                                                                                                                                                                                                                                           |
| <b>Service Step Table</b>                                          | Select to use a service step table that defines different levels of percent match of employee's earnings per length of service and deduction class. For example, the service step table specified After 24 Months of Service, the employer will matches 40% of up to 3% of Employee's Earnings and 60% of up to 8% of Earnings for Before Tax. Hence if employee had 36 months of service and had Before Tax contribution 10% of his Before Tax Earnings of \$1,000, then his first 3% of contribution is at 40% giving \$12 while the next 5% (8% less 3% already matched) is at 60% giving \$30. Hence, Employer Match Total is \$42. |

In a non matching contribution, the employer's contribution is independent of employee's contribution and sets the contribution using the following options:

| Field or Control                                                   | Description                                                                                                                                                                                                           |
|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Flat Amount Per Pay Period</b>                                  | Select and enter the dollar amount that the employer will contribute per pay period regardless of the amount an employee contributes in the <b>Flat Amount</b> field.                                                 |
| <b>Pct of Special Accumulator</b> (percent of special accumulator) | Select and enter a percentage of an employer contribution in the <b>Under Threshold</b> field. A special accumulator is predefined total of certain earnings, a percentage of which is what employer will contribute. |

You can also identify other options or enter additional information, such as contribution percentages and amounts, for employer matching and contribution.

| Field or Control                   | Description                                                                                                                                                                                                  |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Special Calculation Routine</b> | Select to have the system use a custom routine that is not supported by the standard PeopleSoft system. You must modify your COBOL programs.                                                                 |
| <b>Percent Matching</b>            | Enter the percentage the organization will match of an employee contribution. This field appears when the <b>Pct of Employee Investment</b> option is selected.                                              |
| <b>Flat Amount</b>                 | Enter the dollar amount that the employer will contribute per pay period regardless of the amount an employee contributes. This field appears when the <b>Flat Amount Per Pay Period</b> option is selected. |

| Field or Control                                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Under Threshold</b>                            | Enter a percentage of an employer contribution. This field appears when the <b>Pct of Special Accumulator</b> option is selected.                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Allow Negative Employer Match/Contribution</b> | Select to enable negative earnings to result in an employer match when the employee's contribution is negative. The system will not make a positive contribution when there are negative earnings present, this includes rollovers, flat dollar contribution amounts, and excess credits. The earnings are used in the calculation, but only to generate running employer totals—the earnings do not interfere with the match-tier processing. The negative employer match/contribution resets to zero if not allowed. |

#### Employer Limits on Non-Matching Contribution or Employee's Contribution Subject to Employer Match

| Field or Control                                                                                       | Description                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Before Tax % of Earnings Limit, After Tax % of Earnings Limit, and Combined % of Earnings Limit</b> | Enter a percentage of before, after, or combined earnings that will be matched by the employer contribution.<br><br>For example, if the <b>Before Tax % of Earnings Limit</b> field had 6%, then the employer would match contributions up to 6% of the employee's rate of contribution. If the employee only contributed 5%, only 5% would be matched.                        |
| <b>Amount Per Pay Period Limit</b>                                                                     | Select a dollar amount upon which to apply the employer contribution.                                                                                                                                                                                                                                                                                                          |
| <b>Limit Employee Match</b>                                                                            | Select a method for calculating an employer's savings plan match. This can be done in two different ways: one limits the employee's contributions subject to matching after the employer match calculation and the other limits the employee contributions prior to calculating the employer match. Options are <i>After Employer Match</i> and <i>Before Employer Match</i> . |

You can define the maximum amount that the employer contributes to a savings plan, on either a matching or nonmatching basis.

- When you are defining a nonmatching contribution plan, this data defines the actual amount an employer contributes.  
  
For example, your organization might fund savings plans with after-tax dollars at 3% of the employee's earnings, up to 500 USD per pay period. You would enter 3% in the **After-Tax % of Earnings Limit** field and 500 in the **Amount Per Pay Period Limit** field.
- When you are defining a plan that has an employer match, this data defines the maximum amount of employee funds eligible for matching, rather than defining the amount of the employer match.

For example, your organization might match 50% of an employee's contributions, but only on a before-tax basis, up to 6% of earnings or 1,000 USD per pay period, whichever is less. In this example, you would enter 6% in the **Before-Tax % of Earnings Limit** field and 1000 in the **Amount per Pay Period Limit** field.

- Use the **Combined % of Earnings Limit** field to combine the limits for both before-tax and after-tax employer match.
- Use the **Limit Employee Match** field to specify whether the limit or reduction is applied before or after the employer match is calculated as described in the examples below.

This feature applies only for employer match calculations that use the Service Step Table.

#### Example: Limiting Employee Match Before or After Employer Match When Using the Service Step Table

This example uses the following data:

- Savings plan limit for employer contribution: 4.5%
- Service Step table:
  - Up to 3% of employee earnings: 100% match.
  - Up to 6% of employee earnings: 50% match.
- Employee enrollment:
  - Before-tax: 1%
  - After-tax: 6%
- Earnings: \$5225
- Before-tax deduction: 52.25
- After-tax deduction: \$315.50

##### *After Employer Matching*

The reduction (limit) of the employee contributions that are subject to matching *after* the match calculation is calculated like this:

- Before-tax employer match: \$52.25  
(1% earnings x 100% match)
- Non-taxable Employer match: \$182.88  

$$[(3\% \times 100\% \text{ match} = \$156.75) + (3\% \times 50\% \text{ match} = \$78.38)] = (4.5\% \times \$5225) = \$235.13 \text{ match}$$

$$\$235.13 - \$52.25 = \$182.88$$

##### *Before Employer Matching*

The reduction (limit) of the employee contributions subject to matching *before* the match calculation is calculated like this:

- Before-tax employer match: \$52.25  
(1% earnings x 100% match)
- Non-taxable Employer match: \$169.82  

$$[(4.5\% \text{ limit} - 1\% \text{ earnings used for before-tax} = 3.5\%) (3\% \times 100\% \text{ match} = \$156.75) + (.5\% \times 50\% = 13.06)] = \$169.82$$

## Calculating Thrift Savings Plan (TSP) Employer Match for Federal Benefits

This section contains information about employer match per employee contribution before-tax and after-tax calculation for Thrift Savings Plans including Roth 401(k).

### ① Note

Use this TSP employer match calculation logic only if the deduction is for TSP EE Contrib-Agency Match, i.e., Reporting Code = 'TSP EE Contrib – Agency Match'.

To calculate the employer match using the Agency Matching Contribution formula, use the total of TSP and Roth 401(k) employee contribution amounts to determine the percentage of pay contributed. To calculate the employer match, the following rules apply:

1. The first 3% of contribution is 100% Employer Match.
2. The remaining contribution is 50% Employer Match.
3. Total contribution for matching cannot exceed 5%.

Set up the service step table to define before-tax and after-tax values. For more information, see *Setting Up Service Step Table*.

### Thrift Savings Plan (TSP) Employer Match Calculation Example

In this example, the employee earnings is \$4000.

- Before-tax Employee Contribution =  $\$4000 \times 2\% = \$80$
- After-tax Employee Contribution =  $\$4000 \times 4\% = \$160$
- Non-taxable Before-tax Employer Match =  $\$4000 \times 2\% \times 100\% = \$80$
- Non-taxable Employer Match =  $\$4000 \times 1\% \times 100\% + \$4000 \times 2\% \times 50\% = \$80$

## Rollover of Funds Page

Use the Rollover of Funds page (SAVINGS\_PLAN\_TBL5) to set up employee rollover options.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Plan Attributes**, and then **Savings Plan Table**, and then **Rollover of Funds**

This example illustrates the fields and controls on the Rollover of Funds page. You can find definitions for the fields and controls later on this page.



Plan Type 40 401(k)  
Benefit Plan KU401M 401(k) Employer Pct Match

Savings Plan Information

Effective Date 01/01/1980

Use Special Accumulator SVG

Payroll Interface Option ⓘ

☐ Calculate Pct of Annual Rate

Rollover Options ⓘ

☐ None

☐ Refund Excess Over Limit

☐ Specified at Employee Level

☒ Specified at Plan Level

Before Tax Rollover

Plan Type 40

Benefit Plan KU401M

Deduction Code KU401K

Class A

After Tax Rollover

Plan Type

Benefit Plan

Deduction Code

Class

Special Rollover

1-1 of 1

| Rollover Type             | Subject Class | Plan Type | Benefit Plan | Deduction Code | Class |   |   |
|---------------------------|---------------|-----------|--------------|----------------|-------|---|---|
| Sec 414(v)7 Roth Rollover | B             | 41        | KUSVGS       | KCSVGS         | A     | + | - |

**Note**

Employer-only plans cannot receive rollovers from another plan, because rollovers are a form of employee contribution.

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G49582-01  
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| Field or Control                                                      | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Rollover Options</b>                                               | <p>Choose from the following:</p> <p><b>None:</b> Rollovers are not allowed.</p> <p><b>Refund Excess Over Limit:</b> Use with 403(b) plans, for which the limiting of employee contributions is more dynamic. In certain situations, an employee's contributions are not limited as quickly as they should be. On subsequent pay runs, the system may determine that the employee was allowed to contribute too much. This option enables the system to reduce prior contributions in excess of the current limit by creating a refund or negative deduction of the excess deferral amount.</p> <p><b>Specified at Employee Level:</b> Rollover amounts are based on information entered on the employee enrollment pages. The plan type, benefit plan, deduction code, and class for before-tax, after-tax, or both are made on employee enrollment records.</p> <p><b>Specified at Plan Level:</b> Rollover amounts are based on information entered on the benefit plan pages. Enter the plan type, benefit plan, deduction code, and class for before-tax, after-tax, or special rollover, whichever applies.</p> <p><b>Note:</b> <b>Specified at Plan Level</b> and <b>Specified at Employee Level</b> require that the employee be enrolled in the specified rollover savings plan before the actual rollover event occurs during a payroll run. If you want a savings plan to receive rollover funds without active employee contributions, set up the plan as Employee Contribution Optional on the Employee Limit on Investments page and enroll employees with a zero contribution amount.</p> |
| <b>Before Tax Rollover , After Tax Rollover, and Special Rollover</b> | <p>Enter the plan type, benefit plan, deduction code, and class for the rollover options.</p> <p><b>Note:</b> For Roth rollover, select Rollover Type <i>Sec 414(V)7 Roth Rollover</i> under <b>Special Rollover</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| Field or Control                                                          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Calculate Pct of Annual Rate</b> (calculate percentage of annual rate) | <p>Select to enable PeopleSoft Payroll Interface to calculate deductions for a savings plan. Payroll Interface estimates employee deductions using an employee's annual compensation rate.</p> <p>This is considered an estimate because the annual rates and actual earnings, not available to PeopleSoft Payroll Interface, are not necessarily the same. Also, no year-to-date accumulators are available to apply regulatory limits.</p> <p>With the exception of savings plan deductions, PeopleSoft Payroll Interface does not calculate deductions that are based on a percentage of an employee's earnings. To calculate such deductions, you need either PeopleSoft Payroll for North America or an appropriate interface with another payroll system.</p> |

## Auto Enroll and Escalate Page

Use the Auto Enroll and Escalate page (SAVINGS\_PLAN\_TBL6) to configure auto enrollment and escalation to savings plans.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Plan Attributes**, and then **Savings Plan Table**, and then **Auto Enroll and Escalate**

This example illustrates the fields and controls on the Auto Enroll and Escalate page.

Savings Plan Table

Employee Limit on InvestmentsEmployer Contribution/MatchRollover of FundsAuto Enroll and Escalate

Plan Type40401(k)  
Benefit PlanKU401M401(k) Employer Pct Match

Savings Plan Information

Effective Date01/01/2025Use Special AccumulatorSVG

Auto Enrollment

☒ Enable Auto Enrollment

Default Employee Contributions (Percent of Earnings)

Before-Tax3.000

After-Tax

Auto Escalation

☒ Enable Auto Escalation

Escalation Start Date and Percentages

Plan Year Starts On Month6Day1

Before-Tax Escalation1.000After-Tax Escalation

Maximum Before-Tax Escalation10.000Maximum After-Tax Escalation

| Field or Control         | Description                                                                                                                                                                                                                                                                                                                 |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Enable Auto Enrollment   | Select to enable auto enrollment for the savings plan.                                                                                                                                                                                                                                                                      |
| Before-Tax and After-Tax | Enter the default before-tax and after-tax employee contributions to the savings plans.<br><b>Note:</b> If <b>Enable Auto Enrollment</b> is selected, the Before-Tax and After-Tax values are set as the employee's default contribution percentages for the auto enrolled savings plans in the self-service election page. |
| Enable Auto Escalation   | Select to enable auto escalation for the savings plan.<br>If <b>Enable Auto Escalation</b> is not selected, the <b>Escalation Start Date and Percentages</b> section is hidden.                                                                                                                                             |

| Field or Control                                                      | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Plan Year Starts On Month and Day</b>                              | Enter the plan start month and day. The auto escalation will be effective on this date.<br><br>A plan is auto escalated only if the employee is enrolled in the savings plan for a minimum of one year. For example, if the employee is enrolled in the plan on January 2025 and Plan Year Start date is June 15, then the employee contribution cannot be auto escalated until June 15, 2026. This is per the requirements of SECURE 2.0 Act, Section 101. |
| <b>Before-Tax Escalation and After-Tax Escalation</b>                 | Enter the annual increase of before-tax and after-tax contribution percentages for employees enrolled in the savings plan.                                                                                                                                                                                                                                                                                                                                  |
| <b>Maximum Before-Tax Escalation and Maximum After-Tax Escalation</b> | Enter the percentage at which the automatic annual increase of before-tax and after-tax contribution stops.                                                                                                                                                                                                                                                                                                                                                 |

## Setting Up Thrift Savings Plans (TSP)

This topic contains set up specifications for Thrift Savings Plans (TSP) (Plan Type - 42) that includes the Roth 401(k) plan for federal employees.

For more information about Thrift Savings Plan (TSP) including Roth 401(k), see product documentation for *PeopleSoft HCM: Payroll for North America*.

### Setting Up TSP Employer Match - FERS Plan

The following table contains the fields and values to set up the TSP Employer Match - FERS Plan:

| Page Name                     | Section                                                                                                  | Field Name                       | Value                                                                                                       |
|-------------------------------|----------------------------------------------------------------------------------------------------------|----------------------------------|-------------------------------------------------------------------------------------------------------------|
| Employee Limit on Investments | <b>Limits on Employee Investments, and then Up To Threshold Limit (Percent of Earnings)</b>              | <b>After-Tax</b>                 | Enter the percentage of earnings which is the limit for contributing to Roth 401(k) plan.                   |
| Employer Contribution/Match   | <b>Employer Limits on Non-Matching Contribution or Employee's Contribution Subject to Employer Match</b> | <b>Combined % Earnings Limit</b> | Enter the combined percentage earnings limit. This will be the combined earnings matching for TSP and Roth. |
|                               | <b>Savings Plan Information</b>                                                                          | <b>Service Step Table ID</b>     | Use the service step table defined for TSP - Roth 401(k) employer match.                                    |

### Setting Up TSP No Match - CSRS Plan

The following table contains the fields and values to set up the TSP No Match - CSRS Plan:

| Page Name                     | Section                                                                                                  | Field Name                       | Value                                                                           |
|-------------------------------|----------------------------------------------------------------------------------------------------------|----------------------------------|---------------------------------------------------------------------------------|
| Employee Limit on Investments | <b>Limits on Employee Investments, and then Up To Threshold Limit (Percent of Earnings)</b>              | <b>After-Tax</b>                 | Enter the percentage of earnings.                                               |
| Employer Contribution/Match   | <b>Employer Limits on Non-Matching Contribution or Employee's Contribution Subject to Employer Match</b> | <b>Combined % Earnings Limit</b> | Leave this field empty as there is no employer match associated with this plan. |
|                               | <b>Savings Plan Information</b>                                                                          | <b>Service Step Table ID</b>     | Leave this field empty as there is no employer match associated with this plan. |

## Setting Up Leave Plans

To set up leave plans, use the Leave Plan Table (LEAVE\_PLN\_TBL) component.

This section discusses how to enter leave plan details.

### Note

Before you begin, make sure that you have created earnings codes for the leave plans.

The payroll tables summarized in this section are from PeopleSoft Payroll for North America. If your organization does not implement PeopleSoft Payroll for North America, work with your payroll department to ensure that the system can access the proper data for leave accrual processing.

## Page Used to Set Up Leave Plans

| Page Name                             | Definition Name  | Usage                     |
|---------------------------------------|------------------|---------------------------|
| <a href="#">Leave Plan Table Page</a> | LEAVE_PLAN_TABLE | Enter leave plan details. |

### Related Topics

- [Setting Up Calculation Rules](#)  
To set up calculation rules, use the Calculation Rules Table (CALC\_RULES\_TABLE) component.

## Leave Plan Table Page

Use the Leave Plan Table page (LEAVE\_PLAN\_TABLE) to enter leave plan details.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Plan Attributes**, and then **Leave Plan Table**, and then **Leave Plan Table**

This example illustrates the fields and controls on the Leave Plan Table page (1 of 2). You can find definitions for the fields and controls later on this page.

### Leave Plan Table

Plan Type 50 Sick  
Benefit Plan BP0066 Test Sick Leave

Leave Plans Find | View All First 1 of 1 Last

\*Effective Date 01/01/1980 ☐ Balance Visible to EE for Self-Service + -

Accrual Process Date

**Accrual Calculation**

\*Service Units Months   
\*Accrual Rate Units Hours per Month   
Award Frequency First Run of Month

**Automatic Accrual Processing**

☐ Special Calculation Routine \*Max Leave Balance 80.000  
☐ Service Calc at Year Begin Max Leave Carryover 40.000

**Manual Accrual Processing**

☐ Pay in Lieu of Time Off  
☒ Pay at Termination Percent to Pay at Termination 100.00  
☒ Allow Negative Balance Max Negative Hours Allowed

**First Year Award Values** Personalize | Find | View All | | First 1 of 1 Last

| *Employment Month | *Hours Earned | *Month Eligible |
|-------------------|---------------|-----------------|
| 0                 |               |                 |

This example illustrates the fields and controls on the Leave Plan Table page (2 of 2). You can find definitions for the fields and controls later on this page.

**Accrual Rate Values** Personalize | Find | View All | | First 1-3 of 3 Last

| After Service Interval | Unit Of Measure | *Accrue Hours At | Frequency       |                                           |
|------------------------|-----------------|------------------|-----------------|-------------------------------------------|
| 0                      | Service Months  | 4.000000         | Hours per Month | <input type="text"/> <input type="text"/> |
| 12                     | Service Months  | 6.000000         | Hours per Month | <input type="text"/> <input type="text"/> |
| 48                     | Service Months  | 8.000000         | Hours per Month | <input type="text"/> <input type="text"/> |

**Service Bonus Values** Personalize | Find | View All | | First 1-3 of 3 Last

| After Service Interval | Unit Of Measure | *Award Bonus Hours |                                           |
|------------------------|-----------------|--------------------|-------------------------------------------|
| 0                      | Service Months  | 16.000000          | <input type="text"/> <input type="text"/> |
| 60                     | Service Months  | 32.000000          | <input type="text"/> <input type="text"/> |
| 120                    | Service Months  | 40.000000          | <input type="text"/> <input type="text"/> |

| Field or Control                                                                                | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Balance Visible to EE for Self-Service</b><br>(balance visible to employee for self-service) | Select to enable employees to view their leave balances on the self-service transaction View Paycheck.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Accrual Process Date</b>                                                                     | Displays the date on which the leave accrual calculation process was last run.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Service Units</b>                                                                            | <p>Select a unit by which length of service is calculated.</p> <p>If you select <i>Months</i>, the system uses the service date on the employee employment record as the basis for accrued service. If you select <i>Hours</i>, the system uses the actual hours from the appropriate earnings code maintained by PeopleSoft Payroll for North America.</p>                                                                                                                                                                                                                                                                                                                           |
| <b>Accrual Rate Units</b>                                                                       | <p>The unit by which the accrual rate is quoted. Accrual awards are always measured in hours.</p> <p><i>Hours Per Hour</i>: Leave hours accrued on an hourly basis.</p> <p><i>Hours Per Month</i>: Leave hours accrued on a monthly basis.</p> <p><i>Hours Per Pay Period</i>: Leave hours accrued on a pay period basis. For US Federal users only. Defines the hours an employee will accrue per pay period.</p> <p><i>Hours Per Week</i>: Leave hours accrued on a weekly basis.</p> <p><i>Hours Per Year</i>: Leave hours accrued on a per year basis.</p>                                                                                                                        |
| <b>Award Frequency</b>                                                                          | <p>Displays how often the leave accrual award is given to employees. This is determined by the accrual rate unit.</p> <p>If the accrual rate unit is <i>Hours per Hour</i>, then the award frequency is Every Run.</p> <p>If the accrual rate unit is <i>Hours per Month</i>, then the award frequency is First Run of Month.</p> <p>If the accrual rate unit is <i>Hours per Year</i>, then the award frequency is First Run of Year.</p>                                                                                                                                                                                                                                            |
| <b>Automatic Accrual Processing</b>                                                             | <p>Defines how leave hours are calculated.</p> <p><b>Special Calculation Routine</b>: means that your company has a custom calculation method.</p> <p><b>Service Calc at Year Begin</b> (service calculation at year begin): calculates leave hours according to length of service as of January 1 of the current year.</p> <p><b>Max Leave Balance</b> (maximum leave balance): defines the maximum leave hours that an employee can accrue. If no maximum exists, enter 9999.</p> <p><b>Max Leave Carryover</b> (maximum leave carryover): defines the maximum number of hours that an employee can carry from one calendar year to the next. If no maximum exists, enter 9999.</p> |



| Field or Control                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Manual Accrual Processing</b> | The values that you enter here are for reference only; they do not affect leave accrual processing in any way.                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>First Year Award Values</b>   | For leave plans with annual accruals, use to define a leave plan in which, during the first year of service, leave hours are prorated based on the month that employment begins. This is available only when the leave plan's accrual rate unit is Hours Per Year.<br><br>Although the award frequency for annual accrual leave plans is First Run of Year, you will actually run the Leave Accrual process each month to process the first year award values exclusively. After the first year, employees receive awards only on the first run of the year, as planned. |
| <b>Accrual Rate Values</b>       | Defines how your employees accrue leave time. This is tied directly to what you selected in the <b>Service Units</b> field.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Service Bonus Values</b>      | Defines how employees accrue bonus hours (in addition to regular leave accruals).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

## Setting Up FMLA Plans

To set up Family Medical Leave Act (FMLA) Plans, use the FMLA Plan Table (FMLA\_PLAN\_TBL) component.

This section lists prerequisites and discusses how to enter FMLA plan details.

## Page Used to Set Up FMLA Plans

| Page Name                            | Definition Name | Usage                    |
|--------------------------------------|-----------------|--------------------------|
| <a href="#">FMLA Plan Table Page</a> | FMLA_PLAN_TBL   | Enter FMLA plan details. |

### Related Topics

- [Understanding FMLA Plan Administration](#)  
The FMLA (Family Medical Leave Act) protects benefits and job restoration for employees who take a leave from work to care for themselves or family members. This law went into effect August 5, 1993, and contains provisions regarding employer coverage, employee eligibility and entitlement, notice and certification, continuation of health benefits, and job restoration.

## Prerequisites

The FMLA contains provisions regarding employer coverage, employee eligibility and entitlement, notice and certification, continuation of health benefits, and job restoration. Because an FMLA plan is an entitlement type of leave plan, it is managed separately from your other enrolled leave plans. Before you can set up FMLA plans, you must activate FMLA administration.

To activate FMLA administration:

1. Access the Product Specific page on the Installation Table.
2. Select **FMLA Administration** in the **Benefits Functions** group box.

This enables you to gain access to pages and fields for setting up and administering FMLA plan balances.

### Related Topics

- Application Fundamentals: Product Specific Page

## FMLA Plan Table Page

Use the FMLA Plan Table page (FMLA\_PLAN\_TBL) to enter FMLA plan details.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **FMLA (Family Medical LV)**, and then **FMLA Plan Table**, and then **FMLA Plan Table**

This example illustrates the fields and controls on the FMLA Plan Table page. You can find definitions for the fields and controls later on this page.

### FMLA Plan Table

FMLA Plan ID KUP

FMLA Plans Find | View All First 1 of 1 Last

\*Effective Date 01/01/1980

\*Status Active

\*Description Calendar Year Using Payroll

Short Description Cal w/Pay

**FMLA Calendar Type**

\*Calendar Type Fixed Calendar

Begin Month 1 Begin Day 1

**Eligibility Criteria**

\*Minimum Service Weeks Required 52

\*Minimum Earned Hours Required 1250

**Annual Entitlement**

\*Annual Entitlement 12.0 weeks

**Source of Hours**

\*Use Standard or Payroll Hours Use Payroll Hours

FMLA Hrs Special Accumulator K19

| Field or Control                                                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Calendar Type</b>                                                    | <p>Employees who are eligible for FMLA-protected leave are entitled to at least 12 weeks of leave during each 12-month FMLA year. Three different ways are available to define the FMLA year:</p> <p><i>Fixed Calendar:</i> Defines a 12-month period with a specific starting date (defined with the <b>Begin Month</b> and <b>Begin Day</b> fields). It can be the calendar year, fiscal year, or a 12-month period that is defined by state law. Employees with Fixed Calendar FMLA leave plans are entitled to the defined annual entitlement, less any FMLA-protected leave taken in the current fixed calendar year. The eligibility weeks for an FMLA request that is made using a fixed calendar year are reduced according to the date that the request is made.</p> <p><i>Roll-Forward:</i> Begins the FMLA year when employees take an FMLA-protected leave and ends 12 months later. Employees' next FMLA year begins with the first FMLA-protected leave they take after the first 12-month FMLA year has passed.</p> <p><i>Roll-Backward:</i> Counts the FMLA year backwards for 12 months from the time that employees take FMLA protected leave. If employees have taken FMLA leave in the year previous to their scheduled FMLA leave start date, that amount of leave is subtracted from their annual entitlement for the upcoming FMLA-protected leave request.</p> |
| <b>Annual Entitlement</b>                                               | <p>Defines the number of weeks of FMLA-protected leave that employees are entitled to every FMLA year. You can define an entitlement of more than the government-mandated 12 weeks, but not less.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Minimum Service Weeks Required and Minimum Earned Hours Required</b> | <p>Use to define the length of service requirements that must be met before an employee is eligible for FMLA coverage. According to the standards set by the FMLA, the values for these fields cannot be greater than 52 weeks (12 months) and 1,250 hours, respectively.</p> <p>Working any portion of a week counts as a full week of employment, which enables part-time and seasonal employees to meet this requirement. The weeks of employment are also not required to be consecutive, which means that employees who are rehired after a gap in employment may still meet this requirement. The <b>Earned Hours Required</b> field enables the definition of a specific number of hours (up to 1,250) that an employee must have worked for the company during the previous 52 weeks to qualify for FMLA coverage.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

| Field or Control                     | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Use Standard or Payroll Hours</b> | <p>If you use PeopleSoft Payroll for North America, define how earned hours required and entitlement hours are calculated.</p> <p><i>Std Hrs</i> (standard hours): Calculates the earned hours using standard hours per work week. The system determines standard hours per work week from the employee Job record effective as of the leave begin date.</p> <p><i>Pay Hrs</i> (payroll hours): Calculates the standard hours using the actual hours worked per week during the 52 weeks prior to the request begin date. Provides more accuracy for employees who work an irregular schedule.</p> <p>If payroll hours are used, you must establish an FMLA hours special accumulator to track FMLA hours. Special accumulators and their codes are defined through the Special Accumulator Table.</p> <p><b>Note:</b> If you do not use PeopleSoft Payroll for North America, the <i>Pay Hrs</i> option is not allowed.</p> |

#### Related Topics

- [Setting Up Special Accumulators](#)  
To set up special accumulators, use the Special Accumulator Table (SPCL\_EARNS\_TABLE) component.

## Setting Up FSA Plans

To set up FSA plans, use the FSA Benefits Table (FSA\_BENEFITS\_TABLE) and HSA Excluded Coverages (HSA\_EXCLUDED\_CVRGS) components.

This section provides an overview of FSA plans.

## Pages Used to Set Up FSA Plans and HSA Excluded Coverages

| Page Name                                    | Definition Name    | Usage                                                                                                                  |
|----------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Spending Accounts Page</a>       | FSA_BENEFITS_TABLE | Define spending account plan details for US and Canada                                                                 |
| <a href="#">HSA Contribution Limits Page</a> | HSA_CONTRIB_LIMITS | Define the contribution limits for HSA plans.<br><b>Note:</b> This page is available for Benefits Administration only. |
| <a href="#">FSA Admin Config Page</a>        | FSA_ADMIN_CONFIG   | Define the FSA Admin Configuration.                                                                                    |
| <a href="#">HSA Excluded Coverages Page</a>  | HSA_EXCLUDED_CVRGS | Define specific plans that will be excluded from coverage when one selects an HSA.                                     |

## Understanding FSA Plans

The PeopleSoft system enables you to manage two types of spending accounts: Flexible spending accounts (FSAs) and Health savings accounts (HSAs).

Flexible spending accounts (FSAs) are before-tax employee savings plans that can be used for certain approved expenses, such as health care or dependent care. The following plan types are predefined for FSAs:

- Plan type 60 - FSA health care for U.S. companies.
- Plan type 61 - FSA dependent care for U.S. companies.
- Plan type 65 - FSA health care for Canadian companies.
- Plan type 66 - Canadian retirement counseling accounts.

HSAs are tax-advantaged accounts that enable eligible people to save money and subsequently use that money and any earnings from that money to pay for medical expenses tax-free. People are eligible to contribute to an HSA if they are covered under a high deductible health plan (HDHP).

The PeopleSoft system delivers the plan type 67 to use for HSAs, however any 6x plan type can be used. However, PeopleSoft does not recommend using 60, 61, 65 and 66, as these are delivered plan types for FSA Health and Dependent care for US and Canada.

## Spending Accounts Page

Use the Spending Accounts page (FSA\_BENEFITS\_TABLE) to define spending account plan details for US and Canada.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Plan Attributes**, and then **FSA Benefits Table**, and then **Spending Accounts**

This example illustrates the fields and controls on the Spending Accounts page. You can find definitions for the fields and controls later on this page.

Spending Accounts | HSA Contribution Limits | ESA Admin Config

Plan Type 67 Health Savings Account  
Benefit Plan BNHSA Benefits HSA

Spending Account Setup Find | View All First 1 of 1 Last

\*Effective Date 01/01/2005

**Plan Management**

\*Type of Account Health Savings Account  
\*Plan Contribution EE Contribution Required  
Contribution Frequency M Monthly

**Balance Management**

Set ID ZEBEN Balance ID CY Calendar Year

**Employee Contribution**

Minimum Annual Contribution \$100.00 Maximum Annual Contribution (See HSA Contribution Limit Table)  
Catch-up Extension Amount \$600.00 Catch-up Contribution Age 55

**Employer Contribution**

\*Employer Contribution None

| Field or Control                          | Description                                                                                        |
|-------------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>(CAN) Employer Carryforward Choice</b> | Carry forward credit or claim amounts from one plan year to the next.                              |
| <b>(CAN) Future Borrowing</b>             | Select to allow plan enrollees to spend FSA credits prior to their inclusion within the plan year. |

### Plan Management

| Field or Control              | Description                                                                                                                                                                                                                                                                                 |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Type of Account</b>        | Select whether the spending account is a Flexible Spending Account or a Health Savings Account.<br><br>If you are using PeopleSoft Benefits Administration, the system shows the HSA Contribution Limits page when you select <i>Health Savings Account</i> .                               |
| <b>Plan Contribution</b>      | Indicate whether employees are expected to contribute to the plan by selecting one of the following options: <ul style="list-style-type: none"> <li>• <i>EE Contribution Optional</i></li> <li>• <i>EE Contribution Required</i></li> <li>• <i>Employer Only (No EE)</i></li> </ul>         |
| <b>Contribution Frequency</b> | Select a frequency to define how you quote amounts for this spending account plan.<br><br>If, when you are entering an employee's election, an employee contribution percentage is specified in addition to an annual pledge, then it is specified in terms of this contribution frequency. |
| <b>Balance ID</b>             | The system uses the pay period end date or check date and the schedule of balance periods associated with this balance ID to calculate deductions.                                                                                                                                          |

### Employee Contribution

| Field or Control                   | Description                                                                                                                                                 |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Minimum Annual Contribution</b> | Enter the minimum contribution employees can make annually.                                                                                                 |
| <b>Maximum Annual Contribution</b> | Enter the maximum contribution employees can make annually either here or on the HSA Contribution Limits page.<br><br>See Entering HSA Contribution Limits. |
| <b>Catch-up Extension Amount</b>   | Enter the annual HSA catch-up extension amount as defined by the IRS.                                                                                       |
| <b>Catch-up Contribution Age</b>   | Enter the age as of which employees can contribute the additional catch-up amount.                                                                          |

## Employer Contribution

| Field or Control                | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Employer Contribution</b>    | <p>Indicate whether and how an employer matches contributions to this plan:</p> <ul style="list-style-type: none"><li>• <b>None:</b> No employer match is contributed.</li><li>• <b>Flat Amount:</b> Matches the employee contribution with a flat amount that you enter, up to a chosen percentage.</li><li>• <b>Percent of Employee Contribution:</b> Matches a percent of the employee contribution that you enter, up to a limit that you define.</li><li>• <b>Special Calculation Routine:</b> Uses a custom routine not supported by the standard PeopleSoft system.</li></ul> <p><b>Note:</b> HSA plans only use the None and Flat Amount options.</p> |
| <b>Flat Contribution Amount</b> | <p>If you are using Benefits Administration, enter the employer contribution on the HSA Contribution Limits page only if the plan is an HSA plan. If the plan is an FSA, then enter the contribution amount on this page.</p> <p>See Entering HSA Contribution Limits.</p>                                                                                                                                                                                                                                                                                                                                                                                    |

## HSA Contribution Limits Page

Use the HSA Contribution Limits page (HSA\_CONTRIB\_LIMITS) to define the contribution limits for HSA plans.

### Note

This page is only available when using Benefits Administration.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Plan Attributes**, and then **FSA Benefits Table**, and then **HSA Contribution Limits**

This example illustrates the fields and controls on the HSA Contribution Limits page. You can find definitions for the fields and controls later on this page.

Spending Accounts | **HSA Contribution Limits** | FSA Admin Config

Plan Type 67 Health Savings Account  
Benefit Plan BNHSA Benefits HSA

**Spending Account Setup** Find | View All First 1 of 1 Last

Effective Date 01/01/2005  
Employer Contrib Frequency Monthly  
Minimum Annual Contribution 100.00

**Contribution Controls** Personalize | Find | View All First 1-6 of 6 Last

| *Controlling Plan Type | *Controlling Benefit Plan | Description | *Coverage Code | Description | Maximum Annual Contribution | Employer Contribution Amount | Limit to % |
|------------------------|---------------------------|-------------|----------------|-------------|-----------------------------|------------------------------|------------|
| 10                     | ZKSRHM                    | Kaiser HMO  | 1              | Empl Only   | 4000.00                     |                              |            |
| 10                     | ZKSRHM                    | Kaiser HMO  | 12             | EE+DP       | 4000.00                     |                              |            |
| 10                     | ZKSRHM                    | Kaiser HMO  | 14             | Family-DP   | 4000.00                     |                              |            |
| 10                     | ZKSRHM                    | Kaiser HMO  | 2              | EE+Spouse   | 4000.00                     |                              |            |
| 10                     | ZKSRHM                    | Kaiser HMO  | 3              | Emp+Child   | 4000.00                     |                              |            |
| 10                     | ZKSRHM                    | Kaiser HMO  | 4              | Family      | 4000.00                     |                              |            |

Employees can contribute to an HSA only if they are covered by an HDHP. Their contributions to an HSA are determined by the HDHP and the coverage code. For each controlling plan you enter, make sure that you include a row for each coverage code.

### Contribution Controls

| Field or Control                     | Description                                                                                                                                                                                                           |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Controlling Plan Type</b>         | Select the benefit plan type whose membership controls eligibility for this plan.                                                                                                                                     |
| <b>Controlling Benefit Plan</b>      | Select the HDHP benefit plan whose membership controls eligibility for this plan.                                                                                                                                     |
| <b>Coverage Code</b>                 | Select the plan's coverage code.                                                                                                                                                                                      |
| <b>Maximum Annual Contribution</b>   | Enter the maximum annual amount that can be contributed to the HSA when an employee is covered by this plan and coverage code. This maximum is the total limit for both employee and employer contributions combined. |
| <b>Employer Contribution Amount</b>  | Enter the amount that employers will contribute based on the Employer Contribution Frequency to the HSA for employees covered by this plan and coverage code.                                                         |
| <b>Limit to % (limit to percent)</b> | Leave blank because employer contributions must be nondiscriminatory.                                                                                                                                                 |

## FSA Admin Config Page

Use the FSA Admin Config page (FSA\_ADMIN\_CONFIG) to define the FSA Admin Configuration.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Plan Attributes**, and then **FSA Benefits Table**, and then **FSA Admin Config**

This example illustrates the fields and controls on the FSA Admin Config page. You can find definitions for the fields and controls later on this page.



[Spending Accounts](#) | [HSA Contribution Limits](#) | [FSA Admin Config](#)

Plan Type 60 Flex Spending Health - U.S.  
 Benefit Plan KUHFSA Healthcare FSA

**FSA Administration Setup** Find | View All First 1 of 2 Last

Effective Date 01/01/2014

FSA Service From Date 01/01/2014 Through 12/31/2014

FSA Plan Year 2014

FSA Minimum Check Amount \$5.00 ☐ Ignore Min Check Amt at Close

Carryover Limit \$500.00

Use the following fields to determine the service dates that are valid for submitted claims:

| Field or Control                                                            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FSA Service From Date</b>                                                | <p>This field by default displays the effective date of the plan and must be within the service date range to be paid under the plan.</p> <p>This value can also be longer than 12 months and overlap the service dates of other plans that the employer offers and in which the employee is enrolled.</p>                                                                                                                                                                                                                                               |
| <b>Through</b>                                                              | <p>This field by default displays the date that is 12 months <i>after</i> the effective date of the plan.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>FSA Plan Year</b>                                                        | <p>Select the year pertaining to this plan.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>FSA Minimum Check Amount</b> (flexible spending account check amount)    | <p>Enter a cost below which the system does not pay out any claims.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Ignore Min Check Amt at Close</b> (ignore minimum check amount at close) | <p>Select to close out the plan and process and pay out any approved, pending claims below the minimum amount. All claims are paid when the system runs the closure process for the benefit plan.</p> <p><b>Note:</b> If this option is not selected, all claims below the minimum amount remain unpaid. If the pending claim has a service date that overlaps two FSA plans in which an employee is enrolled, the system moves the claims to the second FSA plan until enough claims exist to meet the minimum check amount of the second FSA plan.</p> |
| <b>Carryover limit</b>                                                      | <p>Define the maximum FSA carryover limit.</p> <p><b>Note:</b> The maximum carryover amount should not exceed \$500.</p> <p>For more information on setting the FSA carryover, see <a href="#">Understanding U.S. Health FSA Carryover</a></p>                                                                                                                                                                                                                                                                                                           |

# HSA Excluded Coverages Page

Use the HSA Excluded Coverages page (HSA\_EXCLUDED\_CVRGS) to define specific plans that will be excluded from coverage when one selects an HSA.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Program Structure**, and then **HSA Excluded Coverages**

If an employee enrolls in an HSA, he or she cannot enroll in some plans. These nonpermitted plans are defined in an HSA Excluded Coverages table by plan type and plan. This table validates all HSA enrollments through eBenefits and Benefits Administration.

This example illustrates the fields and controls on the HSA Excluded Coverages page. You can find definitions for the fields and controls later on this page.

## HSA Excluded Coverages

Plan Type 67      Health Savings Account

Exclusion Sets

Find | View All      First 1 of 1 Last

\*Effective Date 01/01/2005

Excluded Coverages

Personalize | Find | View All      First 1 of 1 Last

| *Plan Type | *Excluded Benefit Plan | Plan Description |
|------------|------------------------|------------------|
| 60         | KUHFS*                 | Healthcare FSA   |

# Setting Up Retirement Plans

To set up a retirement plan for PERS (the California Public Employees Retirement System) or the U.S. federal government, use the Retirement Plan Table (RTRMNT\_PLAN\_TABLE) component.

This section discusses how to enter retirement plan details.

## Page Used to Set Up Retirement Plans

| Page Name                            | Definition Name   | Usage                                                               |
|--------------------------------------|-------------------|---------------------------------------------------------------------|
| <a href="#">Retirement Plan Page</a> | RTRMNT_PLAN_TABLE | Set up California PERS or U.S. federal government retirement plans. |

## Retirement Plan Page

Use the Retirement Plan Table page (RTRMNT\_PLAN\_TABLE) to set up California PERS or U.S. federal government retirement plans.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Plan Attributes**, and then **Retirement Plan Table**, and then **Retirement Plan Table**

This example illustrates the fields and controls on the Retirement Plan Table page. You can find definitions for the fields and controls later on this page.

### Retirement Plan Table

Plan Type 70 PERS  
Benefit Plan KUPERS Public Employees Retirement

Retirement Plans Find | View All First 1 of 1 Last

\*Effective Date 01/01/1980

Employer Contribution Percent

Employee Contribution Percent 1.000

Employer Contribution to Employee %

Use Special Accumulator Instead of Gross

☒ Coordinate with FICA

| Field or Control                                                                             | Description                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Employer Contribution to Employee %</b><br>(employer contribution to employee percentage) | Define how much the employer contributes to the employee's total contribution percentage.                                                                                                                                                                                                                                                     |
| <b>Use Special Accumulator Instead of Gross</b>                                              | <p>To have the system use a special accumulator instead of the total gross, enter the desired accumulator code here.</p> <p>To use a special accumulator, work with your payroll department to define the code and its detail. You can set up special accumulators—as many as you need—to process savings, retirement, and pension plans.</p> |

### (USF) Federal Retirement Plans

Federal employees who are enrolled in FERS retirement plans are automatically enrolled in a TSP (Thrift Savings Plan) 1% Agency Contribution plan as well. In this plan, the employee's agency contributes 1% of the employee's basic pay for each pay period to the employee's TSP account. The TSP 1% Agency Contribution plan is predefined; its benefits do not take the place of those offered by other retirement plans. Employees enrolled in the TSP 1% Agency Contribution plan receive these contributions regardless of whether they contribute their own money to their TSP accounts.

Select *OASDI Offset* for retirement plans that have employee contributions offset by employee contributions to OASDI. The system reduces employee retirement plan contributions by the OASDI contribution amount and the following pre-tax deductions (Medical (plan type 10), Dental (plan type 11), Vision (plan type 14), Flex Spending Health - U.S. (plan type 60), Flex Spending Dependent Care (plan type 61) and Health Savings Account (plan type 67)) until the maximum OASDI/FICA contribution level is reached.

You must define a special accumulator for the system to track the Basic Pay Wages that are used in the retirement deduction calculation.

**Related Topics**

- [Setting Up Special Accumulators](#)  
To set up special accumulators, use the Special Accumulator Table (SPCL\_EARNS\_TABLE) component.
- [TSP Agency Basic Page](#)  
Use the TSP Agency Basic (thrift savings plan - agency basic) page (GVT\_TSP\_AUTO) to enroll employees in the TSP Agency Automatic 1% Contribution plan.

## Setting Up Pension Plans

To set up pension plans, use the Pension Plan Table (PENS\_PLAN\_TABLE\_US) component.

This section discusses how to enter US and Canadian pension plan details.

**Note**

Pension plans are also managed by PeopleSoft Pension Administration. However, the pension plan must be set up in the Manage Base Benefits business process.

## Pages Used to Set Up Pension Plans

| Page Name                                     | Definition Name    | Usage                                             |
|-----------------------------------------------|--------------------|---------------------------------------------------|
| <a href="#">Pension Plan Table Page (USA)</a> | PENS_PLAN_TABLE_US | Enter details for U.S.-defined pension plans.     |
| <a href="#">Pension Plan Table CAN Page</a>   | PENSION_PLAN_TABLE | Enter details for Canadian-defined pension plans. |

## Pension Plan Table Page (USA)

Use the Pension Plan Table page (PENS\_PLAN\_TABLE\_US) to enter details for U.S.-defined pension plans.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Plan Attributes**, and then **Pension Plan Table**, and then **Pension Plan Table**

This example illustrates the fields and controls on the Pension Plan Table page. You can find definitions for the fields and controls later on this page.

## Pension Plan Table

|              |      |                       |                |            |
|--------------|------|-----------------------|----------------|------------|
| Benefit Plan | KUSP | GBI Salaried Plan     | Effective Date | 01/01/1960 |
| Plan Type    | 82   | Pension Plan 1 - U.S. |                |            |

US Pension Plans

| < > | 1 of 1 | View All

\*Effective Date

01/01/1960

\*Pension Type

Qualified

☐ Allow Contingent Beneficiaries

Plan Yr Begins (Month\Day)

1

1

Plan Yr Ends (Month\Day)

12

31

Contributory Plans

☐ Voluntary Contributns Allowed  
 Rates of Deduction

Special Accumulator Code

% up to  and  % over

| Field or Control                                                                                                                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Pension Type</b>                                                                                                               | <p>Select the type of pension plan. Valid values for U.S. pension plans are <i>Qualified</i> and <i>Non Qualified</i>.</p> <p>Do not select <i>Defined Benefit</i> or <i>Money Purchase</i>, as these are valid only for Canadian pension plans.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Allow Contingent Beneficiaries</b>                                                                                             | <p>Select if the plan allows nonspouse beneficiaries. (If selected, the MDIB group box appears.)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Plan Yr Begins (Month/Day)</b> (plan year begins [month/day]) and <b>Plan Yr Ends (Month/Day)</b> (plan year ends [month/day]) | <p>Specify the month and day when your plan year begins. A plan year normally ends the day before the next one begins. However, if you change your plan year, the row for the resulting short plan year will have nonconsecutive begin and end dates.</p> <p>Be sure to include a row for a short plan year. Failure to do this can cause calculation errors. A short plan refers to the period of transition when a change occurs in the plan year. For example, assume a plan has a fiscal year starting from July 1 to June 31. Due to a business decision, the plan year changes to January 1 to December 31, beginning on January 1, 2004. The short plan year would be from July 1, 2003 to December 31, 2004.</p> |
| <b>MDIB Rule Should Apply</b> (minimum distribution incidental benefit rule should apply)                                         | <p>Select if the MDIB rule applies.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>MDIB Age Difference</b> (minimum distribution incidental benefit age difference)                                               | <p>Enter an age difference.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

| Field or Control                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contributory Plans</b>              | <p>You can incorporate U.S. pension plans (plan types 82 to 87) into a manual or automated benefit program only if the plan is defined as a contributory plan in which the employee contributes some portion of earnings to the plan.</p> <p><b>Note:</b> The system does not determine whether the rules that you set up meet Internal Revenue Code qualification standards. Such compliance is your responsibility.</p>                                                                                                                  |
| <b>Voluntary Contributions Allowed</b> | No parameters exist for defining voluntary contribution rates; these are established on an employee-by-employee basis when you enroll employees in the plan.                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Special Accumulator Code</b>        | Enter the code that tracks pensionable earnings.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Rates of Deduction</b>              | <p>Enter contribution rates. You can have different rates above and below a threshold. For example, employees can contribute 2% of earnings up to 50,000 USD and 3% of earnings above that. Enter the rate up to the threshold in the first <b>Rates of Deduction</b> field, the threshold in the next field, and the rate beyond the threshold in the final field.</p> <p>If the threshold changes—for example, if you use the Taxable Wage Base (TWB) as the threshold—insert additional effective-dated rows to record the changes.</p> |

## Pension Plan Table CAN Page

Use the Pension Plan Table CAN page (PENSION\_PLAN\_TABLE) to enter details for Canadian-defined pension plans.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Plan Attributes**, and then **Pension Plan Table CAN**, and then **Pension Plan Table CAN**

This example illustrates the fields and controls on the Pension Plan Table CAN page (1 of 2). You can find definitions for the fields and controls later on this page.

## Pension Plan Table CAN

Plan Type 81 Supplementary Pension  
Benefit Plan BP0124 Supplementary Pension

**Pension Plans**  |  < 1 of 2 > > | View All

\*Effective Date 01/01/2025

**Use Special Accumulator Instead of Gross**

Accumulator BH3

☐ Based on YTD

\*Pension Plan Type Money Purchase

☒ Voluntary Contributions Allowed

Plan Registration Nbr 0055778

☒ Coordinate with CPP

**Contribution Percent**

\*Rate Type Slide Rate

☐ EE Contrib Req'd for ER Contrib

\*Threshold YMPE

**Contributions Up To YMPE**

Employee %

Employer %

**Contributions Over YMPE**

Employee %

Employer %

This example illustrates the fields and controls on the Pension Plan Table CAN page (2 of 2). You can find definitions for the fields and controls later on this page.

**Contribution Percent**   | < 1-5 of 5 > > | View All

**Contribution Up to Threshold** **Contribution Over Threshold**

| Annual Rate | Employee % | Employer % |   |   |
|-------------|------------|------------|---|---|
| 50,000.000  | 5.100      | 6.100      | + | - |
| 75,000.000  | 5.200      | 6.200      | + | - |
| 100,000.000 | 5.300      | 6.300      | + | - |
| 200,000.000 | 5.400      | 6.400      | + | - |
| 300,000.000 | 5.500      | 6.500      | + | - |

**Defined Benefit PA Factors**

PA Pct for Earnings Under YMPE

PA Pct for Earnings Over YMPE

PA Exclude Earnings From

PA Exclude Earnings To

PA Benefit Entitlement Ceiling

| Field or Control                                                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>(Use Special Accumulator Instead of Gross) - Accumulator</b>        | <p>Enter the special accumulator code that you want the system to use in pension calculations.</p> <p>The system normally performs pension plan calculations based on employee total gross. If you use a special accumulator, work with your payroll department to define the code and details. You can define several special accumulators—as many as you need—to process savings, retirement, and pension plans.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Based on YTD</b> (based on year-to-date)                            | <p>Select if you identified a special accumulator in the <b>Accumulator</b> field of the <b>Use Special Accumulator Instead of Gross</b> section.</p> <p>The system will add the current period special accumulator earnings to the special accumulator year-to-date balance. If you do not select the check box, the system takes the special accumulator earnings for the current pay period and annualizes them based on the number of pay periods in the year.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Pension Plan Type</b>                                               | <p>Select the type of pension plan. Valid values for Canadian pension plans are <i>Defined Benefit</i> and <i>Money Purchase</i>. Do not select either <i>Qualified</i> or <i>Non Qualified</i>, as these are valid only for U.S. pension plans.</p> <p>Defined benefit calculates the pension credit and does not maintain a pension adjustment balance for the employee. Defined benefit pension credits must be calculated based on the retirement benefits accrued by each employee, according to the provisions of the plan and the plan year. The system doesn't have the information to perform this calculation.</p> <p>Money purchase calculates the pension credit for the current period as the total of all employee and employer contributions to the plan. The system posts the total of all pension credits for the period (an employee can be enrolled in more than one pension plan at the same time) to the Pension Adjustment Year-To-Date balance for the employee. If your pension plan has been defined as a money-purchase type, the Pension Adjustment (PA) amount is automatically calculated and maintained by the pay confirmation process and represents a combination of the employee and employer contributions.</p> |
| <b>Plan Registration Nbr</b> (plan registration number)                | <p>Enter the registration number for the pension plan. The system uses the plan registration number for reporting on the T4 tax form at the end of the year.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Voluntary Contributns Allowed</b> (voluntary contributions allowed) | <p>Select to allow employees whom you enroll in the plan to make voluntary contributions above the amount that you define for the plan.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |



| Field or Control                                                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Coordinate with CCP</b> (coordinate with Canadian Pension Plan) | <p>Select to have the system reduce the calculated contribution amount for both the employee and the employer by the amount contributed to the Canada Pension Plan (CPP) for the current pay period.</p> <p><b>Warning!</b> When you define the pension contribution as a before-tax deduction, the system calculates the amount to deduct before it performs the normal tax calculation. When you select <b>Coordinate with CPP</b>, the system performs a special CPP/QPP calculation prior to calculation of the pension contribution. To ensure that CPP/QPP is correctly calculated, you or your payroll department must define the pension benefit deduction priority as lower (a higher number) than all taxable benefits.</p> |

### Contribution Percent

Use this group box to define the employer and employee contribution percentages. The rate type that you select determines the information that you will need to provide.

| Field or Control | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Rate Type</b> | <p>Select a rate type. Valid values are <i>Fixed Rate</i>, <i>None</i>, and <i>Slide Rate</i>.</p> <p>If you select <i>Fixed Rate</i>, the Pension Rate Table becomes available and you must enter the rates to use to process the employee and employer contributions. This is based on YTD earnings and should not be selected even if a special accumulator is used. If more than one set of rates apply, Oracle recommends that you use <i>Slide Rate</i>.</p> <p>If you choose <i>None</i>, use the fields to the right to define the rates.</p> <p>If you select <i>Slide Rate</i>, the Pension Rate Table becomes available and you must enter the rates to use to process the employee and employer contributions. To avoid setup problems, define your rates in both <b>Contributions Up to YMPE</b> and <b>Contributions Over YMPE</b> sections for each earnings limit and ensure that a ceiling earnings limit is entered that cannot be exceeded by annualizing an employee's pay. Otherwise, an error message is reported during the pay calculation run.</p> |

| Field or Control                                                                                                                                                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Threshold</b>                                                                                                                                                  | <p>Select <i>YMPE</i> (default) or <i>YAMPE</i>.</p> <p><i>YMPE</i> (Year's Maximum Pensionable Earnings), the first earnings ceiling, is the maximum amount of annual earnings announced by the government that are subject to CPP contributions.</p> <p><i>YAMPE</i> (Year's Additional Maximum Pensionable Earnings), the second earnings ceiling, is the maximum amount of annual earnings announced by the government that are subject to CPP2 contributions.</p> <p>Effective January 1, 2025, the <i>YAMPE</i> threshold value becomes available for selection and is used as a threshold to determine when the Members of Parliament Retirement Allowance (MPRA) contributions go from low rate to high rate.</p> |
| <b>EE Contrib Req'd for ER Contrib</b> (employee contribution required for employer contribution)                                                                 | <p>Select to allow employer contributions to be taken for the pension plan only when employee contributions are taken on paycheques.</p> <p>Select this option if you do not want employer contributions to be taken on paycheques in situations where employee contributions are not taken due to insufficient net pay.</p> <p>By default, this option is cleared.</p>                                                                                                                                                                                                                                                                                                                                                   |
| (Contributions Up To <YMPE or YAMPE><br><b>Employee %</b> and <b>Employer %</b><br>(Contributions Over <YMPE or YAMPE><br><b>Employee %</b> and <b>Employer %</b> | <p>To define rates that are not based on a table, select <i>None</i> in the <b>Rate Type</b> field and update the <b>Employee %</b> and <b>Employer %</b> fields in the Contributions Up to &lt;YMPE or YAMPE&gt; and Contributions Over &lt;YMPE or YAMPE&gt; sections. The titles of these sections change based on the selected threshold value.</p>                                                                                                                                                                                                                                                                                                                                                                   |

**Contribution Percent**

| Field or Control   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Annual Rate</b> | <p>To define fixed or sliding rates, select either <i>Fixed Rate</i> or <i>Sliding Rate</i> in the <b>Rate Type</b> field.</p> <p>For example, you enter three sets of rates and you enter limits of \$20,000, \$60,000, and \$80,000 for the rates. When the system processes an employee pension contribution for pensions defined using fixed rates, it looks for the set of rates with the lowest associated earnings limit that is greater than employee annual earnings. If employee annual earnings exceed the highest earnings limit amount, the system uses the rates associated with the highest amount. When the system processes an employee pension contribution for pensions with sliding rates, it splits the earnings between different rate levels up to employee annual earnings.</p> <p>Here is an example for fixed rates: An employee with annual earnings of \$50,000 uses rates associated with the \$20,000 earnings limit for the first \$20,000, and uses rates associated with the \$60,000 earnings limit for the remaining \$30,000.</p> <p>Here is an example for sliding rates: an employee with annual earnings of \$50,000 uses the rates associated with the \$60,000 earnings limit. If the annual earnings for another employee are \$90,000, the system uses the rates associated with the \$80,000 earnings limit.</p> |

**Defined Benefit PA Factors**

If you want to use the SQR (Structured Query Report) program TAX104CN as a template Pension Adjustment Calculation routine, complete the **Defined Benefit PA Factors** group box. TAX104CN calculates and loads the appropriate balance records. To complete the group box, contact your pension administrator or an appropriate governing office. The only optional field in this group box is **PA Annual Base Hours**. If this field is blank, the system applies the employee's standard work hours from the Job Data - Job Information page to perform the calculation.

The **PA Annual Base Hours** field is no longer available as of January 1 1999.

If your pension plan has been defined as a money purchase type, the pension adjustment (PA) amount is automatically calculated and maintained by the pay confirmation process and represents a combination of the employee and employer contributions.

If you have pension plans set up as defined benefit plans, leave the pension adjustment amounts in the **Defined Benefit PA Factors** group box blank. Typically, you will generate the pension adjustment amounts using an external service provider, or perhaps an internal process, outside of the PeopleSoft application. When the information is calculated, you must import it into the PeopleSoft system.

# Setting Up Vacation Buy/Sell Plans

To set up vacation buy/sell plans, use the Vacation Buy/Sell Table (VACATION\_TABLE) component.

This section discusses how to enter vacation buy/sell plan details.

## Page Used to Set Up Vacation Buy/Sell Plans

| Page Name                                    | Definition Name | Usage                                      |
|----------------------------------------------|-----------------|--------------------------------------------|
| <a href="#">Vacation Buy/Sell Table Page</a> | VACATION_TABLE  | Enter details for vacation buy/sell plans. |

## Vacation Buy/Sell Table Page

Use the Vacation Buy/Sell Table page (VACATION\_TABLE) to enter details for vacation buy/sell plans.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Plan Attributes**, and then **Vacation Buy/Sell Table**, and then **Vacation Buy/Sell Table**

This example illustrates the fields and controls on the Vacation Buy/Sell Table page. You can find definitions for the fields and controls later on this page.

### Vacation Buy/Sell Table

Plan Type90Vacation Buy

Benefit PlanKUVCBYVacation Buy

Vacation Plans

Find | View All

First1 of 1Last

\*Effective Date01/01/1980

\*Vacation Buy or SellVacation Buy

\*Accruals Earnings TypeVBYVacation Buy

\*Amount FrequencyMMonthly

Vacation Hours

Increment8.00Minimum8.00Maximum40.00

Vacation Amount

Percent of Salary2.000Maximum1,000.00

With a vacation buy plan, employees can use earnings to gain more vacation days. With vacation sell, they contribute vacation hours for cash.

| Field or Control                          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Vacation Buy or Sell</b>               | Select either <i>Vacn Buy</i> (vacation buy) or <i>Vacn Sell</i> (vacation sell), depending on the plan type. Vacation Buy is predefined plan type 90; Vacation Sell is plan type 91.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Accruals Earnings Type</b>             | Select the earning type to use for this plan. Accruals earning types are defined on the Earnings Table for PeopleSoft Payroll for North America. When employees buy vacation, accrual balances increase. When employees sell vacation, accruals decrease.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Amount Frequency</b>                   | Select the rate at which the system will store and calculate the value of vacation hours that an employee buys or sells. This field is independent of pay period. When an employee buys or sells vacation, two kinds of data are affected: leave accruals and pay. The first time you process leave accruals after an employee buys or sells vacation hours, you see current leave accrual balances, based on the total vacation hours bought or sold. However, for employee pay, PeopleSoft Payroll for North America spreads the vacation buy or sell amount over the remainder of the calendar year. This is done with the help of the amount frequency and accruals earnings type that you define. |
| <b>Vacation Hours and Vacation Amount</b> | When an employee buys or sells vacation, the system verifies that the amount is at least the minimum, not more than the maximum, and in the increment that you define. The system also verifies that the value of the hours bought or sold does not exceed the percent of salary or the maximum amount.                                                                                                                                                                                                                                                                                                                                                                                                |

### Related Topics

- [Understanding the Leave Process](#)  
The purpose of leave accrual processing is to maintain employee leave balances. When you initiate leave accrual processing, the system calculates the leave accrual award and the resulting leave balance.
- [Understanding the Vacation Buy/Sell Process](#)  
This section outlines the vacation buy/sell process, which enables employees to buy or sell vacation time.

# 5

## Building Base Benefit Programs

### Understanding Benefit Programs

This section provides an overview of:

- Benefit programs.
- Plan types.
- Plans.
- Effective dates.

#### Related Topics

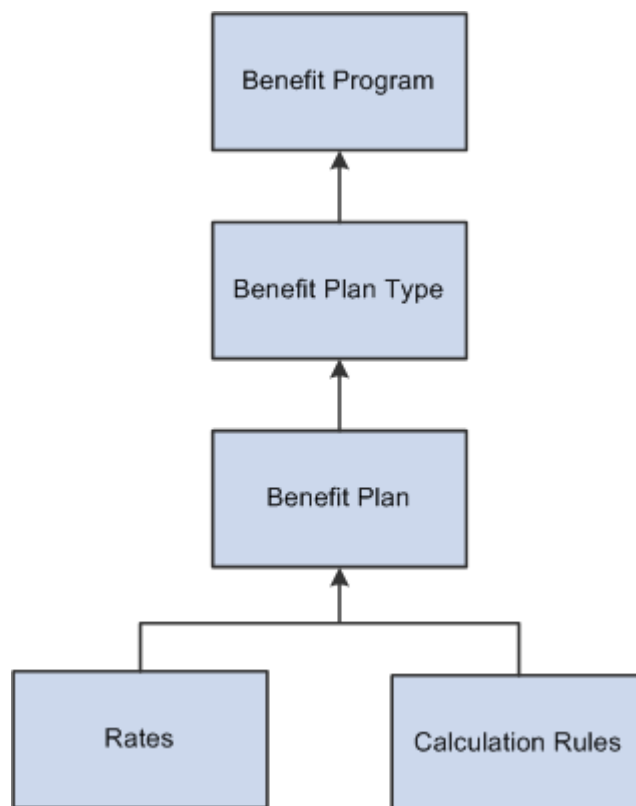
- [Defining Benefit Plans](#)  
To define benefit plans, use the Benefit Plan Table (BENEFIT\_PLAN\_TABLE) component.
- PeopleSoft Benefits Administration: Building Benefit Programs with the Benefit Program Table

### Understanding Benefit Programs

A benefit program is a collection of benefits that are offered to a group of employees. You may have multiple benefit programs if you offer different benefits to different groups of employees, charge different premiums, or administer enrollment rules differently for various employee groups.

Use the Benefit Program Table to establish a program for employees, link the appropriate plan types and benefit plans to it, and associate a variety of rules, such as rates, calculation rules, and dependent rules. The Benefit Program Table brings together all of the information that relates to a benefit program, including whether to process enrollments manually or use PeopleSoft Benefits Administration automated enrollment.

This diagram shows the building blocks for benefit programs:



## Understanding Plan Types

Plan types are essential in a benefit program. They group individual plans or options that can be elected by an employee for a particular type of benefit, such as basic life insurance or medical.

## Understanding Plans

Plans are the individual benefits into which an employee can be enrolled. A plan is always subordinate to a plan type. For example, you may offer employees a choice of four different medical plans, each from a different HMO (health maintenance organization) or plan provider. In this case, you would be offering four different plans in the medical plan type. Each plan has an associated deduction code, set of rates, and calculation rules.

## Understanding Effective Dates

To keep your benefit program accurate and consistent, the benefit plans, calculation rules, and options must be individually effective-dated in a coherent, logical manner. If they aren't, your benefit program will be left open to a variety of errors.

Using effective dates is an efficient way for you to maintain accurate records of your benefits information. You can create historical records and enter future-dated information at your convenience, all because when you enter information, you also enter an effective date that is *synchronized* with the effective dates for the other elements of the benefit program.

### Provider and Benefit Plan Effective Dates

Consider provider and benefit plan information. To set up a provider, enter its effective date on the Provider table. To set up a benefit plan, enter the plan's effective date and identify its provider on the Benefit Plan Table. The system checks that the provider is effective prior to or on the same date as the benefit plan; otherwise, the provider information cannot exist for the benefit plan.

### Benefit Programs and Effective Dates

Things get more complicated when you associate a set of rates and calculation rules, which also have effective dates, with a benefit program and its associated benefit plans. The system reviews the effective dates of the program, the plan, the rates, and the calculation rules. The system can't check that you've set up the correct dates, because any date could possibly be correct. Instead, it goes by the benefit program.

The system looks for effective dates for the benefit program that you're working with and the set of benefit plans that you associate with that benefit program. A benefit program and benefit plan combination is effective based on both sets of dates.

Plans associated with a benefit program can't be in effect unless their effective dates are set on or before the effective date of the benefit program. Similarly, the rates and calculation rules that you associate with the plans can't be in effect unless their effective dates are set on or after the dates of their respective plans.

If a benefit program and benefit plan combination is not effective when you think it should be and your plan does not appear, check the effective dates of the benefit program and the benefit plan. The effective date of the benefit plan must be earlier or the same as the effective date of the benefit program.

### Loading History: A Warning

When you're setting up tables, you must set effective dates to reflect when you want the data to go into effect. If you load employee history, make sure that you establish an early effective date. When preparing for a conversion, set all effective dates to the same date. Most tables also have a status, which you would normally leave as *Active*.

## Building Benefit Programs

To define benefit programs, use the Benefit Program Table (BEN\_PROG\_DEFN) component.

This section discusses how to define benefit programs and associate plan types with a benefit program.

## Pages Used to Build Benefit Programs

| Page Name                                                         | Definition Name | Usage                                                                                  |
|-------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------|
| <a href="#">Benefit Program Table - Benefit Program Page</a>      | BEN_PROG_DEFN1  | Define basic benefit program information.                                              |
| <a href="#">Benefit Program Table – Plan Type and Option Page</a> | BEN_PROG_DEFN2  | Link plan types to the benefit program and add important information about plan types. |
| <a href="#">Benefit Program Table - Cost Page</a>                 | BEN_PROG_DEFN3  | Link a benefit program and plan type to rate and calculation rules.                    |



## Benefit Program Table - Benefit Program Page

Use the Benefit Program Table - Benefit Program page (BEN\_PROG\_DEFN1) to define basic benefit program information.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Program Structure**, and then **Benefit Program Table**, and then **Benefit Program**

This example illustrates the fields and controls on the Benefit Program Table - Benefit Program page. You can find definitions for the fields and controls later on this page.

Employee Self Service

Benefit Program Table

Benefit Program

Plan Type and Option

Cost

Benefit Program B01

Effective Date 01/01/2000

\*Description Benefits Full Time Program

Short Description Ben FT

Status as of Effective Date Active

Program Type Automated

Currency Code USD

COBRA

COBRA Surcharge %

COBRA Disabled Surcharge %

COBRA Contact ID

Benefits Administration

Apply Excess Credits to C Cash

FSA

Flexible Spending Acct Run ID

FSA Maximum Annual Pledge 7000.00

Self-Service Configuration

☒ Show Credits on Enrollment Form  
☐ Include Can Sales Tax on Form  
☐ Show Employer Costs on Form  
☐ Alert to Tax Impacts on Form

Cost Freq on Enrollment Form Deduction Frequency

Handbook URL ID

FMLA

FMLA Plan ID KUB

Roll-Bkwd

| Field or Control                   | Description                                                                                                                                                                                                                                                                                          |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Effective Date</b>              | The date the row in the table becomes effective. This date determines when you can view and change information.                                                                                                                                                                                      |
| <b>Status as of Effective Date</b> | Indicates whether a row in the table is <i>Active</i> or <i>Inactive</i> . Processes ignore benefit programs designated as <i>Inactive</i> , even if the effective date defines the program as current.                                                                                              |
| <b>Program Type</b>                | The type of program can be <i>Manual</i> or <i>Automated</i> . If you are using only the Manage Base Benefits business process, this option is automatically set to <i>Manual</i> . If you activate Benefits Administration on the Installation Table, it is automatically set to <i>Automated</i> . |

| Field or Control     | Description                                                                              |
|----------------------|------------------------------------------------------------------------------------------|
| <b>Currency Code</b> | The type of currency that is used for this program's benefit and deduction calculations. |

### COBRA

This group box defines the rules regarding the surcharge amounts that your organization imposes on COBRA (Consolidate Omnibus Budget Reconciliation Act) plans.

| Field or Control                                                        | Description                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>COBRA Surcharge %</b> (COBRA surcharge percentage)                   | Enter the percentage amount of the benefit cost that you want added to the benefit cost. For example, if the cost of medical coverage is 100 USD and the COBRA surcharge % is 30%, the cost for medical coverage for someone on COBRA would be 130 USD.   |
| <b>COBRA Disabled Surcharge %</b> (COBRA disabled surcharge percentage) | If you want a different percentage amount for a disabled person, enter that percentage amount. If you leave the field blank, the surcharge amount entered in the <b>COBRA Surcharge %</b> field will be applied to a disabled person with COBRA coverage. |

### FSA

For FSA (flexible spending account) Administration users. Use this group box to set up your organization's business rules for flexible spending accounts.

| Field or Control                                                        | Description                                                                                                                                |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Flexible Spending Acct Run ID</b> (flexible spending account run ID) | For FSA Administration users. Enter the FSA run ID that you created on the FSA Run Table.                                                  |
| <b>FSA Maximum Annual Pledge</b>                                        | Enter the maximum amount that an employee can contribute across all flexible spending accounts within the Benefit Program for a plan year. |

### FMLA

Use this group box to define the rules for processing under FMLA (Family Medical Leave Act).

| Field or Control                               | Description                                                     |
|------------------------------------------------|-----------------------------------------------------------------|
| <b>FMLA Plan ID</b> (FMLA plan identification) | Enter the FMLA plan ID that you created on the FMLA Plan Table. |

### Benefits Administration

This group box is available if Benefits Administration is activated on the Installation Table. If you are using flexible credits, it is used to define how the system will process excess flexible credit amounts when an employee does not designate a rollover election during benefit enrollment.

| Field or Control               | Description                                                                                                                                                                                                                                          |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Apply Excess Credits to</b> | The system can convert excess flexible credit amounts to:<br><i>C</i> (Cash)<br><i>D</i> (FSA-Dependent Care)<br><i>F</i> (Forfeit Excess Credit)<br><i>H</i> (FSA-Health Care)<br><i>R</i> (FSA Retirement Counseling)<br><i>S</i> (Savings-401(k)) |

### Self-Service Configuration

Use this group box to define the rules for displaying and processing the PeopleSoft eBenefits application pages.

| Field or Control                                                          | Description                                                                                                                                                                                                       |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Show Credits on Enrollmnt Form</b> (show credits on enrollment form)   | Select if you want credit amounts to appear on the enrollment form. If you do not offer flexible credits, you may not want this heading to appear on the form.                                                    |
| <b>Include Can Sales Tax on Form</b> (include Canadian sales tax on form) | Select if you want Canadian sales tax information to appear on the eBenefits Enrollment Summary page.                                                                                                             |
| <b>Show Employer Costs on Form</b>                                        | Select to display the employer's contributions (costs) on the enrollment form                                                                                                                                     |
| <b>Alert to Tax Impacts on Form</b>                                       | Select to alert the employee to any potential tax impacts (due to the employer's contributions) on the enrollment form. Most typically, this would be if a T-Tax (imputed income) component existed.              |
| <b>Cost Freq on Enrollment Form</b> (cost frequency on enrollment form)   | This defines how the cost of the benefits appears on the enrollment form. Values are<br><i>Annual</i> : Displays the costs as annual amounts.<br><i>Deduction</i> : Displays the costs as per-pay-period amounts. |
| <b>Handbook URL ID</b> (handbook uniform resource locator identification) | Enter the URL ID that connects to your benefit handbook. URL IDs are set up in the URL Table.                                                                                                                     |

### Related Topics

- PeopleSoft Benefits Administration: Understanding Flexible Credits

## Benefit Program Table – Plan Type and Option Page

Use the Benefit Program Table – Plan Type and Option page (BEN\_PROG\_DEFN2) to link plan types to the benefit program and add important information about plan types.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Program Structure**, and then **Benefit Program Table**, and then **Plan Type and Option**

This example illustrates the fields and controls on the Benefit Program Table – Plan Type and Option page. You can find definitions for the fields and controls later on this page.

Benefit Program: KU1      Effective Date: 01/01/2023

**Plan Type**

\*Plan Type: 10 Medical

DispPlnSeq: 10

Event Rules ID: KU1X Medical/Dental/Vision Rules

Waive Coverage: Allowed with Proof

Dependent Rules ID: PU1DR

Template ID: MEDKU1

☒ HIPAA Plan  
☒ COBRA Plan  
[Load Cross Plan Values](#)

► **Self-Service Configuration**

**Option**

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**Eligibility** **Cross Plan**

| Optn ID | *Option Type   | Benefit Plan | Covg Code | Deductn Cd | Option Code | Default Option           | Opt Level | Option Seq | Geog Locn | Elig ID |   |   |
|---------|----------------|--------------|-----------|------------|-------------|--------------------------|-----------|------------|-----------|---------|---|---|
| 1       | General Credit |              |           | KUMED9     |             | <input type="checkbox"/> |           | 1          |           |         | + | - |
| 2       | Waive Option   |              |           | KUMED9     | W           | <input type="checkbox"/> |           | 2          |           |         | + | - |
| 3       | Option         | KUMED1       | 1         | KUMED9     | 11          | <input type="checkbox"/> | 1         | 11         | KMID      | KNUL    | + | - |
| 4       | Option         | KUMED1       | 2         | KUMED9     | 12          | <input type="checkbox"/> | 1         | 12         | KMID      | KNUL    | + | - |
| 5       | Option         | KUMED1       | 3         | KUMED9     | 13          | <input type="checkbox"/> | 1         | 13         | KMID      | KNUL    | + | - |

This example illustrates the fields and controls on the Benefit Program Table – Plan Type and Option page. You can find definitions for the fields and controls later on this page.

**Option**

1-2 of 2

**Eligibility** **Cross Plan**

| Optn ID | *Option Type   | Benefit Plan | Covg Code | Deductn Cd | Option Code | Default Option           | Opt Level | Option Seq | Geog Locn | Elig ID |   |   |
|---------|----------------|--------------|-----------|------------|-------------|--------------------------|-----------|------------|-----------|---------|---|---|
| 1       | Program        |              |           |            |             | <input type="checkbox"/> |           | 1          |           | B193    | + | - |
| 2       | General Credit |              |           | B01-03     |             | <input type="checkbox"/> |           | 2          |           |         | + | - |

### Field or Control

### Description

#### Plan Type

Select the plan type that you want to add or display.

#### DispPlnSeq (display plan sequence)

For Benefits Administration users. Indicates the order in which benefit plans appear. The default value is the plan type.

#### Event Rules ID

For Benefits Administration users. Select an event rule that you want to link to this benefit plan. Event rules are set up on the Event Rules Table.

| Field or Control                                                             | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Dependent Rules ID</b>                                                    | <p>Select the dependent rule to be used when determining dependent age limits for this plan type. This field appears only for 1X (health) plan types.</p> <p>If you leave this field blank, the system uses the least restrictive options as the default limits:</p> <ul style="list-style-type: none"> <li>• Dependent Age Limit: 99</li> <li>• Student Age Limit: 99</li> <li>• Exclude Disabled from Age Limit: Selected</li> <li>• Dependent Ineligible if Married: Deselected</li> </ul> <p><b>Note:</b> To generate COBRA event triggers during COBRA overage processing, the system uses the most restrictive settings from the dependent rules used by all of the 1X plan types under the benefit program (for example, the lowest age limits). The system uses these settings only when creating the initial COBRA event triggers. When the system processes the triggers to generate COBRA enrollments, it correctly applies the rules for specific plan types.</p> |
| <b>Template ID</b>                                                           | <p>Select a template ID if you want to compare plans during benefits enrollment for this plan type.</p> <p><b>Note:</b> This is not applicable for Plan Type 01.</p> <p>For more information on defining plan comparison templates, see PeopleSoft Benefits Administration: Comparison Template Page.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>HIPAA Plan</b> (Health Insurance Portability and Accountability Act plan) | <p>This check box applies only to health plans. Select this check box if you want to designate that this plan be included in the HIPAA Report.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Waive Coverage</b>                                                        | <p>For Benefits Administration users. Select the option that defines whether and when employees are permitted to waive coverage for this plan type.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>COBRA Plan</b>                                                            | <p>Select to designate which health plan types (limited to Plan Types 1x and 60) are COBRA-qualified plan types. If you make this plan type COBRA-qualified, enter an option code for each of your plans. Otherwise, the <b>Option Code</b> field will be unavailable.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Load Cross Plan Values</b>                                                | <p>Click to automatically supply the cross-plan data for every option in this plan type.</p> <p>For Benefit Administration users only.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

### Self-Service Configuration

Use this group box to define the rules for displaying enrollment and plan information on the eBenefits pages.

| Field or Control                     | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Collect Dependent/Beneficiary</b> | <p>Select this check box when you want the system to collect information pertaining to dependents and benefits and display that information on the eBenefit Summary and the eBenefit Detail Information pages.</p> <p>This works in conjunction with the <b>Ignore Dep/Ben Edits</b> check box on the Event Rules page.</p>                                                                                                                                                                                                                                                                                            |
| <b>Collect Fund Allocations</b>      | <p>When this check box is selected, the system collects the information pertaining to savings plans and displays that information on the eBenefit Savings Summary and the Detail Information pages.</p>                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Show if no choice</b>             | <p>This check box controls whether a plan type appears on the enrollment when the employee has no option to choose and cannot waive out of the option. A good example is paid vacation. Employees receive the benefit, but you don't display it on the enrollment form.</p> <p>If the check box is selected, the system displays the plan type in the enrollment form summary. When the check box is deselected, the system will not display the plan type.</p> <p>This setting is not relevant to 6x plans (flexible spending accounts) and 9x plans (vacation buy/sell), which are always shown in self-service.</p> |
| <b>Handbook URL</b>                  | <p>If you have a special handbook for this plan type, you can enter the URL ID. URL IDs are set up in the URL Table.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

### Additional Summary Configuration

Use this group box to define the rules for displaying information on the fluid Benefit plan pages within Benefits Summary.

| Field or Control                                | Description                                                                                                                             |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Update Dependent Information</b> check box   | This check box controls if updating dependent information is allowed or not.                                                            |
| <b>Update Beneficiary Designation</b> check box | This check box controls if changing the beneficiary allocations is allowed or not.                                                      |
| <b>Update Fund Allocations</b> check box        | This check box controls if changing the fund allocations on 4X plans are allowed or not.                                                |
| <b>Show Latest Deductions</b> check box         | This check box controls if the latest deductions section (displaying deduction data from North America Payroll) should be shown or not. |
| <b>Update Beneficiary Information</b> check box | This check box controls if updating and adding beneficiary information is allowed or not.                                               |
| <b>Update Savings Contributions</b> check box   | This check box controls if changing the savings allocations on 4X plans are allowed or not.                                             |
| <b>Show Plan Details</b> check box              | This check box controls if drill down is available to show more details of a plan type or not.                                          |

**Option – Eligibility Tab**

Enter the options that are available to the employee for the designated plan type in this section.

| Field or Control                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Optn ID</b> (option ID)         | As you define options for each of the plan types that are offered, the system automatically enters the option ID.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Optn Type</b> (option type)     | <p>Each option row needs to have an option type designation. The Manage Base Benefits business process enables you to select from the following list of values:</p> <p><i>O</i>: At least one option is required per plan type, except for plan type 01. Plan type 01 is used only for Benefits Administration. It is also called the <i>Program</i> level of the benefits program and is used only by programs that run in conjunction with Benefits Administration.</p> <p><i>G</i>: Designates that this option is a general credit and used only in Benefits Administration.</p> <p><i>P</i>: This is used only for plan type 01. It designates that this is a program and is required for automated benefit programs. Only one <i>P</i> row is allowed per benefit program.</p> <p><i>W</i>: Designates that waiving coverage is an option and is used only in Benefits Administration.</p> |
| <b>Benefit Plan</b>                | Enter the code for a benefit plan that was defined on the Benefit Plan Table. If it is something other than a health plan, provide added detail in one of the various benefit plan detail pages.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Covrg Code</b> (coverage code)  | This applies only to health plan types. Indicate the level of coverage for health plans. This is a required field for those plan types. Coverage codes are defined on the Coverage Code Table.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Deductn Cd</b> (deduction code) | Links the deduction code to the option.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Option Code</b>                 | This field is available if the <b>COBRA Plan</b> check box is selected, or if this is a Benefits Administration (Automated) benefit program.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| Field or Control                    | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Default Option</b>               | <p>Applies to Benefits Administration. Select this check box if you want this option to be used as the default when the Benefits Administration process validates, loads, or finalizes participant elections.</p> <p>The default option is the benefit plan option that is given to employees who do not make an election and is used if the associated event rule has a default method of <i>Option</i> or <i>Current Else Option</i>. Plan type defaults are used as substitutes for a participant's election when you finalize the event. Here are some guidelines for setting default options:</p> <ul style="list-style-type: none"> <li>• Select a default option only for plan types 1x–3x, 5x, 7x, and 8x.</li> <li>• For 2x plan types, do not define options that require coverage to be specified at the employee level as defaults.</li> <li>• Only the <i>Waive Option Type</i> is allowed as a default for plan types 4x, 6x, and 9x.</li> <li>• Options requiring proof should not be set as defaults, although it is an option.</li> </ul>                                                                                                                                                                                                                                                                      |
| <b>Opt Level</b> (option level)     | <p>Applies to Benefits Administration. Option level refers to the level of benefits coverage provided by the option. For example, suppose you're setting up a set of supplemental life options that will enable employees to choose a coverage of 1, 2, 3, or 4 times their annual salary. Set option level values for these options of 1, 2, 3, and 4, respectively.</p> <p>The option level values are used by the system during event processing. The event rule, linked to the plan type to which these options belong, checks the option level when evaluating its change level rules. When an employee elects new coverage, the system compares the option level of the employee's new option election in that plan type with the employee's current option election. If the new election violates the associated event rule's Participate and Waive change level rules, the system rejects the employee's benefit option selection.</p> <p>If, for example, the associated event rule's maximum number of change levels is 2, the system prevents employees from changing their coverage more than two option levels in either direction. Therefore, an employee with coverage equal to 1 times her annual salary would not be allowed to select coverage equal to 4 times her annual salary during open enrollment.</p> |
| <b>Option Seq</b> (option sequence) | <p>Applies to Benefits Administration. Indicates the order in which benefit options appear. The default value is the plan type.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



| Field or Control                       | Description                                                                                                                                                                               |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Geog Locn</b> (geographic location) | Applies to Benefits Administration. If you want to link a geographic location rule to this option, enter the code. Geographic location rules are set up on the Geographic Location Table. |
| <b>Elig ID</b> (eligibility ID)        | Applies to Benefits Administration. If you want to link an eligibility rule to this option, enter the eligibility rule ID. Eligibility rules are created on the Eligibility Rules Table.  |

### Option – Cross Plan Tab

This tab is only for Benefit Administration users.

| Field or Control                       | Description                                                                                                                                                                                  |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Optn ID</b> (option identification) | As you define options for each of the plan types that are offered, the system automatically enters the option ID.                                                                            |
| <b>Covrg Code</b> (coverage code)      | This applies only to health plan types. Indicate the level of coverage for health plans. It is a required field for those plan types. Coverage codes are defined on the Coverage Code Table. |
| <b>Deductn Cd</b> (deduction code)     | Links the deduction code to the option.                                                                                                                                                      |
| <b>Option Code</b>                     | Displays the information created in the Eligibility section.                                                                                                                                 |
| <b>Cross Plan Type</b>                 | If a cross-plan requirement exists for this option, enter the other plan type that must have an enrollment.                                                                                  |
| <b>Cross Benefit Plan</b>              | This field is for automated benefit programs and indicates that enrollment in this option depends upon enrollment in a particular benefit plan entered in the <b>Cross-Plan Type</b> field.  |
| <b>Coverage Limit</b>                  | This field is for automated benefit programs and indicates that coverage is limited to a percentage of the employee's coverage amount in the other plan type.                                |
| <b>Check Dependents</b>                | This field is for automated benefit programs and tells the system to check the dependent's enrollment in this plan against the dependent enrollments in the other plan type.                 |

The following chart shows you how to fill out the Plan Type and Option page for plan types 01 through 9x:

| Field                 | Value for Plan Type 01                             | Value for Plan Types 1x–9x |
|-----------------------|----------------------------------------------------|----------------------------|
| Plan Type             | 01 (Plan type 01 not allowed within Base Benefits) | 1x–9x                      |
| Display Plan Sequence | NA                                                 | Not allowed                |
| Event Rules ID        | NA                                                 | Not allowed                |
| Waive Coverage        | NA                                                 | Not allowed                |

| Field                        | Value for Plan Type 01 | Value for Plan Types 1x–9x                                                                                             |
|------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------|
| COBRA Plan                   | NA                     | Allowed for plan types 1x and 6x                                                                                       |
| HIPAA Plan                   | NA                     | Allowed for 1x plan types                                                                                              |
| Option Type                  | NA                     | O - Only option type allowed for plan types 1x–9x                                                                      |
| Benefit Plan                 | NA                     | Required                                                                                                               |
| Coverage Code                | NA                     | Required for plan type 1x,<br>Not allowed for plan types 2x–9x                                                         |
| Default Option Indicator     | NA                     | Not allowed                                                                                                            |
| Deduction Code               | NA                     | Required                                                                                                               |
| Option Sequence              | NA                     | Not allowed                                                                                                            |
| Option Code                  | NA                     | Not allowed, unless plan type 1x or 60 has been designated as a COBRA plan, in which case the option code is required. |
| Option Level                 | NA                     | Not allowed                                                                                                            |
| Geographic Location Table ID | NA                     | Not allowed                                                                                                            |
| Eligibility Rules ID         | NA                     | Not allowed                                                                                                            |
| Cross-PlanType               | NA                     | Not allowed                                                                                                            |
| Cross-Plan                   | NA                     | Not allowed                                                                                                            |
| Cross-Plan Limit Percentage  | NA                     | Not allowed                                                                                                            |
| Cross-Plan Dependent         | NA                     | Not allowed                                                                                                            |

**Note**

NA stands for "not applicable".

### Related Topics

- Application Fundamentals: Manage Base Benefit Reports
- [Enrolling Participants in Benefit Programs and Plans](#)  
This section provides an overview of enrolling participants in Base Benefits and discusses how to enroll an employee in a benefit program and benefit plans.

## Benefit Program Table - Cost Page

Use the Benefit Program Table - Cost page (BEN\_PROG\_DEFN3) to link a benefit program and plan type to rate and calculation rules.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Program Structure**, and then **Benefit Program Table**, and then **Cost**

This example illustrates the fields and controls on the Benefit Program Table - Cost page. You can find definitions for the fields and controls later on this page.

Employee Self Service

Benefit Program Table

Benefit Program

Plan Type and Option

Cost

Benefit Program B01

Effective Date 01/01/2000

Plan Type

1 of 18

View All

Plan Type 01

Benefit Program

Option

1 of 2

View All

Option ID 1

Option Type Program

Benefit Plan

Coverage Code

Cost

| Cost Type | Cost ID | Benefit Rate Type | Rate ID | Earnings Code | Short Description | Calc TblID           |                                  |                                  |
|-----------|---------|-------------------|---------|---------------|-------------------|----------------------|----------------------------------|----------------------------------|
|           |         |                   |         |               |                   | <input type="text"/> | <input type="button" value="Q"/> | <input type="button" value="+"/> |
|           |         |                   |         |               |                   |                      | <input type="button" value="-"/> |                                  |

Cost

Use this group box to identify the rate and calculation rules for each benefit program and option combination.

| Field or Control  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cost Type         | Identifies the cost type for this plan type and benefit option combination. For Base Benefits, the value is always <i>Price</i> . The system calculates deductions for employees who select this option according to the deduction code linked to this benefit option.<br>For Benefits Administration, the value can be <i>Price</i> or <i>Credit</i> . When you define a cost type as a credit, you must enter the appropriate earnings code. Use the earnings code to tell the system how to calculate the flexible credit earnings for a participant. Use a different earnings code for each benefit plan type within a benefit program. The system assigns the frequency of the additional pay based on the deduction code that you identify for this benefit option. |
| Cost ID           | When you enter a new cost row, this value is assigned automatically by the system and cannot be updated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Benefit Rate Type | Identifies the type of rate (flat amount, age-graded, and so on) associated with this plan type and benefit option combination.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| Field or Control                                     | Description                                                                                                                                                                                                                                                     |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Rate ID</b> (rate identification)                 | Identifies which specific rate table is linked with this plan type and benefit option combination. You need the identification number because you may have established multiple tables for a particular rate type. Only plan types 01 through 3X can use rates. |
| <b>Earnings Code</b>                                 | Applies only to credits. Identifies the earning code that might be tied to the plan type.                                                                                                                                                                       |
| <b>Calc TblID</b> (calculation table identification) | Identifies the calculation rule linked to the plan type and benefit option combination.                                                                                                                                                                         |

### Rate Availability by Plan Type

This table lists the rates types that you use for each plan type:

| Plan Type | Flat Rate                        | Age-Graded                       | Service Rate                     | Percent of Salary                |
|-----------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| 01        | For Benefit Administration only. | For Benefit Administration only. | For Benefit Administration only. | For Benefit Administration only. |
| 1X        | Yes                              | Yes                              | Yes                              | Yes                              |
| 2X        | Yes                              | Yes                              | Yes                              | Yes                              |
| 3X        | Yes                              | Yes                              | Yes                              | Yes                              |
| 4X–9X     | Not Used                         | Not Used                         | Not Used                         | Not Used                         |

For some plan types, you will need to specify the proper Calculation Rules Table identification to ensure that the appropriate calculation rules are applied.

You don't have to indicate rates and calculation rules for all plan types. Certain rate types, on the other hand, require calculation rules.

### Rate and Calculation Rule Requirements by Plan Type

This table lists the rate tables and calculation rules that you can use for different plan types:

| Plan Type | Rate Tables | Calculation Rules Table                                                  |
|-----------|-------------|--------------------------------------------------------------------------|
| 01        | Required    | Dependent on rate type.                                                  |
| 1x        | Required    | Required                                                                 |
| 2x        | Required    | Required                                                                 |
| 3x        | Required    | Required                                                                 |
| 4x        | No          | Required                                                                 |
| 5x        | No          | Required (reserved for future use), but not applied during calculations. |
| 6x        | No          | Not Used                                                                 |
| 7x        | No          | Not Used                                                                 |
| 8x        | No          | Not Used                                                                 |
| 9x        | No          | Not Used                                                                 |

### Calculation Rule Requirements for Rate Types

Calculation rules are required for age-graded, flat-amount, salary-percentage, and service rate types.

## Cloning Benefit Programs, Coverage Formulas, Eligibility Rules, Event Rules, or Life Event Templates

Use the Benefit Clone Utility (BN\_CLONE) component to clone a benefit program, coverage formula, eligibility rule, event rule, or life event template.

### Page Used to Clone Benefit Programs, Coverage Formulas, Eligibility Rules, Event Rules, or Life Event Templates

| Page Name                                  | Definition Name | Usage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Benefit Clone Utility Page</a> | BN_CLONE        | <ul style="list-style-type: none"> <li>Clone a benefit program. Create a copy of an existing benefit program. Give the duplicated program a new effective date and choose whether to give the program a new name.</li> <li>Clone a coverage formula. Create a copy of an existing coverage formula and give the duplicated formula a new name and effective date.</li> <li>Create a copy of an existing eligibility or event rule for Benefits Administration.</li> <li>Clone an existing life event template for eBenefits. Create a copy of an existing life event template. Give the duplicated life event template a new name and effective date and indicate whether the life event template is currently active.</li> </ul> |

### Benefit Clone Utility Page

Use the Benefit Clone Utility (BN\_CLONE) component to clone a benefit program, coverage formula, eligibility rule, event rule, or life event template

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Benefit Clone Utility**, and then **Benefit Clone Utility**.

This example illustrates the fields and controls on the Benefit Clone Utility page. You can find definitions for the fields and controls later on this page.

Benefit Clone Utility

\*Object Type to Clone 

Benefit Program

Copy From ?

Benefit Programs

Personalize | Find | View 100 | 

1-10 of 320

 | First | Last

| Selected                 | Benefit Program | Description                | Effective Date | Status |
|--------------------------|-----------------|----------------------------|----------------|--------|
| <input type="checkbox"/> | B01             | Benefits Full Time Program | 01/01/2000     | Active |
| <input type="checkbox"/> | B01             | BAS Eligibility 1          | 01/01/1998     | Active |
| <input type="checkbox"/> | B01             | BAS Eligibility 1          | 01/01/1990     | Active |
| <input type="checkbox"/> | B02             | Benefits Part Time Program | 01/01/2000     | Active |
| <input type="checkbox"/> | B02             | BAS Eligibility 2          | 01/01/1990     | Active |
| <input type="checkbox"/> | B03             | BAS Eligibility 3          | 01/01/1990     | Active |
| <input type="checkbox"/> | B04             | BAS Eligibility 4          | 01/01/1990     | Active |
| <input type="checkbox"/> | B05             | MJ BAS Eligibility F/T     | 09/23/2010     | Active |
| <input type="checkbox"/> | B05             | MJ BAS Eligibility F/T     | 01/01/2000     | Active |
| <input type="checkbox"/> | B05             | MJ BAS Eligibility F/T     | 01/01/1994     | Active |

Copy To ?

Benefit Program

Effective Date

\*Program Type 

Manual

Clone

| Field or Control     | Description                                                                                                                                                                                                                                                |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Object Type to Clone | Select a value: <ul style="list-style-type: none"><li>Benefit Program</li><li>Coverage Formula</li><li>Eligibility Rule (Benefits Administration only)</li><li>Event Rule (Benefits Administration only)</li><li>Life Event Template (eBenefits)</li></ul> |

Copy From

| Field or Control | Description                                                                                                                                           |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Selected         | Select the check box for the object (benefit program, coverage formula, eligibility rule, event rule, or life event template) that you want to clone. |

**Copy To**

| Field or Control | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Copy To</b>   | This group box enables you to define the name of the new object being created. The fields in this group box vary depending on the type of object you are cloning. You can specify the effective date for a benefit program, coverage formula, eligibility rule, or event rule. Additionally, for a benefit program object, you can specify whether the program type is automated or manual. For a life event template, you can select the life event type and specify whether the template is currently active. |

# 6

## Setting Up Additional Manage Base Benefits Features

### Setting Up Benefits Billing

To set up benefits billing, use the Billing Parameters (BILLING\_PARAMETERS) and Billing Calendar (BILLING\_CALENDAR) components.

This section provides an overview of setting up Benefits Billing and discusses how to set up billing parameters and payment due dates.

#### Pages Used to Set Up Benefits Billing

| Page Name                               | Definition Name | Usage                                                                                                                                                                                                     |
|-----------------------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Billing Parameters Page</a> | BILL_PARMS      | Set up billing parameters.                                                                                                                                                                                |
| <a href="#">Define Calendar Page</a>    | BILL_CALENDAR   | Set up begin, end, and payment due dates for individual billing periods. Also control billing statement printing and enter comments that appear on statements printed during a particular billing period. |

#### Understanding Benefits Billing Set Up

Benefits Billing enables you to bill employees and dependents directly for benefit plan elections instead of paying through the payroll deduction process. Benefits Billing can be used for both regular and COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits.

To set up Benefits Billing:

1. Set up the rules for billing on the Billing Parameter page.  
You establish only one set of billing parameters for your entire system.
2. Set up the billing cycle using the Define Calendar page.

#### Billing Parameters Page

Use the Billing Parameter page (BILL\_PARMS) to set up billing parameters.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Billing**, and then **Billing Parameters**, and then **Billing Parameters**

This example illustrates the fields and controls on the Billing Parameter page. You can find definitions for the fields and controls later on this page.



Billing Parameters

\*Billing Frequency

Monthly

Due Dates

Regular Billing

Days Due

25

Days to Overdue

5

COBRA Billing

Days Due

30

Days to Overdue

1

| Field or Control  | Description                                                                                                                                                                                                                                                    |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Billing Frequency | Indicate how often to calculate billing amounts.                                                                                                                                                                                                               |
| Days Due          | Enter the number of days after the billing period begin date that the payment is due. This value is used to determine the default payment due date on the Define Calendar page.<br><b>Note:</b> COBRA requirements mandate at least 30 days for COBRA billing. |
| Days to Overdue   | Enter the number of days past the payment due date that qualify a payment as overdue.                                                                                                                                                                          |

Define Calendar Page

Use the Define Calendar page (BILL\_CALENDAR) to set up begin, end, and payment due dates for individual billing periods.

Also control billing statement printing and enter comments that appear on statements printed during a particular billing period.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Billing**, and then **Define Calendar**, and then **Define Calendar**

This example illustrates the fields and controls on the Define Calendar page. You can find definitions for the fields and controls later on this page.

Define Calendar

Billing Period 2006

\*Period Begin Date06/01/2000

\*Payment Due06/26/2000

\*Period End Date06/30/2000

\*COBRA Payment Due07/01/2000

CommentJune 2000

☐ Billing Calculation Run

☐ Billing Statements Printed

| Field or Control                                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Billing Period                                         | When you first access the page, you must enter a billing period code that identifies the billing period that you're setting up the calendar for. The code can be any unique four-character combination. Oracle recommends the format YYMM as an identification code for monthly calendars.                                                                                                                                                                             |
| Period Begin Date and Period End Date                  | <p>The system uses the period begin date and the days due value set on the Billing Parameter page to calculate default payment due dates for regular and COBRA Benefits Billing processes.</p> <p>The system uses the period end date to evaluate effective dates. The period end date is also used as the posting date for billing charges.</p> <p><b>Note:</b> The system does not edit the billing frequency to ensure that it matches the begin and end dates.</p> |
| Payment Due and COBRA Payment Due                      | <p>The system automatically sets <b>Payment Due</b> and <b>COBRA Payment Due</b> according to the days due values set in the Billing Parameters page and the period begin date that you've defined for this billing period. You can override the default dates if necessary.</p> <p><b>Note:</b> You cannot set a COBRA due date that is fewer than 30 days past the begin date.</p>                                                                                   |
| Comment                                                | (Optional) Enter text to appear on all of the billing statements sent out for this billing period.                                                                                                                                                                                                                                                                                                                                                                     |
| Billing Calculation Run and Billing Statements Printed | Indicates the current processing stage for this billing calendar.                                                                                                                                                                                                                                                                                                                                                                                                      |

Setting Up Internal Administrative Contact Information

To set up internal administrative contact information, use the Administrative Contacts (BENEF\_ADM\_CONTACTS) component.

This section discusses how to set up internal administrative contact information.

## Page Used to Set Up Internal Administrative Contact Information

| Page Name                                    | Definition Name    | Usage                                                   |
|----------------------------------------------|--------------------|---------------------------------------------------------|
| <a href="#">Administrative Contacts Page</a> | BENEF_ADM_CONTACTS | Record internal contacts for HIPAA and COBRA functions. |

## Understanding Internal Administrative Contact Information

The Administrative Contacts component is similar to the Vendor component. It is used to record internal contacts for HIPAA (Health Insurance Portability and Accountability Act) and COBRA functions. This internal contact structure enables you to identify a single contact person once and then to reference that contact multiple times throughout the Manage Base Benefits business process.

For HIPAA, the internal administrative contact component is used to record the HIPAA administrator that must be included on all printed HIPAA certificates. The COBRA function uses this component to populate COBRA notification letters.

The contacts that are entered on the Benefits Administrative Contacts page can then be referenced on the Benefits Plan Table page and the Benefit Program Definition page. Note that while only HIPAA and COBRA currently use these contacts, they can be used for all benefit plan types.

### Note

HIPAA reports BEN022 and BEN023 now expect to find a HIPAA administrative contact printed on all certificates.

## Administrative Contacts Page

Use the Administrative Contacts page (BENEF\_ADM\_CONTACTS) to record internal contacts for HIPAA and COBRA functions.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Plans and Providers**, and then **Administrative Contacts**, and then **Administrative Contacts**

This example illustrates the fields and controls on the Administrative Contacts page. You can find definitions for the fields and controls later on this page.

## Administrative Contacts

Benefits Contact ID 1 \*Contact Description Benefits Coordinator

**Contact Details** Find | View All First 1 of 1 Last

\*Effective Date 11/15/2004 31 \*Effective Status Active

\*Contact Name Thomas Edwards

Business Title Benefits Coordinator

Email Address tedwards@horseshoe.com

Country USA United States

Address 1993 Corn Street  
Turnabout  
CA 94577  
USA

Phone 707/455-2205 Extension

Child Support Indicator

☒ None ☐ Primary Contact ☐ Secondary Contact

| Field or Control               | Description                                                                                                                                                                                |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Benefits Contact ID</b>     | Identifies the individual contact, and assigns the next available contact ID.                                                                                                              |
| <b>Contact Description</b>     | This is an alternative contact search description.                                                                                                                                         |
| <b>Contact Name</b>            | Identifies the name of the internal contact. This contact can be a person, a department, or another name. The contact name is unlimited.                                                   |
| <b>Child Support Indicator</b> | Indicate whether an employee is required by court order to provide benefits to dependents and/or beneficiaries. If so, indicate whether the employee is the primary or secondary provider. |

## Setting Up Enrollment Contacts

To set up enrollment contact, use the Enrollment Contact Assignment (BNE\_CONTACT\_GRP) page.

This section discusses how to set up enrollment contact information.

## Pages Used to Set Up Enrollment Contacts

This table lists the page used to set up enrollment contacts.

| Page Name                                          | Definition Name | Usage                              |
|----------------------------------------------------|-----------------|------------------------------------|
| <a href="#">Enrollment Contact Assignment Page</a> | BNE_CONTACT_GRP | Define contacts for benefit pages. |

## Enrollment Contact Assignment Page

Use the Enrollment Contact Assignment page (BNE\_CONTACT\_GRP) to add or update the contact information for the Benefit Plan pages.

Navigation:

- **Workforce Administrator**, and then **Manage Benefits**, and then **Benefits WorkCenter**, and then **Benefits Plan Setup**, and then **Enrollment Contact Assignment**
- **Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Enrollment Contact Assignment**

This example illustrates the fields and controls on the Enrollment Contacts page for the ALLEVENT group.

Contact Group ALLEVENT

Contact Details

Q

I

<

>

1 of 2

>

>

View All

Effective Date

01/01/2023

Status

Active

+

-

Description

Contact Group

\*Contact and Resources Panel

Expand by default

Contact Components

| Component        | Display Name              | Contact ID | Contact Description            |   |   |
|------------------|---------------------------|------------|--------------------------------|---|---|
| BNE_CARD_SUMM Q  | Benefits Enrollment       | 1 Q        | Benefits Administration        | + | - |
| BNE_PLAN_1X_FL Q | Health Benefits           | 2 Q        | Health Benefits Administration | + | - |
| BNE_PLAN_2X_FL Q | Life and Accidental Death | 3 Q        | Life Insurance Administration  | + | - |
| BNE_PLAN_3X_FL Q | Disability Benefits       | 3 Q        | Life Insurance Administration  | + | - |
| BNE_PLAN_4X_FL Q | Savings Plans             | 1 Q        | Benefits Administration        | + | - |
| BNE_PLAN_5X_FL Q | Leave Plans               | 1 Q        | Benefits Administration        | + | - |
| BNE_PLAN_6X_FL Q | Spending Accounts         | 2 Q        | Health Benefits Administration | + | - |
| BNE_PLAN_7X_FL Q | Retirement Plans          | 1 Q        | Benefits Administration        | + | - |
| BNE_PLAN_8X_FL Q | Pension Plans             | 1 Q        | Benefits Administration        | + | - |
| BNE_PLAN_9X_FL Q | Vacation Benefits         | 1 Q        | Benefits Administration        | + | - |
| BNE_PLAN_AX_FL Q | Simple Benefits           | 1 Q        | Benefits Administration        | + | - |
| BNE_SEL_EVENT Q  | Benefits Enrollment       | 1 Q        | Benefits Administration        | + | - |

This example illustrates the fields and controls on the Enrollment Contacts page for the SUMMARY group.

Contact Group SUMMARY

Contact Details

Effective Date

01/01/1900

Status

Active

Description

Benefits Summary

\*Contact and Resources Panel

Expand by default

+

-

**Contact Components**

| Component        | Display Name              | Contact ID | Contact Description            |   |   |
|------------------|---------------------------|------------|--------------------------------|---|---|
| BEN_ADM_SUMM_ Q  | Employee Benefits Summary | 2 Q        | Health Benefits Administration | + | - |
| BEN_SUMM_DTL_F Q | Benefit Summary Detail    | 2 Q        | Health Benefits Administration | + | - |
| BEN_SUMM_GRID_ Q | Benefits Summary          | 1 Q        | Benefits Administration        | + | - |

| Field or Control                   | Description                                                                                                                                                                                                                                                |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contact and Resources Panel</b> | Select to configure the display of the Contact and Resources panel for the selected benefits pages. Available options are <i>Never show</i> , <i>Collapse by default</i> , and <i>Expand by default</i> . The default option is <i>Expand by default</i> . |
| <b>Component</b>                   | Select the benefits page to associate the contact information.                                                                                                                                                                                             |
| <b>Display Name</b>                | Displays the name of the benefits page.                                                                                                                                                                                                                    |
| <b>Contact ID</b>                  | Select the contact ID to identify the contact person for the benefits page.<br>To know more on how to define contact ID, see <a href="#">Setting Up Internal Administrative Contact Information</a>                                                        |
| <b>Contact Description</b>         | Display the description of the contact person.                                                                                                                                                                                                             |

# Setting Up COBRA Administration

To set up COBRA administration, use the COBRA Event Rules (CBR\_EVENT\_RULES) component.

This section lists prerequisites and discusses how to set up COBRA Administration.

## Pages Used to Set Up COBRA Administration

| Page Name                        | Definition Name    | Usage                                                                                            |
|----------------------------------|--------------------|--------------------------------------------------------------------------------------------------|
| <a href="#">Event Rules Page</a> | COBRA_EVENT_RULES1 | Identify the events that result in the loss of health plan coverage for a qualified beneficiary. |

| Page Name                                                    | Definition Name    | Usage                                                                                                                                      |
|--------------------------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Administrative Contacts<br>(benefit administrative contacts) | BENEF_ADM_CONTACTS | Define the COBRA administrator's name and address. This information will print on COBRA notification, enrollment, and termination letters. |

## Prerequisites

Before you can set up COBRA Administration, complete the following steps.

1. Activate COBRA Administration on the Installation table.
  - a. Access the Installation Table - Product Specific page.
  - b. Select the **COBRA Administration** check box under the **Benefits Functions** group box.
2. Identify your company's COBRA administrator.

Identify your COBRA administrative personnel using the Benefits Administrative Contacts page. When you have entered this information, you can reference these COBRA administrators within each benefit program. This is the contact information (name and address) that will be included in printed COBRA notification letters.

## Linking COBRA to Benefit Packages

To link COBRA to your benefit package, use the Benefit Program Table to identify:

- The age at which a dependent is no longer considered a dependent.
- The age at which a dependent is no longer considered a student.
- Whether a disabled person is excluded from the age limits.
- Whether dependents are ineligible for regular benefits, if married.

Also identify any extra charges that you want added to the cost of the benefits for both disabled and nondisabled persons.

### Related Topics

- [Building Benefit Programs](#)  
To define benefit programs, use the Benefit Program Table (BEN\_PROG\_DEFN) component.

## Identifying COBRA-Eligible Benefit Plans

To identify which benefit plans offered within a benefit program are eligible for COBRA administration, use the Benefit Program Table. When you design your benefit program, if you designate Health (1x) and FSA (60) (flexible spending account) plan types as COBRA-qualified plan types, you must designate an option code for those plan types. The system uses the option codes for the enrollment of employees into COBRA benefit plans. This restriction applies only if you do not use PeopleSoft Benefits Administration.

In general, only medical and health plan types (plan types 1x and 6x) are designated as COBRA-qualified plan types. However, the PeopleSoft application allows you to identify nonmedical plan types as COBRA-qualified plans if your organization's policy is to offer them

to your employees as part of their COBRA coverage. You will need to modify the COBRA COBOL for plan types other than Medical (1x) and FSA (6x) plan types.

For COBRA, medical coverage is a core benefit. COBRA administration defines non-core benefits such as dental and vision care benefits. If your benefits program combines core and non-core benefits, you may have to offer COBRA participants a core option that is not available to other active employees.

Nonqualified medical, dental, and vision plans are not currently supported for COBRA coverage. You should not designate these plans as COBRA-qualified plans.

### Related Topics

- [Building Benefit Programs](#)  
To define benefit programs, use the Benefit Program Table (BEN\_PROG\_DEFN) component.

## Establishing Coverage Codes for COBRA

Coverage codes are created on the Coverage Code page. PeopleSoft software has four coverage codes that work for COBRA Administration. You can add more codes as required by your organization; however, the coverage codes for nonqualified dependents are not for use by COBRA Administration.

The **COBRA Coverage Set** field on the Coverage Code page is used during COBRA processing to determine the type of coverage to offer a participant. To indicate that a coverage code is to be used during COBRA processing, enter a two-digit code in the **COBRA Coverage Set** field.

### Example:

Assume you have the following coverage codes:

- 1 – Employee only
- 2 – Employee + spouse
- 3 – Employee + dependents
- 4 – Family
- A – Employee only
- B – Employee + spouse
- C – Employee + dependents
- D – Family

You want COBRA processing to consider only coverage codes A, B, C, and D as eligible codes and you have decided that CO will represent COBRA eligible coverage codes. You will enter CO in the **COBRA Coverage Set** field for coverage codes A, B, C, and D.

## Defining COBRA-Qualifying Events

Oracle's PeopleSoft application delivers COBRA Administration with the following qualifying events:

- Voluntary termination.
- Involuntary termination.
- Reduction of hours.



- Death of an employee.
- Divorce and legal separation.
- Loss of dependent status (due to marriage or arrival at the age limit for benefit coverage).
- Medicare eligibility.
- Retirement.

According to federal government guidelines, employees and spouses of employees who undergo voluntary or involuntary termination for gross misconduct are not eligible for COBRA coverage. The PeopleSoft application does not deliver COBRA Administration with the capability to differentiate between terminations for gross misconduct and other termination types, but you can set up action reason codes and add PeopleCode to have the system perform this function.

You should review the set of events provided, change them, and add new events as necessary based on the qualifying events that your organization recognizes. Then, for each valid event:

- Define when COBRA coverage begins and how long it will last.
- Define any grace periods.
- Define when the employee has to notify the organization of the event and when the organization has to notify the employee of COBRA benefits.
- Define the qualified beneficiaries for the event.
- Define the secondary event rules for the event.

If you want to set up additional COBRA event rule records for a particular COBRA event classification, insert a new row with a different effective date. The system will always use the record with the effective date that is closest to the current date.

You can set up COBRA event rule records with future effective dates. This allows you to have the definition of a COBRA event classification change on a predetermined date.

### Determining COBRA Coverage Period

COBRA coverage begins the day following the last day of regular active coverage and generally extends for 18 or 36 months following a qualifying event. If an employee is terminated on the 15<sup>th</sup>, COBRA coverage begins on the 16<sup>th</sup>.

The determination of the COBRA period begin date depends on several factors. The first factor is whether the COBRA period includes alternative coverage. Alternative coverage is the grace period of continued active coverage beyond the date when an employee's active health coverage would normally terminate. Grace periods are provided either manually through the Manage Base Benefits business process or automatically with the Benefits Administration system.

Regardless of whether the COBRA period includes the alternative coverage, the COBRA coverage begin date is always set to the day following the last day of active coverage. The calculation of the COBRA coverage end date depends on the inclusion or exclusion of alternative coverage.

In the case of disabled COBRA participants, however, regulations allow an extension up to 11 months past the original 18 months for termination of employment and reduction in work hours events. You can extend the coverage for disabled participants by completing the **Additional Months if Disabled** field on the Event Rules page.

The date on which COBRA coverage ends is defined as the COBRA period begin date plus the number of months of coverage plus any additional months if disabled.

## Providing Grace Periods

Situations may occur when you want to provide grace periods for your employees that begin on the day following the last day of regular coverage. During these grace periods, your organization pays all or part of the employee benefits premiums. Extending the termination dates of an individual's health benefit plans past the COBRA-qualifying event date sets grace periods. You can do this manually or arrange for it to happen automatically through PeopleSoft Benefits Administration processes. To provide a grace period, select the **Include Alternative Coverage** check box and specify when you want the COBRA period to begin, which will be the day after the grace period ends. The system includes grace periods in the COBRA coverage period. You can select to have COBRA begin on the day of the event, on the first day of the month after the event, or on the first day of the pay period after the event day.

If you do not want a grace period to be included in the COBRA period, do not select **Include Alternate Coverage**. The COBRA period begin date will be the same and COBRA coverage will start on the day after the grace period ends. This means that if your organization paid for all or part of the employee premiums during a grace period, the COBRA period does not begin until after the conclusion of alternative coverage. The length of continued coverage from the qualifying event is the length of the grace period plus 18 months of COBRA continuation coverage.

The system calculates the COBRA coverage end date according to a formula derived from the parameters defined in the COBRA event rules.

Here are examples showing how COBRA can calculate COBRA coverage end dates for an employee who experiences a COBRA qualifying event on March 15 and has a pay period on March 22, whose last day of active coverage is on June 30, and who is allowed 18 months of COBRA coverage.

| Last Day of Active Coverage | Include Alternative Coverage | COBRA Period Begins Code | COBRA Period Begin Date | COBRA Coverage Begin Date | COBRA Coverage End Date |
|-----------------------------|------------------------------|--------------------------|-------------------------|---------------------------|-------------------------|
| June 30                     | N                            | NA                       | July 1                  | July 1                    | December 31             |
| June 30                     | Y                            | Event Date               | March 15                | July 1                    | September 14            |
| June 30                     | Y                            | Month After              | April 1                 | July 1                    | September 30            |
| June 30                     | Y                            | Pay Period               | March 22                | July 1                    | September 21            |

The coverage end date will always be equivalent to the COBRA period begin date plus the months of coverage for each plan type, with two exceptions:

- For employees and spouses, COBRA coverage will end before the scheduled coverage end date on the date that the employee or spouse turns 65 and becomes eligible for Medicare.
- For dependents of employees who become eligible for Medicare, the COBRA coverage end date will be the latter of the COBRA period begin date or the employee's Medicare entitlement date plus 36 months.

## Setting Rules for Secondary COBRA Events

Secondary COBRA-qualifying events are events that extend the amount of time a participant is eligible for COBRA coverage

An event must fulfill the following basic qualifications for it to qualify as a COBRA secondary event:

- The initial COBRA event must be a COBRA event classification associated with a change to an employee's job status, such as a reduction in hours, termination, or retirement.
- The employee and dependent must currently be participating in an active initial COBRA event and have COBRA coverage.
- The secondary event must be one of the COBRA event classifications that involves loss of coverage for the employee's dependent, such as divorce, marriage of dependent, overage dependent, death of employee, or a Medicare entitlement.

For example, suppose a married employee is terminated. The employee and his spouse will receive 18 months of COBRA coverage after the termination. If the employee and spouse divorce, the divorce would be considered a secondary event for the ex-spouse. If the divorce occurred before the termination, the termination would not be a secondary event for the ex-spouse.

The classification of the event determines the amount of time for which coverage is extended and the method by which coverage is extended. In the previous example, the secondary event would cause the coverage of the ex-spouse to be extended from 18 to 36 months from the coverage begin date of the initial event. In general, even with secondary events, a dependent's coverage cannot exceed 36 months.

The exception would be a case in which the secondary event is a Medicare entitlement. When a qualified COBRA beneficiary turns 65, and is Medicare entitled, COBRA coverage ceases. In this case, the system adds the 36 months to the COBRA event date (the Medicare entitled date), thereby extending the dependent's COBRA coverage past 36 months.

### COBRA-Qualified Beneficiary

The following chart illustrates how the Benefit Lost Level and COBRA-Qualified Beneficiary relate to one another. For each COBRA Event Classification, it displays the Benefit Lost Level and COBRA-Qualified Beneficiaries typically associated with that event.

| COBRA Event Classification | Benefit Lost Level | COBRA-Qualified Beneficiaries |
|----------------------------|--------------------|-------------------------------|
| TER, RET, RED, MIL         | Employee           | Employee, Spouse, Child       |
| DEA, MED                   | Employee           | Spouse, Child                 |
| OVG, DEP                   | Dependent          | Child                         |
| DIV                        | Dependent          | Ex-spouse                     |

### Related Topics

- PeopleSoft Benefits Administration: Defining Event Rules

## Event Rules Page

Use the Event Rules page (COBRA\_EVENT\_RULES1) to identify the events that result in the loss of health plan coverage for a qualified beneficiary.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **COBRA**, and then **Event Rules**, and then **Event Rules**

This example illustrates the fields and controls on the Event Rules page. You can find definitions for the fields and controls later on this page.

## Event Rules

COBRA Event Classification TER

COBRA Event Rules ? Find | View All First < 1 of 1 Last

\*Effective Date 01/01/1980  Status Active   

\*Description Termination Short Description Terminatio

Response Days Allowed 60 ☒ Manual Events Allowed

Days to Notify of Event 30 ☐ Waive COBRA Surcharge

Payment Grace Days 45

Benefit Lost Level Employee 

COBRA Period Determination

Months of Coverage 18 ☐ Include Alternative Coverage

Additional Months if Disabled 11 ☐ Use BenAdmin Event Rules

COBRA Period Begins On the Event Date 

Secondary Event Rules ?

Secondary Event Role Preceding Initial Event 

Second Event Additional Months 

Secondary Event Add Mode No Action 

COBRA Qualified Dependents Personalize  1-3 of 3

Covered Person Type

Child   

Employee   

Spouse   

## COBRA Event Rules

| Field or Control               | Description                                                                                                                                                                      |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Effective Date</b>          | Enter or select the date on which this COBRA event goes into effect. The system always uses the record with the effective date that is closest to but not past the current date. |
| <b>Status</b>                  | Select whether this COBRA event is <i>Active</i> or <i>Inactive</i> .                                                                                                            |
| <b>Description</b>             | Enter a description of the COBRA event using up to 30 characters.                                                                                                                |
| <b>Short Description</b>       | Enter a brief description of the COBRA event using up to 10 characters.                                                                                                          |
| <b>Response Days Allowed</b>   | Specifies the maximum number of days that a beneficiary has to elect coverage from the date of notification. COBRA eligibility expires after the response period.                |
| <b>Days to Notify of Event</b> | Identifies the number of days an employee or dependent has to notify the organization following a qualifying COBRA event.                                                        |
| <b>Payment Grace Days</b>      | Enter the number of payment grace days employees will be given to submit a payment after they send in an election.                                                               |
| <b>Manual Events Allowed</b>   | Select if you want to allow manual entry of the event.                                                                                                                           |
| <b>Waive COBRA Surcharge</b>   | Select if, for this event classification, you want the system to disregard the COBRA surcharge percentages defined in the Benefit Program Table.                                 |

| Field or Control          | Description                                                                                                                                                                                |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Benefit Lost Level</b> | Define whether the COBRA event affects the employee only, the dependent only, or both. Values are <i>Employee</i> , <i>Dependent</i> (a COBRA-qualified beneficiary), and <i>neither</i> . |

### COBRA Period Determination

| Field or Control                     | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Months of Coverage</b>            | Identifies how long coverage will extend for a particular qualifying event. COBRA coverage generally extends for 18 or 36 months following a qualifying event.                                                                                                                                                                                                                                                                                                                                               |
| <b>Additional Months if Disabled</b> | Enter the extension for disabled participants. Regulations allow an extension up to 11 months past the original 18 months for termination of employment and reduction in work hours events for disabled participants.                                                                                                                                                                                                                                                                                        |
| <b>Include Alternate Coverage</b>    | Select to set up a grace period.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>COBRA Period Begins</b>           | Select a value to define when COBRA coverage begins. Values are:<br><i>On the Event Date</i> : The COBRA period begin date is the same as the day of the event. COBRA coverage actually begins the day after the event date or the day after the grace period ends.<br><i>On Month-Begin After Event</i> : The COBRA begin date is on the first day of the month after the event.<br><i>On PayPeriod Begin After Event</i> : The COBRA begin date is on the first day of the pay period after the event day. |

### Secondary Event Rules

| Field or Control                      | Description                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Secondary Event Role</b>           | Indicates whether the displayed COBRA event classification can be considered a secondary event. Values are:<br><i>Succeeding Second Event (S)</i> : This indicates that the COBRA event classification is a secondary event.<br><i>Preceding Initial Event (P)</i> : If this field has a value of <i>P</i> , then the other two secondary event rules fields will be unavailable for data entry. |
| <b>Second Event Additional Months</b> | If <b>Secondary Event Role</b> is selected, the <b>Second Event Additional Months</b> field defines the number of months that the original COBRA coverage will be extended.                                                                                                                                                                                                                      |

| Field or Control                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Secondary Event Add Mode</b>   | <p>Defines whether the system adds second event additional months to the original coverage begin date of the initial event or to the COBRA event date of the secondary event.</p> <p>In the event classifications that the PeopleSoft application delivers, the Death, Divorce, Married Dependent, and Overage Dependent events have a Second Event Add Mode value of <i>E</i> (Extended) while the Medicare Entitlement event has a Second Event Add Mode value of <i>A</i> (Added).</p> <p><b>Note:</b> For the <i>Divorce</i> COBRA Event Classification, the sole-defined COBRA qualified beneficiary is <i>X</i> (Ex-Spouse).</p> |
| <b>COBRA Qualified Dependents</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Field or Control                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Covered Person Type</b>        | <p>Select from the following values to define the relationship you have to the dependent.</p> <p><i>Child, Domestic Partner, Employee, ExSpouse, Non-Qualified Dependent, Other Qualified Dependent, Spouse.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                   |

## Setting Up HIPAA Tables

### Note

With the Affordable Care Act, HIPAA Certificates have become obsolete, and effective 1/1/2015, they are no longer required.

This section discusses how to set up HIPAA using the EDI Trading Partners (BN\_EDI\_PARTNERS) and EDI 834 Transaction Map Table (BN\_834\_MAP\_TBL) components.

## Pages Used to Set Up HIPAA Tables

| Page Name                                          | Definition Name | Usage                                                                                                                            |
|----------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">EDI Trading Partners Page</a>          | BN_EDI_PARTNERS | Define the information needed for the EDI Interchange Control segments for each partner receiving 834 transaction transmissions. |
| <a href="#">EDI 834 Transaction Map Table Page</a> | BN_834_MAP_TBL  | View the delivered code maps or set up new code maps for any new codes you have added to the system.                             |

## EDI Trading Partners Page

Use the EDI Trading Partners page (BN\_EDI\_PARTNERS) to define the information needed for the EDI Interchange Control segments for each partner receiving 834 transaction transmissions.

Navigation:

**Set UP HCM**, and then **Product Related**, and then **Base Benefits**, and then **EDI Trading Partners**, and then **EDI Trading Partners**

This example illustrates the fields and controls on the EDI Trading Partners page. You can find definitions for the fields and controls later on this page.

### EDI Trading Partners

Trading Partner ID EDI\_100

Trading Partner Information [Find](#) | [View All](#) First 1 of 1 Last

\*Effective Date 12/18/2013

\*Name Medicare

\*External Partner ID PI1 Application Receiver's Code PI1

\*Internal Partner ID IP4 Application Sender's Code IP4

☐ Use Alternate Group Number for Trans Set Identifier Code

Alternate Group Number

☐ Security Password Required

Master Policy Number 95 Password

Last Control Number 0 Subscriber Number EMPLID

\*Field Separator \* \*Segment Terminator ~

\*Repetition Separator ^ \*Sub element Separator :

\*File Name Medicare

File Directory

| Field or Control                                                | Description                                                                                                                      |
|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b>                                                     | Enter the name of the EDI trading partner.<br>A trading partner can be one of your health care providers but doesn't have to be. |
| <b>External Partner ID</b>                                      | Identify the receiving partner.<br>This ID must be agreed upon by both the sender and receiver.                                  |
| <b>Internal Partner ID</b>                                      | Identify the sending partner.<br>This ID must be agreed upon by both the sender and receiver.                                    |
| <b>Application Receiver's Code</b>                              | Enter a value.                                                                                                                   |
| <b>Application Sender's Code</b>                                | Enter a value.                                                                                                                   |
| <b>Use Alternate Group Number for Trans Set Identifier Code</b> | Select to enter a value in the <b>Alternate Group Number</b> field.                                                              |



| Field or Control                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Alternate Group Number</b>     | If you selected the <b>Use Alternate Group Number for Trans Set Identifier Code</b> field, then you must enter a value. The system uses the alternate group number in place of the external partner ID when creating the concatenated transaction set identifier code.                                                                                                                                                                                                                                                                                    |
| <b>Security Password Required</b> | Select to enter a value in the <b>Password</b> field. This indicates there is security information associated with the HIPAA file.                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Password</b>                   | If you selected the <b>Security Password Required</b> field, then you must enter a 10-character password. The system sets the ISA03 value to 01 in the ISA segment and then sends the password value in position ISA04.                                                                                                                                                                                                                                                                                                                                   |
| <b>Master Policy Number</b>       | Enter a value.<br>In the header of the HIPAAA file, the system includes a new REF segment (Transaction Set Policy Number) with a reference ID qualifier of 38 along with the master policy number that you entered in this field.                                                                                                                                                                                                                                                                                                                         |
| <b>Subscriber Number</b>          | Select from the following values:<br><i>EmplID</i> : The HIPAA process uses the emplID of the subscriber as the REF02 value in the REF*0F segment in loop 2000.<br><i>SSN</i> : The HIPAA process uses the social security or national ID number of the subscriber instead of the emplID. The records for dependents also use the subscriber's ID number for the REF02 value.<br><b>Note</b> : If you select SSN and the subscriber does not have a social security number, the file uses the emplID for that subscriber and his or her members' records. |
| <b>Last Control Number</b>        | The system increments this number with each transmission to the partner.<br>Initially the control number is set to 0. You can manually reset the control number, if necessary.                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Field Separator</b>            | Enter the character to use to separate fields in each segment of the EDI file.<br>The default value is an asterisk (*), which is the value suggested by the reporting standard.                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Segment Terminator</b>         | Enter the character to use to mark the end of each segment of the EDI file.<br>The default value is a tilde (~), which is the value suggested by the standard.                                                                                                                                                                                                                                                                                                                                                                                            |



| Field or Control            | Description                                                                                                                                                                                                                                                                                       |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Subelement Separator</b> | Enter the character to use to separate component data elements within a composite data structure of the EDI file.<br>The default value is a colon (:), which is the value suggested by the standard.<br><b>Note:</b> This delimiter is not used in PeopleSoft-delivered 834 transaction segments. |
| <b>Repetition Separator</b> | Enter the character to use to separate repeated data in the EDI file.<br>The default value is a caret (^). You can change this, but you must not enter any character used as a delimiter or terminator by another field.                                                                          |
| <b>File Name</b>            | Enter the name for the EDI file.                                                                                                                                                                                                                                                                  |
| <b>File Directory</b>       | Enter the directory where the file will be created.<br>If this field is left blank, the file will be created in the directory PS_SERVDIR.                                                                                                                                                         |

## EDI 834 Transaction Map Table Page

Use the EDI 834 Transaction Map Table page (BN\_834\_MAP\_TBL) to view the delivered code maps or set up new code maps for any new codes you have added to the system.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **EDI 834 Transaction Map Table**, and then **EDI 834 Transaction Map Table**

Some of the codes required by the ASC X12.834 Implementation Guide need to be mapped from PeopleSoft codes or customer-defined codes. Oracle delivers the mapping for existing PeopleSoft codes. If you add your own codes, you need to map those codes to EDI 834 codes.

This example illustrates the fields and controls on the EDI 834 Transaction Map Table page. You can find definitions for the fields and controls later on this page.

### EDI 834 Transaction Map Table

Field Name Health Plan Type

Original Value 10

EDI 834 Mapped Fields

Find | View All

First 1 of 1 Last

\*Effective Date 01/01/1900

☒ Default EDI Code

Original Description Medical

EDI 834 Value HLT

\*EDI 834 Description Health

| Field or Control                                                   | Description                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Default EDI Code</b> (default electronic data interchange code) | Each plan type has one default EDI code used in the HIPAA file, for example, <b>HLT</b> for Plan Type 10.<br><b>Note:</b> If you do not enter a value in the <b>EDI Insurance Line Code</b> field on the Benefit Plan Table page, the system uses the mapped value for the plan type as the <b>Default EDI Code</b> value in the HIPAA file. |
| <b>Original Description</b>                                        | The description of the code that is being mapped.                                                                                                                                                                                                                                                                                            |
| <b>EDI 834 Value</b>                                               | The ASC X12.834 value corresponding to the PeopleSoft code or customer-defined code.                                                                                                                                                                                                                                                         |
| <b>EDI 834 Description</b>                                         | The ASC X12.834 code description.                                                                                                                                                                                                                                                                                                            |

## Setting Up Multiple Jobs

To set up multiple job features, use the Multiple Job Options (BAS\_MJ\_OPTIONS\_PGP) component.

This section provides an overview of multiple jobs and discusses how to set up rules for multiple jobs.

### Page Used to Set Up Multiple Jobs

| Page Name                                  | Definition Name | Usage                                                                                                                                                                                                        |
|--------------------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Multiple Jobs Options Page</a> | BAS_MJ_OPTIONS  | Define employee-level multiple jobs options to use automatically whenever a new job is entered into the system, or whenever an existing job is rehired or terminated through the Administer Workforce pages. |

## Understanding Multiple Jobs

Many organizations have employees who work in more than one job at the same time. The system needs to know how to process these employees with more than one job. Rules need to be created to answer questions such as:

- Which jobs should contribute salary information for calculating deductions that are based on the employee's earnings?
- Which jobs should provide pay group information, hire date, and termination date?

## Multiple Jobs Options Page

Use the Multiple Jobs Options page (BAS\_MJ\_OPTIONS) to define employee-level multiple jobs options to use automatically whenever a new job is entered into the system, or whenever an existing job is rehired or terminated through the Administer Workforce pages.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Multiple Jobs Options**, and then **Multiple Jobs Options**

This example illustrates the fields and controls on the Multiple Jobs Options page. You can find definitions for the fields and controls later on this page.

### Multiple Jobs Options

| When a Job is Hired, Re-Hired or Added                                                                                                                               |                                                                                                  |                |                      |                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------|----------------------|-------------------------------|
| <b>Eligibility and Deductions</b><br>*Eligibility Include this Job<br>*Deductions Include this Job                                                                   | <b>If assigned to an existing Benefit Record</b><br>*Assign Primary Job No Change to Primary Job |                |                      |                               |
| When a Job Terminates                                                                                                                                                |                                                                                                  |                |                      |                               |
| <b>Eligibility and Deductions</b><br>*Eligibility Include this Job<br>*Deductions Exclude this Job                                                                   | <b>If the Primary Job terminates</b><br>*Re-Assign Primary Job Lowest Active Job                 |                |                      |                               |
| Explode activity triggers to all Benefit Records                                                                                                                     |                                                                                                  |                |                      |                               |
| <input checked="" type="checkbox"/> Job Triggers <input checked="" type="checkbox"/> Passive Service Triggers <input checked="" type="checkbox"/> Multi-Job Triggers |                                                                                                  |                |                      |                               |
| Workflow for Job Actions                                                                                                                                             |                                                                                                  |                |                      |                               |
| <a href="#">Personalize</a>   <a href="#">Find</a>   <a href="#">View 100</a>   <a href="#">First</a>   <a href="#">1-2 of 299</a>   <a href="#">Last</a>            |                                                                                                  |                |                      |                               |
| Action                                                                                                                                                               | Reason Code                                                                                      | Effective Date | Description          | Notify Benefits Administrator |
| ADD                                                                                                                                                                  | CON                                                                                              | 01/01/1900     | Consultant           | <input type="checkbox"/>      |
| ADD                                                                                                                                                                  | EBM                                                                                              | 01/02/1900     | Elected Board Member | <input type="checkbox"/>      |

### When a Job is Hired, Re-Hired or Added

| Field or Control                                 | Description                                                                                                                                                                     |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Eligibility and Deductions</b>                | Set default rules for whether new concurrent jobs are included or excluded during deduction processing and for Benefits Administration users to determine benefit eligibility.  |
| <b>If assigned to an existing Benefit Record</b> | If an employee is hired into a concurrent job and the job is linked to an existing benefit record number, indicate whether the new job should be designated as the primary job. |

### When a Job Terminates

| Field or Control                  | Description                                                                                                                                                                                 |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Eligibility and Deductions</b> | Set default rules for whether terminated jobs should continue to contribute information during deduction processing and for Benefits Administration users to determine benefit eligibility. |

| Field or Control                     | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>If the Primary Job terminates</b> | <p>Indicate how to reassign the primary job designation if the terminating job is the primary job. Values are:</p> <p><i>No Change</i>: Don't reassign the primary job designation.</p> <p><i>Lowest Active Job</i>: Reassign the primary job designation to the lowest active employee record number. If no jobs are active, the job with the lowest employee record number is designated as the primary job.</p> <p><i>Highest Active Job</i>: Reassign the primary job designation to the highest active employee record number. If no jobs are active, the job with the highest employee record number is designated as the primary job.</p> |

#### Explode activity triggers to all Benefit Records

| Field or Control                                                                              | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Triggers, Passive Service Triggers, and Multi-Job Triggers</b> (multiple job triggers) | <p>For Benefits Administration users only.</p> <p>Select these options when you have an eligibility rule that applies to all benefit programs and that crosses benefit record numbers.</p> <p>For example, suppose that an employee holds four jobs, is enrolled in two benefit programs, and has two benefit records.</p> <p>If the employee experiences a job data change for one job, and eligibility rules cross benefit records, an event must be created for all benefit records. A change to a job in benefit record A might affect the employee's eligibility for benefits in benefit record B if any eligibility rule in the benefit program for benefit record B contains a grouping method of <i>All Flagged</i>.</p> |

## Setting Up Retroactive Benefits and Deductions

This section lists prerequisites and discusses how to set up retroactive benefits and deductions using the Retro Ben/Ded Program (RETRO\_DED\_TABLE) and Retro Ben/Ded Mass Request (RETRODED\_MASS\_RQST) components.

To set up retroactive benefits and deductions, you:

1. Activate retroactive benefits and deductions on the Installation page.
2. Define retroactive benefits and deductions programs.
3. If you are creating mass requests, define the retroactive benefit deduction selection criteria.

The Retroactive Benefit and Deduction Mass Request feature enables you to create a large number of requests using a batch process. This is necessary when you retroactively

update system-level pages that affect multiple employees. Changes to the following system-level pages could generate mass retroactive benefit and deduction requests:

- Deduction Table.
- General Deduction Table.
- Most benefit plan design tables (such as the Life and AD/D Plan Table).
- Calculation Rules Table.
- All rate tables.

#### Note

Because the Retroactive Benefit and Deduction feature involves PeopleSoft Payroll for North America processes in the calculation of retroactive benefits and deductions and the loading of retroactive benefit and deduction totals to payroll, it is unavailable to those users who do not currently implement Payroll for North America

Deductions based on earnings (such as garnishments or savings plan deductions) are not included in the retroactive benefits and deductions process. They are handled as part of the Payroll for North America adjustment process.

## Pages Used to Set Up Retroactive Benefit and Deduction Programs and Mass Requests

| Page Name                                       | Definition Name    | Usage                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Retro Ben/Ded Program Page</a>      | RETRODED_PGM_TBL   | Define high-level information for your organization's retroactive benefit and deduction programs.                                                                                                                                                                                                                                                                                                                                                             |
| <a href="#">Retro Ben/Ded Mass Request Page</a> | RETRODED_MASS_RQST | Set up your mass retroactive benefit and deduction programs by assigning them a Mass Retro Request ID and by defining detailed information.<br>To set up a new mass retroactive deduction and benefit program, enter a Mass Retro Request ID to open the page. The system uses the Mass Retro Request ID to generate mass retroactive benefit and deduction requests and to calculate the retroactive benefit and deduction earnings based on those requests. |

## Prerequisites

Before you can define retroactive benefits and deduction programs, you must:

1. Activate retroactive benefits and deductions on the Installation table.

- 2. Set up core tables and benefit plans.
- See [Application Fundamentals: Setting Up Implementation Defaults](#).
- See [Understanding the Core Tables for PeopleSoft Manage Base Benefits](#).
- See [Defining Benefit Plans](#).

## Retro Ben/Ded Program Page

Use the Retro Ben/Ded Program (retroactive benefit/deduction program) page (RETRODED\_PGM\_TBL) to define high-level information for your organization's retroactive benefit and deduction programs.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Retroactive Payroll**, and then **Retro Ben/Ded Program**, and then **Retro Ben/Ded Program**

This example illustrates the fields and controls on the Retro Ben/Ded Program page. You can find definitions for the fields and controls later on this page.

### Retro Ben/Ded Program

Retro Program ID KU1

Program Definition

Find | View All | First 1 of 1 | Last

\*Effective Date 01/01/2000 [BY]

\*Retro Program Type Individual

\*Description US Individual Retro Ben/Ded

Short Description US BenDed

\*Status Inactive

Refunds Paysheet Processing

Off Cycle

Sep Check

Benefit/General Deductions

Personalize | Find | View All | First 1-3 of 85 | Last

| Plan Type | Company | Benefit Program | Benefit Plan | Covg Code | Dedn Code | Dedn Class | Base Flag | Job Flag |     |
|-----------|---------|-----------------|--------------|-----------|-----------|------------|-----------|----------|-----|
| Medical   |         | KU1             | KUHMO1       |           |           |            |           |          | + - |
| Medical   |         | KU1             | KUHMO2       |           |           |            |           |          | + - |
| Medical   |         | KU1             | KUHMO3       |           |           |            |           |          | + - |
| Medical   |         | KU1             | KUMED        |           |           |            |           |          | + - |
| Medical   |         | KU1             | KUMED1       |           |           |            |           |          | + - |
| Medical   |         | KU1             | KUMED2       |           |           |            |           |          | + - |
| Dental    |         | KU1             | KUDEN1       |           |           |            |           |          | + - |
| Dental    |         | KU1             | KUDEN2       |           |           |            |           |          | + - |

### Program Definition

| Field or Control                                             | Description                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Retro Program ID</b> (retroactive program identification) | When you first select this page from the menu, enter a new or current Retro Program ID. This ID links the retroactive benefit and deduction requests to a specific retroactive benefit and deduction program, which helps the system identify which benefits or deductions are eligible for retroactive processing. |

| Field or Control                                     | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Retro Program Type</b> (retroactive program type) | <p>The system assigns each retroactive benefit and deduction program a Retro Program type of <i>Individual</i> or <i>Mass</i>.</p> <p><i>Individual</i> programs apply to all of the employees and companies in your database; therefore, define only one individual program for that database.</p> <p><i>Mass</i> programs apply to different groups of employees; therefore, you can define multiple mass programs with different Retro Program IDs for the same database.</p> |

 **Warning**

If you change the Retro Program ID after retroactive benefit and deduction processing begins, improper retroactive benefit and deduction calculations will result.

### Refunds Paysheet Processing

| Field or Control                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Off Cycle</b>                  | <p>This check box enables you to manage your onetime deduction refunds. In the event of a refund, the <b>Off-Cycle</b> field controls whether the retroactive benefit and deduction calculation program will create new onetime deduction refunds as an off-cycle deduction or an on-cycle deduction.</p> <p>Generally, use off-cycle or separate check processing of retroactive benefits and deductions only when you are processing retroactive pay in the same cycle as regular pay. If you select <b>Off-Cycle</b>, the system treats each retroactive deduction associated with this program as an off-cycle onetime deduction refund, and delivers the refunds to your employees in checks that are separate from their regular paychecks.</p> <p>If you do not select <b>Off-Cycle</b>, the system treats the retroactive deductions associated with the program as on-cycle deductions and combines employee refunds with their regular paychecks.</p> <p><b>Note:</b> When you load your retroactive benefits or deductions to employee paysheets, the On-Cycle or Off-Cycle selection for the Retro Ben/Ded Payroll Load run control must match the On-Cycle or Off-Cycle selection for this field.</p> |
| <b>Sep Check</b> (separate check) | <p>Select to indicate that the onetime deduction refund records associated with the retroactive benefit or deduction will be loaded to a separate check on the employee paysheets.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



## Deductions Tab

| Field or Control | Description                                                                                                                                                                                                                     |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Base Flag</b> | Select to have the system process retroactive benefits or deductions when the request is triggered by a change in the annual benefits base rate.                                                                                |
| <b>Job Flag</b>  | Select to have the system process retroactive benefits or deductions for individual retroactive benefit and deduction programs when the request is triggered by a change in the compensation rate or any of its related fields. |

## Mass Retro Override Tab

If you are setting up a mass retroactive benefit and deduction program, complete the **Start Date Ovr for Mass Retro** (start date override for mass retroactive benefit/deduction) and **End Date Ovr for Mass Retro** (end date override for mass retroactive benefit/deduction) fields to override the process start date and process end date for the requests that are created.

## Refunds Versus Deductions

The system loads refunds to employee paysheets only. In situations in which the retroactive benefit and deduction process finds that employees owe additional payments, the system collects these funds through the PeopleSoft Payroll for North America arrears adjustment process. The system drops all employee retroactive benefits and deductions into the arrears balance using arrears adjustments. If enough money is available, the system collects the amounts during the current payroll run, according to the arrears rules that you defined for that deduction.

## Related Topics

- [Understanding Retroactive Benefits and Deductions](#)  
A retroactive change to employee or benefit-related data has an effective date prior to the last confirmed pay end date of the employee's pay group. Retroactive changes to benefits and deductions might become necessary for a variety of reasons: late paperwork, data-entry errors, modified union contracts, and changes to employment laws, for example.
- [Setting Up Deduction Codes](#)  
To set up deduction codes, use the Deduction Table (DEDUCTION\_TABLE) component.

# Retro Ben/Ded Mass Request Page

Use the Retro Ben/Ded Mass Request (retroactive benefit/deduction mass request) page (RETRODED\_MASS\_RQST) to set up your mass retroactive benefit and deduction programs by assigning them a Mass Retro Request ID and by defining detailed information.

To set up a new mass retroactive deduction and benefit program, enter a Mass Retro Request ID to open the page. The system uses the Mass Retro Request ID to generate mass retroactive benefit and deduction requests and to calculate the retroactive benefit and deduction earnings based on those requests.

Navigation:



**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Retroactive Payroll**, and then **Retro Ben/Ded Mass Request**, and then **Retro Ben/Ded Mass Request**

This example illustrates the fields and controls on the Retro Ben/Ded Mass Request. You can find definitions for the fields and controls later on this page.

#### Retro Ben/Ded Mass Request

Mass Retro Request ID 12 Description

\*Retro Ded Program ID

\*Process Start Date \*Process End Dt 12/18/2013

\*Selection Start Date \*Selection End Dt

First Hire Date Service Date

Process Flag Not Proc. Delete Request

Comments

**Selection Criteria** Find View All First 1 of 1 Last

\*Company Mass Sequence Number 1 Full/Part Time

Pay Group Union Code Reg/Temp

Business Unit Job Elig Cal Days Employee Type

Department Un Cd Elig Cal Days Employee Class

Job Code Locn Elig Cal Days Pay Status

Location Code

| Field or Control                                                                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>                                                               | Enter a description that explains the purpose of this mass retroactive benefit and deduction ID.                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Retro Ded Program ID</b> (retroactive deduction benefit/deduction program ID) | Select an appropriate ID from the list. Only those retroactive benefit and deduction programs defined for <i>Mass</i> processing appear.                                                                                                                                                                                                                                                                                                                                  |
| <b>Process Start Date</b> and <b>Process End Dt</b> (process end date)           | Define the period during which the mass request calculates retroactive benefits or deductions. The process end date is automatically set to today's date when a new mass request ID is created. The process start date becomes the effective date of the generated requests, except for cases in which the selected employee begins to meet the criteria at some point after the start date, in which case that latter date is used as the effective date of the request. |
| <b>Selection Start Date</b> and <b>Selection End Dt</b> (selection end date)     | During the processing period set up by the process start and end dates, the system searches employee records that are <i>active</i> between the selection start and selection end dates for the information specified in the <b>Selection Criteria</b> group box.                                                                                                                                                                                                         |
| <b>First Hire Date</b>                                                           | (Optional) Use to select employees who have a hire date on the Employment Table that is before or equal to this date. If this field is blank, the system creates requests for employees who have a hire date before or equal to the selection end date.                                                                                                                                                                                                                   |

| Field or Control      | Description                                                                                                                                                                                                                                                                                                                            |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Service Date</b>   | Functions the same way as the <b>Hire Date</b> field except that it refers back to the Employment Table's Service Date field.                                                                                                                                                                                                          |
| <b>Delete Request</b> | Use this check box to stop the mass retro benefit and deduction process if you have not yet run the calculation process for your Mass Retro ID. When you run the Mass Retro batch process, it deletes every Mass Request ID and related request that has this check box selected and has not yet been through the calculation process. |
| <b>Comments</b>       | Describe the need for the particular mass retroactive benefit and deduction program that you are creating.                                                                                                                                                                                                                             |

### Selection Criteria

The fields in this group box define the types of employees that the Mass Retro batch process looks for. You can set up multiple rows of selection criteria for your mass retroactive benefit and deduction program to open up a new one.

| Field or Control                                                                                                                  | Description                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Company</b>                                                                                                                    | Use this required field to indicate the company whose employees you want to process. You can have multiple rows of selection criteria with the same company if you want to change the values of the other fields. |
| <b>Mass Sequence Number</b>                                                                                                       | Each time that you enter a new row of selection criteria, the mass sequence number will be incremented by one.                                                                                                    |
| <b>Business Unit</b>                                                                                                              | You must define a business unit before entering <b>Department</b> , <b>Job Code</b> , and <b>Location Code</b> values.                                                                                            |
| <b>Department, Job Code, and Location Code</b>                                                                                    | These fields are linked to the <b>Business Unit</b> field.                                                                                                                                                        |
| <b>Reg/Temp</b> (regular/temporary), <b>Full/Part Time</b> , <b>Employee Type</b> , <b>Employee Class</b> , and <b>Pay Status</b> | (Optional) Specify additional selection criteria using valid values from the list boxes.                                                                                                                          |

Enter the other selection criteria as necessary. Values for all selection criteria fields that are blank will be selected by the system. If you want to use more than one of the available values of a particular field in your selection request, enter an additional row.

The three **Elig Cal Days** (eligible calculation days) fields are linked to the **Job Code**, **Location Code**, and **Union Code** fields. They each enable you to create selection requests for employees who have been assigned a specific job code, location, or union code for a specific number of days. For each **Elig Cal Days** field, the system looks at the effective date of the selected job record.

# 7

## Entering Dependent and Beneficiary Information

### Understanding Dependent and Beneficiary Information

Accurate dependent and beneficiary information—name, address, birth date, gender, and relationship—helps ensure that benefit claims are quickly and correctly processed.

By setting up dependent and beneficiary information, you can:

- Simplify benefit enrollment for dependents and beneficiaries.
- Review data and print reports.

Additionally, requirements such as a Qualified Medical Child Support Order (QMCSO) and Qualified Domestic Relations Order (QDRO) mandate that employees provide benefits to dependents and beneficiaries. When you enter a court order, the system checks whether a court order is tied to an employee record. If the system finds a court order, it checks whether any changes are allowed to the benefit enrollments. If changes are not allowed, then a warning appears.

When you set up dependent and beneficiary information, you need an employee identification number. So you need to enter employee administration data—personal information, compensation allowances, and job data—first.

You can view basic human resources information for employees by using personnel administration components such as Personal Data and Job Data in PeopleSoft HR or by viewing the Review HR/Job/Payroll Data page in the Manage Base Benefits business process. Employees can review, update, and add their own dependent and beneficiary information using the PeopleSoft eBenefits application pages.

#### Related Topics

- [Auditing Your Benefit Information](#)  
PeopleSoft software uses the same set of audits for both the Manage Base Benefits business process and PeopleSoft Benefits Administration.
- PeopleSoft Human Resources Administer Workforce: (Classic) Adding a Person
- PeopleSoft eBenefits: Reviewing Dependent and Beneficiary Information

### Entering Dependent and Beneficiary Information

You enter dependent and beneficiary information in the Dependent Information (DEPEND\_BENEF) component of PeopleSoft HR Administer Workforce and is fully documented in the *PeopleSoft HCM: Human Resources Administer Workforce* documentation.

#### Related Topics

- PeopleSoft Human Resources Administer Workforce: Tracking Dependent and Beneficiary Data

## Entering Dependent and Beneficiary Comments

Comments that you enter about dependents and beneficiaries are for your use only; they are not used by the system.

### Page Used to Enter Dependent and Beneficiary Comments

| Page Name                                           | Definition Name  | Usage                                         |
|-----------------------------------------------------|------------------|-----------------------------------------------|
| <a href="#">Dependent/Beneficiary Comments Page</a> | BENEFIT_COMMENTS | Enter notes about a dependent or beneficiary. |

### Dependent/Beneficiary Comments Page

Use the Dependent/Beneficiary Comments page (BENEFIT\_COMMENTS) to enter notes about a dependent or beneficiary.

Navigation:

**Benefits**, and then **Employee/Dependent Information**, and then **Dependent/Beneficiary Comments**, and then **Dependent/Beneficiary Comments**

| Field or Control   | Description                                                          |
|--------------------|----------------------------------------------------------------------|
| <b>Action Date</b> | Enter the date on which the comment becomes or became effective.     |
| <b>Comments By</b> | Enter your name or the name of the person providing the information. |

## Updating Benefits Certifications

This section discusses how to update employee benefit certifications.

### Page Used to Edit Benefits Certifications

| Page Name                                           | Definition Name | Usage                                     |
|-----------------------------------------------------|-----------------|-------------------------------------------|
| <a href="#">Maintain Benefit Certification Page</a> | BN_CERTIF_PARTC | Updating employee benefit certifications. |

### Maintain Benefit Certification Page

Use the Maintain Benefit Certification page (BN\_CERTIF\_PARTC) to updating employee benefit certifications.

Navigation:

**Benefits**, and then **Employee/Dependent Information**, and then **Maintain Certifications**, and then **Maintain Benefit Certification**

This example illustrates the fields and controls on the Maintain Benefit Certification page. You can find definitions for the fields and controls later on this page.

## Maintain Certifications

Antonio Santos Employee ID KU0010 Benefit Record Number 0

**Certificates** Find | View All First 1 of 1 Last

\*Certificate ID

\*Plan Type

\*Effective Date 12/18/2013

\*Status Active

Value  0

Expiration Date

Certificate Maximum Value

Dependent/Beneficiary ID

| Field or Control                 | Description                                                                                                       |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Certificate ID</b>            | Enter the ID that represents a certificate created in the Certification Definition page.                          |
| <b>Status</b>                    | Select <i>Active</i> or <i>Inactive</i> .                                                                         |
| <b>Plan Type</b>                 | Select from all available plan types for a participant's assigned benefit program with an associated certificate. |
| <b>Effective Date</b>            | A date the system uses to calculate the length of time from this initial start date of a certificate.             |
| <b>Expiration Date</b>           | An informational field that you can use to enter the expiration date of the certificate.                          |
| <b>Value</b>                     | Enter the minimum value to allow to consider the certificate as complete or valid.                                |
| <b>Certificate Maximum Value</b> | Displays the maximum value of the certificate as defined in the Certificate Definition.                           |
| <b>Dependent/Beneficiary ID</b>  | Select from all available dependents or beneficiaries for the participant.                                        |

## (USF) Designating Beneficiaries for a Final Check

You can designate dependents or beneficiaries to receive an employee's final check in the event that the employee dies. This page is for informational purposes only; the system does not use the data entered on this page for benefits processing.

This section discusses how to specify beneficiaries for a final check.

### Page Used to Designate Beneficiaries for a Final Check

| Page Name                                           | Definition Name | Usage                                                                     |
|-----------------------------------------------------|-----------------|---------------------------------------------------------------------------|
| <a href="#">Assign Final Check Beneficiary Page</a> | GVT_FIN_CHK_BEN | Specify dependents or beneficiaries to receive an employee's final check. |

### Assign Final Check Beneficiary Page

Use the Assign Final Check Beneficiary page (GVT\_FIN\_CHK\_BEN) to specify dependents or beneficiaries to receive an employee's final check.

Navigation:

**Benefits**, and then **Employee/Dependent Information**, and then **Assign Final Check Beneficiary**, and then **Assign Final Check Beneficiary**

This example illustrates the fields and controls on the Assign Final Check Beneficiary page. You can find definitions for the fields and controls later on this page.

#### Assign Final Check Beneficiary

Antonio Santos Employee Empl ID KU0010 Empl Record 0

Final Check Beneficiary Data Find | View All First 1 of 1 Last

\*Effective Date 12/18/2013

Benefit Information Find | View All First 1-2 of 2 Last

| Dependent/Beneficiary ID | Percent of Benefit   | Contingent               |
|--------------------------|----------------------|--------------------------|
| 03 Sean Santos           | <input type="text"/> | <input type="checkbox"/> |
| 01 Megan Santos          | <input type="text"/> | <input type="checkbox"/> |
| Total                    |                      |                          |

| Field or Control                          | Description                                                                                                                                                                                                                                                       |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Percent of Benefit and Flat Amount</b> | Enter a flat amount or percentage for the beneficiary to receive from the final paycheck. The total percentage for all beneficiaries should equal 100, unless you have contingent beneficiaries. The sum of the flat amounts cannot be greater than the paycheck. |
| <b>Excess</b>                             | If flat amounts are used, select to designate a beneficiary to receive any excess funds.                                                                                                                                                                          |
| <b>Contingent</b>                         | Select if this dependent or beneficiary is not a primary beneficiary.<br>Amounts attributed to contingent beneficiaries must also add up to 100 percent.                                                                                                          |

## Terminating Dependent Enrollments or Beneficiary Status

Remember that you enroll dependents and assign beneficiaries when you enroll employees. To terminate a dependent enrollment or beneficiary status, you must enter a row of data with the termination date (just as you do with employees). You make these changes on the enrollment page for the benefit in question, such as the Life & AD/D Benefits page. You do not make the changes in the Update Dependent/Beneficiary component.

If you try to delete dependent/beneficiary records on benefit enrollment pages that have court orders applied to them, the system informs you that the dependent or beneficiary has a court order that provides a legal right to benefit coverage.

**Warning**

If you delete dependent and beneficiary data using the Update Dependent/Beneficiary component, you'll destroy history. After you change enrollment data, the fact that the dependent or beneficiary data is available on the Update Dependent/Beneficiary component won't matter. In fact, it must remain to provide correct historical information.

## Entering Court Orders and Spousal Waivers

Spouses, ex-spouses, and children of employees may have court orders that provide them with a legal right to benefit coverage from those employees. In addition, certain benefit plans may require that a spouse have a required minimum coverage amount.

You enter court orders on the Dependent/Beneficiary Riders page, and minimal spousal amounts on the Benefit Plan Table.

To track court-ordered benefits, print the Court Ordered Coverage Audit report.

**Related Topics**

- [Setting Up Deduction Codes](#)  
To set up deduction codes, use the Deduction Table (DEDUCTION\_TABLE) component.

## Approving Dependent Documents using Fluid Approval

This topic describes how to approve dependent documents using Fluid Approvals.

## Understanding Dependent Document Approval

Employees upload required dependent documents when adding or modifying dependents. The document has to be approved before the employee proceeds to enroll benefits. The Pending Approval - Dependent Updates page enables the Benefits Administrator to approve the dependent documents. The page lists all dependent documents that require approval. The Benefits Administrator can review and then approve or deny the documents.

## Page Used to Approve Dependent Documents

| Page Name                                  | Definition Name | Usage                         |
|--------------------------------------------|-----------------|-------------------------------|
| Pending Approvals - Dependent Updates Page | EOAWMA_MAIN_FL  | Approve a dependent document. |

## Pending Approvals - Dependent Updates Page

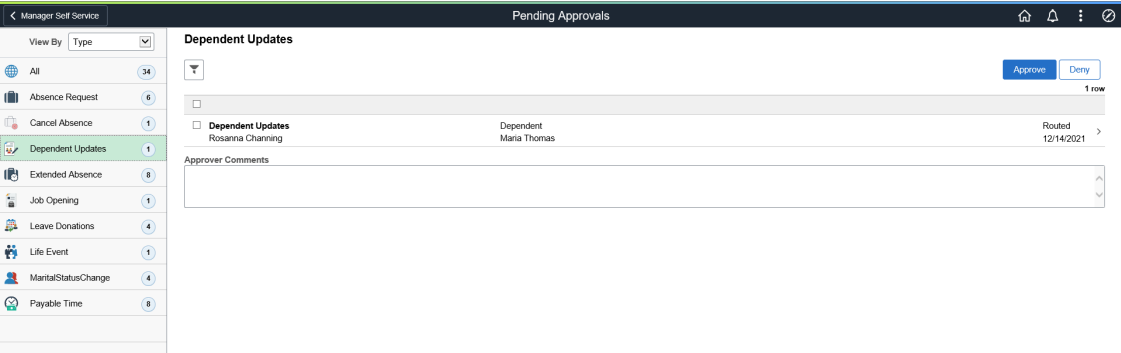
Use the Pending Approvals - Dependent Updates page (EOAWMA\_MAIN\_FL) to approve the required dependent documents uploaded by employees.

Navigation:

On the Workforce Administrator home page, click the Approvals tile to access the Pending Approvals page. From the left panel, click Dependent Updates.

You can also access the Dependent Updates page under Benefits Approvals by clicking the Benefits WorkCenter tile on the Workforce Administrator home page.

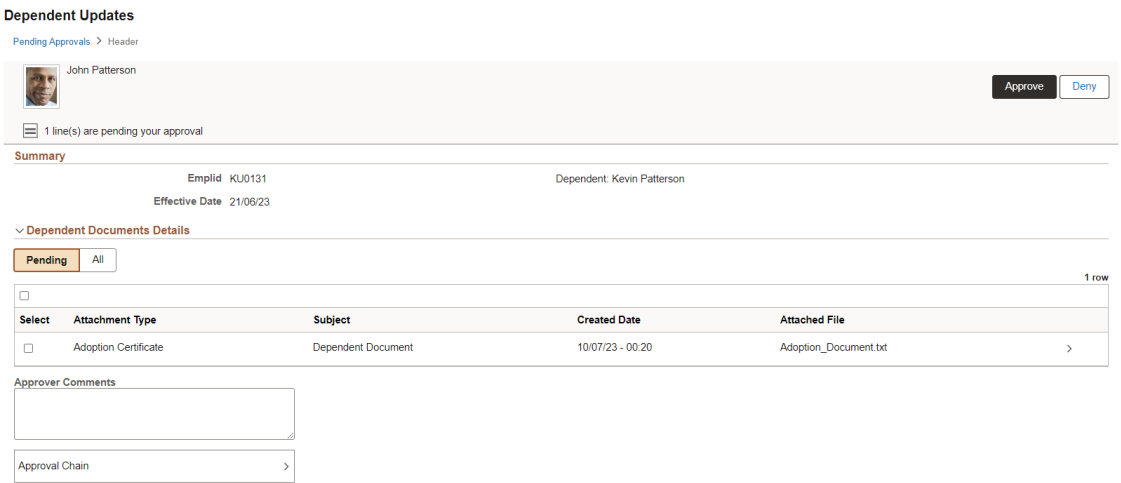
This example illustrates the Pending Approvals - Dependent Updates page.



The approval options on this page are common to all fluid approval transactions, as described in the documentation for the Application Fundamentals: Using PeopleSoft Fluid User Interface Self-Service Approval Transactions.

If you access the Dependent Updates page from the Benefits WorkCenter, the benefits administrator can navigate between the drill-down levels using breadcrumbs. The *Pending Approvals* level displays all the approvals that are pending for dependent updates. The *Header* level displays the list of documents that are pending approval for the selected employee. The *Line* level displays the details of the selected dependent document.

This example illustrates the breadcrumbs available in the Dependent Documents Details Page when accessed from Benefits WorkCenter.



This example illustrates the breadcrumbs available in the Dependent Documents Line Details Page when accessed from Benefits WorkCenter.



## Dependent Updates

[Pending Approvals](#) > [Header](#) > [Line](#)



John Patterson

### Dependent Documents Line Details

**Created Date** 10/07/23 - 00:20

**Attachment Type** Adoption Certificate

**Subject** Dependent Document

**File Attachment** Adoption\_Document.txt

[View Attachment](#)

| Field or Control                       | Description                                                                                                                 |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>Approve</b> and <b>Deny</b> buttons | Select to take action on the requested approval.                                                                            |
| <b>Approver Comments</b>               | Enter comments related to the approval action you take.                                                                     |
| <b>Approval Chain</b>                  | Select to open the Approval Chain page, where you can review the information about all the approver(s) for the transaction. |

# 8

## Enrolling Participants

### Reviewing Employee Eligibility

Before you can enroll a participant, your human resources department must set up personnel administration data: personal information, compensation allowances, and job data.

This section discusses how to view personnel administration data.

#### Page Used to Review Employee Eligibility

| Page Name                                         | Definition Name   | Usage                               |
|---------------------------------------------------|-------------------|-------------------------------------|
| <a href="#">Employee HR and Payroll Data Page</a> | EMPLOYEE_SUMMARY1 | View personnel administration data. |

#### Employee HR and Payroll Data Page

Use the Employee HR and Payroll Data page (EMPLOYEE\_SUMMARY1) to view personnel administration data.

Navigation:

**Benefits**, and then **Employee/Dependent Information**, and then **Employee HR and Payroll Data**, and then **Employee HR and Payroll Data**

This example illustrates the fields and controls on the Employee HR and Payroll Data page. You can find definitions for the fields and controls later on this page.

## Review HR/Job/Payroll Data

Antonio Santos

Employee

Empl ID KU0010

Empl Record 0

## Employee Summary Data

Payroll Status Active

Benefits Employee Status Active

Full/Part Time Full-Time

Regular/Temporary Regular

Standard Hours 40.00

Work Period Weekly

Pay Group US Weekly

Company Global Business Institute

Employee Type Hourly

Business Unit US006 GBI BU for US006

Job Code 170005 Assistant-Administrative

Supervisor Level

Department 10000 Human Resources

Location Code KUNY00 Corporation Headquarters

Annual Benefits Base Rate

## National ID

Country USA NID Type PR SSN National ID XXX-XX-XXXX

Gender Male

Marital Status Married

## Significant Dates

First Start Date 09/12/1997 Service Date 09/12/1997

Company Seniority Date 09/12/1997 Last Start Date 09/12/1997

Termination Date Date of Birth 08/09/1972

Marital Status Date 09/12/1997 Date of Death

## Field or Control

## Description

## Annual Benefits Base Rate

This field is blank if your organization uses a benefits base that is different from regular pay. Set up the primary annual benefits base rate in the **Annual Benefits Base Rate** field on the Compensation page of the Job Data (JOB\_DATA) component.

Add multiple annual benefits base rates (ABBRs) using the Update ABBR component.

**Note:** The only ABBR displayed on this page is the primary ABBR entered in the Job component for the employee.

## Enrolling Participants in Benefit Programs and Plans

This section provides an overview of enrolling participants in Base Benefits and discusses how to enroll an employee in a benefit program and benefit plans.

## Pages Used to Enroll Participants in Benefit Programs and Plans

| Page Name                                            | Definition Name    | Usage                                                                                               |
|------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------|
| <a href="#">Assign to Benefit Program Page</a>       | BEN_PROG_PARTICPTN | Enroll the employee in the appropriate benefit program.                                             |
| <a href="#">Health Benefits Page</a>                 | HEALTH_BENEFITS1   | Enroll employees and dependents in health plan types: medical, dental, and vision.                  |
| <a href="#">Life and AD/D Plan Enrollment Page</a>   | LIFE_ADD_BENEF1    | Enroll participants in life plans and assign beneficiaries to those plans.                          |
| <a href="#">Benefits Personal Data page</a>          | BN_PERSON_EFFDT    | Enter Medicare information.                                                                         |
| <a href="#">Update ABBRs Page</a>                    | BN_ANNL_BENEF_BASE | Enter and maintain multiple ABBRs for an employee.                                                  |
| Review ABBRs (review annual base benefit base rates) | BN_ANN_BENBASE_INQ | Review annual benefit base rate.                                                                    |
| <a href="#">Disability Plan Enrollment Page</a>      | DISABILITY_BENEFIT | Enroll employees in disability benefit plans.                                                       |
| <a href="#">Savings Plans Page</a>                   | SAVINGS_PLANS1     | Enroll employees in savings benefit plans, assign beneficiaries, and identify investment elections. |
| <a href="#">Benefits Leave Plans Page</a>            | LEAVE_PLANS        | Enroll employees in leave plans.                                                                    |
| <a href="#">Spending Accounts Page</a>               | FSA_BENEFITS       | Enroll employees in FSA plans.                                                                      |
| <a href="#">Retirement Plans Page</a>                | RTRMNT_PLANS       | Enroll employees in Public Employees Retirement System (PERS) benefit plans.                        |
| <a href="#">Pension Plans USA Page</a>               | PENSION_PLAN1      | Enroll employees in benefit plans.                                                                  |
| CAN-Pension Plans Page                               |                    |                                                                                                     |
| <a href="#">Vacation Benefits Page</a>               | VACATION_BENEFIT   | Enroll employees in vacation buy and sell plans.                                                    |
| <a href="#">Simple Benefits Page</a>                 | SIMPLE_BENEFIT     | Maintain employee enrollment in simple benefit plans.                                               |

## Understanding Enrolling Participants in Base Benefits

Using the Manage Base Benefits business process to enroll participants consists of two parts:

1. Enroll a participant in a benefit program.

Initially, an employee's benefit program assignment is assigned to the employee based on his or her employee pay group, but you can override this assignment at the employee level. Verify that the employee is enrolled in the correct benefit program, because you can enroll participants only in benefit plans that are associated with their assigned benefit program.

2. Using individual benefit pages, enroll the participant in all appropriate benefit plans within the benefit program.

When you enroll employees in health, life, savings, FSA (flexible spending account), and Canadian pension benefit plans, you also enroll dependents and assign beneficiaries.

**Note**

You should set up that data *before* you start enrollments. That way, for each dependent enrollment and beneficiary assignment, you can prompt for the data once rather than enter it several times.

**Related Topics**

- [Defining Benefit Plans](#)  
To define benefit plans, use the Benefit Plan Table (BENEFIT\_PLAN\_TABLE) component.
- PeopleSoft Payroll Interface: Setting Up Pay Groups
- PeopleSoft Payroll for North America: Defining Pay Groups

# Assign to Benefit Program Page

Use the Assign to Benefit Program page (BEN\_PROG\_PARTICPTN) to enroll the employee in the appropriate benefit program.

Navigation:

**Benefits**, and then **Enroll In Benefits**, and then **Assign to Benefit Program**, and then **Assign to Benefit Program**

This example illustrates the fields and controls on the Assign to Benefit Program page. You can find definitions for the fields and controls later on this page.

**Assign to Benefit Program**

Antonio SantosEmployeeID KU0010Benefit Record Number 0

Benefit Program ParticipationFind | View AllFirst1 of 1Last

\*Effective Date01/01/1999

\*Benefit ProgramKU1GBI Master US Benefit ProgramCurrency Code USD

| Field or Control       | Description                                                                                                                                                                                                                                                                              |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Benefit Program</b> | Enter the benefit program for the employee.<br>Set up a default benefit program on the Pay Group table. If you run a payroll before you enter a benefit program, payroll cannot process the employee.<br>You can override the default benefit programs with the correct benefit program. |

## Health Benefits Page

Use the Health Benefits page (HEALTH\_BENEFITS1) to enroll employees and dependents in health plan types: medical, dental, and vision.

Navigation:

**Benefits**, and then **Enroll In Benefits**, and then **Health Benefits**, and then **Health Benefits**

This example illustrates the fields and controls on the Health Benefits page. You can find definitions for the fields and controls later on this page.

### Health Benefits

**George Mapin** Employee ID KU0115 Benefit Record Number 0

Plan Type [Find](#) | [View All](#) First 1 of 2 Last

Plan Type 10 Medical COBRA Event ID 1

**Coverage** [Find](#) | [View All](#) First 1 of 2 Last

\*Coverage Begin Date 09/01/2001

\*Coverage Election Terminate

\*Election Date 03/15/2000

Benefit Program KU1 GBI US Fulltime Benefit Pgm

Currency USD

Benefit Plan

Coverage Code

Health Provider ID

Option ☐ Previously Seen

| Dependent/Beneficiaries |                |                          |                      |                          |
|-------------------------|----------------|--------------------------|----------------------|--------------------------|
| ID                      | Name           | Relationship to Employee | Health Provider ID   | Previously Seen          |
| 02                      | Mapin,Michelle | Child                    | <input type="text"/> | <input type="checkbox"/> |
| 03                      | Mapin,Jonathan | Child                    | <input type="text"/> | <input type="checkbox"/> |

| Field or Control                    | Description                                                                                                                                                                                   |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Health Provider ID</b>           | Tracks the primary care physician information for the employee's health provider. Enter the name of the employee's doctor, an ID number, or any other format the health provider may require. |
| <b>Previously Seen</b>              | Select to indicate that the employee is a current patient of the indicated physician.                                                                                                         |
| <b>Other Covrg (other coverage)</b> | (USF) This check box indicates whether the dependent has another active insurance plan.                                                                                                       |
| <b>Insurance Name</b>               | (USF) Enter the name of the other insurance plan.                                                                                                                                             |



**Coverage**

| Field or Control | Description                                                                                                                                                                                                                                                                                                                                                                       |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Smoker</b>    | <p><b>Smoker</b> is selected if you have indicated that the dependent is a smoker in the Dependent/ Beneficiary - Personal Profile page.</p> <p>On this page, the <b>Smoker</b> check box is a display-only field. When <b>Smoker</b> is selected, the system uses the age-graded rates that have been defined for smokers when calculating the employee's life benefit cost.</p> |

**Coverage Options**

Use these group boxes to define plan coverage and the benefits base calculation rules.

These sections are active only if, in the Life and AD/D Plan Table page, you indicate that coverage should be *Specified in Employee Record*.

| Field or Control   | Description      |
|--------------------|------------------|
| <b>Flat Amount</b> | Enter an amount. |

This example illustrates the fields and controls on the Flat Amount field opens to a Display in Other Currency page for the option of converting currency. You can find definitions for the fields and controls later on this page.

[Display In Other Currency](#)
✕

---

From Amount

USD

---

Rate Type

OFFIC 

Official Rate

Effective Date

01/16/2014 

To Currency Code

USD 

US Dollar

Conversion Rate

[Exchange Rate Detail](#)

---

Converted Amount

USD

Recalculate

OK

Cancel

Refresh



## Dependent/Beneficiaries

| Field or Control                          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ID</b>                                 | <p>Select the beneficiary ID. The selection list includes all of the beneficiaries that you set up for the employee using the Dependent/Beneficiary Data pages. Only beneficiaries that you identified as <i>Beneficiary</i> or <i>Both</i> (beneficiary or dependent) can be selected.</p> <p>For more information on defining eligible beneficiaries, see <a href="#">Setting Up Life Insurance and Accidental Death Plans</a>.</p> <p>To delete a dependent enrollment, position the cursor at the line for the dependent that you want to delete and click <b>Delete</b>.</p> |
| <b>Percent of Benefit and Flat Amount</b> | <p>Define the distribution benefit as a percent of benefit or a flat amount. If you enter a flat amount and more than one beneficiary, select one of the beneficiaries to receive any excess funds. Select the beneficiary by selecting the <b>Excess</b> check box.</p>                                                                                                                                                                                                                                                                                                          |
| <b>Contingent</b>                         | <p>(Optional) Select to Indicate whether a beneficiary is primary or contingent (secondary to a primary beneficiary).</p> <p>If you set up a primary beneficiary to receive 100 percent of the benefit, all other beneficiaries have <b>Contingent</b> selected.</p>                                                                                                                                                                                                                                                                                                              |

**Note**

If you are working with a dependent life plan, add dependent IDs of eligible dependents that will be covered by the plan. In dependent life plans, the dependents are covered by life insurance, and the employee is the beneficiary.

For more information on defining eligible dependents, see [Setting Up Life Insurance and Accidental Death Plans](#).

If you have defined the coverage method of the life or AD/D plan that you're working with to be the sum of dependent coverage in the Life and AD/D Plan Table, the **Percent of Benefit** field is not available for entry.

The totals for all beneficiaries must equal 100 percent. If they do not, the system displays an error message and does not allow you to save your entries. To correct the entry, change one or more of the percentages so that the totals are equal to 100 percent.

## Benefits Personal Data page

Use the Benefits Personal Data page (BN\_PERSON\_EFFDT) to enter Medicare information.

Navigation:

**Benefits**, and then **Employee/Dependent Information**, and then **Benefits Personal Data**, and then **Benefits Personal Data**

This example illustrates the fields and controls on the Benefits Personal Data page. You can find definitions for the fields and controls later on this page.

### Benefits Personal Data

Antonio Santos

Person ID KU0010

#### Benefits Personal Data

|                               |                                                               |
|-------------------------------|---------------------------------------------------------------|
| Highly Compensated Employee   | Not Eligible for the Plan                                     |
| *Highly Compensated Last Year | Eligible non-Officer, non 5% <input type="button" value="v"/> |

| Benefits Personal Data - Date Sensitive       |                                                    | 1 of 1 <input type="button" value="v"/> | <input type="button" value="View All"/>               |
|-----------------------------------------------|----------------------------------------------------|-----------------------------------------|-------------------------------------------------------|
| *Effective Date                               | 10/15/2017 <input type="button" value="Calendar"/> | + -                                     |                                                       |
| Medicare Number                               | <input type="text"/>                               | Alternate Medicare Number               | <input type="text"/>                                  |
| <input type="checkbox"/> Medicare A Indicator |                                                    | Medicare Reason A                       | <input type="text"/>                                  |
| <input type="checkbox"/> Medicare B Indicator |                                                    | Medicare Reason B                       | <input type="text"/>                                  |
| <input type="checkbox"/> Medicare D Indicator |                                                    | Medicare Reason D                       | <input type="text"/>                                  |
|                                               |                                                    | HIPAA Medicare Elig Reason              | <input type="text"/> <input type="button" value="v"/> |

| Field or Control                                                      | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Medicare Number and Alternate Medicare Number</b>                  | Enter the medicare number, for example Health Insurance Claim Number (HICN) or Medicare Beneficiary Identifier.                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Medicare A Indicator</b>                                           | Select to indicate Enrollment in Medicare A.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Medicare Reason A</b>                                              | The administrator enters a description.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Medicare B Indicator</b>                                           | Select to indicate supplemental governmental insurance other than hospitalization costs                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Medicare Reason B</b>                                              | The administrator enters a description.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Medicare D Indicator</b>                                           | Select to indicate enrollment in the Medicare D prescription drug plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Medicare Reason D</b>                                              | The administrator enters a description.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>HIPAA Medicare Elig Reason (HIPAA Medicare eligibility reason)</b> | Select the reason for a qualifying employee's or dependent's Medicare eligibility. Available values include: <i>Age</i> , <i>Disability</i> , and <i>End Stage Renal Disease</i> .<br><br>This field is <i>Situational</i> . No eligibility code is generated in the HIPAA EDI 834 file if the HIPAA Medicare Eligibility Reason field is not entered for the Person ID here, and on the Dependent/Beneficiary - Personal Profile page. For information about <i>Situational</i> fields, see <a href="#">Sending HIPAA Data to Providers</a> . |

Related Topics

- PeopleSoft Benefits Administration: Setting Up Eligibility Rules

Update ABBRs Page

Use the Update ABBRs (update annual benefit base rates) page (BN\_ANNL\_BENEF\_BASE) to enter and maintain multiple ABBRs for an employee.

Navigation:

**Benefits**, and then **Employee/Dependent Information**, and then **Update ABBRs**, and then **Update ABBRs**

This example illustrates the fields and controls on the Update ABBRs page. You can find definitions for the fields and controls later on this page.

Update ABBRs

Employee ID KU0010Empl Record 0Name Antonio Santos

Annual Benefit Base RatesFind | View AllFirst1 of 1Last

\*Annual Benefits Base Rate Type

Annual Benefit Base RatesPersonalizeFirst1 of 1Last

|   | *Effective Date | Annual Benefits Base Rate | Currency Code | Date of last update |  |
|---|-----------------|---------------------------|---------------|---------------------|--|
| 1 | 01/16/2014      |                           |               | 01/16/2014          |  |

| Field or Control               | Description                                                                                          |
|--------------------------------|------------------------------------------------------------------------------------------------------|
| Annual Benefits Base Rate Type | Select the ABBR type.<br>ABBR types are defined on the Annl Benef Base Rt Type Tbl page.             |
| Annual Benefits Base Rate      | Enter the amount of the ABBR.<br><b>Note:</b> The Primary ABBR can be set only in the Job component. |

Disability Plan Enrollment Page

Use the Disability Plan Enrollment page (DISABILITY\_BENEFIT) to enroll employees in disability benefit plans.

Navigation:

**Benefits**, and then **Enroll in Benefits**, and then **Disability Plan Enrollment**, and then **Disability Plan Enrollment**

This example illustrates the fields and controls on the Disability Plan Enrollment page. You can find definitions for the fields and controls later on this page.

## Disability Benefits

Antonio Santos Employee ID KU0010 Benefit Record Number 0

Plan Type Find | View All First 1 of 2 Last

Plan Type 30 Short-Term Disability

Coverage Find | View All First 1 of 1 Last

\*Coverage Begin Date 01/01/1999 \*Deduction Begin Date 12/28/1998

Coverage Election

☒ Elect ☐ Waive ☐ Terminate \*Election Date 05/10/2000

Benefit Program KU2

Benefit Plan KUSTD5

Currency

Option Code

Payroll Status Active

## Savings Plans Page

Use the Savings Plans page (SAVINGS\_PLANS1) to enroll employees in savings benefit plans, assign beneficiaries, and identify investment elections.

Navigation:

**Benefits**, and then **Enroll In Benefits**, and then **Savings Plans**, and then **Savings Plans**

This example illustrates the fields and controls on the Savings Plans page (1 of 2).

Savings Plans

Cynthia Adams Employee ID KU0101 Benefit Record Number 0

☐ Highly Compensated

Plan Type Find | View All 1 of 4

Plan Type 40 401(k)

Coverage Find | View All 1 of 1

\*Coverage Begin Date 01/01/2025 \*Deduction Begin Date 01/01/2025

Coverage Election

☒ Elect ☐ Waive ☐ Terminate \*Election Date 11/09/2024

Benefit Program KU1 GBI US Fulltime Benefit Pgm

Benefit Plan KU401M 401(k) Employer Pct Match

Option Code 1

Auto Enrollment Status Enrolled Updated On 11/09/2024 02:44:56 PDT

Auto Escalation Status Not Started Updated On 11/09/2024 02:44:56 PDT

Before Tax Investment

Flat Amount

Percent of Earnings 3.000

Annual Excess Credits

After Tax Investment

Flat Amount

Percent of Earnings

Assign All Beneficiaries

Payroll Status Active

Dependent/Beneficiaries

| *ID | Name | Relationship to Employee | Beneficiary Percentage | Flat Amount | Excess                   | Contingent               |
|-----|------|--------------------------|------------------------|-------------|--------------------------|--------------------------|
|     |      |                          |                        |             | <input type="checkbox"/> | <input type="checkbox"/> |

Total Primary Percent Total Contingent Percent Update Totals

This example illustrates the fields and controls on the Savings Plans page (2 of 2).

Rollover Options

Rollover Options

Before Tax

Plan Type

Benefit Plan

Deduction Code

Deduction Class

After Tax

Plan Type

Benefit Plan

Deduction Code

Deduction Class

| Field or Control       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Auto Enrollment Status | <p>Displays the status of auto enrollment for the savings plan. Available values are:</p> <ul style="list-style-type: none"><li>Not Enabled: The employee is not eligible for auto enrollment, or employee is enrolled in a grandfathered plan.</li><li>Enrolled: The employee is auto enrolled to a savings plan for which auto-enrollment is enabled.</li><li>Declined/ Changed: The employee has modified the contribution to the plan or waived the plan.</li></ul> <p><b>Note:</b> The status is automatically set by the Benefits administration process. The administrators can manually update the status as well.</p>                                                                                                                                                                   |
| Auto Escalation Status | <p>Displays the status of auto escalation for the savings plan. Available values are:</p> <ul style="list-style-type: none"><li>Not Enabled: Auto escalation is not enabled for the plan.</li><li>Not Started: The employee is auto enrolled in a savings plan that has auto enrollment and auto escalation enabled, but the contributions have not yet been escalated.</li><li>Escalated: The employee's contribution is auto escalated for the plan.</li><li>Declined/ Changed: The employee has modified the contribution to the plan or waived the plan through Self-Service Benefits Enrollment or Benefits Summary pages.</li></ul> <p><b>Note:</b> The status is automatically set by the Benefits administration process. The administrators can manually update the status as well.</p> |
| Updated On             | <p>Displays the timestamp when the auto enrollment and auto escalation status was updated.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| Field or Control                           | Description                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Flat Amount and Percent of Earnings</b> | Define investment contributions as a flat amount or percent of earnings.<br>The system compares the percent of earnings to the percent of gross limits for employee before-tax and after-tax investment values. The system also verifies that the sum of the before-tax and after-tax investment values does not exceed the overall investment limit percentage that you defined for the savings benefit plan on the Savings Plan Table. |
| <b>ID</b>                                  | Select the beneficiary ID. The selection list includes the beneficiaries that you set up for the employee using the Dependent/Beneficiary Information component.<br>To delete a beneficiary, position the cursor at the line for the beneficiary that you want to delete and click the Delete icon.                                                                                                                                      |
| <b>Beneficiary Percentage</b>              | Enter the percent of benefit for each beneficiary.                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Investment Option</b>                   | Select an investment option and allocate an investment percentage. Investment percentages must total 100 percent before they can be saved in the system. If more than one investment option is associated with the chosen employee's savings plan, add more rows.                                                                                                                                                                        |

### Rollover Options

You can enter rollover options only if **Specified at Employee Level** is selected on the Savings Plan Table - Rollover of Funds page.

Enter the plan type, benefit plan, deduction, and deduction class values for before tax and after tax rollovers.

## Benefits Leave Plans Page

Use the Benefits Leave Plans page (LEAVE\_PLANS) to enroll employees in leave plans.

Navigation:

**Benefits**, and then **Enroll In Benefits**, and then **Benefits Leave Plans**, and then **Benefits Leave Plans**

This example illustrates the fields and controls on the Benefits Leave Plans page. You can find definitions for the fields and controls later on this page.

## Leave Plans

Antonio Santos

Employee

ID KU0010

Benefit Record Number 0

| Plan Type         |                                        | Find   View All             | First                           | 1 of 2 | Last |
|-------------------|----------------------------------------|-----------------------------|---------------------------------|--------|------|
| Plan Type         | 50                                     | Sick                        |                                 |        |      |
| Coverage          |                                        |                             |                                 |        |      |
| *Effective Date   |                                        | 01/01/2000                  |                                 |        |      |
| Coverage Election | <input checked="" type="radio"/> Elect | <input type="radio"/> Waive | <input type="radio"/> Terminate |        |      |
| Benefit Program   |                                        | GBI US Fulltime Benefit Pgm |                                 |        |      |
| Benefit Plan      |                                        | KUSICK                      | GBI Sick Leave Plan             |        |      |
| Currency          | USD                                    |                             |                                 |        |      |
| *Election Date    |                                        | 06/23/2000                  |                                 |        |      |
| Option Code       |                                        | 1                           |                                 |        |      |
| Payroll Status    |                                        | Active                      |                                 |        |      |

## Spending Accounts Page

Use the Spending Accounts page (FSA\_BENEFITS) to enroll employees in FSA plans.

Navigation:

**Benefits**, and then **Enroll In Benefits**, and then **Spending Accounts**, and then **Spending Accounts**

This example illustrates the fields and controls on the Spending Accounts page. You can find definitions for the fields and controls later on this page.

## Spending Accounts

Antonio Santos

Employee

ID KU0010

Benefit Record Number 0

| Plan Type                          |    | Find   View All                        | First                          | 1 of 1                          | Last |
|------------------------------------|----|----------------------------------------|--------------------------------|---------------------------------|------|
| Plan Type                          | 60 | Flex Spending Health - U.S.            |                                |                                 |      |
| Coverage                           |    |                                        |                                |                                 |      |
| *Coverage Begin Date               |    | 01/01/2012                             |                                |                                 |      |
| Coverage Election                  |    | <input checked="" type="radio"/> Elect | <input type="radio"/> Waive    | <input type="radio"/> Terminate |      |
| Benefit Program                    |    | GBI US Fulltime Benefit Pgm            |                                |                                 |      |
| Benefit Plan                       |    | KUHFS                                  | Healthcare FSA                 |                                 |      |
| *Deduction Begin Date              |    | 01/01/2012                             |                                |                                 |      |
| *Election Date                     |    | 01/01/2012                             |                                |                                 |      |
| Option Code                        |    | 1                                      |                                |                                 |      |
| Contribution Level                 |    |                                        | Account Information            |                                 |      |
| Annual Pledge                      |    |                                        | \$2500.00                      |                                 |      |
| Credit Rollover Included in Pledge |    |                                        | Employee Contribution Override |                                 |      |
|                                    |    |                                        | Monthly                        |                                 |      |
| FSA Account Status                 |    |                                        | Active                         |                                 |      |
| Employee Status                    |    |                                        | Active                         |                                 |      |

### Note

The FSA Benefits (CAN) page is essentially the same as the page for U.S. users with two exceptions: It offers a choice between Canadian Health Care and Canadian Retirement Counseling plan types (plan types 65 and 66) instead of Health and Dependent Care plan types (plan types 60 and 61), and it displays a **Carryforward** option of either *Claim* or *Credit*, if applicable.

**Contribution Level**

| Field or Control                          | Description                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Annual Pledge</b>                      | Enter the employee's annual pledge amount.                                                                                                                                                                                                                                                                                                                                                         |
| <b>Credit Rollover Included in Pledge</b> | (Used by Benefits Administration) Displays the amount of the excess benefits credits that have been assigned to an FSA plan at the end of a plan year. The PeopleSoft Benefits Administration system automatically provides the credit rollover included in pledge from the previous year if you have designated that excess credits should be assigned to FSA plans in the Benefit Program Table. |

| Field or Control                                                   | Description                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Empl Contribution Override</b> (employee contribution override) | <p>If you do not implement PeopleSoft Payroll for North America or Payroll Interface, this is optional.</p> <p>Enter a value to have the system use this amount to calculate the employee's spending account contribution.</p> <p>Leave the field blank to have the system use the annual pledge amount to calculate the employee's spending account contribution.</p> |

**Account Information**

The system reflects the FSA account status of the employee's FSA plan, as well as the employee's FSA contributions IT'D (contributions year-to-date).

Employees cannot transfer FSA funds from one account to another. As a rule, unused funds in an account at the end of a plan year are transferred to the employer.

**Carryforward**

This value appears for Canadian pension plans and is automatically set to the value that you entered for the employer carryforward choice in the FSA Benefits Table (Canada).

## Retirement Plans Page

Use the Retirement Plans page (RTRMNT\_PLANS) to enroll employees in Public Employees Retirement System (PERS) benefit plans.

Navigation:

**Benefits**, and then **Enroll In Benefits**, and then **Retirement Plans**, and then **Retirement Plans**

This example illustrates the fields and controls on the Retirement Plans page. You can find definitions for the fields and controls later on this page.



**Retirement Plans**

Antonio Santos Employee ID KU0010 Benefit Record Number 0

Plan Type Find | View All First 1 of 1 Last

Plan Type 70 PERS

Coverage Find | View All First 1 of 1 Last

\*Deduction Begin Date 01/01/2000

Participation Election ☐ Elect ☐ Waive ☒ Terminate

\*Election Date 06/23/2000

Benefit Program GBI US Fulltime Benefit Pgm

Benefit Plan

Payroll Status Active

Option Code

## Pension Plans USA Page

Use the Pension Plans USA page (PENSION\_PLAN1) to enroll employees in benefit plans.

Navigation:

- **Benefits**, and then **Enroll In Benefits**, and then **USA-Pension Plans**, and then **Pension Plans USA**
- **Benefits**, and then **Enroll in Benefits**, and then **CAN-Pension Plans**, and then **CAN-Pension Plans**

For Canadian users, the plan types are 80 and 81. For U.S. users, the plan types are 82 through 87.

This example illustrates the fields and controls on the Pension Plans USA page. You can find definitions for the fields and controls later on this page.

## USA-Pension Plans

Antonio Santos Employee ID KU0010 Benefit Record Number 0

Plan Type Pension Plan 1 - U.S. Find | View All First 1 of 1 Last

Plan Type 82 Pension Plan 1 - U.S. + -

Coverage Find | View All First 1 of 1 Last

\*Deduction Begin Date 01/01/2005 \*Election Date 08/11/2006

Coverage Election

☒ Elect ☐ Waive ☐ Terminate

Benefit Program KU1 GBI US Fulltime Benefit Pgm  
Benefit Plan KUPENS GBI Pension Plan  
Option Code 1

Voluntary Contributions

Flat Amount Contribution \$25.00 Or Percent of Earnings 0.000

Salary for Pension Calculation Payroll Status Active

Assign All Beneficiaries

Dependent/Beneficiaries Personalize 1-4 of 4

| ID | Name               | Relationship to Employee | Percent of Benefit | Flat Amount | Excess                   | Contingent               |
|----|--------------------|--------------------------|--------------------|-------------|--------------------------|--------------------------|
| 01 | Santos, Megan      | Spouse                   | 25                 |             | <input type="checkbox"/> | <input type="checkbox"/> |
| 02 | Santos, Marguerite | Child                    | 25                 |             | <input type="checkbox"/> | <input type="checkbox"/> |
| 03 | Santos, Sean       | Child                    | 25                 |             | <input type="checkbox"/> | <input type="checkbox"/> |
| 04 | Santos, Carissa    | Parent                   | 25                 |             | <input type="checkbox"/> | <input type="checkbox"/> |

Update Totals Total Primary Percent 100 Total Contingent Percent

## Field or Control

## Description

## Voluntary Contributions

Enter an amount that the employee voluntarily contributes to the pension plan. This is an amount over the amount that you define in the Pension Plan Table. Enter a flat amount or a percent of earnings.

## Salary for Pension Calculation

Use to calculate the pension using a salary other than the employee pay rate.

## Dependent/Beneficiaries

## Field or Control

## Description

## ID

Select the beneficiary ID.

The selection list includes the beneficiaries that you set up for the employee using the dependent and beneficiary data pages.

To delete a beneficiary, position the cursor at the line for the beneficiary that you want to delete and click **Delete**.

## Percent of Benefit and Flat Amount

Define the distribution benefit as a percent of benefit or a flat amount. If you enter a flat amount and more than one beneficiary, select one of the beneficiaries to receive any excess funds. Select the beneficiary by selecting the **Excess** check box.

**Note**

The total for all beneficiaries must equal 100 percent. If it does not, the system displays an error message and does not allow you to save your entry. To correct the entry, change one or more of the percentages so that the total equals 100 percent.

## Vacation Benefits Page

Use the Vacation Benefits page (VACATION\_BENEFIT) to enroll employees in vacation buy and sell plans.

Navigation:

**Benefits**, and then **Enroll In Benefits**, and then **Vacation Benefits**, and then **Vacation Benefits**

This example illustrates the fields and controls on the Vacation Benefits page. You can find definitions for the fields and controls later on this page.

### Vacation Benefits

**Antonio Santos** Employee ID KU0010 Benefit Record Number 0

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

Plan Type 90 Vacation Buy

**Coverage** Find | View All First 1 of 3 Last

\*Deduction Begin Date 01/01/2005

**Coverage Election**

☐ Elect ☐ Waive ☒ Terminate \*Election Date 08/11/2006

Benefit Program KU1 GBI US Fulltime Benefit Pgm

Benefit Plan KUVCBY Vacation Buy

Vacation Hours 8.00 Calculate

Vacation Buy Amount 5.93 Monthly

Vacation Sell Amount Monthly

☐ Vacation Accrual Processed

Option Code 1

Vacation Buy or Sell Vacn Buy

Goal Amount 71.20

Goal Balance 24.66

Payroll Status Active

When you define vacation buy or sell benefit plans with the Vacation Buy/Sell Table, you define increments for the vacation hours and minimum and maximum amounts that an employee can buy or sell.

| Field or Control      | Description                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Vacation Hours</b> | The number of hours that an employee buys or sells for the full plan year (a 12-month period). The vacation hours that you enter must be at least the minimum and not more than the maximum numbers of vacation hours that are defined in the Vacation Buy/Sell Table. In addition, they must be entered in the increment specified in the Vacation Buy/Sell Table. |

| Field or Control           | Description                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Goal Balance               | Updated by payroll. The system automatically stops deductions when the current goal balance equals the goal balance.                                                                                                                                                                                                                                                                                    |
| Vacation Accrual Processed | <p>During the first payroll processing cycle of the plan year, PeopleSoft Payroll calculates bought and sold vacation earnings for each participant. The system automatically selects this check box.</p> <p>You will not see the buy or sell transactions reflected in employee leave balances until after you perform leave accrual processing, at which time the system deselects the check box.</p> |

 **Note**

If you change employee job data after the system performs vacation buy and sell processing, it does not update its calculations based on the new job data. For example, an employee is hired on September 1 and is paid monthly, at a rate of \$20.00 per hour. The employee wants to buy 40 hours of vacation. The system assumes a 12-month period in which to spread the deduction. It calculates the goal amount as \$800.00 (40 hours × \$20 an hour), and calculated the pay period deduction as \$66.67 (40 hours × \$20 an hour/12 monthly periods per year). However, the company wanted the vacation amount based on the hire date. Because 4 months remained in the year, September through December, the company manually calculated and entered \$200, or \$800 divided by 4.

## Simple Benefits Page

Use the Simple Benefits page (SIMPLE\_BENEFIT) to maintain employee enrollment in simple benefit plans.

Navigation:

**Benefits**, and then **Enroll in Benefits**, and then **Simple Benefits**, and then **Simple Benefits**

This example illustrates the fields and controls on the Simple Benefits page. You can find definitions for the fields and controls later on this page.

## Simple Benefits

Antonio Santos Employee ID KU0010 Benefit Record Number 0

Plan Type Find | View All First 1 of 1 Last

\*Plan Type

Coverage Find | View All First 1 of 1 Last

Coverage Begin Date  \*Deduction Begin Date

Coverage Election

☒ Elect ☐ Waive ☐ Terminate \*Election Date 01/16/2014

Benefit Program KU1 GBI US Fulltime Benefit Pgm

Benefit Plan

No attributes are required for creating a simple benefit plan and costs are calculated from the Benefit Rate table.

## (USF) Enrolling Employees in Benefit Programs and Plans

This section describes how to enroll employees in benefit programs and plans.

### Pages Used to Enroll Employees in Benefit Programs and Plans Through the PAR

| Page Name                                               | Definition Name  | Usage                                                                                                                                                                                       |
|---------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Benefits/FEHB Data Page</a>                 | GVT_BENDATA_SEC  | Enroll participants into benefit programs and plans.                                                                                                                                        |
| <a href="#">FEGLI/Retirement Data/FICA Page</a>         | GVT_BENDATA1_SEC | Select the participant's FEGLI plan coverage, manage the employee's retirement coverage, and designate FICA status.                                                                         |
| <a href="#">FEGLI Assignments - Assignee Page</a>       | GVT_ASSIGNEE     | Designate one or more assignees for an employee's FEGLI benefits coverage. Each assignee is given a share of the total coverage being assigned. The total of these percentages must be 100. |
| <a href="#">FEGLI Assignments - Assignee Benef Page</a> | GVT_ASSIGNEE_BEN | Designate one or more beneficiaries.<br>Use to assign the FEGLI benefits of U.S. federal government employees and retirees.                                                                 |
| <a href="#">TSP Agency Basic Page</a>                   | GVT_TSP_AUTO     | Enroll employees in the TSP Agency Automatic 1% Contribution plan.                                                                                                                          |

| Page Name                                       | Definition Name | Usage                      |
|-------------------------------------------------|-----------------|----------------------------|
| <a href="#">TSP Investment Allocations Page</a> | GVT_TSP_INVEST  | Select investment options. |

# Benefits/FEHB Data Page

Use the Benefits/FEHB Data (benefits/federal employee health benefits data) page (GVT\_BENDATA\_SEC) to enroll participants into benefit programs and plans.

Navigation:

**Workforce Administration**, and then **Job Information**, and then **HR Processing USF**

Select the **Job Data** tab.

Click the **Benefits/FEHB Data** link.

This example illustrates the fields and controls on the Benefits/FEHB Data page. You can find definitions for the fields and controls later on this page.

Benefits/FEHB Data

Benefits Control

Benefit Record Number0

Benefits Employee StatusActive

BAS Group ID

\*Benefit ProgramLFGFederal Employees Pgm - Manual

FEHB Eligibility

☒ Permanent

☐ Continuing Coverage

☐ Temporary Appointment > 1 yr

☐ Temp Appt < 1yr + FedSvc > 1yr

☐ Not Eligible

FEHB Date

FEHB Date

Eligibility

Elig Fld 1

Elig Fld 2

Elig Fld 3

Elig Fld 4

Elig Fld 5

Elig Fld 6

Elig Fld 7

Elig Fld 8

Elig Fld 9

Benefits System

Benefits System

## Benefits Control

This group box is used for Benefits Administration processing.

| Field or Control                                                   | Description                                                                                                                                                                                   |
|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>BAS Group ID</b> (benefits administration group identification) | Applies only if your benefits system uses Benefits Administration. Use it to link the participant to a particular benefits administration group for Benefits Administration processing later. |
| <b>Benefit Program</b>                                             | Automatically set to the benefits program specified for the employee's pay group, which you specify in the Position Data page.                                                                |

### FEHB Eligibility

This group box identifies FEHB eligibility.

| Field or Control                                                                                                                                | Description                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permanent</b>                                                                                                                                | Select this option for employees with a career conditional career appointment. Employees are eligible for FEHB if fields 1-9 in the <b>Eligibility</b> group box are also for users of Benefits Administration. Here you enter eligibility values that refer to eligibility configuration values in the Eligibility Rules Table. |
| <b>Continuing Coverage</b>                                                                                                                      | Select this option for employees who are transferring into a position from another agency without a break in service and for rehires with a break in service of fewer than 30 days. Employees are eligible for FEHB.                                                                                                             |
| <b>Temporary Appointment &gt; 1 yr</b> (temporary appointment greater than one year)                                                            | Select this option for an employee with a temporary appointment greater than one year. Employees are eligible for FEHB.                                                                                                                                                                                                          |
| <b>Temporary Appointment &lt; 1 yr + FedSvc &gt; 1 yr</b> (temporary appointment less than one year plus federal service greater than one year) | Select this option for an employee with a temporary appointment less than one year and continuous service greater than one year. Employees with this eligibility pay the entire cost of their FEHB coverage.                                                                                                                     |
| <b>Not Eligible</b>                                                                                                                             | Select this option for employees who are ineligible for FEHB plan coverage. This option is most commonly used for employees with a temporary appointment of less than one year of service.                                                                                                                                       |

### Eligibility

This group box is for Benefits Administration only. You enter the eligibility values that refer to the eligibility configuration values in the Eligibility Rules Table.

### FEHB Date

This group box is for Federal users. Enter the future date on which an employee will be eligible for FEHB coverage. Typically, the FEHB Date is one year from the employee's hire date.

### Benefits System

### Benefits System

Select the appropriate benefits system. Select **Not Managed in PeopleSoft** (benefits managed by a system other than PeopleSoft) to filter out persons who have insufficient employment and job information to support benefit enrollment.

## FEGLI/Retirement Data/FICA Page

Use the FEGLI/Retirement Data/FICA (federal employee government life insurance/retirement data/Federal Insurance Contributions Act) page (GVT\_BENDATA1\_SEC) to select the participant's FEGLI plan coverage, manage the employee's retirement coverage, and designate FICA status.

Navigation:

**Workforce Administration**, and then **Job Information**, and then **HR Processing USF**

Select the Job Data tab.

Click the **FEGLI/Retirement/FICA** link.

This example illustrates the fields and controls on the FEGLI/Retirement Data/FICA page. You can find definitions for the fields and controls later on this page.

### FEGLI/Retirement Data/FICA

|                              |                                                                                                          |
|------------------------------|----------------------------------------------------------------------------------------------------------|
| FEGLI                        |                                                                                                          |
| FEGLI Code                   | C0  Basic Only          |
| Post 65 Basic Life Reduction | <input type="text"/>                                                                                     |
| Coverage Amount              | <input type="text"/> <input type="checkbox"/> Living Benefits                                            |
| Retirement                   |                                                                                                          |
| Retirement Plan              | K  FERS and FICA      |
| FERS Coverage                | Automatically Covered By FERS                                                                            |
| Previous Retirement Coverage | Never Covered                                                                                            |
| Annuitant Indicator          | 9  Not Applicable     |
| Annuity Commencement Date    | <input type="text"/>  |
| CSRS Frozen Service          | 0000                                                                                                     |
| FICA Status-Employee         |                                                                                                          |
| FICA Status-Employee         | Subject                                                                                                  |



## FEGLI

| Field or Control                    | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FEGLI Code</b>                   | <p>Use this field to select the participant's FEGLI (Federal Employees' Group Life Insurance ) plan coverage, including termination, waiving coverage, and coverage ineligibility.</p> <p>Only active employees are allowed to increase their FEGLI coverage.</p> <p>You can assign beneficiaries and allocate survivor benefits through the Life and AD/D Benefits - Beneficiaries page.</p> <p><b>Note:</b> When you have two or more FEGLI-related transactions to process for one employee that are effective on the same date, each one must be processed separately. You must enter the first transaction and save it before inserting a row to process the second transaction. When a second transaction is entered without saving the first, the system returns a message reporting that the transaction will be canceled. Federal employees may assign their FEGLI benefits to another person, trust, or settlement company that will pay them a cash amount for these benefits. Assignment of benefits is handled in the FEGLI Assignments page group of the Administer Base Benefits (USF) menu.</p> |
| <b>Post 65 Basic Life Reduction</b> | <p>After federal employees pass the age of 65, their basic life plan coverage may be reduced. In the <i>Post 65 Basic Life Reduction</i> field, determine whether the chosen employee's life plan value will be reduced by 50%, 75%, or not at all.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Living Benefits</b>              | <p>Select for terminally ill federal employees and retirees who have a life expectancy of nine months or less. With living benefits, a full or partial payment of the FEGLI Basic Life Insurance benefit is paid directly to the employee or retiree.</p> <p>When an employee's request for living benefits has been approved by OFEGLI, use the PAR pages to process the election. Select an NOA code of 805 (Elect Full Living Benefit) or 806 (Elect Partial Living Benefit).</p> <p>When you select <i>Living Benefits</i> to process a partial living benefit, the <i>Coverage Amount</i> field becomes available.</p> <p>After an employee selects living benefits, the only FEGLI code values available to the employee are <i>Terminate All</i> and <i>Waive All Life Insurance</i>.</p>                                                                                                                                                                                                                                                                                                                |
| <b>Coverage Amount</b>              | <p>Used for employees who elect a partial living benefit. In this field, enter the Basic Insurance Amount (BIA). This is the balance of the coverage amount remaining.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## Retirement

| Field or Control                                                    | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Retirement Plan</b>                                              | Select the employee's retirement plan coverage. You can select from an entire list of available U.S. federal government retirement programs that may be available to your employees. Whether your agency actually offers all of these programs depends upon whether you have set them up in the Retirement Plan Table and have associated them with the benefit programs that your agency offers.                                                                                               |
| <b>FERS Coverage</b> (federal employees retirement system coverage) | Indicate the level of FERS coverage allocated to employees who had federal retirement plan coverage prior to 1984. Employees who had this coverage before 1984 can select from the following values: <i>Elected Coverage Under FERS</i> or <i>Not Covered by FERS</i> .<br><br>All employees who started federal retirement coverage after 1984 have a FERS coverage of <i>Automatically Covered by FERS</i> .                                                                                  |
| <b>Previous Retirement Coverage</b>                                 | Employees transferring from another agency previously covered by a federal benefit plan should select <i>Previously Covered</i> . If the employee was not covered, select <i>Never Covered</i> .                                                                                                                                                                                                                                                                                                |
| <b>Annuitant Indicator</b>                                          | Use for employees who are being rehired from retirement. If a formerly retired employee is receiving an annuity such as a pension plan payment, his or her pay may be offset by that annuity amount.<br><br>Determine whether the retirement annuity is applicable to the employee's wages. Indicate the former employment status of the employee, regardless of whether the employee was a retired enlisted or military officer, and the employee's retirement plan type (CSRS or FERS).       |
| <b>Annuity Commencement Date</b>                                    | The date when retirement annuities for a retired or soon-to-be-retired employee began or will begin. The system uses this date when determining how to calculate agency contributions and employee deductions for FEHB and FEGLI during the employee's last pay period.<br><br><b>Note:</b> When an employee has worked less than a full pay period, the PeopleSoft Payroll Pay Calculation process prorates FEHB and FEGLI deductions according to OPM (Office of Personnel Management) rules. |

| Field or Control                                                            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSRS Frozen Service</b> (civil service retirement system frozen service) | <p><i>Frozen service</i> is the U.S. federal government term for the total years and months of civilian and military service that is creditable in a CSRS component of an FERS employee (retirement plans FERS and FICA, FERS and FICA - Air Traffic Control, FERS and FICA - Special, and FERS and FICA - Reserve Tech), or in the case of a CSRS offset employee (retirement plans FICA + CSRS - Partial and FICA + CSRS Special - Partial), the service that would be covered in a CSRS component if the employee ever became covered by FERS.</p> <p>In the <b>CSRS Frozen Service</b> field, enter this time span as a four-number code. The first and second positions indicate the number of years, while the third and fourth positions indicate the number of months. For example, a time span of five years and three months would be entered in CSRS Frozen Service as <i>0503</i>.</p> |

#### FICA Status - Employee

Select the employee's FICA status. Select from the following values: *E - Exempt*, *M - Medicare only*, or *N - Subject*.

After you set up an employee's initial benefit program and plan enrollments through the PAR, you can proceed to the individual benefit pages to continue benefit plan enrollments, add plan coverage detail, enroll dependents, and assign beneficiaries. You can make changes in these pages without opening a PAR.

## FEGLI Assignments - Assignee Page

Use the FEGLI Assignments - Assignee (federal employee government life insurance - assignee) page (GVT\_ASSIGNEE) to designate one or more assignees for an employee's FEGLI benefits coverage.

Each assignee is given a share of the total coverage being assigned. The total of these percentages must be 100.

Navigation:

**Benefits**, and then **Enroll in Benefits**, and then **Assign FEGLI Beneficiaries**, and then **Assignee**

| Field or Control                                                                        | Description                                                                                                                                         |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Assignee Number</b>                                                                  | This number is designated automatically by the system; it automatically increases by one with each new assignee that you designate for an employee. |
| <b>Assignee Name, National ID, and Assignee Share (Pct)</b> (assignee share percentage) | <p>Enter the information for each assignee.</p> <p>The total assignee shares for all assignees associated with an employee should equal 100.</p>    |

After you enter assignee information and save it, the system selects the **Assigned** check box in the FEGLI - Elections page for coverage that has been assigned, with the exception of

FEGLI plan options that have been Waived. When an employee elects a partial living benefit, the BIA is assigned along with any optional insurance. This is with the exception of Option C - Family coverage.

## FEGLI Assignments - Assignee Benef Page

Use the FEGLI Assignments - Assignee Benef (federal employee government life insurance - assignee beneficiary) page (GVT\_ASSIGNEE\_BEN) to designate one or more beneficiaries.

Use to assign the FEGLI benefits of U.S. federal government employees and retirees.

Navigation:

**Benefits**, and then **Enroll In Benefits**, and then **Assign FEGLI Beneficiaries**, and then **Assignee Benef**

| Field or Control                                                                     | Description                                                                                                                                                                                   |
|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Assignee Beneficiary Number</b>                                                   | The system designates and automatically increases this number by one for each beneficiary added to an assignee.                                                                               |
| <b>Assignee Name, Relationship, and Benef Share (Pct)</b> (benefit share percentage) | Enter the information for each assignee.                                                                                                                                                      |
| <b>Same Address as Assignee</b>                                                      | Select this check box if the beneficiary shares this information with the assignee. While this check box is selected, the <b>Address</b> and <b>Phone Information</b> fields are unavailable. |

## TSP Agency Basic Page

Use the TSP Agency Basic (thrift savings plan - agency basic) page (GVT\_TSP\_AUTO) to enroll employees in the TSP Agency Automatic 1% Contribution plan.

Navigation:

**Benefits**, and then **Enroll In Benefits**, and then **Thrift Savings Plan Agency** , and then **Thrift Savings Plan Agency**

This example illustrates the fields and controls on the TSP Agency Basic page. You can find definitions for the fields and controls later on this page.

### TSP Agency Basic

**Rhonda Freed**

Employee

ID B-BU144

Benefit Record Number 0

\*Plan Type

#### Participation Information

Find | View All First 1 of 1 Last

\*Effective Date

Participation Election ☒ Elect ☐ Waive ☐ Terminate

\*Elect Date

Benefit Plan

Optn

Payroll Status Active

Benefit Program MJ BAS Eligibility F/T

Enter the effective date. By default, the system sets **Participation Election** to Elect and the elect date to the system date.

Use **Benefit Plan** to enroll the employee in the TSP 1% Agency Contribution plan. TSP 1% Agency Contribution plans have a plan type of 7Z.

Employees typically must complete a waiting period of two open seasons after their hire date before they can be enrolled in the TSP 1% Agency Contribution plan.

## TSP Investment Allocations Page

Use the TSP Investment Allocations (thrift savings plan investment allocations) page (GVT\_TSP\_INVEST) to select investment options.

Navigation:

**Benefits**, and then **Enroll In Benefits**, and then **Thrift Saving Plan Allocations**, and then **Thrift Saving Plan Allocations**

This example illustrates the fields and controls on the TSP Investment Allocations page. You can find definitions for the fields and controls later on this page.

### TSP Investment Allocations

**Rhonda Freed** Employee Empl ID B-BU144 Empl Record 0

Input Source Find | View All First 1 of 1 Last

\*Effective Date 01/17/2014 [31] User Input

**Investment Elections** Find | View All First 1-2 of 2 Last

| *Option |                              | *Percent |
|---------|------------------------------|----------|
| C       | Common Stock - C Fund        | 60.00    |
| S       | Thrift Savings Plan - S Fund | 40.00    |

Total 100.00

| Field or Control | Description                                                                                                                                                                                         |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Option</b>    | Enter the type of investment in which you are allocating an investment percentage. If more than one investment option is associated with the chosen employee's savings plan, you can add more rows. |
| <b>Percent</b>   | Enter the investment percentage allocated for each option associated with this savings plan. Investment percentages must total 100 before they can be saved into the system.                        |

## Terminating Dependent Enrollments or Beneficiary Status

Remember that you enroll dependents and assign beneficiaries when you enroll employees. To terminate a dependent enrollment or beneficiary status, you must enter a row of data with the

termination date (just as you do with employees). You make these changes on the benefit enrollment page for the benefit in question, such as Life & AD/D Benefits. You do not make the changes in the Dependent/Beneficiary Information component.

If you try to delete dependent/beneficiary records on benefit election pages that have court orders applied to them, the system informs you that the dependent or beneficiary has a court order that provides a legal right to benefit coverage.

 **Warning**

If you delete dependent/beneficiary data using the Dependent/Beneficiary Information component, you will destroy history. After you change enrollment data, the fact that the dependent or beneficiary data is available in the Dependent/Beneficiary Information component won't matter. In fact, it must remain to provide correct historical information.

## Generating HIPAA Certificates

 **Note**

With the Affordable Care Act, HIPAA Certificates have become obsolete, and effective 1/1/2015, they are no longer required.

This section discusses how to generate a HIPAA Certificate and view HIPAA letter printing dates.

## Pages Used to Generate HIPAA Certificates

| Page Name                                    | Definition Name   | Usage                                                                       |
|----------------------------------------------|-------------------|-----------------------------------------------------------------------------|
| <a href="#">HIPAA Compliance Report Page</a> | RUN_CNTL_HIPAA    | Run the report of the history of a former employee's group health coverage. |
| <a href="#">Notification Letters Page</a>    | BENEF_LETTER_HIST | View HIPAA certificate printing for an employee and dependents.             |

## HIPAA Compliance Report Page

Use the HIPAA Compliance Report page (RUN\_CNTL\_HIPAA) to run the report of the history of a former employee's group health coverage.

Navigation:

**Benefits**, and then **Reports**, and then **Regulatory and Compliance**, and then **HIPAA Compliance Report**, and then **HIPAA Compliance Report**

This example illustrates the fields and controls on the HIPAA Compliance Report page. You can find definitions for the fields and controls later on this page.

### HIPAA Compliance Report

Run Control ID 1

[Report Manager](#)

[Process Monitor](#)

[Run](#)

From Date 07/01/1996  If blank, defaults to '07/01/1996'.

Thru Date 06/17/2021  If blank, defaults to today's date.

☐ Print Waived Coverage

| Field or Control | Description                                                                                    |
|------------------|------------------------------------------------------------------------------------------------|
| From Date        | Enter the beginning date of the time period for which you want to generate HIPAA certificates. |
| Thru Date        | Enter the ending date of the time period for which you want to generate HIPAA certificates.    |

## Notification Letters Page

Use the Notification Letters page (BENEF\_LETTER\_HIST) to view HIPAA certificate printing for an employee and dependents.

Navigation:

**Benefits**, and then **Review Employee Benefits**, and then **Notification Letters**, and then **Notification Letters**

This example illustrates the fields and controls on the Notification Letters page. You can find definitions for the fields and controls later on this page.

### Notification Letters

Susan Rogers

Person ID KU0052

Printed Letters

[Personalize](#) 

First 1 of 1 Last

| Date Letter Printed | Description | Dep/Benef | Name | Relation | Coverage End Date |                                                                                       |
|---------------------|-------------|-----------|------|----------|-------------------|---------------------------------------------------------------------------------------|
|                     |             |           |      |          |                   |  |

# 9

## Reviewing Enrollments and Benefit Calculations

### Auditing Your Benefit Information

PeopleSoft software uses the same set of audits for both the Manage Base Benefits business process and PeopleSoft Benefits Administration.

Audits identify errors that would occur when you try to process enrollments or changes. Some of these audits can be used at any time and others are for a specific purpose, such as eligibility analysis or enrollment.

If you review the audits, you see the importance of auditing your data and making corrections before you process enrollments.

These tables list the PeopleSoft HR audits and corrective actions. Perform these audits regardless of whether you use the PeopleSoft Manage Base Benefits business process or PeopleSoft Benefits Administration to enroll participants.

- Benefit Tables audit functions and corrective actions:

| Audit Functions                                                                                                                                                       | Corrective Actions                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| Identifies vacation plans in the Benefit Program Table with an associated Calculation Rules code for which rounding rules are defined in the Calculation Rules Table. | Set up the Calculation Rules Table information without rounding rules. |
| Identifies health plans in the Benefit Program Table with a rate unit that is not set to <i>None</i> in the Rate Schedule Table.                                      | Correct the information in the Rate Schedule Table.                    |

- Employee Data audit functions and corrective actions:

| Audit Functions                                                                              | Corrective Actions                                                            |
|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| Identifies employees with personal data but no employment data.                              | Enter employee employment data.                                               |
| Identifies employees with personal and employment data but no job data.                      | Enter employee job data.                                                      |
| Identifies employees with birth dates fewer than or equal to 16 years from the current date. | Verify that the employee should be 16 years old or less or correct the error. |

- Enrollment Data audit functions and corrective actions:

| Audit Functions                                                                                               | Corrective Actions                                                 |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Identifies participants with a nonstandard dependent—not a spouse, child, parent—enrolled in health benefits. | Verify that the person should be a dependent or correct the error. |



| Audit Functions                                                                                                                                                                                                                                                                                                     | Corrective Actions                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| Identifies participants that work in the same company as their dependents, elect the same health coverage in the same plan type as their dependents, and cover the health benefits of their dependents. For the system to perform this check, enter both national IDs in employee personal data and dependent data. | Verify that the enrollments are correct or correct the error. |
| Identifies participants with dependents enrolled in health benefits who are older than 25 (or older than 19 and not a student), not a spouse, and not handicapped. The audit identifies persons who typically are not dependents.                                                                                   | Correct the dependent information.                            |

### Where Employee Benefits Data Is Controlled: PAR Versus the Individual Benefit Plan

The following table lists the plan types delivered with the Manage Base Benefits business process for the U.S. federal government and describes how benefit plan information is controlled by the PAR process and the individual benefit plan pages.

#### Note

Benefit plan enrollments for FEGLI and retirement are made in the PAR while benefit plan enrollments for FEHB, TSP, and leave are performed through the individual benefit plan pages.

| Plan Type | Benefits Data Controlled in PAR           | Benefits Data Controlled in Individual Plan Pages                                                                                                                                                                                                         |
|-----------|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FEHB      | FEHB Eligibility                          | <ul style="list-style-type: none"> <li>Coverage begin and end date (elections).</li> <li>Deduction begin and end date (elections).</li> <li>Plan type (FEHB election).</li> <li>Coverage code (elections).</li> <li>Dependent ID (dependents).</li> </ul> |
| FEGLI     | FEGLI Coverage Living Benefits Enrollment | <ul style="list-style-type: none"> <li>FEGLI assignments (beneficiaries).</li> <li>Percent of benefit allocation (beneficiaries).</li> </ul>                                                                                                              |

| Plan Type        | Benefits Data Controlled in PAR                                                                                    | Benefits Data Controlled in Individual Plan Pages                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TSP              |                                                                                                                    | <ul style="list-style-type: none"> <li>Coverage begin and end date (TSP employee/matching - elections).</li> <li>Deduction begin and end date (TSP employee/matching - elections).</li> <li>Benefit plan (TSP election, TSP employee/matching - elections).</li> <li>Before tax investment (TSP employee/matching - elections).</li> <li>After tax investment (TSP employee/matching - elections).</li> <li>Investment option/investment percent (TXP employee/matching - investments).</li> <li>Beneficiary ID/Percent of benefit (TSP employee/matching - beneficiaries).</li> </ul> |
| Leave Plans      |                                                                                                                    | <ul style="list-style-type: none"> <li>Effective date, end date (leave plans).</li> <li>Benefit plan (leave plan election, leave plans).</li> <li>Grandfathered carryover (leave plans).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                    |
| Retirement Plans | Retirement Plan FERS<br>Coverage Annuitant Indicator<br>Previous Retirement Coverage<br>CSRS Annuity Offset Amount | TSP 1% Agency Contribution (TSP Agency Basic).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

### Note

PeopleSoft software provides audits for your benefit information. Some audits are specifically for the Manage Base Benefits business process and others are for Benefits Administration. After you enroll participants, check your data using the HR audits.

## Viewing Current Benefits Summary Data

During regular payroll processing cycles, the system uses all relevant human resources, benefits, and payroll table information and employee data to process deductions and compensation.

Regardless of whether your organization uses PeopleSoft Payroll for North America or PeopleSoft Payroll Interface, you can view a summary of employee benefit data, including the most recent payroll deduction. You can view the Benefits Summary page.

This section provides an overview of benefits deduction calculations and lists the pages used to view benefits summary data.

**Warning**

The Benefits Summary USA (GPUS\_BEN\_SMRY) component is for use with GP-US only.

**Note**

Both Benefit Enrollment Summary page and Benefit Deduction Summary page have been replaced by Benefits Summary page and Deduction Summary page respectively in Fluid. For more information, see PeopleSoft Benefits Administration: Viewing Employee Benefits Summary Data as an Administrator.

## Pages Used to View Benefits Summary Data

| Page Name                                       | Definition Name | Usage                                                                                                                                                                              |
|-------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Benefit Enrollment Summary Page</a> | BN_ENRL_SUMMARY | View benefit enrollment summaries for employees.                                                                                                                                   |
| <a href="#">Benefit Deduction Summary Page</a>  | BN_DEDN_SUMMARY | Display any deductions taken against those enrollments on the last run of either PeopleSoft North American Payroll or PeopleSoft Payroll Interface, as applicable to the employee. |
| Benefits Summary USA                            | GPUS_BEN_SMRY   | View GP-USA employee benefit summary information for a specified time period.                                                                                                      |

## Benefits Deduction Calculations

As a general rule, each phase of deduction calculation (for example, maximum limit rules, annualize and deannualize, rate rules, and so forth) resolve to a precision of 2 decimals to represent cents.

For example, a monthly employee rate of 203.3692 will result in weekly deduction of 46.93 and a semi-monthly deduction of 101.69.

Employer Rate to use: 203.3692 is rounded to 2 decimal places to reflect the base dollar amount to calculate deduction, giving \$203.37.

This monthly rate of \$203.37 is annualized to \$2,440.44 ( $203.37 \times 12 = 2,440.44$ ).

\$2,440.44 is deannualized by dividing by 24 ( $2,440.44 / 24 = 101.685$ ).

\$101.685 is then rounded to 2 decimal places, equaling \$101.69.

## Benefit Enrollment Summary Page

Use the Benefit Enrollment Summary page (BN\_ENRL\_SUMMARY) to view benefit enrollment summaries for employees.

Navigation:

**Benefits**, and then **Review Employee Benefits**, and then **Current Benefits Summary**, and then **Benefit Enrollment Summary**

This example illustrates the fields and controls on the Benefit Enrollment Summary page. You can find definitions for the fields and controls later on this page.

| Benefit Enrollment Summary                             |                   | Benefit Deduction Summary |                         |                           |                |
|--------------------------------------------------------|-------------------|---------------------------|-------------------------|---------------------------|----------------|
| <b>Claudia Gaston</b>                                  | Employee          | ID BDU0001                | Benefit Record Number 0 |                           |                |
|                                                        |                   | Primary Empl Record 0     |                         |                           |                |
| <b>Benefits System</b> Base Benefits                   |                   |                           |                         |                           |                |
| <b>Benefit Program</b> BDC Benefits Deduction Calc Reg |                   |                           |                         |                           |                |
| <b>Benefits Status</b> Active                          |                   |                           |                         |                           |                |
| <b>Current Enrollments</b>                             |                   |                           |                         |                           |                |
| Plan Type                                              | Coverage Election | Benefit Plan              | Description             | Coverage or Participation | Coverage Begin |
| Medical                                                | Elect             | BUHDHP                    | HDHP                    | Employee Only             | 01/01/2011     |
| Dental                                                 | Elect             | BUCVPR                    | US Dental               | Employee Only             | 01/01/2011     |
| Vision                                                 | Elect             | BP0070                    | CVIS1                   | Employee Only             | 01/01/2011     |
| Life                                                   | Elect             | BP0020                    | Basic                   | Salary                    | 01/01/2011     |
| Supplemental Life                                      | Elect             | BU3X                      | BenData: S              | \$3 X Salary              | 01/01/2011     |
| AD and D                                               | Elect             | BUADD                     | EE Level                | \$10000                   | 01/01/2005     |
| Spousal Life                                           | Elect             | BUSPL                     | SpLifeNo                | \$100000                  | 01/01/2005     |
| 401(k)                                                 | Elect             | BD401K                    | Ben401k                 | 10% Before Tax            | 01/01/2005     |
| Flex Spending Health - U.S.                            | Elect             | BNFSA1                    | BNFSA1                  | \$2000 Pledge             | 01/01/2011     |
| Flex Spending Dependent Care                           | Elect             | BDFSFA2                   | BDFSFA2                 | \$2000 Pledge             | 01/01/2011     |
| Health Savings Account                                 | Elect             | BNHSA                     | BNHSA                   | \$2000 Pledge             | 01/01/2011     |
| Long-Term Care                                         | Elect             | BULTC                     | PruLTC                  | -----                     | 01/01/2005     |
| Legal Services                                         | Elect             | BULGL                     | Legal                   | -----                     | 01/01/2005     |

## Benefit Deduction Summary Page

Use the Benefit Deduction Summary page (BN\_DEDN\_SUMMARY) to display any deductions taken against those enrollments on the last run of either PeopleSoft North American Payroll or PeopleSoft Payroll Interface, as applicable to the employee.

Navigation:

**Benefits**, and then **Review Employee Benefits**, and then **Current Benefits Summary**, and then **Benefit Deduction Summary**

This example illustrates the fields and controls on the Benefit Deduction Summary page. You can find definitions for the fields and controls later on this page.

[Benefit Enrollment Summary](#)
[Benefit Deduction Summary](#)

**Claudia Gaston** Employee ID BDU0001 Benefit Record Number 0  
 Primary Empl Record 0

Payroll System Payroll for North America  
 Pay Group BU2 BenDed: US Biweekly  
 Payroll Status Active

| Latest Deductions |              |           |             |                       |               |                |                |
|-------------------|--------------|-----------|-------------|-----------------------|---------------|----------------|----------------|
| Plan Type         | Benefit Plan | Dedn Code | Description | Class                 | Coverage Base | Last Deduction | Pay Period End |
| 10                | BUHLT2       | BU10      | Medical     | Before-T <sub>2</sub> |               | 138.46         | 01/19/2005     |
|                   |              |           |             | Nontaxat              |               | 23.08          | 01/19/2005     |
| 14                | BUVIS        | BU14      | Vision      | Before-T <sub>2</sub> |               | 15.00          | 01/19/2005     |
| 20                | BUBLIF       | BUBL      | Basic Life  | Nontaxat              | 50000.00      | 5.78           | 01/19/2005     |
| 21                | BU4X         | BUSL      | SuppLife    | Before-T <sub>2</sub> | 720000.00     | 114.87         | 01/19/2005     |
|                   |              |           |             | Nontaxat              | 720000.00     | 118.89         | 01/19/2005     |
|                   |              |           |             | Taxable E             | 720000.00     | 30.92          | 01/19/2005     |
| 22                | BUADD        | BUADD     | AD&D        | Nontaxat              | 10000.00      | 1.16           | 01/19/2005     |
|                   |              |           |             | Taxable E             | 10000.00      | 0.46           | 01/19/2005     |
| 28                | BUSPL        | BUSPL     | SpLife      | Before-T <sub>2</sub> | 100000.00     | 17.22          | 01/19/2005     |
|                   |              |           |             | Taxable E             | 100000.00     | 6.92           | 01/19/2005     |
| 40                | BD401K       | BD401     | 401k        | Before-T <sub>2</sub> |               | 692.31         | 01/19/2005     |
|                   |              |           |             | Nontaxat              |               | 173.08         | 01/19/2005     |
| A0                | BULTC        | BULTC     | LTC         | Before-T <sub>2</sub> |               | 11.54          | 01/19/2005     |
| A1                | BULGL        | BULGL     | Legal Plan  | Before-T <sub>2</sub> |               | 11.54          | 01/19/2005     |

## Viewing Enrollment Statistics Using the Health Benefits Pagelet

The Health Benefits pagelet displays overall enrollment statistics for specified health plans. As delivered, this pagelet is not available for users to add to their home page, but this topic provides instructions for making the pagelet available.

Use the **Include in Health Pagelet** check box on the [Benefit Plan Table Page](#) to choose which health plans to include on the Health Benefits pagelet. Note that plan selection is a system-wide setting, so individual users cannot personalize the pagelet with a different group of plans.

## Pages Used to View Enrollment Statistics Using the Health Benefits Pagelet

| Page Name                               | Definition Name                | Usage                                                                               |
|-----------------------------------------|--------------------------------|-------------------------------------------------------------------------------------|
| <a href="#">Health Benefits Pagelet</a> | HC_BN_HEALTH_BENEFITS_H<br>MPG | View summary statistics about the number of employees enrolled in your health plans |

| Page Name                                             | Definition Name | Usage                                                                                         |
|-------------------------------------------------------|-----------------|-----------------------------------------------------------------------------------------------|
| <a href="#">HEALTH_BENEFITS- Health Benefits Page</a> |                 | View enrollment counts for included health plans, and to export that data in various formats. |

## Making the Health Benefits Pagelet Available to Users

### Note

An administrator must perform this task.

To make the Health Benefits pagelet available to users:

1. Select **PeopleTools**, and then **Portal**, and then **Structure and Content**
2. Click the **Portal Objects** link (the name, not the **Edit** link) in the Folders grid.
3. Click the **Homepage** link in the Folders grid.
4. Click the **Tabs** link in the Folders grid.
5. Click the **Edit** link for the My Page row in the Content References grid.
6. Access the Tab Content page.
7. Locate the **Benefits** group box, and select the **Health Benefits** check box.
8. In the drop-down list box for the pagelet, indicate whether home pages show the pagelet by default and which personalization options are allowed.

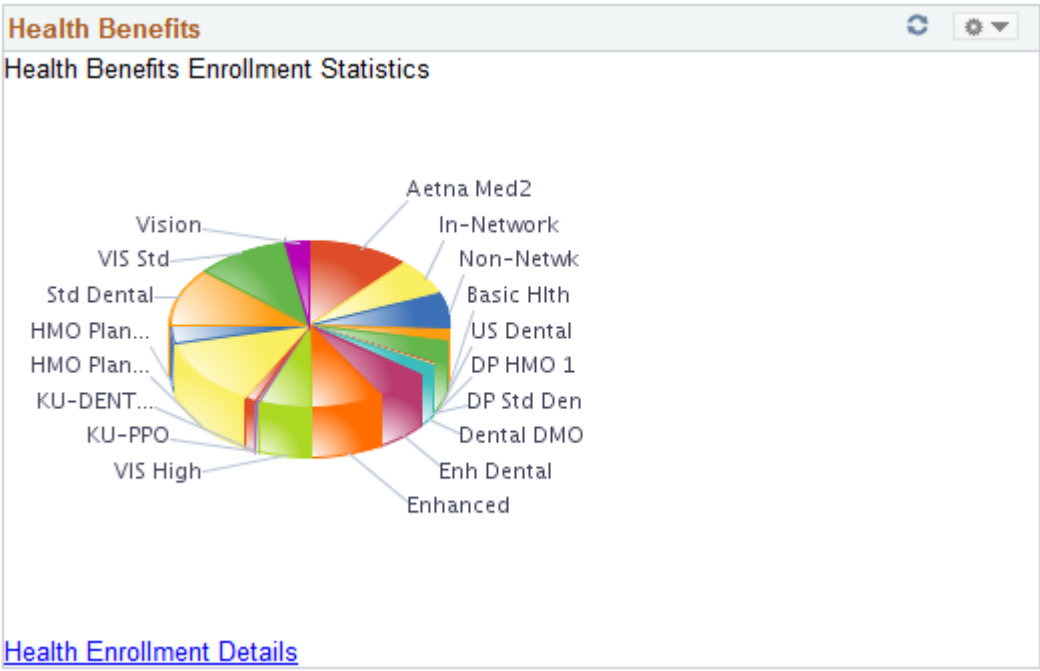
The pagelet is visible only to users with the proper security access, regardless of the option you choose. The available options are:

- *Opt-Deflt* (Optional - Default): The pagelet is shown on users' home pages by default, but users can remove it through personalization.
  - *Optional*: The pagelet is not shown on user's home pages by default, but users can add it through personalization.
  - *Req-Fix* (Required - Fixed): The pagelet is always shown on users' home pages, and users cannot change the position of the pagelet.
  - *Required*: The pagelet is always shown on users' home pages, but users can change the position of the pagelet through personalization.
9. Save the page.

## Health Benefits Pagelet

Use the Health Benefits pagelet (HC\_BN\_HEALTH\_BENEFITS\_HMPG) to view summary statistics about the number of employees enrolled in your health plans.

This example illustrates the Health Benefits pagelet.



The pagelet displays a pie chart that illustrates the enrollment volume for each included health plan. To view the source data in a grid format (including the exact enrolment count for each plan), click the **Health Enrollment Details** link.

## HEALTH\_BENEFITS- Health Benefits Page

Use the HEALTH\_BENEFITS- Health Benefits page to view enrollment counts for included health plans, and to export that data in various formats.

This example illustrates the HEALTH\_BENEFITS- Health Benefits page.

HEALTH\_BENEFITS- Health Benefits

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2 kb)

View All

First 1-18 of 18 Last

|    | Count ID  | Plan                         | Descr           | Short Desc |
|----|-----------|------------------------------|-----------------|------------|
| 1  | 67 BP0202 | Aetna Medical 2              | Aetna Medical 2 | Aetna Med2 |
| 2  | 41 KUMED1 | Basic In-Network Medical     | In-Network      | In-Network |
| 3  | 41 KUMED2 | Basic Out-of-Network Medical | Non-Netwk       | Non-Netwk  |
| 4  | 12 BUHLTH | BenData: US Basic Health     | Basic Hlth      | Basic Hlth |
| 5  | 26 BUCVPR | BenData: US Dental           | US Dental       | US Dental  |
| 6  | 1 KUHMO1  | DP Medical HMO Plan 1        | DP HMO 1        | DP HMO 1   |
| 7  | 1 KUDEN1  | DP Standard Dental Plan      | DP Std Den      | DP Std Den |
| 8  | 13 KUDMO  | Dental DMO                   | Dental DMO      | Dental DMO |
| 9  | 36 KUDEN2 | Enhanced Dental Plan         | Enh Dental      | Enh Dental |
| 10 | 47 KUMED  | Enhanced Medical Plan        | Enhanced        | Enhanced   |
| 11 | 35 KUVIS2 | Enhanced Vision Plan         | VIS High        | VIS High   |
| 12 | 3 KUPPO   | KU - Pacific PPO             | KU-PPO          | KU-PPO     |
| 13 | 7 KUDEN5  | KU-DENTAL                    | KU-DENTAL       | KU-DENTAL  |
| 14 | 77 KUHMO1 | Medical HMO Plan 1           | HMO Plan 1      | HMO Plan 1 |
| 15 | 20 KUHMO2 | Medical HMO Plan 2           | HMO Plan 2      | HMO Plan 2 |
| 16 | 67 KUDEN1 | Standard Dental Plan         | Std Dental      | Std Dental |
| 17 | 62 KUVIS1 | Standard Vision Plan         | VIS Std         | VIS Std    |
| 18 | 16 BUVIS  | Vision                       | Vision          | Vision     |

| Field or Control                               | Description                                                                                  |
|------------------------------------------------|----------------------------------------------------------------------------------------------|
| Excel SpreadSheet, CSV Text File, and XML File | Click any of these links to export the health enrollment statistics in the indicated format. |
| Count ID                                       | Displays the number of employees who have enrolled in the specified plan.                    |

# Overriding the Frequency of Benefit Deductions

After the system has performed benefit deductions for your employees, you can override the frequency of a deduction amount for individual employees using the Set Max Arrears/Frequency Ovrdr page.

## Page Used to Override the Frequency of Benefit Deductions

| Page Name                                       | Definition Name    | Usage                                                                   |
|-------------------------------------------------|--------------------|-------------------------------------------------------------------------|
| <a href="#">Arrears/Frequency Override Page</a> | BENEF_DED_OVERRIDE | Manage overrides to benefit deduction frequency and arrears processing. |

## Arrears/Frequency Override Page

Use the Arrears/Frequency Override (set maximum benefit arrears/frequency override) page (BENEF\_DED\_OVERRIDE) to manage overrides to benefit deduction frequency and arrears processing.

Navigation:

**Benefits**, and then **Enroll In Benefits**, and then **Arrears/Frequency Override**, and then **Arrears/Frequency Override**

This example illustrates the fields and controls on the Arrears/Frequency Override page. You can find definitions for the fields and controls later on this page.

### Set Max Arrears/Frequency Ovrdr

**Rebekah Jones**
ID K0G001
Benefit Record Number 0

Benefit Arrears/Frequency Ovrdr
Find | View All
First 1 of 1 Last

\*Plan Type
Benefit Plan
Maximum Payback Amount
Primary Empl Record 0
Company KCY
Pay Group
Payroll Status Active
Benefit Program
Currency

☐ Maximum Arrears Payback

Deduction Period
☒ First Pay Period
☐ Second Pay Period
☐ Third Pay Period
☐ Fourth Pay Period
☐ Fifth Pay Period



---

| Field or Control                                          | Description                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Maximum Payback Amount and Maximum Arrears Payback</b> | <p>When employee net pay is insufficient to cover a deduction and deducting all appropriate amounts is not possible, the employee is in arrears. That is, the employee owes the employer for a deduction that could not be made.</p> <p>Use these fields, to specify how the system handles the payback of arrears balances by indicating the maximum amount of arrears payback that can be taken out of an employee's paycheck.</p> |

---

**Deduction Period**

This group box enables you to override the deduction frequency. Normally, the frequency with which a deduction is taken from an employee's paycheck is controlled through the deduction table and paygroup.

# 10

## Performing Nondiscrimination Testing

### Understanding Section 401 Nondiscrimination Tests

This section describes:

- Basic and Alternate Section 401(k) Tests.
- Basic and Alternate Section 401(m) Tests.
- The Aggregate Limit Test.

#### Important

PeopleSoft Benefits provides these nondiscrimination tests for your use as a template, not to be used for actual reporting.

### Basic and Alternate Section 401(k) Tests

To be considered nondiscriminatory, a 401(k) plan must meet one of two tests:

- The basic Actual Deferral Percentage (ADP) test for Section 401(k) states that the average ADP for highly compensated employees ( $ADP_{HCE}$ ) cannot be more than a certain percentage of the average ADP for employees who are not highly compensated ( $ADP_{NHCE}$ ).
- The alternate ADP test requires that the  $ADP_{HCE}$  cannot exceed the  $ADP_{NHCE}$  by more than a certain percentage, provided that the difference between the  $ADP_{HCE}$  and the  $ADP_{NHCE}$  does not exceed a certain percentage point.

### Basic and Alternate Section 401(m) Tests

The basic Actual Contribution Percentage (ACP) test for Section 401(m) states that the average ACP for highly compensated employees ( $ACP_{HCE}$ ) cannot be more than a certain percentage of the average ACP for employees who are not highly compensated ( $ACP_{NHCE}$ ).

According to the alternate 401(m) test, the  $ACP_{HCE}$  cannot exceed the  $ACP_{NHCE}$  by more than a certain percentage, provided that the difference between the  $ACP_{HCE}$  and the  $ACP_{NHCE}$  does not exceed a certain percentage point.

### The Aggregate Limit Test

If both the ADP and ACP tests do not pass the basic percentage test and both pass the alternative percentage test, the system automatically runs the new Aggregate Limit test when you run the 401(k) or 401(m) NDT report. The Aggregate Limit Test indicates that the sum of the ADP and ACP for the entire group of eligible highly compensated employees cannot exceed the aggregate limit of the nonhighly compensated group, which is the greater of:

1. The sum of 1.25 times the greater of the  $ADP_{NHCE}$  or the  $ACP_{NHCE}$  and 1.25 times the greater of the  $ADP_{NHCE}$  or the  $ACP_{NHCE}$  AND
2. Two percentage points plus the lesser of the  $ADP_{NHCE}$  or the  $ACP_{NHCE}$ , with the exception that this cannot exceed two times the lesser of the  $ADP_{NHCE}$  or the  $ACP_{NHCE}$  OR
3. The sum of 1.25 times the lesser of the  $ADP_{NHCE}$  or the  $ACP_{NHCE}$  AND
4. Two percentage points plus the greater of the  $ADP_{NHCE}$  or the  $ACP_{NHCE}$ , with the exception that this cannot exceed two times the greater of the  $ADP_{NHCE}$  or the  $ACP_{NHCE}$ .

The results of the Aggregate Limit Test appear on the new Section 401 Results page after the 401(k) and 401(m) reports have been run. If you view the Section 401 Results page before you run one or both of these reports, the Aggregate Limit Test portion of the Section 401 Results page will be blank.

## Defining Highly Compensated Earnings

Before you run a nondiscrimination test, define the highly compensated earnings to be processed in the nondiscrimination test.

To define highly compensated earnings:

1. Define a special accumulator for highly compensated earnings.
2. Link that special accumulator to the appropriate earnings.

### Important

PeopleSoft software provides these nondiscrimination tests for your use as a template, not to used for actual reporting.

### Related Topics

- PeopleSoft Payroll for North America: Establishing Earnings Programs

## Identifying Highly Compensated Employees

Now that the parameters for running nondiscrimination testing are defined, you must identify employees who are highly compensated employees (HCE) using the Job Data (JOB\_DATA) component.

A highly compensated employee is defined as someone who meets one of the following criteria:

- Was a 5 percent (or more) owner of the organization at any time during the current or preceding year.
- Received more than an indexed compensation amount in the preceding year.
- Received more than an indexed compensation amount in the preceding year, and was among the most highly paid 20 percent of employees in the organization.

An active employee is not treated as highly compensated in the current (determination) year if that employee was not considered highly compensated in the preceding (look-back) year. This rule does not apply if the employee is a 5 percent (or more) owner. The system does not classify employees hired during the current year as highly compensated employees unless they also are or were a 5 percent (or more) owner during the current year.

To identify employees who are 5 percent (or more) owners:

1. Access the Work Location - Employment Information: Employment Data page.
2. Select the **Owns 5% (or More) of Company** check box to identify an employee as a 5 percent or more owner.

For additional information, see PeopleSoft Human Resources Administer Workforce: Understanding Job Data.

# Setting Up Test Criteria and Plans

To set up nondiscrimination testing, use the nondiscrimination testing (NDT\_HCE\_TABLE\_GBL) component.

You can perform nondiscrimination tests for 401(k) and 401(m) plans. For 401(k), the system uses before-tax amounts. For 401(m), it uses after-tax amounts. Perform these tests according to IRS criteria that you define, for the benefit plans that you identify.

 **Important**

PeopleSoft software provides these nondiscrimination tests for your use as a template, not to use for actual reporting.

## Page Used to Set Up Test Criteria and Plans

| Page Name                                    | Definition Name | Usage                                                                 |
|----------------------------------------------|-----------------|-----------------------------------------------------------------------|
| <a href="#">Nondiscrimination Rules Page</a> | NDT_HCE_TABLE   | Define the regulatory rules governing your nondiscrimination testing. |

## Nondiscrimination Rules Page

Use the Nondiscrimination Rules page (NDT\_HCE\_TABLE) to define the regulatory rules governing your nondiscrimination testing.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Nondiscrimination Rules**, and then **Nondiscrimination Rules**

This example illustrates the fields and controls on the Nondiscrimination Rules page. You can find definitions for the fields and controls later on this page.

## Nondiscrimination Rules

Nondiscrimination Test Table Find | View All First 1 of 1 Last

\*Effective Date 01/01/2000 

---

**HCE Determination Criteria**

\*Compensation Method to be Used Compensation in Top Percent

Compensation Minimum \$85,000.00 and in Top % 20

Optional Exclusions Minimum Age  Minimum Service Months

---

**ADP Calculation Criteria**

\*Annual Compensation Lmt (401a) \$170,000.00

\*Annual Contribution Lmt (402g) \$10,500.00 Calculate using Current Year

---

**401(k) and 401(m) NDT Rules**

ADP for HCE is not more than ADP for other employees multiplied by 1.25

Excess of ADP for HCE over that of other employees is not greater than % 2.00

and ADP for HCE is not more than ADP for other employees multiplied by 2.00

| Field or Control      | Description                                                                                                                                    |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Effective Date</b> | Enter the effective date for your nondiscrimination test criteria. The effective date enables you to maintain a history of your test criteria. |

## HCE Determination Criteria

| Field or Control                              | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Compensation Minimum</b>                   | Set up the system to account for all employees who have received the compensation minimum, or narrow the determination down to those employees who received the compensation minimum and who are among the most highly paid (top 20 percent) employees in your organization. You can change this percentage.                                                                                                                                                                                                                                                                                                                                           |
| <b>Minimum Age and Minimum Service Months</b> | <p>To set up your system to exclude certain employees from the determination of the top paid 20 percent of employees in your organization, enter the appropriate minimum age or minimum service months.</p> <p>Because HCE determination is based upon the previous year's wages, the system refers to the end of the previous year when checking these values against the employee population. If you are running your nondiscrimination test for the current plan year and you've set a minimum age of 21, the top 20 percent group will be reduced by the number of employees who have not reached age 21 by the end of the previous plan year.</p> |

### ADP Calculation Criteria

| Field or Control                                                                                                          | Description                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Annual Compensation Lmt</b> (annual compensation limit) and <b>Annual Contribution Lmt</b> (annual contribution limit) | Enter the annual compensation limit and annual contribution limit for the test.                                                            |
| <b>Calculate using</b>                                                                                                    | Select which year's data to use to perform the ADP and ACP calculations.<br>The options are <i>Current Year</i> and <i>Previous Year</i> . |

#### Note

Because the nondiscrimination testing procedure for 401(k) and 401(m) plans includes compensation data from the preceding plan year, you should use the results of the tests to better forecast for the current year. This is because the preceding year compensation data is used to calculate actual deferral percentages and actual contribution percentages for the nonhighly compensated employee (NHCE) population, upon which nondiscrimination test results are based. With these figures defined, you can monitor your HCE population for compliance.

If you choose to perform nondiscrimination testing using previous year NHCE data, You do not need to perform NHCE forecasting; you need to forecast only HCE data and compare it to the previous year's data. You can still elect to test based on the current year's data, however, and use the forecasting feature to help monitor your plan's nondiscrimination status throughout the year.

## Identifying Benefit Plans to Include in a Test

To identify benefit plans to include in NDT testing:

1. Access the Benefit Plan Table page.
2. Select the **Include in Nondiscrimination Testing** check box.

The test will include all of the benefit plans with this check box selected. This option is available for all savings plans.

#### Related Topics

- [Defining Benefit Plans](#)  
To define benefit plans, use the Benefit Plan Table (BENEFIT\_PLAN\_TABLE) component.

## Defining the Nondiscrimination Test Run Control

After you set up your special accumulators and their associated earnings, set up the parameters for your nondiscrimination test through run control pages.

**! Important**

PeopleSoft software provides these nondiscrimination tests for your use as a template, not to use for actual reporting.

This section discusses how to define the nondiscrimination test run control.

## Pages Used to Define the Nondiscrimination Test Run Control

| Page Name                                    | Definition Name | Usage                                                                                                                                                      |
|----------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Section 401 Define Test Page</a> | RUNCTL_NDT      | Define the special accumulator that you want the system to use, and identify the company and pay group combinations that you want to include in your test. |
| <a href="#">Section 129 Define Test Page</a> | RUNCTL_129      | Define Section 129 rules to specify information that controls nondiscrimination testing for Section 129 dependent care reimbursement accounts.             |

## Section 401 Define Test Page

Use the Section 401 Define Test page (RUNCTL\_NDT) to define the special accumulator that you want the system to use, and identify the company and pay group combinations that you want to include in your test.

Navigation:

**Benefits**, and then **Conduct Nondiscrimination Tsts**, and then **Section 401 Testing**, and then **Section 401 Define Test**, and then **Section 401 Define Test**

This example illustrates the fields and controls on the Section 401 Define Test page. You can find definitions for the fields and controls later on this page.

## Define Test Information

\*Plan Year Begin Date

\*Month End Date

Year End Projection Percentage

\*Special Accumulator Code  401K Eligible Earnings

\*Benefits Base

\*Year Code

| NDT Section 401                                                                                                    |                           | Personalize   Find       |                           | First  1-8 of 8  Last   |
|--------------------------------------------------------------------------------------------------------------------|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| *Company                                                                                                           | Description               | *Pay Group                                                                                                                                                                                     | Description               |                                                                                                                                                                                               |
| <input type="text" value="GBI"/>  | Global Business Institute | <input type="text" value="KU1"/>                                                                              | US Weekly                 |                                                                                                            |
| <input type="text" value="GBI"/>  | Global Business Institute | <input type="text" value="KU2"/>                                                                              | US Biweekly               |                                                                                                            |
| <input type="text" value="GBI"/>  | Global Business Institute | <input type="text" value="KU3"/>                                                                              | US Semi-Monthly           |                                                                                                            |
| <input type="text" value="GBI"/>  | Global Business Institute | <input type="text" value="KU4"/>                                                                              | US Monthly                |                                                                                                            |
| <input type="text" value="GBI"/>  | Global Business Institute | <input type="text" value="KU5"/>                                                                              | US R & D Biweekly         |                                                                                                            |
| <input type="text" value="GBI"/>  | Global Business Institute | <input type="text" value="KU6"/>                                                                              | US Fire Safety - Biweekly |                                                                                                            |
| <input type="text" value="GBI"/>  | Global Business Institute | <input type="text" value="KU7"/>                                                                              | US PI Wkly 1              |                                                                                                            |
| <input type="text" value="GBI"/>  | Global Business Institute | <input type="text" value="KU8"/>                                                                              | US PI Wkly 2              |                                                                                                            |
|                                  |                           | Personalize   Find     |                           | First  1-8 of 8  Last |

| Field or Control                      | Description                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Plan Year Begin Date</b>           | Enter the first day of the plan year to use for the test.                                                                                                                                                                                                                                                                                                                                     |
| <b>Month End Date</b>                 | Enter the month end date through which compensation data will be in the database.                                                                                                                                                                                                                                                                                                             |
| <b>Year End Projection Percentage</b> | Enter the percentage that you want the system to use.<br><br>When testing for the current year, this field enables you to define whether the system projects until year-end.                                                                                                                                                                                                                  |
| <b>Special Accumulator Code</b>       | Enter the special accumulator code for the test. The system uses this accumulator to determine employee compensation for the test.                                                                                                                                                                                                                                                            |
| <b>Benefits Base</b>                  | Enter the benefits base that you want to use, either <i>Annual Rate</i> or <i>Annual Benefits Base Rate</i> . For example, suppose that you initiate a test for the current year on May 31, but you want projections until the end of the plan year. You need to project for the remaining 7 of the total 12 months, which means that you enter 58.33% as the year end projection percentage. |



| Field or Control             | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Year Code</b>             | Indicate whether testing is for the <i>Current and Prior Plan Year</i> , the <i>Current Plan Year</i> , or the <i>Prior Year</i> . Because the rules for the determination of highly compensated employees determines HCE status based primarily upon the previous year's data, the system must gather salary information for the previous year and store it. When you run a Section 401 test for the first time in the testing year, always select <i>Current and Prior Plan Year</i> on the 401 NDT Run Control page. In subsequent testing throughout that year, you can select <i>Current Plan Year</i> . |
| <b>NDT Section 401</b>       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Field or Control             | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Company and Pay Group</b> | Identify the companies and the pay groups that you want to include in this test.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

## Section 129 Define Test Page

Use the Section 129 Define Test page (RUNCTL\_129) to define Section 129 rules to specify information that controls nondiscrimination testing for Section 129 dependent care reimbursement accounts.

Navigation:

**Benefits**, and then **Conduct Nondiscrimination Tsts**, and then **Section 129 Testing**, and then **Section 129 Define Test**

This example illustrates the fields and controls on the Section 129 Define Test page. You can find definitions for the fields and controls later on this page.

## Define Test Information

\*Special Accumulator Code  401K Eligible Earnings  
 \*Plan Year Begin Date    
 \*Month End Date    
 Year End Projection Percentage   
 \*Benefits Base  Exclusion Min Service Months   
 \*Year Code  Exclusion: Minimum Age

**Employee Test Population** [Personalize](#) | [Find](#) | [View All](#) | | First 1-5 of 8 Last

| *Company                         | Description               | *Pay Group                       | Description       |
|----------------------------------|---------------------------|----------------------------------|-------------------|
| <input type="text" value="GBI"/> | Global Business Institute | <input type="text" value="KU1"/> | US Weekly         |
| <input type="text" value="GBI"/> | Global Business Institute | <input type="text" value="KU2"/> | US Biweekly       |
| <input type="text" value="GBI"/> | Global Business Institute | <input type="text" value="KU3"/> | US Semi-Monthly   |
| <input type="text" value="GBI"/> | Global Business Institute | <input type="text" value="KU4"/> | US Monthly        |
| <input type="text" value="GBI"/> | Global Business Institute | <input type="text" value="KU5"/> | US R & D Biweekly |

[+](#) [Personalize](#) | [Find](#) | [View All](#) | | First 1-5 of 8 Last

☒ **SLOB Criteria for the 55% Test**

☒ **Cafeteria Plan** Dollar Limit  Minimum Employee Count

**Single Line of Business Definition** [Personalize](#) | [Find](#) | [View All](#) | | First 1-5 of 8 Last

| *Company                         | Description               | *Pay Group                       | Description       |
|----------------------------------|---------------------------|----------------------------------|-------------------|
| <input type="text" value="GBI"/> | Global Business Institute | <input type="text" value="KU1"/> | US Weekly         |
| <input type="text" value="GBI"/> | Global Business Institute | <input type="text" value="KU2"/> | US Biweekly       |
| <input type="text" value="GBI"/> | Global Business Institute | <input type="text" value="KU3"/> | US Semi-Monthly   |
| <input type="text" value="GBI"/> | Global Business Institute | <input type="text" value="KU4"/> | US Monthly        |
| <input type="text" value="GBI"/> | Global Business Institute | <input type="text" value="KU5"/> | US R & D Biweekly |

[+](#) [Personalize](#) | [Find](#) | [View All](#) | | First 1-5 of 8 Last

## Field or Control

## Description

## Special Accumulator Code

Enter the special accumulator code for the test. The system uses this accumulator to determine employee compensation for the test.

## Plan Year Begin Date

Enter the beginning date for the plan year that you want to use for the test.

## Month End Date

Enter the month end date through which compensation data will be in the database.

## Benefits Base

Enter the benefits base—either *Annual Rt* or *Benef Base*.

| Field or Control                                                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Year Code</b>                                                       | When you run a Section 129 test for the first time in the testing year, always select <i>Both Years</i> on the 129 NDT Define Test Information page. In subsequent testing throughout that year, you can select <i>Current Yr</i> .<br><br><b>Note:</b> The system requires you to always select the <i>Both Years</i> option if you will be testing based on Separate Lines of Business (SLOB). You can choose from <i>Both Years</i> , <i>Current Yr</i> , or <i>Prior Yr</i> . |
| <b>Exclusion Min Service Months</b> (exclusion minimum service months) | Enter the minimum length of service for employees included in the test.                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Exclusion: Minimum Age</b>                                          | Enter the minimum age limit for the employees included in the test.                                                                                                                                                                                                                                                                                                                                                                                                               |

### Employee Test Population

| Field or Control             | Description                                                                      |
|------------------------------|----------------------------------------------------------------------------------|
| <b>Company and Pay Group</b> | Identify the companies and the pay groups that you want to include in this test. |

### SLOB (Separate Line of Business) Criteria for the 55% Test

Select the method of restricting the test population. You can restrict the test population by company and pay group or by SLOB.

| Field or Control              | Description                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cafeteria Plan</b>         | Select this check box if you have a flexible benefits or cafeteria plan.                                                                                                                                                                                                                                                                         |
| <b>Dollar Limit</b>           | Enter the earnings amount below which you want the system to exclude employees from the Section 129 test.<br><br>Companies that have cafeteria plans typically set the dollar limit to \$25,000, but it can be set lower. If you set the limit to \$25,000, employees who earn less than that amount will be excluded from the Section 129 test. |
| <b>Minimum Employee Count</b> | Enter the minimum number of employees for a separate line of business to be included in the test.                                                                                                                                                                                                                                                |
| <b>Company and Pay Group</b>  | If you use SLOB, indicate the company and pay group that are associated with each separate line of business.                                                                                                                                                                                                                                     |

## Running Nondiscrimination Tests

This section discusses how to run nondiscrimination tests.

**! Important**

PeopleSoft software provides these nondiscrimination tests for your use as a template, not to use for actual reporting.

## Pages Used to Run Nondiscrimination Tests

| Page Name                                                                                            | Definition Name | Usage                                                                                                                                            |
|------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Section 129 Highly Compensated Page</a>                                                  | RUNCTL_NDT001   | Determine the number of highly compensated employees in your organization before you perform Section 401 or Section 129 nondiscrimination tests. |
| <a href="#">401(k) Nondiscrimination Test - Run Control Page and NDT Section 401(m) Testing Page</a> | PRCSRUNCNTL     | Initiate 401(k) testing.                                                                                                                         |
| NDT Section 401(m) Testing                                                                           | PRCSRUNCNTL     | Run 401(m) testing.                                                                                                                              |
| Eligibility Cross Section Test                                                                       | PRCSRUNCNTL     | Run Section 129 nondiscrimination eligibility cross section testing.                                                                             |
| Section 129 Benefits Test                                                                            | PRCSRUNCNTL     | Run Section 129 nondiscrimination 55% average benefits testing.                                                                                  |
| Concentration Test                                                                                   | PRCSRUNCNTL     | Run Section 129 nondiscrimination concentration testing.                                                                                         |

## Section 129 Highly Compensated Page

Use the Section 129 Highly Compensated page (RUNCTL\_NDT001) to determine the number of highly compensated employees in your organization before you perform Section 401 or Section 129 nondiscrimination tests.

Navigation:

- **Benefits**, and then **Conduct Nondiscrimination Tsts**, and then **Section 129 Testing**, and then **Section 129 Highly Compensated**, and then **Section 129 Highly Compensated**
- **Benefits**, and then **Conduct Nondiscrimination Tsts**, and then **Section 401 Testing**, and then **Section 401 Highly Compensated**, and then **Section 401 Highly Compensated**

This example illustrates the fields and controls on the Section 129 Highly Compensated page. You can find definitions for the fields and controls later on this page.

Identify Highly Comp Employees

Run Control ID PS Report Manager Process Monitor

Run

Report Request Parameter(s)

NDT Test Type Standard NDT

 **Warning**

Before determining the number of highly compensated employees, first set the nondiscrimination test parameters.

| Field or Control | Description                                                                                                                                                                                                                                         |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NDT Test Type    | Choose from the following values: <i>Std NDT</i> (Standard Nondiscrimination Test, for Section 401 plans), <i>129 NDT</i> (Section 129 Nondiscrimination Test), and <i>129 SLOB</i> (Section 129 Separate Line of Business Nondiscrimination Test). |

401(k) Nondiscrimination Test - Run Control Page and NDT Section 401(m) Testing Page

Use the 401(k) Nondiscrimination Test - Run Control page (PRCSRUNCNTL) to initiate 401(k) testing.

Navigation:

**Benefits**, and then **Conduct Nondiscrimination Tsts**, and then **Section 401 Testing**, and then **401(k) Nondiscrimination Test**, and then **Run Control**

Use the NDT Section 401(m) Testing page (PRCSRUNCNTL) to run 401(m) testing.

Navigation:

**Benefits**, and then **Conduct Nondiscrimination Tsts**, and then **Section 401 Testing**, and then **401(m) Nondiscrimination Test**, and then **NDT Section 401(m) Testing**

 **Warning**

Before running a nondiscrimination test using this page, you must first set the nondiscrimination test parameters in the 401 NDT Run Control page and determine the number of highly compensated employees in the NDT 401 HCE Test page.

When the system performs a test, it uses the total eligible earnings for employees. For total earnings, the system uses the earnings balance for the special accumulator that you defined in the run control for this test.

If an employee works in multiple companies, the system accumulates earnings for all the companies that you marked for nondiscrimination testing.

## Running Section 129 Nondiscrimination Testing

Access the appropriate Section 129 NDT page.

### Note

For SLOB users, the SLOB rules apply only to the NDT 129 55% Average Benefits test. If you want to run this test for separate lines of business, use the following procedure:

To run the Section 129 SLOB testing process:

1. Run the Highly Compensated Employees determination test.  
Select *129SLOB* as your NDT Test Type.
2. Run the NDT 129 55% Average Benefits test.
3. Rerun the Highly Compensated Employees Determination test.  
This time, select *129NDT* as your NDT Test Type.
4. Run the remaining NDT 129 tests.

### Warning

Before running a nondiscrimination test using this page, first set the nondiscrimination test parameters in the 129 NDT Define Test Information page and determine the number of highly compensated employees in the 129 Identify Highly Comp Employees page.

When the system performs a test, it uses the total eligible earnings for employees. For total earnings, the system uses the earnings balance for the special accumulator that you defined in the run control for this test.

If an employee works in multiple companies, the system accumulates earnings for all the companies that you marked for nondiscrimination testing.

## Understanding Nondiscrimination Test Results

As a result of a nondiscrimination test, the system updates employee data for the current and previous year tests using these codes:

---

N

Indicates that an employee is not eligible for the plan.

|   |                                                                         |
|---|-------------------------------------------------------------------------|
| E | Indicates a highly compensated employee who is not a 5 percent owner.   |
| H | Indicates a highly compensated employee (who may be a 5 percent owner). |

The Savings Plan election page displays the Highly Compensated check box for the current year only. The previous year's highly compensated flag is not available online.

**! Important**

PeopleSoft software provides these nondiscrimination tests for your use as a template, not to use for actual reporting.

## Viewing Nondiscrimination Test Results

This section discusses how to view nondiscrimination test results.

**! Important**

PeopleSoft provides these nondiscrimination tests for your use as a template, not to use for actual reporting.

## Pages Used to View Nondiscrimination Test Results

| Page Name                                           | Definition Name | Usage                                                                                 |
|-----------------------------------------------------|-----------------|---------------------------------------------------------------------------------------|
| <a href="#">Savings Plan Page</a>                   | SAVINGS_PLANS1  | View nondiscrimination test results for an individual.                                |
| <a href="#">Review Section 401 Test Result Page</a> | NDT_401_RESULTS | View the nondiscrimination test results for all employees in 401(k) and 401(m) tests. |
| <a href="#">Review Section 129 Test Result Page</a> | NDT_129_RESULTS | View the nondiscrimination test results for all employees.                            |

## Savings Plan Page

Use the Savings Plans page (SAVINGS\_PLANS1) to view nondiscrimination test results for an individual.

Navigation:

**Benefits**, and then **Enroll In Benefits**, and then **Savings Plans**, and then **Savings Plans**

As a result of the last nondiscrimination test that you performed, the system indicates that an employee is highly compensated (based on the current year) by displaying the **Highly Compensated** indicator at the top of the page.

**Related Topics**

- [Enrolling Participants in Benefit Programs and Plans](#)

This section provides an overview of enrolling participants in Base Benefits and discusses how to enroll an employee in a benefit program and benefit plans.

## Review Section 401 Test Result Page

Use the Review Section 401 Test Result page (NDT\_401\_RESULTS) to view the nondiscrimination test results for all employees in 401(k) and 401(m) tests.

Navigation:

**Benefits**, and then **Conduct Nondiscrimination Tsts**, and then **Section 401 Testing**, and then **Review Section 401 Test Result**, and then **Review Section 401 Test Result**

This example illustrates the fields and controls on the Review Section 401 Test Result page for 401(k). You can find definitions for the fields and controls later on this page.

### Review Test Results

|                                                        |  |                             |            |                             |            |
|--------------------------------------------------------|--|-----------------------------|------------|-----------------------------|------------|
| NonDiscrimination test results for Plan Year beginning |  | 01/01/2000                  |            | using data as of 04/30/2000 |            |
| Testing performed using                                |  | Current Year                |            | data for NHCE population.   |            |
| Employee Counts: HCE                                   |  | NHCE                        |            |                             |            |
|                                                        |  | Actual Year-to-Date Results |            | Forecasted Year-End Results |            |
|                                                        |  | ADP 401(k)                  | ACP 401(m) | ADP 401(k)                  | ACP 401(m) |
| Average for HCE                                        |  |                             |            |                             |            |
| Average for NHCE                                       |  |                             |            |                             |            |
| Basic 125% Test                                        |  |                             |            |                             |            |
| Alternate 2% Test                                      |  |                             |            |                             |            |
| Discriminatory Excess                                  |  |                             |            |                             |            |
| Aggregate Limit Test                                   |  |                             |            |                             |            |

| Field or Control                                                                                                                            | Description                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Average for HCE</b> (average for highly compensated employees) and <b>Average for NHCE</b> (average for nonhighly compensated employees) | The system report the average actual contribution percentage (ACP) and actual deferral percentage (ADP) for highly compensated and nonhighly compensated employees. |
| <b>Basic 125% Test and Alternate 2% Test</b>                                                                                                | The systems automatically indicate a <i>Pass</i> or <i>Fail</i> status.                                                                                             |
| <b>Discriminatory Excess</b>                                                                                                                | If both the Basic and Alternate 2% tests failed, the system displays the discriminatory excess percentage.                                                          |
| <b>Aggregate Limit Test</b>                                                                                                                 | If the system runs this test, it automatically indicates a <i>Passed</i> or <i>Failed</i> status.                                                                   |

## Review Section 129 Test Result Page

Use the Review Section 129 Test Result page (NDT\_129\_RESULTS) to view the nondiscrimination test results for all employees.



Navigation:

**Benefits**, and then **Conduct Nondiscrimination Tsts**, and then **Section 129 Testing**, and then **Review Section 129 Test Result**, and then **Review Section 129 Test Result**

This example illustrates the fields and controls on the Review Section 129 Test Result page. You can find definitions for the fields and controls later on this page.

### Review Test Results

|                                                        |  |                       |                                                    |                             |             |
|--------------------------------------------------------|--|-----------------------|----------------------------------------------------|-----------------------------|-------------|
| NonDiscrimination test results for Plan Year beginning |  |                       | 01/01/2000                                         | using data as of 04/30/2000 |             |
| Eligibility Cross-Section Test                         |  |                       |                                                    |                             |             |
| Eligible NHCE Count                                    |  | Unsafe Harbor Pct     |                                                    |                             |             |
| Eligible HCE Count                                     |  | Safe Harbor Pct       |                                                    | Test Result                 |             |
| NHCE LookUp Concentration (%)                          |  | Calculated Harbor Pct |                                                    | NOT RUN                     |             |
| 55% Average Benefit Test                               |  |                       |                                                    |                             |             |
| Count: NHCE                                            |  | HCE                   | <input type="checkbox"/> Separate Line of Business |                             |             |
| Benefits                                               |  |                       |                                                    |                             | Test Result |
| Avg Benefits                                           |  | Benefits Ratio (%)    |                                                    | FAILED                      |             |
| 5% Owner Concentration Test                            |  |                       |                                                    |                             |             |
| Benefits Paid to 5% Owners                             |  |                       |                                                    |                             | Test Result |
| Total Benefits Paid                                    |  | Benefits Ratio (%)    |                                                    | NOT RUN                     |             |

This page displays the results of the Eligibility Cross-Section test, the 55% Average Benefit test, and the 5% Owner Concentration test. If you elected to test for separate lines of business, the **Separate Line of Business** check box is selected.

## Running Nondiscrimination Test Reports

You can produce nondiscrimination testing reports that provide a breakdown of the testing results by employee (divided into highly compensated employee and nonhighly compensated employee groups) as well as a display of the calculations involved in the test.

401 Nondiscrimination Testing reports also show the results of the Aggregate Limit test if test result conditions require this test to be performed.

### Related Topics

- [Defining Benefit Plans](#)  
To define benefit plans, use the Benefit Plan Table (BENEFIT\_PLAN\_TABLE) component.

## Setting Limits to Comply with Test Results

To comply with the regulations governing nondiscrimination testing, you may need to change the savings limits for a highly compensated employee for a specific benefit plan. This applies only to 401(k) and 401(m) plans.

### Related Topics

- [Savings Plans Page](#)  
Use the Savings Plans page (SAVINGS\_PLANS1) to enroll employees in savings benefit plans, assign beneficiaries, and identify investment elections.

# 11

## Managing Life Events

### Understanding Life Events

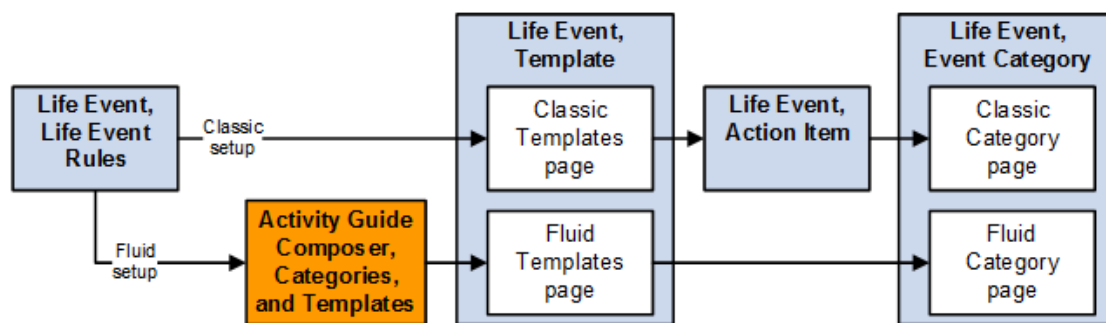
Life Events transactions can streamline the life event process for employees by enabling them to update personal data and then change their benefit enrollments, all from one self-service transaction. PeopleSoft eBenefits, by default, delivers four major life event transactions that have immediate impact on benefits enrollment of an employee:

- Getting married
- Giving birth to a child
- Adopting a child
- Getting divorced

Oracle's PeopleSoft eBenefits has two user interfaces:

- PeopleSoft Classic User Interface, which was designed to be used on a laptop and desktop.
- PeopleSoft Fluid User Interface, which was designed to be used on mobile devices, but can also be used on a laptop and desktop.

While most of the setup tables are located within the Life Event menu category (**Set Up HCM**, and then **Product Specific**, and then **eBenefits**, and then **Life Events**) you will use different pages within the components to set up Life Events for classic versus Life Events for fluid. Regardless of the interface you choose to use, you will start by defining rules in the Life Event Rules table. If you are setting up life events for fluid, you will use the Activity Guide Composer pages (to set up your templates and steps. Next, you will access the Template component to identify the template as a Life Event template. This component consists of two pages: one for classic setup and one for fluid setup. To define the steps for classic life events, use the Action Item pages. Finally, use the Event Category pages to set up life event categories for the employee self service Life Event selection menu landing page.



In addition to the out-of-the-box life events, benefits administrators can create other life events based on the requirements of their organization. To create a life event, benefits administrators can:

- Define and maintain life event templates and then create action items or steps that form part of the template.
- Clone an existing life event to create a new life event with similar requirements.

## Defining Life Event Rules

These topics provide overview and setup information for life event rules.

Use the Life Event Rules (W3EB\_LE\_RULES) component to set up life event rules.

### Page Used to Define Life Event Rules

| Page Name                             | Definition Name | Usage                                                                                                                                  |
|---------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Life Event Rules Page</a> | W3EB_LE_RULES   | Set up rules that control how data and information is processed for life events such as changes in marital status, birth, or adoption. |

### Understanding Life Event Rules

Life Event Rules enable organizations to control what an employee can perform on a life event. By default, PeopleSoft supports four Life Event Types: Marriage, Birth, Adoption, and Divorce. Customers can add new life event types and define a set of rules for each life event type according to the practices established by the organization.

Life event rules enable organizations to control whether an employee can automatically update the HR database while processing a life event, based on the practices established by the organization.

The following table summarizes how the HR database is updated using the life event rules that are defined on the Life Events Rules page, what applications are selected on the Installation table, and other flags that are set in the HR database.

| Update to HR Database       | Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Create BAS_ACTIVITY trigger | <ul style="list-style-type: none"><li>• <b>Benefits Administration</b> is selected on the Installation Table.</li><li>• The employee has at least one job managed by PeopleSoft Benefits Administration as of the life event effective date.</li><li>• <b>Allow Event Creation</b> is selected on the Life Event Rules page.</li><li>• The employee enters the transaction within the period described by the Maximum Days to Notify parameter.</li></ul> |

| Update to HR Database                                                                                                        | Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Create COBRA_ACTIVITY trigger                                                                                                | <p>If an employee is managed by PeopleSoft Base Benefits, a COBRA activity is triggered when:</p> <ul style="list-style-type: none"> <li>• <b>COBRA Administration</b> is selected on the Installation Table.</li> <li>• <b>Benefits Administration</b> is not selected on the Installation Table.</li> <li>• <b>Proof Required</b> is not selected on the Life Events Rules page.</li> </ul> <p>If the employee is managed by PeopleSoft Benefits Administration, a COBRA Activity is triggered when:</p> <ul style="list-style-type: none"> <li>• <b>Benefits Administration</b> is selected on the Installation page.</li> <li>• The employee has at least one job managed by PeopleSoft Benefits Administration as of the Life Event effective date.</li> <li>• <b>Proof Required</b> is not selected on the Life Event Rules page.</li> <li>• <b>Allow Event Creation</b> is selected on the Life Event Rules page.</li> <li>• A COBRA action code is entered on the Life Event Rules page.</li> <li>• The Benefits Administration event finalizes.</li> </ul> |
| Employee's marital status is updated in the PERS_DATA_EFFDT table                                                            | <ul style="list-style-type: none"> <li>• For marital status change only.</li> <li>• <b>Proof Required</b> is not selected on the Life Event Rules page.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Current spouse's marital status is changed to Divorced and relationship is changed to Ex Spouse in the DEPENDENT_BENEF table | <ul style="list-style-type: none"> <li>• The <b>Life Event Type</b> is <i>Divorce</i>.</li> <li>• <b>Proof Required</b> is not selected on the Life Event Rules page.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

### Note

If you have purchased PeopleSoft eProfile or PeopleSoft eProfile Manager Desktop and have set up the Workflow Configuration for self-service transactions, setting these life event rules will override the rules that you set for the marital status transaction on the Workflow Configuration page.

## Life Event Rules Page

Use the Life Event Rules page (W3EB\_LE\_RULES) to set up life event rules that affect how data and information is processed for changes in marital status, birth, or adoption.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **eBenefits**, and then **Life Event**, and then **Life Event Rules**, and then **Life Event Rules**

This example illustrates the fields and controls on the Life Event Rules page.

Life Event Rules New Window

Life Event Rules ⓘ

| *Life Event Type | *Description | Maximum Days To Notify | Notify Administrator                | Proof Required                      | Approve Document(s)      | Allow Event Creation                | Source of Action | BAS Action | Notification Events | Add/Update Individual Configuration |
|------------------|--------------|------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|------------------|------------|---------------------|-------------------------------------|
| A                | Adoption     | 31                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |                  |            | Notification Events | Update                              |
| B                | Birth        | 31                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |                  |            | Notification Events | Update                              |
| D                | Divorce      | 31                     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Manual Evt       | FSC        | Notification Events | Update                              |
| M                | Marriage     | 31                     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Manual Evt       | FSC        | Notification Events | Update                              |

+

**Field or Control****Description****Life Event Type**

Specify the life event type. Four different types of life events are available by default - Adoption, Birth, Divorce, and Marriage. You can modify existing life event types or define new life event types according to your organization's needs.

**Maximum Days To Notify**

Specify the maximum number of days that can elapse between the date of the event and the date that the transaction is entered by the employee through the self-service transaction. Exceeding this time period does not prevent the employee from entering basic information, but a BAS Activity trigger will not be created even if Allow Event Creation is selected. If the employee enters the event after the maximum days allowed, the system displays a message on a self service page notifying the employee that his or her benefit elections cannot be changed.

**Notify Administrator**

Select to send an e-mail to the benefits administrator when this type of life event occurs informing him or her of the event. Additionally, if Proof Required is selected for an event, the administrator is automatically notified of the event regardless of the setting of Notify Administrator.

**Proof Required**

Select to indicate whether this type of life event requires proof before it is processed. If this field is selected, the HR database is not updated, BAS Activity and Cobra Activity triggers are not generated, and the administrator is notified of the event by e-mail.

**Approve Document(s)**

Select to enable the benefits administrator to approve, deny, or push back the uploaded life event documents. The employee can proceed to benefits enrollment only after the benefits administrator approves the document.

| Field or Control                           | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Allow Event Creation</b>                | <p>This field is available if Benefits Administration is selected on the Installation table and Proof Required is not selected. A BAS Activity trigger is created only if the employee has at least one job managed by Benefits Administration as of the life event effective date.</p> <p>Selecting this field indicates that you want the system to trigger a BAS Activity for this type of life event and allows the employee to change benefit election through the eBenefit election pages.</p> |
| <b>Source of Action</b>                    | <p>This field is available and is required if Benefits Administration is selected on the Installation table and Allow Event Creation is selected. For a BAS Activity trigger to be created, you must enter <i>Manual</i> in the field.</p>                                                                                                                                                                                                                                                           |
| <b>BAS Action</b>                          | <p>This field is available and required if <b>Benefits Administration</b> is selected on the Installation table and <b>Allow Event Creation</b> is selected. Enter a BAS action code that is appropriate for this life event. Typically, this is <i>FSC</i> - Family Status Change.</p>                                                                                                                                                                                                              |
| <b>COBRA Action</b>                        | <p>This field is available if both <b>COBRA Administration</b> and <b>Benefits Administration</b> are selected on the Installation table. This field is used only when the life event is for an employee managed by PeopleSoft Benefits Administration, <b>Create Event</b> is selected, and the resulting Benefits Administration event should create a COBRA Activity trigger when it finalizes.</p>                                                                                               |
| <b>Notification Events</b>                 | <p>Select to open the Notifications page and define the Notification ID for the life event.</p>                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Add/Update Individual Configuration</b> | <p>Select <b>Update</b> link to open the <i>Add/Update Individual Config</i> modal window and define the relationship types that can be added and updated as part of the selected life event type.</p>                                                                                                                                                                                                                                                                                               |

This example illustrates the fields and controls on the Add/Update Individual Config modal window.

Add/Update Individual Setup

Help

Life Event Type M Marriage

Add New Dependents/Beneficiaries

1-2 of 2

|   | Allowed Relationship Type | Number Allowed |   |   |
|---|---------------------------|----------------|---|---|
| 1 | Spouse                    | 1              | + | - |
| 2 | Child                     | 3              | + | - |

Modify Existing Dependents/Beneficiaries

1-2 of 2

|   | Existing Relationship Type | New Relationship Type |   |   |
|---|----------------------------|-----------------------|---|---|
| 1 | Friend                     | Spouse                | + | - |
| 2 | Neighbor                   | Spouse                | + | - |

OK

Cancel

| Field or Control          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Allowed Relationship Type | Select the relationship type that will be available to the employee in the Add Individual/Beneficiary Information page when he adds a dependent or beneficiary as part of a life event. For example, if the <b>Allowed Relationship Type</b> is <i>All Relationships</i> , then the employee can add dependents with any relationship type. If there are two rows, one with <b>Allowed Relationship Type</b> as <i>Spouse</i> and second row with <b>Allowed Relationship Type</b> as <i>Child</i> , then the employee can add only relationships of type <i>Spouse</i> or <i>Child</i> . By default, <i>All Relationships</i> are selected. To know more on Individual/Beneficiary Information page, see PeopleSoft Benefits Administration: Dependent/Beneficiary Info Page. |
| Number Allowed            | Enter the number of dependents or beneficiaries the employee can add for the selected relationship type.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| Field or Control                                            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Existing Relationship Type and New Relationship Type</b> | For each row you add, select the <b>Existing Relationship Type</b> and the <b>New Relationship Type</b> . This defines the relationships the employee can update and to which relationship it can be updated to. For example, if both <b>Existing Relationship Type</b> and <b>New Relationship Type</b> is set to <i>All Relationships</i> , then the employee can update his existing dependents or beneficiaries with any relationship type to any other relationship. If <b>Existing Relationship Type</b> is set to <i>Friend</i> and <b>New Relationship Type</b> is set to <i>Spouse</i> , then employee can only update relationships of type <i>Friend</i> and it can be updated to only relationship type <i>Spouse</i> . By default, <i>All Relationships</i> are selected. |

## Configuring A Life Event

Configuring a life event includes setting up templates and steps for a template. How you go about setting up templates and steps varies slightly based on whether end users will use the classic or fluid pages to enter life event changes:

- For classic life events:
  1. Use the Template (W3EB\_LE\_LIST) component to identify life event templates for classic users.
  2. After setting up templates, use the Action Item (W3EB\_LE\_ITEM02) component to set up life event action items for classic life events.
- For fluid life events:
  1. Set up the Activity Guide Composer Categories and Templates components to define the respective life event templates and steps. See the Enterprise Components: Understanding the Activity Guide Composer documentation for the setup of these components.
  2. Use the Template (W3EB\_LE\_LIST) component to identify life event templates for fluid users.

### Note

Fluid life events does not use action items as described in these topics. Instead it uses the Activity Guide Composer Template to identify steps.

These topics provide an overview of life event templates and discusses the Life Events configuration pages in Benefits.



## Pages Used to Configure Life Event Templates and Action Items in Benefits

| Page Name                                  | Definition Name    | Usage                                                                                                                                                  |
|--------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Classic Templates Page</a>     | W3EB_LE_LIST       | Define life event templates for the classic Life Event pages.                                                                                          |
| <a href="#">Fluid Templates Page</a>       | W3EB_LE_FLU_LIST   | Associate an Activity Guide Composer template with the Benefits Life Event template for the fluid Life Event pages.                                    |
| <a href="#">Action Item Page</a>           | W3EB_LE_ITEM02     | Create action items that define the steps an employee will perform to record and complete a life event using the classic Life Events pages.            |
| <a href="#">Child Action Item Page</a>     | W3EB_LE_ITEM_SEC   | Create sub-steps for a life event action item using the classic Life Events pages.                                                                     |
| <a href="#">Dependent Action Item Page</a> | W3EB_LE_DEPEND_SEC | Specify which life event action items must be completed by the employee prior to completing this action item when using the classic Life Events pages. |

## Understanding Life Event Templates (Including Action Items / Steps)

A template corresponds to a life event category type, such as a birth, death, marriage, or divorce. You can define a life event template and then specify action items or steps that form part of the template, based on your business requirements. For example, you can define an *Adoption Event* template and specify action items or steps that need to be processed to complete the adoption life event. Employees can then use the available life event template to process their life events.

The PeopleSoft application delivers the *Adoption Event*, *Birth Event*, *Divorce Event*, and *Marriage Event* templates for both classic and fluid users.

Action items or steps constitute the individual tasks that an employee needs to perform in order to complete a life event. When using classic Life Events, you will create action items. When using fluid Life Events, you will assign steps to your templates. Customers can define and group action items or steps to configure a life event based on their business needs. You can assign the order these should appear within a life event, indicate whether a task is required or not, define parent and child (subsidiary) relationships, and specify a dependent relationship to indicate if an action item or step can be started only after completing another item.

**Note**

In addition to defining a life event template and creating action items or steps for the template manually, you can also duplicate an existing life event with similar action items by cloning a life event.

– (Classic) Use the Benefit Cloning Utility in Benefits. Select the *Life Event Template* type to clone, and then modify the cloned life event to suit the business needs. For more information, see PeopleSoft Human Resources Manage Base Benefits: Cloning Benefit Programs, Coverage Formulas, Eligibility Rules, Event Rules, or Life Event Templates.

– (Fluid) Use the Enterprise Components: Clone Template Page in the Activity Guide Composer. Click the **Clone Template** button for a template, enter the new template ID (following the naming format guidelines for life events), a description, and the effective date. The system will take you to the Activity Guide Composer Template pages to make modifications. For more information, see Enterprise Components: Managing Activity Guide Templates.

The setup steps for templates are different based on whether you are a classic or fluid user. Use the following information to set up templates and action items or steps for your life events.

**Classic Setup Steps**

Follow these steps to create templates and action items for a classic life event:

1. Define a life event template on the [Classic Templates Page](#) from the eBenefits, Life Event setup menu.
2. Create action items that form the steps of the template using the [Action Item Page](#) within the eBenefits, Life Event setup menu.

**Note**

You cannot delete or modify the delivered Life Event templates or action items. To make changes to a delivered template and its action items, copy the delivered templates by using the PeopleSoft Human Resources Manage Base Benefits: Benefit Clone Utility Page to copy and update the template. You can also create your own Life Event templates for classic.

**Fluid Setup Steps**

Follow these steps to create templates and steps for a fluid life event:

1. Create Activity Guide Composer categories using the Categories component (see Enterprise Components: Setting Up Activity Guide Categories).

Categories contain the technical components that are utilized to define an activity guide template. This also means the category definition contains the steps that can be included as steps to define a Life Event template (activity guide).

The PeopleSoft application delivers the *LIFEEVENT* Activity Guide Category. You can use this category for your Life Events template needs, update it through new effective dated rows, clone a category using the Activity Guide Composer Enterprise Components: Clone Category Page, or create your own categories. To modify the delivered system data, you

will need to insert a new effective dated record of the Life Event category or clone a category, and make the changes. You cannot modify the initial row of the system delivered data.

### ! Important

When you include a change like adding additional steps in a category, you will need to clone or insert a new effective dated row in the templates that use this category with an effective date equal to or greater than the effective date of the category to utilize the new step in your templates. The system will not automatically insert steps into the template. By inserting a new effective dated row that is equal to or greater than that of the category, you can now opt to include the new steps into the template.

The following table lists the delivered steps for the *LIFEEVENT* category:

| Step            | Description                    |
|-----------------|--------------------------------|
| ADDRESS         | Home and Mailing Address       |
| BENEFIT ENROLL  | Benefit Enrollment             |
| BENEFIT SUMMARY | Benefit Summary                |
| BIRTH DATE      | Birth/adoption Date            |
| CONTACT INFO    | Contact Information            |
| DEPBENE SUMMARY | Dependent/Beneficiary Coverage |
| DEPENDENTBENEF  | Dependent and Beneficiary      |
| DIRECT DEPOSIT  | Direct Deposit                 |
| DOCUMENT UPLOAD | Document Upload                |
| ELECTION REVIEW | Benefit Election Review        |
| EMERGCONTACT    | Emergency Contact              |
| MARITAL STATUS  | Marital/Divorce Status         |
| NAME            | Name                           |
| SUMMARY         | Summary                        |
| TAX WITHHOLDING | Tax Withholding                |
| WELCOME         | Welcome                        |

2. Define Activity Guide Composer templates using the Enterprise Components: Activity Guide Templates Page.

This process has you identify the layout of the activity guide, security roles to access the template, and determine the exact steps and their order within the template. The PeopleSoft application delivers the following Life Event templates and documentation that list the delivered steps for the Life Event templates:

- *Life Event: Adoption Event* ([Processing the Adoption Event](#))
- *Life Event: Birth Event* ([Processing the Child Birth Event](#))
- *Life Event: Divorce Event* ([Processing the Divorce Event](#))
- *Life Event: Marriage Event* ([Processing the Marriage Event](#))

**Note**

You cannot delete or modify the delivered Life Event activity guide templates. To make changes to a delivered template, insert a new effective dated row or use the cloning option through the Activity Guide Composer to copy and update the template. You can also create your own Life Event templates for fluid.

**Important**

Life events *must* use the following seven (7) character template ID naming convention to ensure that Life Event activity guides are processed correctly:

*EF\_x* ( where x equals either A for adoption, B for birth, D for divorce, or M for marriage) followed by three additional numbers or characters to uniquely identify the template.

The first four characters of the template ID are used during processing of Life Event activity guides and you can use the remain three characters for your own tracking purposes.

When creating classic Life Event templates in the Benefits application, the system automatically generates a unique template ID base on the template type (A, B, D or M). For example, a classic Life Event template ID could be *EF\_M5LLLLL* - where *EF\_M* specifies it to be a Marriage life event, 5 is an incremental number, and the system pads it with *LLLLL*. Fluid Life Event templates are created and cloned using the Activity Guide Composer, where the administrator defines the template ID. However, this same formatting must be used to correctly process the life event.

For example, the template administrator may create the Activity Guide composer template ID *EF\_B100* for a birth, or *EF\_D200* for a divorce life event. This naming convention, with the first 4 characters starting as such, *must* be followed to ensure that the Life Event templates are processed correctly.

3. Identify the template as a fluid Life Event template in Benefits on the [Fluid Templates Page](#) in the eBenefits, Life Event setup pages.

**Note**

If you create your own Activity Guide Composer Life Event templates, it is recommend that you do *not* opt to display the templates on the Enterprise Components: My Processes Page, which is a centralized location where you can deploy various activity guide templates to your users. Instead, have your users access it only through the PeopleSoft Benefits Administration: Benefit Details Tile.

## Classic Templates Page

Use the Classic Templates page (W3EB\_LE\_LIST) to define a life event template for the classic Life Event pages.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **eBenefits**, and then **Life Event**, and then **Template**, and then **Classic Templates**

This example illustrates the fields and controls on the Classic Templates page. You can find definitions for the fields and controls later on this page.

Classic Templates

Fluid Templates

Template

Template

Personalize

Find

First

1-4 of 4

Last

| *Template Title | Welcome Text ID  | Print Text ID  | *Life Event Type | Description | Active                              | Action Item(s) |             |
|-----------------|------------------|----------------|------------------|-------------|-------------------------------------|----------------|-------------|
| Adoption Event  | WELCOME_BIRTH    | PRINT_BIRTH    | A                | Adoption    | <input checked="" type="checkbox"/> | Action Item(s) | <div></div> |
| Birth Event     | WELCOME_BIRTH    | PRINT_BIRTH    | B                | Birth       | <input checked="" type="checkbox"/> | Action Item(s) | <div></div> |
| Divorce Event   | WELCOME          | PRINT          | D                | Divorce     | <input checked="" type="checkbox"/> | Action Item(s) | <div></div> |
| Marriage Event  | WELCOME_MARRIAGE | PRINT_MARRIAGE | M                | Marriage    | <input checked="" type="checkbox"/> | Action Item(s) | <div></div> |

## Field or Control

## Description

### Template Title

Enter a description for the life event template. The template title is the high level key you will use to create action items for a life event. Action items define the transactions a user may need to process to record a life event change, such as updating marital status, changing benefits enrollment, or uploading a life event document.

The template title will also be displayed as the header of the Life Event component.

### Welcome Text ID

Specify the text to be displayed on the Welcome page of the Life Event component. Text IDs and the corresponding text are maintained in the Text Catalog.

**Note:** Only those text IDs where the owner ID is equal to *HEB* and the sub ID is equal to *LE* on the Text Catalog are available for selection.

### Print Text ID

Specify the text to be displayed on the completion and exit page of the Life Event component.

### Life Event Type

Specify a life event type for each template. The HCM application provides Marriage, Birth, Adoption, and Divorce life events by default. In addition, you can create other life events specific to your organization using the Life Event Rules table.

### Description

Displays the description for the selected life event type.

### Active

Select whether this template is active or inactive. Only active templates will be available for selection on the Event Category - [Classic Category Page](#), and therefore eligible to be included in the life event selection menu for the end user.

For more information, see: [Setting Up the Life Event Selection Menu](#)

| Field or Control      | Description                                                                                                                                                                                                                              |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Action Item(s)</b> | Select this link to access the Action Item component to create a list of transaction pages that should be part of the life event template. Action items are the various tasks a user may need to complete to record a life event change. |

## Fluid Templates Page

Use the Fluid Templates page (W3EB\_LE\_FLU\_LIST) to associate an Activity Guide Composer template with the Benefits Life Event template for the fluid Life Event pages.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **eBenefits**, and then **Life Event**, and then **Template**, and then **Fluid Templates**

This example illustrates the fields and controls on the Fluid Templates page. You can find definitions for the fields and controls later on this page.

Classic Templates

Fluid Templates

Template

Template ?

Personalize | Find | First 1-4 of 4 Last

| *Template Title | *Life Event Type | Description | Active                              | Action                            |  |
|-----------------|------------------|-------------|-------------------------------------|-----------------------------------|--|
| Adoption Event  | A                | Adoption    | <input checked="" type="checkbox"/> | <a href="#">Template Composer</a> |  |
| Birth Event     | B                | Birth       | <input checked="" type="checkbox"/> | <a href="#">Template Composer</a> |  |
| Divorce Event   | D                | Divorce     | <input checked="" type="checkbox"/> | <a href="#">Template Composer</a> |  |
| Marriage Event  | M                | Marriage    | <input checked="" type="checkbox"/> | <a href="#">Template Composer</a> |  |

The page will display the delivered life event templates and any templates you have added. To add additional templates click the Add (+) button at the end of a row.

| Field or Control | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Template Title   | <p><b>Note:</b> Life event templates for fluid must first be created using the Activity Guide Composer (AGC).</p> <p>Select from a list of active life event template descriptions. Only active Activity Guide Templates are available for selection. The PeopleSoft application delivers the following life event templates for fluid:</p> <ul style="list-style-type: none"> <li>• <i>Adoption Event</i></li> <li>• <i>Birth Event</i></li> <li>• <i>Divorce Event</i></li> <li>• <i>Marriage Event</i></li> </ul> <p>To create, update, delete, or clone an existing template, use the Enterprise Components: Activity Guide Templates Page.</p> <p><b>Important:</b> Strict template ID formatting must be used to ensure that the life event templates are processed correctly in Benefits. See the Important note under the Fluid Setup Steps section of <a href="#">Understanding Life Event Templates (Including Action Items / Steps)</a> for more information.</p> <p>The template contains activity guide steps for a life event. Activity guide steps define the transactions a user may need to update to record a life event change, such as update marital status, change benefit enrollments, or have the ability to upload a document. This title will also appear in the header of the fluid Life Events pages.</p> |
| Life Event Type  | <p>Specify a life event type for each template. The PeopleSoft HCM application delivers the Marriage, Birth, Adoption, and Divorce life events, but you can create other life events specific to your organization using the Life Event Rules table.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Description      | <p>Displays the description for the selected life event type.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| Field or Control         | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Active</b>            | <p>Select whether this template is active or inactive. Only active templates will be available for selection on the Event Category - <a href="#">Fluid Category Page</a>, and therefore eligible to be included in the life event selection menu for the end user. Likewise, you cannot inactivate a template that is already assigned on the <a href="#">Fluid Category Page</a>. For more information on event categories, see: <a href="#">Setting Up the Life Event Selection Menu</a>.</p> <p><b>Note:</b> Inactivating a fluid life event template from this page does not inactivate the template in the Activity Guide Composer, just as an option from Event Categories. To inactivate an actual template, click the <b>Template Composer</b> link to access the Activity Guide Composer - Templates component and change the status. You cannot inactivate the delivered life event templates within the Activity Guide Composer.</p> |
| <b>Template Composer</b> | <p>Select this link to access the Activity Guide Composer - Templates pages for this template to view or modify aspects of the template, such as steps. Steps are the various tasks a user should complete to record a life event change.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

## Action Item Page

Use the Action Item page (W3EB\_LE\_ITEM02) to create action items that define the steps an employee will perform to record and complete a life event using the classic Life Events pages.

### Important

This page is for classic life events. Do not use this page if you are creating templates and steps for fluid Life Events. Use the Enterprise Components: Activity Guide Composer - Select Steps Page to add steps to a fluid template.

Navigation:

- **Set Up HCM**, and then **Product Related**, and then **eBenefits**, and then **Life Event**, and then **Action Item**, and then **Action Item**
- Click the **Action Item(s)** link from the [Classic Templates Page](#).

This example illustrates the fields and controls on the Action Item page. You can find definitions for the fields and controls later on this page.



## Action Item

Template Title: Separation Event

Life Event Type: Divorce

Life Event - Action Item

| Copy Existing Item | *Sequence Number | *Action Item Title | Required Action Item                | Parent Action Item       | Child Action Item | Depend Action exist      | Depend Action Item | Transaction Page    |
|--------------------|------------------|--------------------|-------------------------------------|--------------------------|-------------------|--------------------------|--------------------|---------------------|
|                    | 1                | Welcome            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Child Action Item | <input type="checkbox"/> | Depend Action Item | W3EB_LE_WELCOME     |
|                    | 10               | Separation Date    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Child Action Item | <input type="checkbox"/> | Depend Action Item | EF_HR_EE_MAR_STATUS |

Save Return to Search

**Field or Control****Description****Copy Existing Item**

Copy an existing action item for reuse. To copy, select the action item from a list of all action items that have been created for other templates. This will copy all the fields from the selected action item with the exception of the Depend Action Exist and the Depend Action Item fields.

The Copy Existing Item field is available only when you are managing a template created by your organization.

**Sequence Number**

Enter the order in which the list of action items, or pagelets, should appear in the Life Event component navigation in self service. The action items are listed in the increasing order of sequence number. When an action item is identified as a parent action item and has child action items associated with it, the sequence number of the parent action item must be lesser than that of the child action items.

**Action Item Title**

Enter the name of the action item. These titles will appear as links on the left-hand side navigation tree in the employee self service home page for this life event type.

**Required Action Item**

Select to indicate that the user is required to complete this transaction in order to save and complete the life event. If not selected, the user may complete the action item, but completing it is not mandatory in order to complete the life event.

**Parent Action Item**

Select to indicate that this action item has sub-steps. The parent action item serves as a heading that groups the child items. When you select this check box, the Transaction Page field is no longer available for the parent action item.

**Child Action Item**

Select this link when the Parent Action Item check box has been selected to open the Child Action Item page and enter the sequence numbers and transaction page information for each child item. Child items appear as subset items of a parent item. Child item sequence numbers must be greater than that of the parent item.

| Field or Control           | Description                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Depend Action Exist</b> | Select this check box to indicate that the user must complete another task prior to the current task. For example, an employee may need to enter a child's birth date before being eligible to change benefit elections. This check box is not available until at least one other action item has been defined for this template.                                                                                            |
| <b>Depend Action item</b>  | Select this link to open the Dependent Action Item page and select from a list of other action items you have identified for this template. The link and valid options are not available until at least one other action item has been defined for this template with a sequence number lower than this action item. The dependency item you select here must be completed by the user prior to completing this action item. |
| <b>Transaction Page</b>    | Enter the transaction page that the user will access to perform this action item.<br><br>For more information about transaction/application pages and related content, see: <i>PeopleTools: Applications User's Guide</i>                                                                                                                                                                                                    |

For more information about developing and deploying action items, see: *PeopleTools: Portal Technology*

## Child Action Item Page

Use the Child Action Item page (W3EB\_LE\_ITEM\_SEC) to define sub-steps of a life event action item when using the classic Life Events pages. Child item sequence numbers should have a number greater than the parent item.

### Note

This page is for classic life events. Do not use this page if you are creating templates and steps for fluid Life Events. Use the Enterprise Components: Activity Guide Templates Page to create fluid life event templates. Use the Enterprise Components: Activity Guide Composer - Organize and Configure Steps Page to manage steps for fluid.

Navigation:

Select the **Child Action Item** link on the Action Item page.

This example illustrates the fields and controls on the Child Action Item page.

Child Action Item

Parent Action Item Title Personal Information

Sequence Number 400

| Sequence Number | Action Item Title        | Required Action Item     | Transaction Page      |   |   |
|-----------------|--------------------------|--------------------------|-----------------------|---|---|
| 410             | Name                     | <input type="checkbox"/> | EF_HR_EE_NAME         | + | - |
| 420             | Home and Mailing Address | <input type="checkbox"/> | EF_HR_HOME_MAILING    | + | - |
| 430             | Phone                    | <input type="checkbox"/> | EF_HR_PERSONAL_PHONE  | + | - |
| 440             | Emergency Contact        | <input type="checkbox"/> | EF_HR_EMERGENCY_CNTCT | + | - |

OK Cancel

| Field or Control     | Description                                                                                                                                                                                                                                 |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sequence Number      | Enter the order in which the child action items should be listed within the action item. The sequence number of the child action items must be greater than that of the parent action item.                                                 |
| Action Item Title    | Enter the name of the action item. These titles will appear as pagelet links on the left-hand side navigation tree in the employee self service home page for this life event type.                                                         |
| Required Action Item | Select to indicate that the user is required to complete this transaction in order to save and complete the life event. When deselected, the user has the option to complete this task but does not need to in order to complete the event. |
| Transaction Page     | Specify the transaction pagelet that the user will access to perform this action item.                                                                                                                                                      |

## Dependent Action Item Page

Use the Dependent Action Item page (W3EB\_LE\_DEPEND\_SEC) to indicate if another action item must be completed by the user prior to processing this action item when using the classic Life Events pages. The action item can be processed only after completing the action item on which it is dependent.

 **Note**

This page is for classic life events. Do not use this page if you are creating templates and steps for fluid Life Events. Use the Enterprise Components: Activity Guide Templates Page to create fluid life event templates. Use the Enterprise Components: Activity Guide Composer - Organize and Configure Steps Page to manage steps for fluid.

Navigation:

Select the **Depend Action Item** link on the Action Item page.

This example illustrates the fields and controls on the Dependent Action Item page. In this example, the Marital Status action item must be completed before starting Benefit Enrollment.

Dependent Action Item

Action Item Title

Benefit Enrollment

Sequence Number

700

| Dependencies   |          |     |                                     |
|----------------|----------|-----|-------------------------------------|
| Title          | Sequence |     |                                     |
| Marital Status |          | 100 | <div><div>+</div><div>-</div></div> |

OK

Cancel

| Field or Control | Description                                                           |
|------------------|-----------------------------------------------------------------------|
| Title            | Select the action item which the current action item is dependent on. |
| Sequence         | Indicates the sequence number of the selected action item.            |

Configuring Fluid Life Event Document Upload

Use the PeopleSoft Fluid Attachment Framework to configure life event document upload for fluid interface.

## Pages Used to Configure Fluid Life Event Documents Upload

### Note

Refer the documentation for Application Fundamentals: Configuring and Working With Attachments for detailed information on configuring the common attachment framework.

| Page Name                                            | Definition Name                         | Usage                                                                                                                                                                                                                                 |
|------------------------------------------------------|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Application Fundamentals:<br>Define Attachments Page | HR_ATT_CNFG                             | Create configuration ID based on the required attachment type.                                                                                                                                                                        |
| <a href="#">Maintain Definitions Page</a>            | HR_ATT_DEFN                             | Associate the configuration ID to a specific Life Event. You can also specify upload and approval requirements for each configuration ID.<br><b>Note:</b> To configure life event attachments, access this page for the HBN owner ID. |
| <a href="#">Review Benefits Attachment Page</a>      | BEN_ATTACH_EVNT_FL<br>BEN_ATTACH_IDE_FL | View the documents attached by the employees.                                                                                                                                                                                         |

## Understanding Fluid Life Event Document Upload

Employees are required to upload life event documents, for example, certificates of marriage, adoption, or divorce, when processing their life events. As an administrator, you can:

- Define categories for document upload based on each life event type.
- Specify if the document upload is mandatory for a specific life event type
- Specify If approval is required for a specific life event type.
- Access the uploaded document

### Note

The Fluid Review Benefits Attachment component can be accessed by administrator through the Benefits WorkCenter Tile if the employee has granted 'Benefits Administrator FI WC' role.

### Roles and Permission Lists

| Role                                                                                                                  | Permission List |
|-----------------------------------------------------------------------------------------------------------------------|-----------------|
| My Benefits Fluid<br>This role is necessary for employees to access the Benefits Attachment in Benefits Details tile. | HCCPSS1021      |

| Role                                                                                                                        | Permission List                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| My Benefits Fluid                                                                                                           | HCCPSS1022<br>This permission list is necessary for employees to use the Benefits Details Dashboard Tile. |
| Benefits Administrator Fluid<br>This role is necessary for administrator to access the Review Benefits Attachment.          | HCCPBN1020                                                                                                |
| Benefits Administrator Fluid                                                                                                | HCCPBN1050<br>This permission list is necessary to use the Benefits WorkCenter.                           |
| Workforce Admin Homepage Fluid<br>This role is necessary for administrator to access the Workforce Administrator home page. |                                                                                                           |

## Maintain Definitions Page

Use the Maintain Definitions page (HR\_ATT\_DEFN) to link the configuration ID to a specific life event. You can indicate the upload requirement and approval requirement for each configuration ID.

Establish the contexts in which the defined attachment types are to be available and associate specific attachments with each context.

Navigation:

**Set Up HCM**, and then **Common Definitions**, and then **Attachments**, and then **Maintain Definitions**, and then **Maintain Definitions**

This example shows the fields and controls on the Maintain Definitions page when Object Owner ID is selected as HBN and Sub Id is selected as LE. This is specific to Life Event.

## Maintain Definitions

Object Owner ID HBN  
Sub Id LE

Definition

\*Effective Date 01/01/1900

\*Status Active

+ -

Context

\*Sequence Number 10

+ -

Context Keys

1-1 of 1

|   | Key Field       | Key Value | Key Date | Key Number | All values |
|---|-----------------|-----------|----------|------------|------------|
| 1 | Life Event Type | M         |          |            |            |

Attachments

1-3 of 3

|   | *Configuration ID | *Sequence | *Group Box | *Upload Requirement  | Approval Required                   |     |  |
|---|-------------------|-----------|------------|----------------------|-------------------------------------|-----|--|
| 1 | BN_MARRIAGE       | 10        | None       | Required             | <input checked="" type="checkbox"/> | + - |  |
| 2 | BN_SSN_COPY       | 20        | None       | Required             | <input type="checkbox"/>            | + - |  |
| 3 | BN_MISC           | 30        | None       | Require at least one | <input type="checkbox"/>            | + - |  |

Save

Return to Search

Notify

Update/Display

Include History

Correct History

In the Key Value field, select the required life event type. Here, in this example 'M' – Marriage is selected as the Life Event Type.

## Attachments

| Field or Control          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Configuration ID</b>   | Select the required configuration ID. This indicates the documentation type.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Upload Requirement</b> | <p>Select the option to indicate the requirement for document upload under this category. Available options are:</p> <ul style="list-style-type: none"> <li>If the status is 'Required', it is mandatory to upload a document under this category for the selected life event.</li> <li>If the status is 'Optional', it is optional to upload a document under this category for the selected life event.</li> <li>If the status is 'Required at least one', it is mandatory to upload at least one document under this category for the selected life event.</li> </ul> |

| Field or Control         | Description                                                                                                                                                                                                                                                                                                                          |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Approval Required</b> | Specify if this document requires approval. If selected, the document will be send to the approver(s) based on the configured approval framework. The system marks the Upload Document step as complete only if all the documents that are required to upload are uploaded and all the documents that require approval are approved. |

For more information on other fields and controls, see Application Fundamentals: Maintain Definitions Page

## Review Benefits Attachment Page

Use the Review Benefits Attachment page to view the documents uploaded by the employees.

### Note

To activate the Review Benefits Attachment component on the Benefits WorkCenter, activate the Link section.

Go to Enterprise Component > WorkCenter/Dashboards > Configure Pagelets

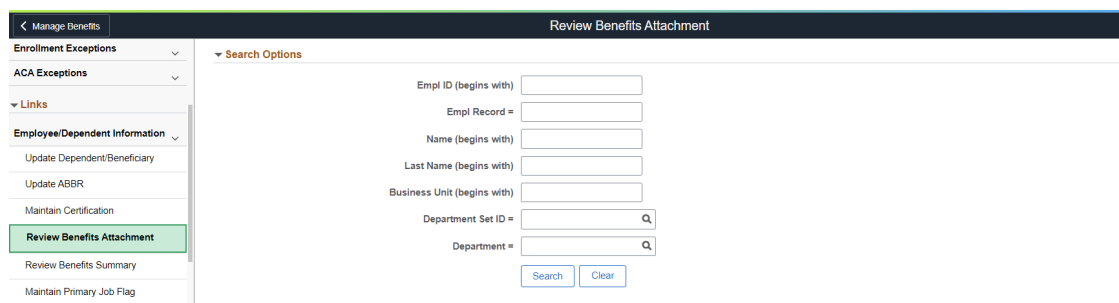
Configuration ID = BEN\_FL Table

Navigation:

**Workforce Administrator**, and then **Manage Benefits**, and then **Benefits WorkCenter**, and then **Links**, and then **Employee/Dependent Information**, and then **Review Benefits Attachment**

Administrator can search for the required employee.

This example illustrates the Review Benefits Attachment page.



Attachment details of the selected employee is displayed.

This example illustrates the Review Benefits Attachment page.



Review Benefits Attachment

Review Benefits Attachment

Click the row to open the Transaction Details page.

This example illustrates the Transaction Details page

| Transaction Details                            |                                |                           |                            |            |                |        |
|------------------------------------------------|--------------------------------|---------------------------|----------------------------|------------|----------------|--------|
| Instructions<br>Select a document to review.   |                                |                           |                            |            |                |        |
| View Attachments                               |                                |                           |                            |            |                |        |
| Document                                       | Description                    | Document Type             | Category                   | Type       | Attached By    | Status |
| <a href="#">Marriage_Certificate.pdf</a>       | Marriage_Certificate.pdf       | Marriage Certificate      | Marriage Certificate       | Attachment | Betty Locherty | Active |
| <a href="#">Bank_Statement.pdf</a>             | Bank Statement                 | Miscellaneous Documents   | Bank Statement             | Attachment | Betty Locherty | Active |
| <a href="#">Social_Security_Card_Copy.pdf</a>  | Social_Security_Card_Copy.pdf  | Social Security Card Copy | Social Security Card Copy  | Attachment | Betty Locherty | Active |
| <a href="#">Utility_Bill.pdf</a>               | Utility_Bill.pdf               | Miscellaneous Documents   | Utility Bill Copy          | Attachment | Betty Locherty | Active |
| <a href="#">Prior_Year_Tax_Return_Copy.pdf</a> | Prior_Year_Tax_Return_Copy.pdf | Miscellaneous Documents   | Prior Year Tax Return Copy | Attachment | Betty Locherty | Active |

This page lists the documents uploaded by the employee with details like document type, category and status. Click the document to open the attachment.

## Setting Up the Life Event Selection Menu

This topic discusses how to set up the Employee Self Service Life Event Selection menu.

The Employee Self Service Life Event Selection menu is the menu available to employees on the Life Event main page. You can define life event categories and link life event templates to each category, to set up the employee self service life event selection menu. The life event categories define the menu groups and the templates linked to them define the menu items. Employees can then select which life event to process from the available menu.

PeopleSoft eBenefits provides one category *EMPL* (Employee) by default, but you can define other categories relevant to your organization.

To set up the life event selection menu, use the Event Category (W3EB\_LE\_EVT\_CAT) page.

## Page Used to Define the Life Event Selection Menu

| Page Name                             | Definition Name | Usage                                                                                         |
|---------------------------------------|-----------------|-----------------------------------------------------------------------------------------------|
| <a href="#">Classic Category Page</a> | W3EB_LE_EVT_CAT | Set up life event categories for the classic employee self service Life Event selection menu. |
| <a href="#">Fluid Category Page</a>   | W3EB_LE_FLU_CAT | Set up life event categories for the fluid employee self service Life Event selection menu.   |

## Classic Category Page

Use the Classic Category page (W3EB\_LE\_EVT\_CAT) to set up life event categories for the classic employee self service Life Event selection menu.

### Note

This page is for classic setup. If you want to set up categories for fluid Life Events, use the [Fluid Category Page](#).

Navigation:

**Set Up HCM**, and then **Product Related**, and then **eBenefits**, and then **Life Event**, and then **Event Category**, and then **Classic Category**

This example illustrates the fields and controls on the Classic Category page.

Classic Category   Fluid Category

---

Event Category EMPL

**Category** ? Find | View All First 1 of 1 Last

\*Effective Date 01/01/1900

\*Description Employee

\*Category Sequence 10

| Life Event Menu Description ? |                                         |                 |             | Personalize   Find | First 1 of 4 Last |
|-------------------------------|-----------------------------------------|-----------------|-------------|--------------------|-------------------|
| *SeqNum                       | *Description                            | *Template Title | Template ID |                    |                   |
| 100                           | I got married                           | Marriage Event  | EF_M4LLLLL  |                    |                   |
| 200                           | I had a baby                            | Birth Event     | EF_B2LLLLL  |                    |                   |
| 300                           | I adopted or gained legal custody/guard | Adoption Event  | EF_A1LLLLL  |                    |                   |
| 400                           | I got divorced/legally separated        | Divorce Event   | EF_D3LLLLL  |                    |                   |

Use this page to set up the templates that should appear for this category on the classic life event self-service home page.

| Field or Control         | Description                                                                                                                                                                                                                    |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Category Sequence</b> | Enter the order in which the event categories should appear on the classic employee self service life event home page. The categories will be displayed on the home page based on the increasing order of the sequence number. |
| <b>SeqNum</b>            | Enter a number to determine the order in which a life event should be displayed within the category, in the self service selection menu.                                                                                       |

| Field or Control      | Description                                                                                                                                                                                                                                                                                                   |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>    | Enter a description for the life event change that the user needs to perform. The class life event home page displays these descriptions as radio buttons from which a user selects the required life event.                                                                                                  |
| <b>Template Title</b> | Select from a list of active life event templates defined on the <a href="#">Classic Templates Page</a> that have action items defined.<br><b>Note:</b> A template associated with an event category cannot be modified or made inactive. The same template may be used for multiple life event descriptions. |

## Fluid Category Page

Use the Fluid Category page (W3EB\_LE\_FLU\_CAT) to set up life event categories for the fluid employee self service Life Event selection menu.

### Note

This page is for fluid setup. If you want to set up categories for classic Life Events, use the [Classic Category Page](#).

Navigation:

**Set Up HCM**, and then **Product Related**, and then **eBenefits**, and then **Life Event**, and then **Event Category**, and then **Fluid Category**

This example illustrates the fields and controls on the Fluid Category page.

---

Event Category EMPL

Category  Find | View All First  1 of 1  Last

\*Effective Date 01/01/1900 

\*Description Employee  \*Category Sequence 10

| *SeqNum | *Description                                                                                                                | *Template Title                                                                                      | Template ID |                                                                                       |                                                                                       |
|---------|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 100     | I got married                            | Marriage Event  | EF_M4FF     |  |  |
| 200     | I had a baby                             | Birth Event     | EF_B2FF     |  |  |
| 300     | I adopted or gained legal custody/guard  | Adoption Event  | EF_A1FF     |  |  |
| 400     | I got divorced/legally separated         | Divorce Event   | EF_D3FF     |  |  |

Use this page to create fluid self service event categories and link templates to the category. The Life Events landing page in fluid displays the life event template descriptions you associate with this category.

| Field or Control         | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Category Sequence</b> | Enter the order in which the event categories should appear on the Employee Self Service, Life Events landing page in fluid. The categories will appear on the landing page based on the increasing order of the sequence number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>SeqNum</b>            | Enter a number to determine the order in which a life event should appear within the category. The page displays the life events with the lowest numbers first.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Description</b>       | Enter a description for the life event change that the user may need to perform. The fluid Life Events home page displays these descriptions as radio buttons from which a user selects the required life event. For example, for a birth event you can enter the text, 'I had a baby'.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Template Title</b>    | Select from a list of active templates that have activity guide steps defined. Template titles are defined using the Enterprise Components: Activity Guide Templates Page.<br><b>Note:</b> A template associated with an event category cannot be modified or made inactive on the <a href="#">Fluid Templates Page</a> .<br>The same template may be used for multiple life event descriptions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Template ID</b>       | Displays the ID that was used when creating the template in the Activity Guide Composer.<br><b>Important:</b> Strict template ID formatting must be used to ensure that the life event templates are processed correctly in Benefits. All fluid Life Event template IDs must start with the following four characters: <i>EF_</i> , <i>x</i> (where <i>x</i> equals <i>A</i> for adoption, <i>B</i> for birth, <i>D</i> for divorce, or <i>M</i> for marriage). For example, an organization may create the template ID <i>EF_B100</i> for a birth, or <i>EF_D200</i> for a divorce life event. This naming convention, with the first 4 characters starting as such, must be followed to ensure that the Life Event templates are processed correctly. Activity Guide Composer template IDs must be seven characters in length so you can use the remain three characters for your own purposes. |

### Related Topics

- Enterprise Components: Managing Activity Guide Templates

## Creating Life Event Descriptive Pages

These topics describe how to create life event descriptive pages.

## Understanding Life Event Descriptive Pages

Create life event descriptive pages to guide employees through the action items (pages) that they will need to complete for a self-service life event. After selecting a life event on the Life Event main page, the employee needs to follow a vertical pagelet containing action items to process the event. You can create descriptive Life Event pages such as a Welcome page to include a greeting, a brief description of the steps involved in this event, and any additional information the employee may want to read before proceeding to the actual event, or a custom Exit page to conclude the life event.

## Page Used to Create Life Event Descriptive Pages

| Page Name                                  | Definition Name | Usage                                |
|--------------------------------------------|-----------------|--------------------------------------|
| <a href="#">Maintain Text Catalog Page</a> | HR_SSTEXT_TEXT  | Create life event descriptive pages. |

## Maintain Text Catalog Page

Use the Maintain Text Catalog page (HR\_SSTEXT\_TEXT) to create the descriptive pages. The Maintain Text Catalog page provides the flexibility to present custom instructions to the employees.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **eBenefits**, and then **Maintain Text Catalog**, and then **Maintain Text Catalog**

This example illustrates the fields and controls on the Maintain Text Catalog page. You can find definitions for the fields and controls later on this page.

### Maintain Text Catalog

eBenefits

Sub ID LE

Text ID WELCOME

Usage Page Instructions

Description Text for the Life Event general welcome page.

**Text Entries** Find | View All First 1 of 1 Last

Effective Date 01/01/1900

**Context Keys and Text** Find | View All First 1 of 1 Last

Life Event Type

If you have experienced a life event change it may impact your Benefit choices and enrollments.  
<br><br> This guide will take you through all the steps necessary to ensure that your personal profile, benefits, and payroll information are updated to reflect this event in your life.

[View/Edit as HTML](#)

## Field and Control Definitions

### Field and Control Definitions

| Field or Control      | Description                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>    | Enter the description for the text ID displayed on the life event descriptive page.<br>The text ID identifies a life event descriptive page. Different text IDs can be created for different life events. For example, you can set up a custom welcome text ID for Marriage and a different welcome text id for Birth. Additionally, you can modify the default text IDs for the welcome page (Welcome) and the exit page (Print). |
| <b>Effective Date</b> | Select a date from which the descriptive page is active.                                                                                                                                                                                                                                                                                                                                                                           |

### Context Keys and Text

| Field or Control       | Description                                                                                                                                                                                                                                                                                         |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Life Event Type</b> | Select the life event type for which the descriptive page is being created. If the life event type is left blank, the text that you enter will be applicable to all life event types.<br>In the descriptive text box, enter the custom text to be displayed to the employee on the life event page. |

For more information about Text Catalog, see: PeopleSoft eBenefits: Establishing Text Catalog Data

## Configuring the Employee Enrollment Summary Statement

These topics describe how to configure the Employee Enrollment Summary Statement.

### Understanding the Enrollment Summary Statement

After an employee completes a life event, a new Benefit Preliminary Enrollment Summary Statement report will be generated.

This report provides a summary of the employee's benefit election data and enables the employee to view the new elections after a life event change. The enrollment statement displays four main sections - the personal information, dependent information, investment, and dependent/beneficiary sections. You can configure the report to display or hide any of the four sections using the Enrollment Statement Controls setup page. The Enrollment Statement Controls setup page enables you to display or hide sections based on the life event type.

**Note**

This report has been replaced in Fluid. For more information, see PeopleSoft Benefits Administration: Viewing Fluid Benefit Statements as an Employee in Self Service.

## Page Used to Configure the Employee Enrollment Summary Statement

| Page Name                                          | Definition Name | Usage                                                           |
|----------------------------------------------------|-----------------|-----------------------------------------------------------------|
| <a href="#">Enrollment Statement Controls Page</a> | W3EB_SMRY_CNTRL | Configure the preliminary benefit enrollment summary statement. |

## Enrollment Statement Controls Page

Use the Enrollment Statement Controls page (W3EB\_SMRY\_CNTRL) to configure the Benefit Preliminary Enrollment Summary Statement.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **eBenefits**, and then **Enrollment Statement Controls**, and then **Enrollment Statement Controls**

This example illustrates the fields and controls on the Enrollment Statement Controls page. You can find definitions for the fields and controls later on this page.

### Enrollment Statement Controls

Life Event Type    A    Description    Adoption

Enrollment Statement Controls ?    Find | View All    First 1 of 1 Last

\*Effective Date 01/01/1900

Personal Information Section Display the section

Dependent Information Display the section

Investment Section Display the section

Dependent/Beneficiary Section Display the section

Plan Type Controls ?    Personalize | Find |    First 1 of 1 Last

| *Plan Type | Description | Hide Waived              |
|------------|-------------|--------------------------|
|            |             | <input type="checkbox"/> |

**Enrollment Statement Controls**

| Field or Control                     | Description                                                                                                                                                                                     |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Effective Date</b>                | Select the effective date from which the enrollment statement controls take effect.                                                                                                             |
| <b>Personal Information Section</b>  | Select to always display or always hide this section in all reports.                                                                                                                            |
| <b>Dependent Information</b>         | Select to always display this section, hide this section in all reports, or hide this section only when the employee does not have dependent or beneficiary information recorded in the system. |
| <b>Investment Section</b>            | Select to always display this section or to hide this section when no investment allocations have been specified.                                                                               |
| <b>Dependent/Beneficiary Section</b> | Select to always display this section or to hide this section when there are no dependents or beneficiaries enrolled under this employee's benefit package.                                     |

**Plan Type Controls**

| Field or Control   | Description                                                                                                                            |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Plan Type</b>   | Select a specific benefit plan type to be excluded from the Enrollment Summary Statement when an employee has opted to waive coverage. |
| <b>Hide Waived</b> | Select to exclude the plan from the Enrollment Summary report when coverage is waived.                                                 |

## Understanding Life Event Processing

Employees process a self service life event when there is a change in their benefits enrollment as a result of a life event, for example, change in marital status, child birth or adoption. An employee will access the Life Events pages differently based on the interface they are using:

- **Classic Life Events**  
To access the classic Life Events pages, select the NavBar Navigator to select Employee Self Service, eBenefits, Life Events (see PeopleSoft eBenefits: Using PeopleSoft eBenefits Pages).
- **Fluid Life Events**  
To access the fluid Life Events pages, from the fluid Employee Self Service landing page (or the landing page where you have placed the tile), select the PeopleSoft Benefits Administration: Benefit Details Tile, and then select the Life Events tile.

To process a life event, select your life event from the list of available life event on the selection page. An activity guide process guides you through the required sub-steps or action items to complete the life event. An activity guide page lists all the steps, or action items, within the life event. The status of each action item in the activity guide page changes as you navigate through the activity guide. The system provides easy navigation through the activity guide steps. You can stop processing a life event temporarily and continue at a later point, or you can



completely cancel (delete) the life event instance. When you complete a life event, the activity guide provides a visual indication that all the action items and steps are complete.

You can perform the following activities while processing a life event:

- Upload documents required to process the life event. Based on the type of the employee life event being processed, the system displays the required document type(s) to be uploaded.
- Change benefits enrollment.
- Review your benefits election and go back to previous steps to make additional changes if necessary.

**Note**

At any given time, you can execute only one instance of a life event at a time (in either classic or fluid).

These topics describe how to process the following out-of-the-box life events:

- Marriage
- Child birth
- Adoption
- Divorce

**Note**

By default, four life events — Marriage, Child birth, Adoption, and Divorce are available out-of-the-box. Life events available to you will vary depending on the life events defined by your organization based on your business needs. Additionally, the action items within each life event may also vary depending on the modifications made to them by your organization.

## Processing the Marriage Event

Employees begin the Marriage life event process by navigating to the Life Events page and then selecting the marriage transaction.

After the employee accesses the transaction, the system displays the Change Status Date page on which the employee needs to enter the date of the marital status change. The Change Status Date page indicates the maximum number of days after the life event within which the employee needs to complete the self service life event. A series of pages that direct the employee through the life event process will be displayed. Rules that are set on the Life Event Rules page and the Action Items for the marital status change transaction determine which pages will be displayed by the system.

## Pages Used to Process the Marriage Event

### Note

Classic pages used in this feature have been replaced by equivalent pages in Fluid.

| Classic Page Name                  | Classic Definition Name | Fluid Page Name                                                                                            | Fluid Definition Name | Usage                                                                                                                                       |
|------------------------------------|-------------------------|------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Welcome Page                       | W3EB_LE_WELCO<br>ME     | <a href="#">Welcome to<br/>&lt;Transaction<br/>Name&gt; Event Page</a>                                     | AGC_INFO_FL           | Read the instructions on the Welcome page to initiate your Marriage life event. This page contains custom information about the life event. |
| Marital Status Change Page         | HR_EE_MAR_STAT<br>US    | Marital Status Page ( <a href="#">Marital Status or Divorce Status Page</a> )                              | HR_EE_MARITAL_<br>FL  | Enter changes for a marital status and submit the changes.                                                                                  |
| Life Events — Document Upload Page | HR_ATT_DD_HDR           | PeopleSoft eBenefits: Life Events - Document Upload Page                                                   | HR_ATT_DD_HDR         | Upload a proof document, for example, marriage certificate for the life event, or enter a note relevant to the marriage event.              |
| Benefits Summary Page              | W3EB_GRID               | PeopleSoft Benefits Administration: Benefits Summary Page                                                  | BEN_SUMM_GRID_<br>FL  | Review current benefits.                                                                                                                    |
| Name Change Page                   | HR_EE_NAME              | Personal Information - PeopleSoft eProfile: Name (Summary) Page                                            | HR_EE_NAME_FL         | Enter name change information.                                                                                                              |
| Home and Mailing Address Page      | HR_HOME_MAILI<br>NG     | Personal Information - Home and mailing Addresses Page (see PeopleSoft eProfile: Addresses (Summary) Page) | HR_EE_ADDR_FL         | Enter valid home and mailing addresses.                                                                                                     |

| Classic Page Name                         | Classic Definition Name | Fluid Page Name                                                                                 | Fluid Definition Name | Usage                                                                                                                                                                                                                                                                                          |
|-------------------------------------------|-------------------------|-------------------------------------------------------------------------------------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Phone Numbers Page                        | HR_PERSONAL_P<br>HONE   | Personal Information - Contact Information Page (see PeopleSoft eProfile: Contact Details Page) | HR_EE_CONTACTS<br>_FL | Enter valid phone numbers.                                                                                                                                                                                                                                                                     |
| Emergency Contacts Page                   | HR_EMERGENCY_<br>CNTCT  | Personal Information - PeopleSoft eProfile: Emergency Contacts (Summary) Page)                  | HR_EMERG_CNTC<br>T_FL | Enter emergency contact information.                                                                                                                                                                                                                                                           |
| Add/Review Dependent/<br>Beneficiary Page | W3EB_DEPBEN_R<br>VW     | PeopleSoft Benefits Administration: Dependent/<br>Beneficiary Info Page                         | W3EB_DEPBNSM<br>RY_FL | Update dependent/<br>beneficiary information.                                                                                                                                                                                                                                                  |
| W-4 Withholding Certificate Page          | PY_IC_W4_DATA_<br>2020  | Pay and Compensation - PeopleSoft ePay: Tax Withholding Page                                    | PY_IC_W4_FL           | Review and change tax information.                                                                                                                                                                                                                                                             |
| Direct Deposit Page                       | PY_IC_DD_LIST           | <a href="#">Pay and Compensation - Direct Deposit Page</a>                                      | PY_IC_DIR_DEP_F<br>L  | Review direct deposit information.                                                                                                                                                                                                                                                             |
| Benefit Enrollment Page                   | W3EB_LE_ENROL<br>L      | PeopleSoft Benefits Administration: Benefits Enrollment Page                                    | BNE_LE_ENROLL1<br>_FL | Start benefits enrollment and enroll for available benefits.<br><br><b>Note:</b> A dependency relationship is defined on the Marital Status Change action item and benefit enrollment. Hence, benefits enrollment will be available only if you have updated and submitted the marital status. |

| Classic Page Name              | Classic Definition Name | Fluid Page Name                                             | Fluid Definition Name | Usage                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------|-------------------------|-------------------------------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Benefits Election Review Page  | W3EB_LE_CONFIR<br>M     | PeopleSoft Benefits Administration: Benefits Statement Page | BAS_STATMNTS_F<br>L   | Review benefits election. Click <b>Print</b> to generate a preliminary Benefits Enrollment Summary Statement containing your personal information and information about dependent/beneficiary enrollment, benefits elections, and investment choices.<br><br>Go back to any previous steps and make additional changes before completing the benefits enrollment.                     |
| Event Completion and Exit Page | W3EB_LE_PRINT           | <a href="#">Summary Page</a>                                | AGC_SUMMARY_F<br>L    | Complete and exit the life event. View confirmation of the life event process completion. Additionally, view custom information about any additional tasks that you need to do related to this life event.<br><br>When you click <b>Complete</b> , the system verifies whether all the required action items have been completed and displays an error message if any are incomplete. |

See product documentation for *PeopleTools: Workflow Technology* for related information.

## Processing the Child Birth Event

Employees begin the Child Birth transaction by navigating to Life Events and then selecting the **I had a baby** radio button. The system displays the **Change Status Date** page on which the employee needs to enter the date of child birth.

### Note

An employee can also add a new spouse and other dependents from the life event for Marriage.

After the employee accesses the transaction, the system displays a series of pages that direct the employee through the life event process. The system determines which pages will be displayed according to the rules that are set for the *Child Birth* transaction on the [Life Event Rules Page](#) and:

- (Classic) [Action Item Page](#).
- (Fluid) Activity Guide Composer pages (see Enterprise Components: Managing Activity Guide Templates, the **Life Event Rules** page and the Action Items for the Child Birth transaction).

## Pages Used to Process the Child Birth Event

### Note

Classic pages used in this feature have been replaced by equivalent pages in Fluid.

| Classic Page Name | Classic Definition Name | Fluid Page Name                                                                 | Fluid Definition Name | Usage                                                                                                                                     |
|-------------------|-------------------------|---------------------------------------------------------------------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| Welcome Page      | W3EB_LE_WELCO<br>ME     | <a href="#">Welcome to<br/>&lt;Transaction<br/>Name&gt; Event Page</a>          | AGC_INFO_FL           | Read the instructions on the Welcome page to initiate your child birth event. This page contains custom information about the life event. |
| Birth Date Page   | W3EB_BRTH_ADPT<br>T_DT  | Birth Date Page<br>( <a href="#">Birth Date or<br/>Adoption Date<br/>Page</a> ) | W3EB_BR_ADPT_<br>FL   | Enter the date of child birth and submit.                                                                                                 |

| Classic Page Name                               | Classic Definition Name | Fluid Page Name                                                     | Fluid Definition Name | Usage                                                                                                                                                                                                                                                                       |
|-------------------------------------------------|-------------------------|---------------------------------------------------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Life Events — Document Upload Page              | HR_ATT_DD_HDR           | PeopleSoft eBenefits: Life Events - Document Upload Page            | HR_ATT_DD_HDR         | Upload a proof document, for example, birth certificate for the life event, or enter a note relevant to the event.                                                                                                                                                          |
| Benefits Summary Page                           | W3EB_GRID               | PeopleSoft Benefits Administration: Benefits Summary Page           | BEN_SUMM_GRID_FL      | Review your current benefits.                                                                                                                                                                                                                                               |
| Dependent and Beneficiary Coverage Summary Page | W3EB_DEPBEN_SUM         | <a href="#">Dependent and Beneficiary Coverage Summary Page</a>     | W3EB_DEPBEN_SUM       | Review summary information about dependent/beneficiary benefits.                                                                                                                                                                                                            |
| Add/Review Dependent/Beneficiary Page           | W3EB_DEPBEN_RVW         | PeopleSoft Benefits Administration: Dependent/Beneficiary Info Page | W3EB_DEPBNSM_RY_FL    | Update dependent/beneficiary information.                                                                                                                                                                                                                                   |
| W-4 Withholding Certificate Page                | PY_IC_W4_DATA_2020      | Pay and Compensation - PeopleSoft ePay: Tax Withholding Page        | PY_IC_W4_FL           | Review and change W-4 tax information.                                                                                                                                                                                                                                      |
| Direct Deposit Page                             | PY_IC_DD_LIST           | <a href="#">Pay and Compensation - Direct Deposit Page</a>          | PY_IC_DIR_DEP_FL      | Review and change direct deposit information.                                                                                                                                                                                                                               |
| Benefit Enrollment Page                         | W3EB_LE_ENROLL          | PeopleSoft Benefits Administration: Benefits Enrollment Page        | BNE_LE_ENROLL1_FL     | Start benefits enrollment and enroll for available benefits.<br><b>Note:</b> A dependency relationship is defined on the Birth Date action item and benefit enrollment. Hence, benefits enrollment will be available only if you have updated and submitted the birth date. |

| Classic Page Name              | Classic Definition Name | Fluid Page Name                                             | Fluid Definition Name | Usage                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------|-------------------------|-------------------------------------------------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Benefits Election Review Page  | W3EB_LE_CONFIR<br>M     | PeopleSoft Benefits Administration: Benefits Statement Page | BAS_STATMNTS_F<br>L   | Review benefits election. Click <b>Print</b> to generate a preliminary Benefits Enrollment Summary Statement containing your personal information and information about dependent/beneficiary enrollment, benefits elections, and investment choices.<br><br>Go back to any previous steps and make additional changes before completing the benefits enrollment. |
| Event Completion and Exit Page | W3EB_LE_PRINT           | <a href="#">Summary Page</a>                                | AGC_SUMMARY_F<br>L    | View confirmation of the child birth event completion. Additionally, view custom information about any additional tasks that you need to do related to this life event.<br><br>When you click <b>Complete</b> , the system verifies whether all the required action items have been completed and displays an error message if any are incomplete.                |

## Processing the Adoption Event

Employees begin the Adoption transaction by navigating to Life Events and then selecting the **I adopted or gained legal custody/guardianship of a child** radio button. The system displays the Change Status Date page on which the employee needs to enter the date of adoption.

After the employee accesses the transaction, the system displays a series of pages that direct the employee through the adoption process. Rules that are set on the Life Event Rules page and the Action Items for the Adoption transaction determine which pages will be displayed by the system.

## Pages Used to Process the Adoption Event

### Note

Classic pages used in this feature have been replaced by equivalent pages in Fluid.

| Page Name                          | Definition Name       | Fluid Page Name                                                         | Fluid Definition Name | Usage                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------|-----------------------|-------------------------------------------------------------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Welcome Page                       | W3EB_LE_WELCO<br>ME   | <a href="#">Welcome to<br/>&lt;Transaction<br/>Name&gt; Event Page</a>  | AGC_INFO_FL           | Read the instructions on the Welcome page to initiate the adoption event. This page contains custom information about the life event.                                                                                                                                                                                                                        |
| Adoption Date Page                 | W3EB_BRTH_ADP<br>T_DT | Adoption Date Page ( <a href="#">Birth Date or Adoption Date Page</a> ) | W3EB_BR_ADPT_<br>FL   | Enter the date of adoption and submit.                                                                                                                                                                                                                                                                                                                       |
| Life Events — Document Upload Page | HR_ATT_DD_HDR         | PeopleSoft eBenefits: Life Events - Document Upload Page                | HR_ATT_DD_HDR         | Upload a proof document, for example, adoption certificate, or enter a note relevant to the event.<br><br>When you upload a document, a notification is sent to the Benefits Administrator to approve the document. After the document is approved, you will receive an e-mail notification to return to the Adoption event to continue benefits enrollment. |
| Benefits Summary Page              | W3EB_GRID             | PeopleSoft Benefits Administration: Benefits Summary Page               | BEN_SUMM_GRID<br>_FL  | Review your current benefits.                                                                                                                                                                                                                                                                                                                                |



| Page Name                                       | Definition Name    | Fluid Page Name                                                     | Fluid Definition Name | Usage                                                                                                                                                                                                                                                                              |
|-------------------------------------------------|--------------------|---------------------------------------------------------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dependent and Beneficiary Coverage Summary Page | W3EB_DEPBEN_SUM    | <a href="#">Dependent and Beneficiary Coverage Summary Page</a>     | W3EB_DEPBEN_SUM       | Review summary information about dependent/beneficiary benefits.                                                                                                                                                                                                                   |
| Add/Review Dependent/Beneficiary Page           | W3EB_DEPBEN_RVW    | PeopleSoft Benefits Administration: Dependent/Beneficiary Info Page | W3EB_DEPBNSMRY_FL     | Update dependent/beneficiary information.                                                                                                                                                                                                                                          |
| W-4 Withholding Certificate Page                | PY_IC_W4_DATA_2020 | Pay and Compensation - PeopleSoft ePay: Tax Withholding Page        | PY_IC_W4_FL           | Review and change W-4 tax information.                                                                                                                                                                                                                                             |
| Direct Deposit Page                             | PY_IC_DD_LIST      | <a href="#">Pay and Compensation - Direct Deposit Page</a>          | PY_IC_DIR_DEP_FL      | Review and change direct deposit information.                                                                                                                                                                                                                                      |
| Benefit Enrollment Page                         | W3EB_LE_ENROLL     | PeopleSoft Benefits Administration: Benefits Enrollment Page        | BNE_LE_ENROLL1_FL     | Start benefits enrollment and enroll for available benefits.<br><b>Note:</b> A dependency relationship exists between the Adoption Date action item and benefit enrollment. Hence, benefits enrollment will be available only if you have updated and submitted the adoption date. |

| Page Name                      | Definition Name     | Fluid Page Name                                             | Fluid Definition Name | Usage                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------|---------------------|-------------------------------------------------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Benefits Election Review Page  | W3EB_LE_CONFIR<br>M | PeopleSoft Benefits Administration: Benefits Statement Page | BAS_STATMNTS_F<br>L   | Review benefits election. Click <b>Print</b> to generate a preliminary Benefits Enrollment Summary Statement containing your personal information and information about dependent/beneficiary enrollment, benefits elections, and investment choices.<br><br>Go back to any previous steps and make additional changes before completing the benefits enrollment. |
| Event Completion and Exit Page | W3EB_LE_PRINT       | <a href="#">Summary Page</a>                                | AGC_SUMMARY_F<br>L    | View confirmation of the adoption event completion. Additionally, view custom information about any additional tasks that you need to do related to this life event.<br><br>When you click <b>Complete</b> , the system verifies whether all the required action items have been completed and displays an error message if any are incomplete.                   |

## Processing the Divorce Event

Employees begin the Divorce transaction by navigating to Life Events and then selecting the **I got divorced/legally separated** radio button. The system displays the Change Status Date page on which the employee needs to enter the date of divorce.

After the employee accesses the divorce transaction, the system displays a series of pages that direct the employee through the life event process. Rules that are set on the Life Event Rules page and the Action Items for the Divorce transaction determine which pages will be displayed by the system.

## Pages Used to Process the Divorce Event

### Note

Classic pages used in this feature have been replaced by equivalent pages in Fluid.

| Classic Page Name                  | Classic Definition Name | Fluid Page Name                                                                                            | Fluid Definition Name | Usage                                                                                                                                |
|------------------------------------|-------------------------|------------------------------------------------------------------------------------------------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Welcome Page                       | W3EB_LE_WELCO<br>ME     | <a href="#">Welcome to<br/>&lt;Transaction<br/>Name&gt; Event Page</a>                                     | AGC_INFO_FL           | Read the instructions on the Welcome page to initiate the divorce event. This page contains custom information about the life event. |
| Marital Status Change Page         | HR_EE_MAR_STAT<br>US    | Divorce Status Page ( <a href="#">Marital Status or Divorce Status Page</a> )                              | HR_EE_MARITAL_<br>FL  | Enter the date of divorce and the changed marital status.                                                                            |
| Life Events — Document Upload Page | HR_ATT_DD_HDR           | PeopleSoft eBenefits: Life Events - Document Upload Page                                                   | HR_ATT_DD_HDR         | Upload a proof document for the life event, or enter a note relevant to the event.                                                   |
| Benefits Summary Page              | W3EB_GRID               | PeopleSoft Benefits Administration: Benefits Statement Page                                                | BEN_SUMM_GRID_<br>FL  | Review your current benefits.                                                                                                        |
| Name Change Page                   | HR_EE_NAME              | Personal Information - PeopleSoft eProfile: Name (Summary) Page                                            | HR_EE_NAME_FL         | Enter name change information.                                                                                                       |
| Home and Mailing Address Page      | HR_HOME_MAILI<br>NG     | Personal Information - Home and mailing Addresses Page (see PeopleSoft eProfile: Addresses (Summary) Page) | HR_EE_ADDR_FL         | Enter home and mailing address changes.                                                                                              |

| Classic Page Name                         | Classic Definition Name | Fluid Page Name                                                                                 | Fluid Definition Name | Usage                                                                                                                                                                                                                                                                                           |
|-------------------------------------------|-------------------------|-------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Phone Numbers Page                        | HR_PERSONAL_P<br>HONE   | Personal Information - Contact Information Page (see PeopleSoft eProfile: Contact Details Page) | HR_EE_CONTACTS<br>_FL | Enter valid phone numbers.                                                                                                                                                                                                                                                                      |
| Emergency Contacts Page                   | HR_EMERGENCY_<br>CNTCT  | Personal Information - PeopleSoft eProfile: Emergency Contacts (Summary) Page)                  | HR_EMERG_CNTC<br>T_FL | Enter emergency contact information.                                                                                                                                                                                                                                                            |
| Add/Review Dependent/<br>Beneficiary Page | W3EB_DEPBEN_R<br>VW     | PeopleSoft Benefits Administration: Dependent/<br>Beneficiary Info Page                         | W3EB_DEPBNSM<br>RY_FL | Update dependent/<br>beneficiary information.                                                                                                                                                                                                                                                   |
| W-4 Withholding Certificate Page          | PY_IC_W4_DATA_<br>2020  | Pay and Compensation - PeopleSoft ePay: Tax Withholding Page                                    | PY_IC_W4_FL           | Review and change W-4 tax information.                                                                                                                                                                                                                                                          |
| Direct Deposit Page                       | PY_IC_DD_LIST           | <a href="#">Pay and Compensation - Direct Deposit Page</a>                                      | PY_IC_DIR_DEP_F<br>L  | Review and change direct deposit information.                                                                                                                                                                                                                                                   |
| Benefit Enrollment Page                   | W3EB_LE_ENROL<br>L      | PeopleSoft Benefits Administration: Benefits Enrollment Page                                    | BNE_LE_ENROLL1<br>_FL | Start benefits enrollment and enroll for available benefits.<br><br><b>Note:</b> A dependency relationship is defined on the Marital Status Change action item and benefits enrollment. Hence, benefits enrollment will be available only if you have updated and submitted the marital status. |

| Classic Page Name              | Classic Definition Name | Fluid Page Name                                             | Fluid Definition Name | Usage                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------|-------------------------|-------------------------------------------------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Benefits Election Review Page  | W3EB_LE_CONFIR<br>M     | PeopleSoft Benefits Administration: Benefits Statement Page | BAS_STATMNTS_F<br>L   | Review benefits election. Click <b>Print</b> to generate a preliminary Benefits Enrollment Summary Statement containing your personal information and information about dependent/beneficiary enrollment, benefits elections, and investment choices.<br><br>Go back to any previous steps and make additional changes before completing the benefits enrollment. |
| Event Completion and Exit Page | W3EB_LE_PRINT           | <a href="#">Summary Page</a>                                | AGC_SUMMARY_F<br>L    | View confirmation of the divorce event completion.<br><br>When you click <b>Complete</b> , the system verifies whether all the required action items have been completed and displays an error message if any are incomplete.                                                                                                                                     |

## Using the PeopleSoft Fluid User Interface to Enter Life Events

This topic discusses how employees use the PeopleSoft Fluid User Interface to enter life event changes.

For general information about Fluid pages in PeopleSoft HCM, see Application Fundamentals: Understanding PeopleSoft Fluid User Interface Homepages

Video: [PeopleSoft Fluid User Interface Experience in HCM](#)

## Pages Used to Enter Life Events Using the PeopleSoft Fluid User Interface

These pages are available for all life event transactions unless otherwise noted.

| Page Name                                                                                                                  | Definition Name                                                                           | Usage                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PeopleSoft Benefits Administration: Benefit Details Tile                                                                   | HC_EBEN_SS_NAVCOLL_FL<br>(cref for the tile)<br>W3EB_ENR_TILE_FLU (page for dynamic data) | Access benefits-related self-service transactions.                                                                                                                                                                                                                                                                                                                                |
| PeopleSoft Benefits Administration: Life Events Page                                                                       | W3EB_SEL_EVNT_FLU                                                                         | Initiate processing for a life event that affects benefits.                                                                                                                                                                                                                                                                                                                       |
| <a href="#">The Activity Guide Composer Framework for Life Events</a><br>(common elements on pages used to apply for jobs) | N/A                                                                                       | In the Life Events fluid pages, the application appears within the context of the Activity Guide Composer framework. The Activity Guide Composer shows the steps in the Life Events transactional process and provides navigation buttons for proceeding through the steps.                                                                                                       |
| <a href="#">Welcome to &lt;Transaction Name&gt; Event Page</a>                                                             | AGC_INFO_FL                                                                               | Read the instructions on the Welcome page to initiate your life event.                                                                                                                                                                                                                                                                                                            |
| <a href="#">Marital Status or Divorce Status Page</a>                                                                      | HR_EE_MARITAL_FL                                                                          | (Marriage and Divorce events)<br>Enter the new marital status and as of date.                                                                                                                                                                                                                                                                                                     |
| <a href="#">Birth Date or Adoption Date Page</a>                                                                           | W3EB_BR_ADPT_FL                                                                           | (Birth and Adoption events)<br>Enter the date of child birth or the date of adoption and submit.                                                                                                                                                                                                                                                                                  |
| <a href="#">Life Event Document Upload Page</a>                                                                            | BEN_ATTACH_FL                                                                             | Upload a proof document, for example, marriage certificate for the life event, or enter a note relevant to the event.<br><br>When document approval is required, the system uses the Fluid Approval framework to notify the appropriate parties that you have uploaded a document. For more information, see <a href="#">Approving Life Event Documents Using Fluid Approvals</a> |
| PeopleSoft Benefits Administration: Benefits Summary Page                                                                  | BEN_SUMM_GRID_FL                                                                          | Review current benefit enrollments.                                                                                                                                                                                                                                                                                                                                               |
| Personal Information - PeopleSoft eProfile: Name (Summary) Page                                                            | HR_EE_NAME_FL                                                                             | (Marriage and Divorce events)<br>View your current name, any pending name change submissions, and initiate a name change.                                                                                                                                                                                                                                                         |
| PeopleSoft eProfile: Name (Detail) Page                                                                                    | NAME_EDIT_SCF                                                                             | (Marriage and Divorce events)<br>Enter name change information.                                                                                                                                                                                                                                                                                                                   |

| Page Name                                                                                                  | Definition Name    | Usage                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Personal Information - Home and mailing Addresses Page (see PeopleSoft eProfile: Addresses (Summary) Page) | HR_EE_ADDR_FL      | (Marriage and Divorce events)<br>View your home address and mailing address, or initiate updates to an address.                                           |
| PeopleSoft eProfile: <Type> Address (Detail) Page                                                          | ADDRESS_DFT_SCF    | (Marriage and Divorce events)<br>Update address information.                                                                                              |
| Personal Information - Contact Information page (see PeopleSoft eProfile: Contact Details Page)            | HR_EE_CONTACTS_FL  | (Marriage and Divorce events)<br>Review your phone numbers, email addresses, and instant messaging IDs and initiate a change to your contact information. |
| PeopleSoft eProfile: Phone Number Page                                                                     | HR_CNCT_PHONE_SCF  | (Marriage and Divorce events)<br>Add, update, or delete a phone number.                                                                                   |
| PeopleSoft eProfile: Email Address Page                                                                    | HR_EMAIL_ADDR_SCF  | (Marriage and Divorce events)<br>Add, update, or delete an email address.                                                                                 |
| PeopleSoft eProfile: Instant Message Page                                                                  | HR_IM_CHAT_SCF     | (Marriage and Divorce events)<br>Add, update, or delete an instant messaging ID.                                                                          |
| Personal Information - PeopleSoft eProfile: Emergency Contacts (Summary) Page                              | HR_EMERG_CNTCT_FL  | (Marriage and Divorce events)<br>View a list of your emergency contacts.                                                                                  |
| PeopleSoft eProfile: Emergency Contact (Detail) Page                                                       | HR_EMERG_CNTCT_SCF | (Marriage and Divorce events)<br>Add, update, or delete an emergency contact.                                                                             |
| <a href="#">Dependent and Beneficiary Coverage Summary Page</a>                                            | W3EB_DEPBEN_SUM    | (Birth and Adoption events)<br>Review dependent/beneficiary summary coverage information.                                                                 |
| PeopleSoft Benefits Administration: Dependent/Beneficiary Info Page                                        | W3EB_DEPBNSMRY_FL  | Review a summary of dependent/beneficiary information or add new dependents or beneficiaries.                                                             |
| <a href="#">Add Individual Dependent/Beneficiary Information Page</a>                                      | W3EB_DEPBEN_DTL_FL | Review and update detailed dependent and beneficiary personal information.                                                                                |
| Pay and Compensation - PeopleSoft ePay: Tax Withholding Page                                               | PY_W4_MAIN_FL      | Review and change tax information.<br>View a list of the tax withholding information and access their Tax Withholding Forms page for a jurisdiction.      |
| PeopleSoft ePay: Federal Tax Withholding Forms Page                                                        | PY_W4_MAIN_FED_SCF | View a list of updateable federal tax forms and additional agency links, if any, and access the form or URL.                                              |

| Page Name                                                    | Definition Name   | Usage                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PeopleSoft ePay: State Tax Withholding Forms Page            | PY_W4_MAIN_ST_SCF | View a list of updateable state tax forms for that jurisdiction and additional agency links, if any, and access the form or URL.                                                                                                                                                                                                                                                                                                            |
| <a href="#">Pay and Compensation - Direct Deposit Page</a>   | PY_IC_DIR_DEP_FL  | Review and update direct deposit information.                                                                                                                                                                                                                                                                                                                                                                                               |
| PeopleSoft Benefits Administration: Benefits Enrollment Page | BNE_CARD_SUMM_FL  | Start the benefits enrollment process and enroll for available benefits.<br><b>Note:</b> A dependency relationship exists between either the marital status, adoption date, or birth date and the benefit enrollment, depending upon the transaction you are performing. Hence, Benefit Enrollment will be available only if you have updated and submitted the marital status, adoption or birth date for the life event you are entering. |
| PeopleSoft Benefits Administration: Benefits Statement Page  | BAS_STMT_LIST_FL  | View a list of benefits enrollment previews, submitted enrollments and confirmation statements.                                                                                                                                                                                                                                                                                                                                             |
| <a href="#">Summary Page</a>                                 | AGC_SUMMARY_FL    | Complete and exit the life event.                                                                                                                                                                                                                                                                                                                                                                                                           |

See product documentation for *PeopleTools: Workflow Technology* for related information.

## The Activity Guide Composer Framework for Life Events

In the Life Events fluid pages, the application appears within the context of an Activity Guide Composer framework to display the steps a user has to perform.

The Activity Guide Composer framework shows a list of application steps in the left panel and the page that corresponds to the current step in the right panel. The Activity Guide also provides navigation buttons in the page banner.

To set up templates using the Activity Guide Composer, see the Enterprise Components: Understanding the Activity Guide Composer documentation.

This example illustrates the layout of the Life Events pages for a large form factor device.



✕ Exit

Marriage Event

⋮

Cancel

Next >

✱ Welcome to Marital Event

● Complete

✱ Marital Status

○ Not Started

Document Upload

○ Not Started

Benefits Summary

○ Not Started

Personal Information

○ Not Started

Dependent/Beneficiary Info

○ Not Started

Pay and Compensation

○ Not Started

Direct Deposit

○ Not Started

Benefit Enrollment

○ Not Started

Benefits Statements

○ Not Started

Summary

○ Not Started

Welcome to Marital Event

Rosanna Channing

A marital status change is a good time to reconsider your health care coverage, tax withholdings, and other important information.

This guide will take you through all the steps necessary to ensure that your personal profile, benefits, and payroll information are updated to reflect this event in your life.

This example illustrates the layout for the Life Events page on a small form factor device. In the first image, the left panel is hidden. In the second image, the left panel is exposed.

**Marriage Event**

Cancel >

**Welcome to Marital Event**

Rosanna Channing

A marital status change is a good time to reconsider your health care coverage, tax withholdings, and other important information.

This guide will take you through all the steps necessary to ensure that your personal profile, benefits, and payroll information are updated to reflect this event in your life.

**Marriage Event**

Cancel >

- ★ **Welcome to Marital Event**
  - Complete
- ★ **Marital Status**
  - Not Started
- Document Upload**
  - Not Started
- Benefits Summary**
  - Not Started
- ▶ **Personal Information**
  - Not Started
- Dependent/Beneficiary Info**
  - Not Started
- ▶ **Pay and Compensation**
  - Not Started
- Direct Deposit**
  - Not Started
- Benefit Enrollment**
  - Not Started
- Benefits Statements**
  - Not Started

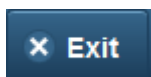
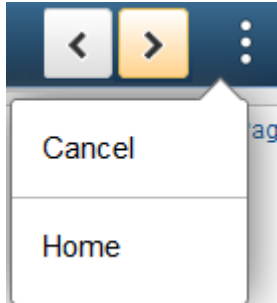
### ① Note

Throughout this topic, the page illustrations show the page sections of the Life Events process without the context of the Activity Guide Composer step list. Even though the Activity Guide Composer framework is not illustrated, remember that all steps appear within that framework.

### Page Banner

The top of PeopleSoft pages is called the page banner. In other PeopleSoft applications, the banner displays several standard icon buttons. The banner will display the name of the life event transaction you are performing.

On most pages, users see the standard set of banner icon buttons.

| Field or Control                                                                                                                                                                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  or  Exit button     | Click this button to exit the Life Events data entry and summary pages. If you have not clicked the <b>Complete</b> button on the Summary page before exiting, you can resume this life event data entry at a later time. You cannot start another life event transaction until you have either completed this life event transaction or cancelled this transaction by selecting the <b>Cancel</b> menu list option from the Actions Menu, which will delete this enter life events transaction and everything you have entered. |
|  or  Previous button | Click this button to save changes to the current step and navigate to the previous step or substep. The button is not visible on the first step in the request.                                                                                                                                                                                                                                                                                                                                                                  |
|  or  Next button     | Click this button to save changes to a current step or substep and navigate to the next step or substep.<br><br>On the last step of the request (the Summary step), the <b>Next</b> button does not appear. The page displays a <b>Complete</b> button on the Summary page to complete and submit the life event transaction request.                                                                                                                                                                                            |
|  Complete button                                                                                     | This button appears only on the Summary step page. This button will not appear until all required steps are completed.<br><br>Click this button to submit the life event details to Benefits. You cannot make any further changes to a life event that has been submitted.                                                                                                                                                                                                                                                       |
|  <b>Cancel</b> menu item from the Actions Menu list                                                 | Select the <b>Cancel</b> menu item to delete all items you have entered on these pages thus far and cancel this life event transaction.                                                                                                                                                                                                                                                                                                                                                                                          |

List of Steps

The Activity Guide Composer framework includes a left panel that lists the steps in the life event process. This panel appears on the left of larger devices. On a small form factor such as phone, the panel is initially hidden. Click the Item/Sub-Item Section tab to expand and view the steps and navigate to other step pages.

| Field or Control                                                                                | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <Step or Substep Name>                                                                          | <p>The left panel has individual steps that are labeled. The delivered life event templates do not require a sequential order to complete steps, however, your organization may define life event templates that require the user to follow a prescribed order. In this case, the steps are numbered and labeled. To define sequential or non-sequential steps, see the Enterprise Components: Activity Guide Composer - Activity Guide Type Page documentation.</p> <p>Some steps will have substeps. Steps with substeps are indicated by an expand/collapse icon before the step name. The step is automatically expanded when you reach it. You can also click the parent step at any time to expand or collapse it. The page will highlight the current step or substep.</p> <p>When a step is grayed out and unavailable for selection, you need to complete a required step prior to accessing this step page. Click the step to receive a message stating the required step or steps you need to complete first to access this page.</p> |
|  Required icon | <p>This icon represents that the step is required. You cannot complete and submit a life event transaction until all required steps are completed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <Step Status>                                                                                   | <p>Each step and substep has a status. These statuses include:</p> <ul style="list-style-type: none"> <li>• <i>Not Started</i>: These are unvisited steps.</li> <li>• <i>Visited</i>: When you first reach a step, the status changes to this.</li> <li>• <i>Complete</i>: In some instances, the system will automatically mark the step as <i>Complete</i> where the system can correctly infer that the task for the step is done. If it is uncertain whether a step is complete, the system will mark it as <i>Visited</i>.</li> <li>• <i>In Progress</i>: This status appears for required steps that you have visited, but you have not entered the required data and saved.</li> </ul> <p>Users can return to steps and substeps by clicking the step.</p>                                                                                                                                                                                                                                                                                |

For more information on how to display steps and selecting and organizing steps, see the Enterprise Components: Activity Guide Composer - Activity Guide Type Page, Enterprise Components: Activity Guide Composer - Select Steps Page, and Enterprise Components: Activity Guide Composer - Organize and Configure Steps Page.

#### <Transaction Name> Pages

Within the Activity Guide Composer framework, the right main panel displays the page for the current step in the life event transaction.

| Field or Control | Description                                                                                                                                                                                                                                                                                                                    |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <Title Text>     | Displays a page title that includes the step name.<br><br>For substeps, the page title includes both the step and substep name, separated by a hyphen. For example, <i>Pay and Compensation - Direct Deposit</i> indicates that the step title is <i>Pay and Compensation</i> and the substep title is <i>Direct Deposit</i> . |

## Welcome to <Transaction Name> Event Page

Use the Welcome to <Transaction Name> Event page (AGC\_INFO\_FL) to read the instructions on the Welcome page to initiate your life event.

Navigation:

- Click the PeopleSoft Benefits Administration: Benefit Details Tile from the Employee Self Service home page in fluid. Select the Life Events tab category from the left panel of the Benefits Details page. Then select the appropriate life event., enter an as of date, and click **Continue Life Event**.
- From the <Transaction Name> Event pages, click the Welcome to <Transaction Name> Event step from the left panel, or use the **Previous** button, as needed.

This example illustrates the Welcome to <Transaction Name> Event page.

### Welcome to Marital Event

Betty Locherty

A marital status change is a good time to reconsider your health care coverage, tax withholdings, and other important information.

This guide will take you through all the steps necessary to ensure that your personal profile, benefits, and payroll information are updated to reflect this event in your life.

This page contains custom information about the specific life event.

## Marital Status or Divorce Status Page

Use the Marital Status page (HR\_EE\_MARITAL\_FL) to enter the new marital status and as of date.

### Note

The delivered marital and Divorce events display this step.

Navigation:

Select the Marital Status or Divorce Status step from the left panel or use the **Next** and **Previous** buttons to navigate to the page.

This example illustrates the Marital Status page.

Marital Status

Save

Current Status Married

\*New Status

\*As Of 06/01/2020 

**Note**

The Marital Status and Divorce Status pages display the same information. The Marital Status page is depicted in the previous example.

| Field or Control | Description                                                                                                                                                                                                                      |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| New Status       | Enter marital status change information, such as married or divorced, and submit the changes directly from this page.                                                                                                            |
| As Of            | Enter the event date in the <b>As Of</b> field and click the <b>Save</b> button. If another step is contingent only upon this step, when you save this page that step will become available.                                     |
| Save             | Click this button to submit your new marital status.<br><b>Note:</b> By clicking the <b>Save</b> button on this page, you are updating your marital status in the system, even if you do not submit this life event transaction. |

For information about the pages used for the two delivered marital status change events, see the following topics:

- [Processing the Marriage Event](#)
- [Processing the Divorce Event](#)

Birth Date or Adoption Date Page

Use the Birth Date or Adoption Date page (W3EB\_BR\_ADPT\_FL) to enter the date of child birth or the date of adoption and submit.

**Note**

The delivered Birth and Adoption events will display this step.

Navigation:

Select the Birth Date or Adoption Date step from the left panel or use the **Next** and **Previous** buttons to navigate to the page.

This example illustrates the Birth Date page.

**Birth Date**Submit

A birth event may require a change to your benefit enrollment. You'll have an opportunity to have the system prepare your new benefit options during the Benefit Enrollment step. Once your new options are prepared, you may change your benefit enrollment.

Date of Birth

This example illustrates the Adoption Date page.

**Adoption Date**Submit

Select the **Submit** button to notify the Benefits department of this change.

**Required Documentation:** You are required to send legal documentation to the Benefits Department showing the date your new dependent was placed in your home for adoption.

After the required documentation is received, the Benefits department will notify you when your enrollment is open. Then you can add your new dependent(s) to your benefit plans.

Date child was placed in your home for adoption

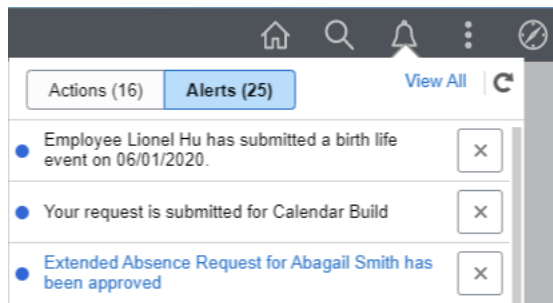
Enter the event date, such as the birth date of your child or the date the child was placed in your home for adoption, in the date field and click the **Submit** button.

**Note**

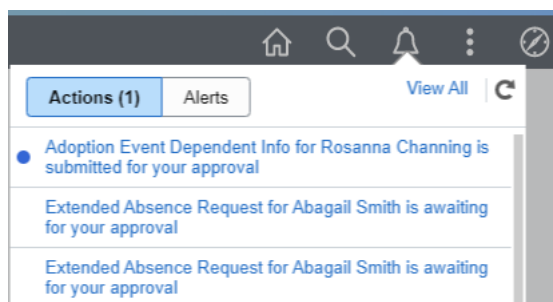
If your organization's Life Events Rules setting has the **Notify Administrator** checkbox selected, then when an employee enters the Birth or Adoption date and submits the date, the Benefits Administrator receives an alert in the **Notifications** area of the top banner and an email notification.

If your organization's Life Events Rules setting has the **Proof Required** checkbox selected, then when an employee enters the Birth or Adoption date and submits the date, the Benefits Administrator receives an action notification, as well as an email notification.

This example illustrates the alert displayed when the Benefits Administrator clicks the **Notification** icon.



This example illustrates the action notification displayed when the Benefits Administrator clicks the **Notification** icon.



For information about the pages used for the two delivered marital status change events, see the following topics:

- [Processing the Adoption Event](#)
- [Processing the Child Birth Event](#)

## Dependent and Beneficiary Coverage Summary Page

Use the Dependent and Beneficiary Coverage Summary page (W3EB\_DEPBEN\_SUM) to review dependent/beneficiary summary coverage information.

### Note

The delivered Adoption and Birth events display this step.

### Note

This page has been replaced by the PeopleSoft Benefits Administration: Benefits Summary Page in Fluid.

Navigation:



Select the Dependent and Beneficiary Coverage Summary step from the left panel, or use the **Next** and **Previous** buttons to navigate to the page.

This example illustrates the Dependent and Beneficiary Coverage Summary page.

## Dependent and Beneficiary Coverage Summary

Bee Locherty

To view your benefits as of another date, enter the date and select Go.

05/08/2017 

| Dep/Ben Details            |              |                   |                     |
|----------------------------|--------------|-------------------|---------------------|
| Dependent/Beneficiary Name | Relationship | Type of Benefit   | Description         |
| Erik Mathers               | Spouse       |                   |                     |
|                            |              | Medical           | Medical HMO Plan 2  |
|                            |              | Dental            | Dental DMO          |
|                            |              | Life              | Basic Life Plan     |
|                            |              | Supplemental Life | Suppl Group Life 1x |
|                            |              | AD and D          | Flat 25K AD&D       |

| Field or Control | Description                                                                                                                                                                              |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| As Of Date       | Initially, the page displays benefits as of the current date. To view dependent and beneficiary coverage as of a different date, choose a new as of date and click the <b>Go</b> button. |

The grid that summarizes the employee's dependent and beneficiary benefit coverage shows the type of benefit and a description of the benefit.

Click an existing dependent or beneficiary name link to access the [Add Individual Dependent/Beneficiary Information Page](#) and view and update the person's information.

To add a dependent or beneficiary, access the Dependent/Beneficiary Info Page step.

## Add Individual Dependent/Beneficiary Information Page

Use the Add Individual Dependent/Beneficiary Information page (W3EB\_DEPBEN\_DTL\_FL) to review and update detailed dependent and beneficiary personal information.

Navigation:

- Select a name row or click the **Add Individual** button from the Dependent/Beneficiary Info Page.
- Select a name link from the [Dependent and Beneficiary Coverage Summary Page](#).

This example illustrates the Add Individual Dependent/Beneficiary Information page.

Cancel
Add Individual Dependent/Beneficiary Information
Save

Select Save after you have added your Dependent/Beneficiary's information. The changes will go into effect on 8/12/2025. \* Indicates required field

**Name**

Add Name

**Personal Information**

Date of Birth DD/MM/YYYY

\*Gender

\*Relationship to Employee Child

\*Dependent/Beneficiary Type Dependent & Beneficiary

\*Marital Status Single

\*Student No

\*Disabled No

\*Smoker Non Smoker

As of DD/MM/YYYY

As of DD/MM/YYYY

As of DD/MM/YYYY

As of DD/MM/YYYY

**Address**

| Address                                                  | Address Type | Same Address as mine |
|----------------------------------------------------------|--------------|----------------------|
| 1430 North West Blvd<br>Apt B215<br>Guttenberg, NJ 07093 | Home         | Same as mine         |

**National ID**

No National ID exists.

Add National ID

Use this page to enter personal details, status information, and contact information for a dependent or beneficiary.

The employee can use the **Dependent/Beneficiary Type** drop-down to determine if the dependent is *Dependent & Beneficiary*, or *Beneficiary Only*. If employee selects a **Relationship Type** that is present in the Dependent Relationships Table, the **Dependent/Beneficiary Type** shows *Dependent & Beneficiary* by default. The employee need to attach supporting documents when *Dependent & Beneficiary* is selected.

The employee can update it to *Beneficiary Only*. For example, Spouse. If employee selects a **Relationship Type** that is not present in the Dependent Relationships Table, the **Dependent/Beneficiary Type** shows *Beneficiary Only* and is disabled. For example, Friend.

### Note

The benefits administrator can configure the values in the **Relationship to Employee** field using the [Life Event Rules Page](#).

## Pay and Compensation - Direct Deposit Page

Use the Pay and Compensation - Direct Deposit page (PY\_IC\_DIR\_DEP\_FL) to view current direct deposit information.

Navigation:

Select the Pay and Compensation step, then the Direct Deposit substep from the left panel, or use the **Next** and **Previous** buttons to navigate to the page.

This example illustrates the Pay and Compensation - Direct Deposit page.

**Direct Deposit**

Accounts

+

▼

| Order | Nickname       | Payment Method | Routing Number | Account Number | Account Type | Amount/ Percent   |   |
|-------|----------------|----------------|----------------|----------------|--------------|-------------------|---|
| 1     | Piggy Bank     | Direct Deposit | 121042882      | XXXXX2882      | Savings      | 5.00%             | > |
| 2     | Mortgage       | Direct Deposit | 121042882      | XXXXX2889      | Checking     | \$1000.00         | > |
| 3     | Spending Money | Direct Deposit | 107002192      | XXXXX2192      | Checking     | 10.00%            | > |
| Last  | Travel Funds   | Direct Deposit | 021200025      | XXXXX0025      | Savings      | Remaining Balance | > |

Reorder

Print Option

Send a paper copy of the direct deposit pay statement to my home. 

Yes

Use this page to view your direct deposit elections or add new direct deposit information.

Select the account row to access the **Edit Account Page** and view details about each item.  
Select the Edit (pencil) icon to update information for an existing entry.

Click the **+** (**Add Account**) button to add a new direct deposit.

**Note**

Multiple direct deposit changes are not allowed in the same day.

Select 'Yes' in the Print Option for a paper copy of the direct deposit pay statement.

## Summary Page

Use the Summary page (AGC\_SUMMARY\_FL) to complete and exit the life event.

Navigation:

Select the Summary step from the left panel, or use the **Next** button to navigate to the page.

This example illustrates the Summary page.

**Summary****Complete**

Congratulations! You have completed your Marriage Event!

You may need to update the following documentation if you are changing your name:

Drivers License, Social Security, Passport, Bank Accounts, Credit Cards, Voter Registration Card.

If you are moving, you may want to update address with the Post Office.

Select the **Complete** pushbutton to end this event.

**Steps**

13 rows

| Step                       | Status        | Date Completed | Required | Go to Step |
|----------------------------|---------------|----------------|----------|------------|
| Welcome to Marital Event   | ● Complete    | 06/09/2020     | Yes      | Go to Step |
| Marital Status             | ● Complete    | 06/09/2020     | Yes      | Go to Step |
| Document Upload            | ● Visited     |                | No       | Go to Step |
| Benefits Summary           | ● Visited     |                | No       | Go to Step |
| Name                       | ○ Not Started |                | No       | Go to Step |
| Home and mailing Address   | ○ Not Started |                | No       | Go to Step |
| Contact Information        | ○ Not Started |                | No       | Go to Step |
| Emergency Contact          | ○ Not Started |                | No       | Go to Step |
| Dependent/Beneficiary Info | ● Visited     |                | No       | Go to Step |
| Tax Withholding            | ○ Not Started |                | No       | Go to Step |
| Direct Deposit             | ○ Not Started |                | No       | Go to Step |
| Benefit Enrollment         | ○ Not Started |                | No       | Go to Step |
| Benefits Statements        | ○ Not Started |                | No       | Go to Step |

View confirmation of the life event process completion. Additionally, view custom information about any additional tasks that you need to do related to this life event.

Use the Steps section to view a summary of the statuses of each step in this life event process and what is required and when.

| Field or Control     | Description                                                                                                                                                                                     |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Mark Complete</b> | When available, click this button to indicate that a step is complete.                                                                                                                          |
| <b>Go to Step</b>    | Easily navigate back to a step by clicking this button. If you select to go to a step that's due date has passed, the system will issue the message that the task is overdue.                   |
| <b>Complete</b>      | When you click this button, the system verifies whether all the required action items have been completed and displays a message if any are incomplete. This closes the life event transaction. |

## Uploading Fluid Life Event Documents

As an employee, while creating a life event, you can attach multiple documents at the same time based on customized classification. You can also view the uploaded documents and status using the [Benefits Attachment Page](#).

This topic discusses how employees upload life event documents using fluid interface.

## Page Used to Upload Fluid Life Event Documents

| Page Name                                       | Definition Name | Usage                                        |
|-------------------------------------------------|-----------------|----------------------------------------------|
| <a href="#">Life Event Document Upload Page</a> | HR_ATT_CNFG     | Define attachment types as configuration ID. |

## Life Event Document Upload Page

Use the Life Event Document Upload page (BEN\_ATTACH\_FL) to upload attachments required to support the life event you are creating. You can attach multiple documents at the same time based on different available classifications.

Navigation:

**Employee Self Service**, and then **Benefit Details**, and then **Life Events**, and then **Life Event Document Upload**

This example illustrates the Document Upload page.

**Marriage Event**

Qualifying Period 12/3/2020-1/3/2021  
Betty Locherty

Cancel Previous Next Save

**Document Upload**

**Instructions**  
You are required to submit the document(s) listed here. Select the Add Attachment button, enter a description of your document and upload the document.

**Document List**

| Document                   | Upload Requirement   | Approval Required |
|----------------------------|----------------------|-------------------|
| Marriage Certificate       | Required             | ✓                 |
| Bank Statement             | Require at least one |                   |
| Prior Year Tax Return Copy | Require at least one |                   |
| Utility Bill Copy          | Require at least one |                   |
| Social Security Card Copy  | Required             |                   |

**Document**

\*Type: Miscellaneous Documents  
\*Category: Bank Statement

Add Attachment Add Note

**View Document**

View All No

View Attachments: Type - Miscellaneous Documents, Category - Bank Statement

| Document           | Description    | Type       | Attached By    | Attached             | Status |
|--------------------|----------------|------------|----------------|----------------------|--------|
| Bank_Statement.pdf | Bank Statement | Attachment | Betty Locherty | 12/04/20 08:48:34 AM | Active |

1 row

### Field or Control

### Description

#### Qualifying Period

Qualifying Period indicates the enrollment period begin date and enrollment period end date. Event Date is the enrollment period begin date. Enrollment period end date is calculated by adding the number of qualifying days to the event date.

By default, the number of qualifying days is 31. This value is defined using the 'Maximum Days to Notify' field on the [Life Event Rules Page](#).

## Document List

This section lists the type of documents required to support the selected life event. Administrators can customize the document types to be listed here.

| Field or Control          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Document</b>           | Indicates the documentation type.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Upload Requirement</b> | <p>Indicate the requirement for document upload under this category.</p> <ul style="list-style-type: none"> <li>If the status is 'Required', it is mandatory to upload a document under this category for the selected life event.</li> <li>If the status is 'Optional', it is optional to upload a document under this category for the selected life event.</li> <li>If the status is 'Require at least one', it is mandatory to upload at least one document under this category for the selected life event.</li> </ul> |
| <b>Approval Required</b>  | <p>Indicates if this document requires approval. The document uploaded for this type, will be send to the approver(s) based on the configured approval framework.</p>                                                                                                                                                                                                                                                                                                                                                       |

### Note

The system marks the Upload Document step as complete only when all the required documents are uploaded and all the documents that require approval are approved.

## Document

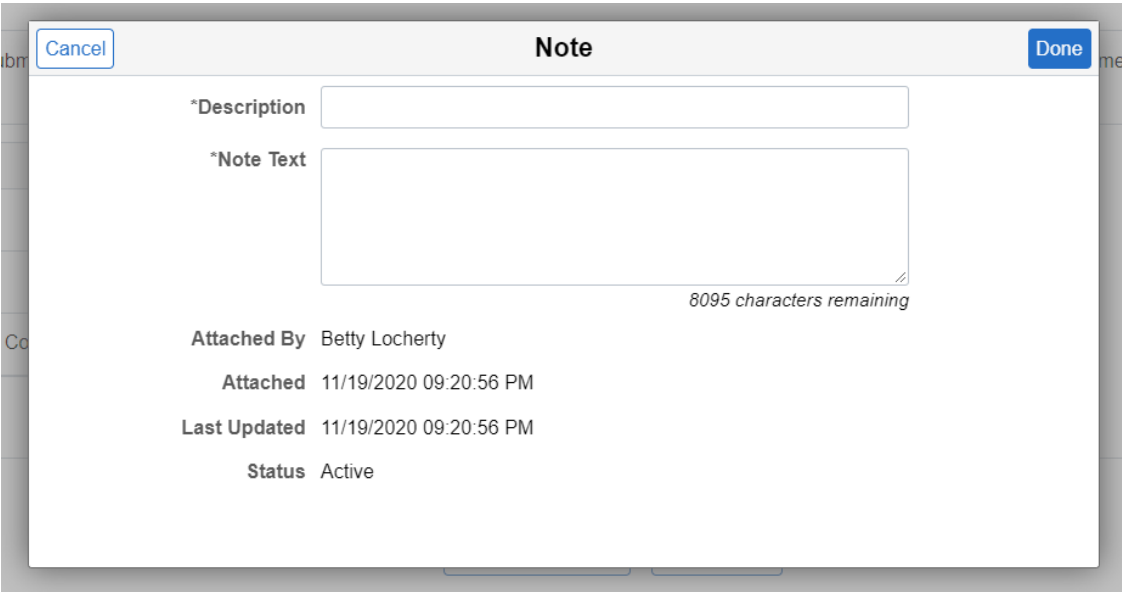
| Field or Control      | Description                                                                                                                                                                                                                                                                                                                                                |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Type</b>           | You can select the category to which your document belongs. Options are displayed based on the configuration done at the definition level.                                                                                                                                                                                                                 |
| <b>Category</b>       | <p>You can select the sub category to which the documents belong. For example, here, when we select 'Miscellaneous Document' as the Type, the field 'Category' is displayed. You can select one of the options to specify the type of the document.</p> <p><b>Note:</b> Options are displayed based on the configuration done at the definition level.</p> |
| <b>Add Attachment</b> | Use this button to open the File Attachment page. You can attach the document here.                                                                                                                                                                                                                                                                        |

This example illustrates the File Attachment modal.



| Field or Control | Description                                                                                               |
|------------------|-----------------------------------------------------------------------------------------------------------|
| Add Note         | Use this button to open the Note modal window and add additional information regarding the attached file. |

This example illustrates the Note modal.



View Document

| Field or Control | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| View All         | <p>Indicates whether you need to see all the attached documents or only the documents that belong to a specific type.</p> <ul style="list-style-type: none"><li>• If you select 'Yes', all the documents attached for the life event will be displayed.</li><li>• If you select No, only the documents that belong to the attachment type selected in 'Type' field will be displayed.</li></ul> <p>Based on the value in the 'View All' field, the documents are listed with details like description, Type, Attached By, Attached date, and Status of the approval.</p> |

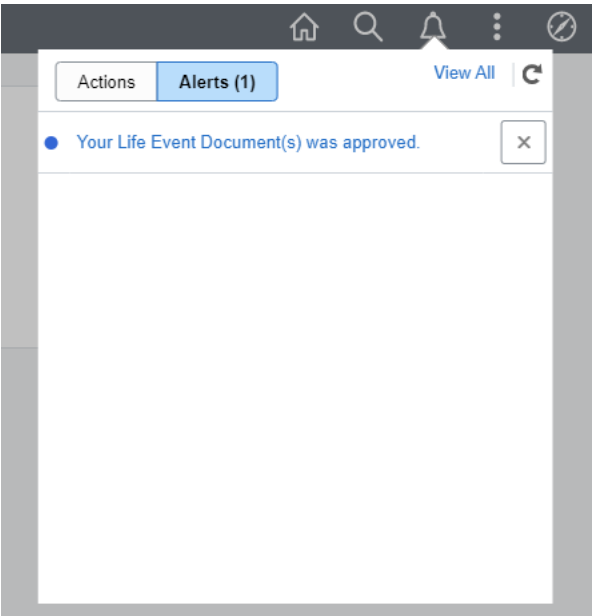
**Note**

If at least one of the attached document is in 'Pending' for approval status, the 'Document Upload' step shows 'Visited' status. The system automatically marks the step as Complete, when the document is approved.

To view more details on each attached document, click the corresponding row.

**Alert**

This example illustrates the Alert message when the Life Event Document is approved



Click the link to open the Transaction Details page directly from the notification link.

This example illustrates the Transaction Details page.

| Transaction Details                            |                                |                           |                            |            |                |        | Close  |
|------------------------------------------------|--------------------------------|---------------------------|----------------------------|------------|----------------|--------|--------|
| ▼ Instructions                                 |                                |                           |                            |            |                |        |        |
| Select a document to review                    |                                |                           |                            |            |                |        |        |
| View Attachments                               |                                |                           |                            |            |                |        |        |
| Document                                       | Description                    | Document Type             | Category                   | Type       | Attached By    | Status | 5 rows |
| <a href="#">Marriage_Certificate.pdf</a>       | Marriage_Certificate.pdf       | Marriage Certificate      | Marriage Certificate       | Attachment | Betty Locherly | Active | >      |
| <a href="#">Bank_Statement.pdf</a>             | Bank Statement                 | Miscellaneous Documents   | Bank Statement             | Attachment | Betty Locherly | Active | >      |
| <a href="#">Social_Security_Card_Copy.pdf</a>  | Social_Security_Card_Copy.pdf  | Social Security Card Copy | Social Security Card Copy  | Attachment | Betty Locherly | Active | >      |
| <a href="#">Utility_Bill.pdf</a>               | Utility_Bill.pdf               | Miscellaneous Documents   | Utility Bill Copy          | Attachment | Betty Locherly | Active | >      |
| <a href="#">Prior_Year_Tax_Return_Copy.pdf</a> | Prior_Year_Tax_Return_Copy.pdf | Miscellaneous Documents   | Prior Year Tax Return Copy | Attachment | Betty Locherly | Active | >      |



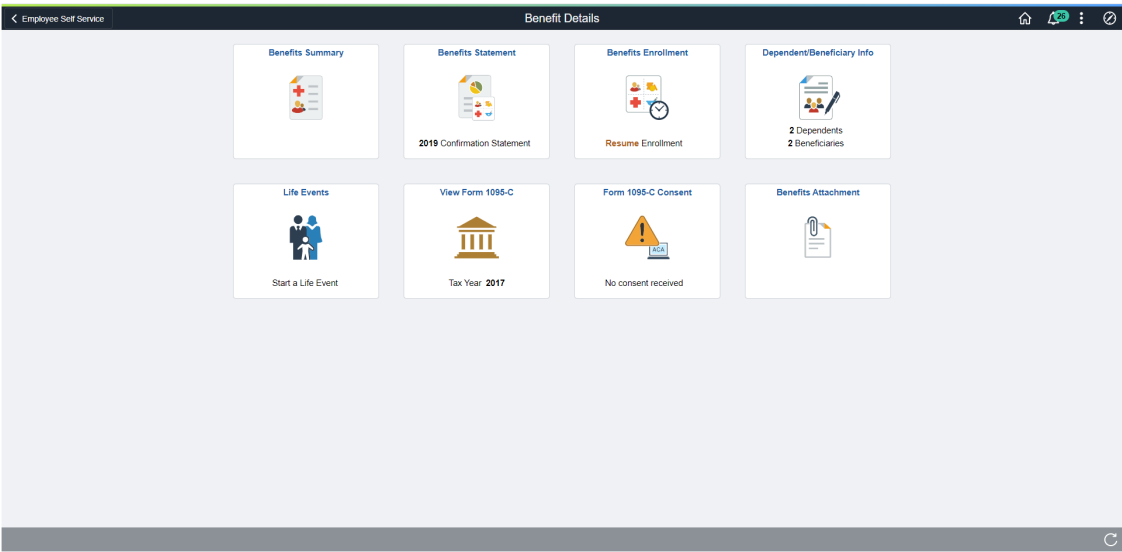
# Benefits Attachment Page

As an employee, you can use the Benefits Attachment page to review the uploaded documents and status.

Navigation:

Open the Benefits Attachment tile from Benefit Details Dashboard or Benefits Details Navigation collection.

This example illustrates the Benefit Details Dashboard with Benefit Attachment Tile



This example illustrates the Benefits Attachment page.

Benefits Attachment

| Transaction Type | Transaction Value | Sequence | Effective Date | Transaction Status |
|------------------|-------------------|----------|----------------|--------------------|
| Life Event       | Birth             | 1        | 10/27/2020     | Complete           |
| Life Event       | Birth             | 2        | 10/01/2020     | In Progress        |

## Approving Life Event Documents

These topics describe how to approve or reject life event documents uploaded by employees.

### Understanding Document Approval

Employees upload required life event documents when processing their life events. During life event setup, if Approve Document(s) is marked as required on the Life Event Rules table, then the Benefits Administrator will be notified when an employee uploads a document for this event. The document has to be approved before the employee proceeds to enroll benefits. The Approve Document Upload page enables the Benefits Administrator to approve life event documents. The page lists all life event documents that require approval. The Benefits Administrator can review and then approve or deny the documents.

This approval page has been replaced by Fluid Approvals. For more information, see [Approving Life Event Documents Using Fluid Approvals](#).

### Page Used to Approve Life Event Documents

| Page Name                                        | Definition Name   | Usage                                                         |
|--------------------------------------------------|-------------------|---------------------------------------------------------------|
| <a href="#">Approve Life Event Document Page</a> | W3EB_APPR_SUMMARY | Approve or reject life event documents uploaded by employees. |

### Approve Life Event Document Page

Use the Approve Life Event Document page (W3EB\_APPR\_SUMMARY) to approve required life event documents uploaded by employees.

Navigation:

**Benefits**, and then **Approve Life Event Document**, and then **Approve Life Event Document**

This page enables the Benefits Administrator to approve required life event documents uploaded by employees.

#### Approve Document Upload

| Document Filing(s) - Needs Approval ? |              |             | Personalize   Find |             |                                      | First  1 of 1  Last |
|---------------------------------------|--------------|-------------|--------------------|-------------|--------------------------------------|---------------------|
| Select                                | Name         | Employee ID | Life Event Type    | Description | Document                             |                     |
| <input type="checkbox"/>              | Marc Kessler | KU0068      | A                  | Adoption    | <a href="#">Adoption Certificate</a> |                     |

**Approval ?**  

Select All

Deselect All

Approve

Deny

PushBack

**Document Filing(s) - Needs Approval**

| Field or Control       | Description                                             |
|------------------------|---------------------------------------------------------|
| <b>Select</b>          | Select the documents to be processed from the list.     |
| <b>Name</b>            | This field displays the name of the employee.           |
| <b>Employee ID</b>     | This field displays the employee ID.                    |
| <b>Life Event Type</b> | This field indicates the life event type.               |
| <b>Description</b>     | This field contains the description for the life event. |
| <b>Document</b>        | Click the link to review the life event document.       |

**Approval**

| Field or Control    | Description                                                                                                                                                                                                                                                     |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Select All</b>   | Select all documents pending approval.                                                                                                                                                                                                                          |
| <b>Deselect All</b> | Deselect all documents pending approval.                                                                                                                                                                                                                        |
| <b>Approve</b>      | Approve selected documents.<br>On approval, an e-mail notification will be sent to the employee. An entry for the employee will be inserted in the BAS_ACTIVITY table. This allows the employee to start the benefits enrollment process within the life event. |
| <b>Deny</b>         | Deny selected documents.<br>On denial, an e-mail notification will be sent to the employee. The employee will have to upload a new document for approval.                                                                                                       |
| <b>Push Back</b>    | If more than one approver need to approve a document, click this button to push it back to the previous approver to review again.                                                                                                                               |

## Approving Life Event Documents Using Fluid Approvals

This topic describes how to approve Life Event documents like, certificates of marriage, adoption, divorce etc using Fluid Approvals.

See also Application Fundamentals: Using PeopleSoft Fluid User Interface Self-Service Approval Transactions

## Pages Used to Approve Life Event Documents Using Fluid Approvals

| Page Name                                                         | Definition Name   | Usage                                                                 |
|-------------------------------------------------------------------|-------------------|-----------------------------------------------------------------------|
| <a href="#">Pending Approvals — Benefits Document Filing Page</a> | EOAWMA_TXNHDTL_FL | Approve a life event document uploaded through fluid life event page. |

## Pending Approvals — Benefits Document Filing Page

Use Pending Approvals — Benefits Document Filing page (EOAWMA\_TXNHDTL\_FL ) to approve a life event document uploaded through fluid life events page.

Navigation:

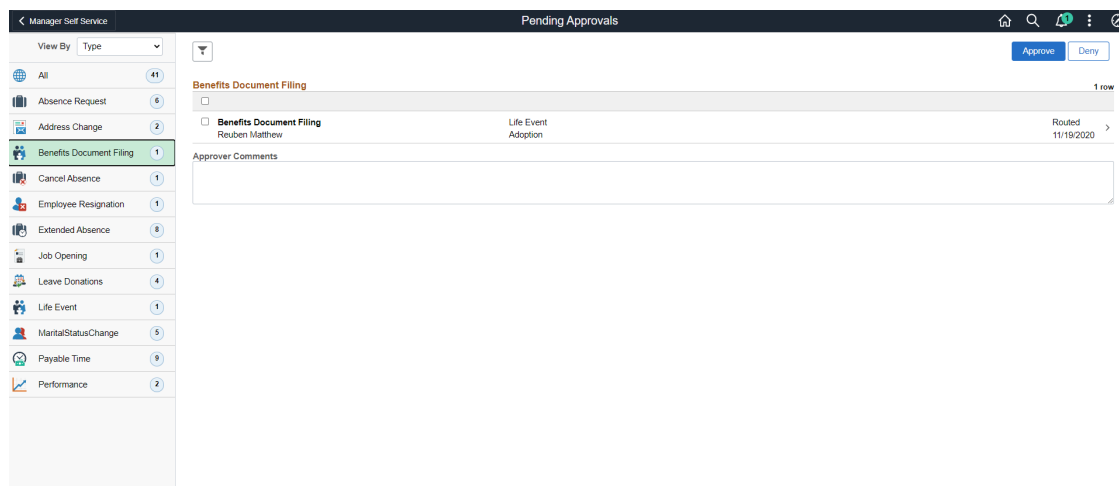
On the Workforce Administrator home page, click the Approvals tile to access the Pending Approvals page. From the left panel, click Benefits Document Filing.

You can also access the Benefits Document Filing page under Benefits Approvals by clicking the Benefits WorkCenter tile on the Workforce Administrator home page.

### Note

Approver(s) get notification as alerts and can directly click the link to open the Benefits Document Filing Page to approve or deny the document upload.

This example illustrates the Pending Approvals- Benefits Document Filing page.



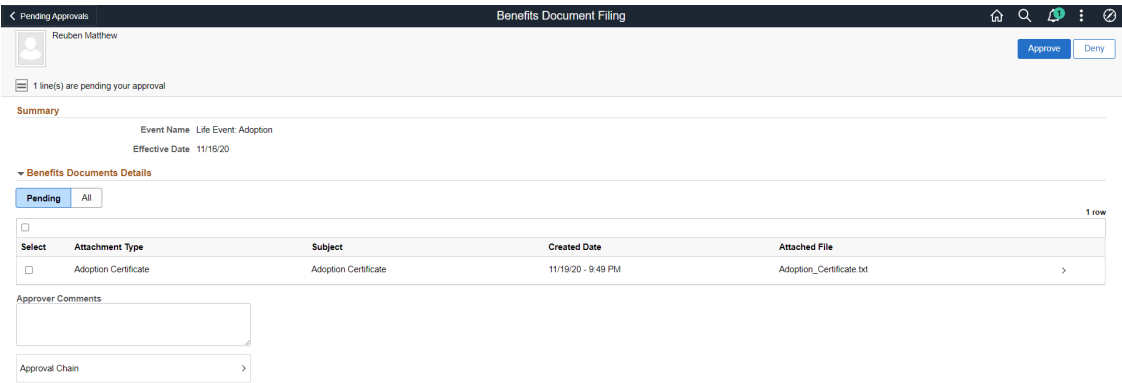
The approval options on this page are common to all fluid approval transactions, as described in the documentation for the Application Fundamentals: Using PeopleSoft Fluid User Interface Self-Service Approval Transactions.

### Note

You can also take action (for e.g. approve or deny) on multiple approval requests at the same time by selecting the check box before each item then tapping the appropriate action button on the page. Select or deselect all check boxes at once by tapping the top check box in the gray header.

To view details for each request, tap a row and access the Benefits Document Filing Page.

This example illustrates the Benefits Document Filing Page.

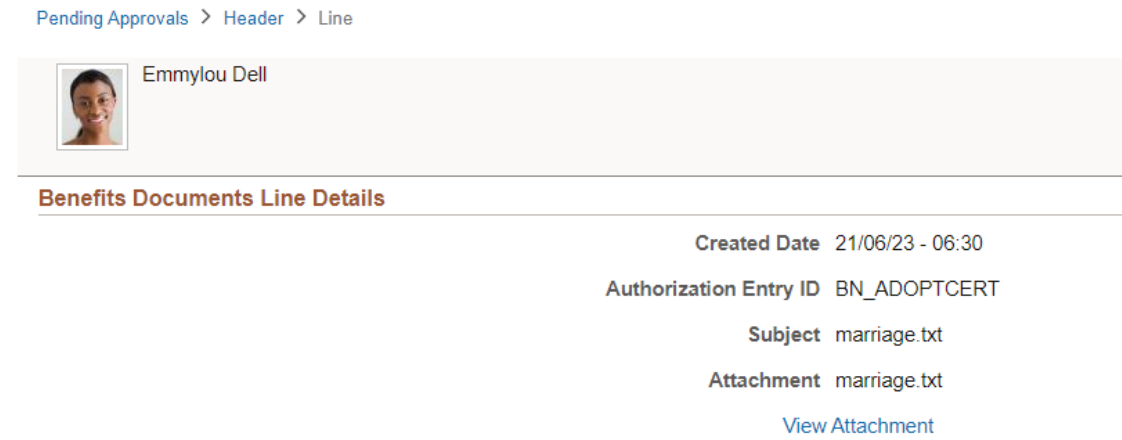


Here, you can view the attachment type, subject, created date and name of the attached file. Click a row to open the Attachment modal window, where more details of the document is displayed. You can also access the document uploaded from this Attachment modal window.

If you access the Benefits Document Filing page from the Benefits WorkCenter, the benefits administrator can navigate between the drill-down levels using breadcrumbs. The *Pending Approvals* level displays all the approvals that are pending. The *Header* level displays the list of documents that are pending approval for the selected employee. The *Line* level displays the details of the selected document.

This example illustrates the breadcrumbs available in the Benefits Documents Page when accessed from Benefits WorkCenter.

### Benefits Document Filing



| Field or Control                       | Description                                                 |
|----------------------------------------|-------------------------------------------------------------|
| <b>Approve</b> and <b>Deny</b> buttons | Use these buttons to take action on the requested approval. |

| Field or Control  | Description                                                                                                                             |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Approver Comments | Enter any comments related to the approval action you take.                                                                             |
| Approval Chain    | <b>Click this item to open the Approval Chain page, where you can review information about all the approver(s) for the transaction.</b> |

## Delegating Life Events Document Approval

These topics describe how eBenefits uses delegation to enable a Benefits Administrator to authorize another person to approve Life Events documents on his/her behalf.

### Understanding Document Approval Delegation

A Benefits Administrator can delegate the authority to approve Life Events documents uploaded by employees to another user if required. The Life Events document approval workflow integrates with the HCM Delegation Framework, thus enabling the Benefits Administrator to delegate authority of Life Events document approval. The Benefits Administrator can create a delegation request to allow a proxy to approve Life Events documents on his/her behalf. The Benefits Administrator can set a date range for the proxy to complete the delegation request. The proxy can accept or reject the delegation request, and can approve, deny, or push back the Life Events document on behalf of the delegator. The delegator can revoke or withdraw the delegated authority when required.

Email notifications will be sent to the delegator when new delegation requests are made. The proxy will in turn be notified of any pending approval requests through email.

The following terms are important to understand the delegation feature:

- *Delegation*: The act of giving the authority to approve Life Events documents to another user.
- *Delegator*: A person who delegates authority to another user.
- *Proxy*: A person who is granted the authority to act on behalf of the delegator.
- *Delegated Authority*: The rights and privileges that are given from the delegator to the proxy.
- *Delegation Request*: A request from the delegator to the proxy to take on delegated authority.
- *Delegation Period*: The time range in which the delegated authority is in effect.
- *Delegation Administrator*: The system administrator who is responsible for configuring, managing, and maintaining delegated authorities.
- *Revoke*: When a delegator withdraws delegated authority.

**Note**

To prevent situations of cascading or circular delegation chains, once the delegation framework passes delegated authority over an absence transaction to a proxy, the proxy cannot delegate authority over that transaction to another user. The delegation framework only passes authority over transactions from the initial delegator to the initial proxy.

## Reviewing Delivered Document Approval Delegation Setup

The delegation framework for Life Events document approval is delivered with the system. To review this framework:

1. Review the delegation transaction for workflow on the Workflow Transactions page.
2. Review the delegation permission list and role through PeopleTools Security components.
3. Review the delegation transaction on the Configure Delegation Transaction page.

### Reviewing the Delegation Workflow Transaction

The PeopleSoft system delivers a pre-configured transaction for the Life Events document approval delegation framework. This table lists the delivered delegation transaction:

| Transaction Name  | Transaction Type | Description                                 |
|-------------------|------------------|---------------------------------------------|
| W3EB_APPR_SUMMARY | Approve          | Delegate approval of Life Events documents. |

Use the Approval Workflow Engine (AWE) and Delegation Transactions grid to register self-service transactions that use the AWE framework and delegation framework. The data that you enter into this grid links the transaction name and accompanying tables for HCM self-service transactions to the approval process IDs that you create for these transactions on the Register Transactions page.

### Reviewing the Permission List and Role for Delegation

PeopleSoft eBenefits delivers the permission list and role that are required for the Delegation framework as system data. This table describes the delivered permission list and role for the delegation framework:

| Role Name                     | Attached Permission List | Description                                                                                                                                  |
|-------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Delegate Manage Appr Document | HCCPDL2068               | Enables a user to access the components to approve employee Life Events documents on behalf of another user when the authority is delegated. |

### Reviewing the Delegation Transaction

This table lists the delegation transaction delivered for Life Events document approval:

| Transaction Name        | Transaction Type | Role                          |
|-------------------------|------------------|-------------------------------|
| Manage Approve Document | Approve          | Delegate Manage Appr Document |

## Steps to Set Up a Delegation Request

A delegator follows these steps to delegate Life Event document approval requests using self-service:

1. Navigate to the Manage Delegation page.
2. Click the **Create Delegation Request** hyperlink.
3. Enter the **From Date** and **To Date** for the delegation request, and then click the **Next** button.
4. Select the transaction(s) to delegate authority. For Life Event document approval delegation, select the **Approve Life Event Documents** transaction. Click the **Next** button.
5. Review the proxy list and select a proxy to whom the authority for document approval will be delegated.
6. Select the **Notify Delegator** check box to receive a courtesy email notification on delegation and then click **Submit**.
7. View the confirmation message and click **OK**.

## Delegating Document Approval Requests

Life Events document approval delegation enables the Benefits administrator to:

- Create a delegation request to allow a proxy to approve the document on his/her behalf.
- Review the list of transactions delegated and the proxy assigned for each transaction.
- Revoke or withdraw the delegated authority when required.

The following illustrations display the steps to delegate authority for employee Life Event document approval:

### Managing Delegations

Use the Manage Delegation page to create the delegation request.

This example illustrates the fields and controls on the Manage Delegation page.



## Manage Delegation

Betty Locherty

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

 [Learn More about Delegation](#)

Select *Create Delegation Request* to choose transactions to delegate and proxies to act on your behalf.

[Create Delegation Request](#)

Select *Review My Proxies* to review the list of transactions that you have delegated and the proxy for each transaction.

[Review My Proxies](#)

### Entering Dates for the Delegation Request

Use the Enter Dates page to select the date range for delegation.

This example illustrates the fields and controls on the Create Delegation Request — Enter Dates page.

## Create Delegation Request

### Enter Dates

Betty Locherty

Director-Finance

Enter the dates for your delegation request. Enter a *From Date* that is today or later. Enter a *To Date* that is the same as or later than your *From Date*. For open-ended delegation requests, leave the *To Date* blank.

| Delegation Dates                                                                     |                                                                                                                             |
|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| From Date                                                                            | <input type="text" value="08/16/2013"/>  |
| To Date                                                                              | <input type="text" value="08/19/2013"/>  |
| <div><input type="button" value="Next"/> <input type="button" value="Cancel"/></div> |                                                                                                                             |

### Selecting Transactions for the Delegation Request

Use the Select Transactions page to select the transaction to be delegated authority. Select the Approve Life Event Documents transaction for Life Events document approval delegation.

This example illustrates the fields and controls on the Create Delegation Request — Select Transactions page.

## Create Delegation Request

### Select Transactions

Betty Locherty

Director-Finance

Select the transactions that you want to delegate to a proxy. You can select one or many transactions.

| Delegate Transactions                                            |  |
|------------------------------------------------------------------|--|
| Transaction                                                      |  |
| <input type="checkbox"/> Approve Job Offer                       |  |
| <input type="checkbox"/> Approve Job Opening                     |  |
| <input checked="" type="checkbox"/> Approve Life Event Documents |  |
| <input type="checkbox"/> Compensation Approvals                  |  |
| <input type="checkbox"/> Confirm Compensation Proposals          |  |
| <input type="checkbox"/> Employee Absence Balance                |  |
| <input type="checkbox"/> Employee Absence History                |  |
| <input type="checkbox"/> Employee Absence Request                |  |
| <input type="checkbox"/> Employee Progression Chart              |  |

### Selecting Proxy by Hierarchy

Use the Select Proxy by Hierarchy page to select the proxy to whom the authority of document approval should be delegated.

This example illustrates the fields and controls on the Create Delegation Request — Select Proxy by Hierarchy page.

## Create Delegation Request

## Select Proxy by Hierarchy

Betty Locherty

Director-Finance

This page displays persons within your hierarchy that you can select as proxies. Select the radio button next to the name to select that person as a proxy. You can also select the *Search by Name* hyperlink to search for proxies outside your hierarchy.

Search by Name

| Choose Delegate                              |          |                             |                               |                            |                 |  |
|----------------------------------------------|----------|-----------------------------|-------------------------------|----------------------------|-----------------|--|
| Name                                         | Empl ID  | Organizational Relationship | Job Title                     | Department                 | Supervisor Name |  |
| <input type="radio"/> Beatrice Test          | K0G004   | Employee                    | Analyst-Business Development  | Finance and Administration | Betty Locherty  |  |
| <input checked="" type="radio"/> Calvin Roth | KU0008   | Employee                    | Director-Information Systems  | Information Systems        | Jean Parsons    |  |
| <input type="radio"/> Cynthia Adams          | KU0101   | Employee                    | Corporate Controller          | Corporate Accounting       | Betty Locherty  |  |
| <input type="radio"/> Diane Palmer           | K0MTX005 | Employee                    | Assistant-Administrative      | Corporate Finance          | Betty Locherty  |  |
| <input type="radio"/> Ginger Buckalew        | K0G005   | Employee                    | Assistant-Nursing             | Finance and Administration | Betty Locherty  |  |
| <input type="radio"/> Jean Parsons           | KU0003   | Employee                    | Senior Vice President Finance | Finance and Administration | Douglas Lewis   |  |
| <input type="radio"/> Jill Chancellor        | KUL702   | Employee                    | Manager-Payroll               | Payroll                    | Betty Locherty  |  |

## Viewing Delegation Detail

Use the Delegation Detail page to review the transactions selected for delegation and submit or cancel the delegation request depending on whether changes are needed. Select the Notify Delegator check box to receive a courtesy email notification on delegation. On submitting the request, the system automatically sends an email notification to the proxy to review and either accept or reject the delegation.

This example illustrates the fields and controls on the Create Delegation Request - Delegation Detail page.

## Create Delegation Request

## Delegation Detail

Betty Locherty

Director-Finance

Select the *Notify Delegator* checkbox to receive all the notifications that your proxy receives when acting on your behalf.

Proxy Diane Palmer

From Date 08/16/2013

To Date 08/19/2013

## Transactions

Approve Life Event Documents

☒ Notify Delegator

Submit

Previous

Cancel

## Viewing Proxies

Use the My Proxies page to view all the proxies and request status for the delegation request. Additionally, use the My Proxies page to revoke any of the delegated transactions at any point in time during the delegation period.

This example illustrates the fields and controls on the My Proxies page.

### My Proxies

Betty Locherty

Director-Finance

This page allows you to view your proxies and the request status for each delegation request. Select a particular status and select *Refresh* to show the matching requests. Select the information icon to view request details. To revoke requests, select the request, then select *Revoke*.

Show Requests by Status

Refresh

#### Choose Delegate

| Transaction                                           | Name          | Job Title            | From Date  | To Date    | Request Status | Delegation Status | Details           |
|-------------------------------------------------------|---------------|----------------------|------------|------------|----------------|-------------------|-------------------|
| <input type="checkbox"/> Approve Promotion            | Adland Chu    | Clerk-Payroll Sr     | 03/15/2006 |            | Submitted      | Inactive          | <a href="#">i</a> |
| <input type="checkbox"/> Approve Life Event Documents | Cynthia Adams | Corporate Controller | 08/16/2013 | 08/31/2013 | Revoked        | Inactive          | <a href="#">i</a> |

Select All

Deselect All

Revoke

[Return to Manage Delegation](#)

## Viewing Delegation Authorities

After the proxy receives the email notification for the delegation request, he/she can access the My Delegated Authorities page to accept or reject the request.

Use the My Delegated Authorities page to manage delegated authorities.

This example illustrates the fields and controls on the My Delegated Authorities page.

### My Delegated Authorities

Rosanna Channing

Senior Manager-Accounting

This page allows you to view your delegated authorities. Select a particular status and select *Refresh* to show the matching requests. Select the information icon for request details.

Show Requests by Status

Refresh

#### Choose Delegate

| Transaction                                           | Name           | Job Title        | From Date  | To Date    | Request Status | Delegation Status | Details           |
|-------------------------------------------------------|----------------|------------------|------------|------------|----------------|-------------------|-------------------|
| <input type="checkbox"/> Approve Life Event Documents | Betty Locherty | Director-Finance | 08/16/2013 | 08/31/2013 | Submitted      | Inactive          | <a href="#">i</a> |

Select All

Deselect All

Accept

Reject

[Return to Manage Delegation](#)

## Selecting the Role for Document Approval

When approving employee Life Event documents, use the **Select Role** page to determine whether to process your own employee document approval transactions or the delegated approval transactions.

This example illustrates the fields and controls on the Select Role page.

Rosanna Channing

You have been delegated authority to process transactions for another employee(s). If you would like to process transactions for an employee other than yourself, select that employee, otherwise select *Process my own transaction*.

Choose Delegate

|                                  | Name                       | Job Title        | Department        | Supervisor Name |
|----------------------------------|----------------------------|------------------|-------------------|-----------------|
| <input checked="" type="radio"/> | Process my own transaction |                  |                   |                 |
| <input type="radio"/>            | Betty Locherty             | Director-Finance | Corporate Finance | Jean Parsons    |

[Continue](#)

Click Continue to navigate to the Approve Document Upload page to approve Life Event documents. For more information, see section “Approving Life Event Documents”.

## Managing Delegation Authorities

To maintain delegations and update any invalid rows, the HCM Delegation Administrator needs to run the Manage Delegated Authorities process on a daily basis.

Use the Maintain Delegation Authority page to run the Manage Delegated Authorities process.

This example illustrates the fields and controls on the Maintain Delegation Authority page.

### Maintain Delegation Authority

User ID PS      [Report List](#)      [Process Monitor](#)      [Process Request](#)

Run Control ID 001

As Of Date 08/16/2013

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Run the Manage Delegated Authorities process to:

- Update the request status and delegation status.
- Revoke all delegation requests that have expired as of the current date.
- Search for and update inactive proxies.
- Insert or delete delegation permissions within the proxy's role.

## Managing Benefits Instances

These topics describe how to manage Benefits Instances, such as Life Events and Open Enrollment activity guide instances.

## Understanding Benefits Instances Maintenance

When an employee starts processing a life event using self-service or an Open Enrollment activity, an instance of the event is stored in the system so that the employee can continue the event later. When the event is completed, the instance is deleted. If an employee started a life

event or an Open Enrollment activity unintentionally, and had not deleted or canceled the event, the Benefits Administrator can delete the event using the Manage Benefits Instances page.

### Note

The Manage Benefits Instances page is only for the use of the Benefits Administrator for maintenance purposes. Before deleting any life event or an Open Enrollment activity using this page, ensure that the event is not required and is not in use.

## Page Used to Manage Benefits Instances

| Page Name                                      | Definition Name  | Usage                                                                                                                          |
|------------------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Manage Benefits Instances Page</a> | W3EB_LE_INSTANCE | Delete benefits instances (for example, Life Events and Open Enrollment activity guide instances) that are no longer required. |

## Manage Benefits Instances Page

Use the Manage Benefits Instances page (W3EB\_LE\_INSTANCE) to delete benefits instances (for example, Life Events and Open Enrollment activity guide instances) that are no longer required.

Navigation:

**Benefits**, and then **Manage Benefits Instances**, and then **Manage Benefits Instances**

This page enables the Benefits Administrator to manage Benefits Instances in progress.

**Manage Benefits Instances**

**Filters**

Template

Instances Updated On or After

Display Instances Created By  ×

Display Instances Administered By

Count

☒ Active  
☐ Inactive

**Activity Guide Instances**

| Title                                   | Context Data | Template       | Status      | User ID | Last Updated Date | Active                              |
|-----------------------------------------|--------------|----------------|-------------|---------|-------------------|-------------------------------------|
| <input type="checkbox"/> Marriage Event |              | Marriage Event | In Progress | VZINN   | 06/01/2017        | <input checked="" type="checkbox"/> |

**Filters**

| Field or Control                                     | Description                                                                                 |
|------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b>Template</b>                                      | Select the template on which the benefits instances to be filtered are based on.            |
| <b>Display Instances with Items On or Older Than</b> | Enter a date to filter benefits instances with event dates on or before the specified date. |
| <b>Display Instances Created By</b>                  | Select to filter benefits instances created by a specific employee.                         |
| <b>Display Instances Administered By</b>             | Select to filter benefits instances administered by a specific Benefits Administrator.      |
| <b>Active</b>                                        | Select to include active benefits instances in the filter.                                  |
| <b>Inactive</b>                                      | Select to include inactive benefits instances in the filter.                                |
| <b>Filter</b>                                        | Click to filter benefits instances based on the specified criteria.                         |
| <b>Reset</b>                                         | Reset the fields to create a new filter.                                                    |

**Activity Guide Instances**

| Field or Control         | Description                                                |
|--------------------------|------------------------------------------------------------|
| <b>Title</b>             | Title of the benefits instance.                            |
| <b>Template</b>          | Template on which the benefits instance is based.          |
| <b>Status</b>            | Status of the benefits instance.                           |
| <b>User ID</b>           | User ID of the employee who created the benefits instance. |
| <b>Last Updated Date</b> | Date on which the benefits instance was last updated.      |

## Delegating Life Events Document Approval Using Fluid Delegations

These topics describe how to use the fluid delegation framework to enable a Benefits Administrator to authorize another person to approve Life Events documents on his/her behalf.

**Related Topics**

- Enterprise Components: Understanding Delegation
- Enterprise Components: Working with Self-Service Delegation

## Pages Used to Delegate Life Events Document Approval Using Fluid Delegations

| Page Name                                                                 | Definition Name    | Usage                                                                                                                                                                                                 |
|---------------------------------------------------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DelegationsTile                                                           | -                  | View the delegation activity associated with a user.<br>See Also Enterprise Components: Delegations Tile                                                                                              |
| Enterprise Components: Create Delegation Request - Delegation Dates Page  | EODL_DLGRQST_DT_FL | Enter delegation dates by specifying the From Date and To Date, which defines the delegation authority period for a transaction. You can create an open-ended delegation by not specifying a To Date. |
| Enterprise Components: Create Delegation Request - Delegates Page         | EODL_PROXY_SEL_FL  | Select a delegate.                                                                                                                                                                                    |
| Enterprise Components: Create Delegation Request - Transactions Page      | EODL_TRANS_SEL_FL  | Select one or more transactions for delegation.                                                                                                                                                       |
| Enterprise Components: Create Delegation Request - Review and Submit Page | EODL_DLGRQST_SM_FL | Review and submit a delegation request.                                                                                                                                                               |
| Enterprise Components: My Delegates Page                                  | EODL_MY_PROXIES_PG | Manage delegates/proxies for delegation.                                                                                                                                                              |

## Understanding Document Approval Delegation

A Benefits Administrator can delegate the authority to approve Life Events documents uploaded by employees to another user if required. The Life Events document approval workflow integrates with the HCM Delegation Framework (Classic) and HCM Fluid Delegation Framework, thus enabling the Benefits Administrator to delegate authority of Life Events document approval. The Benefits Administrator can create a delegation request to allow a delegate to approve Life Events documents on his/her behalf. The Benefits Administrator can set a date range for the delegate to complete the delegation request. The delegate can accept or reject the delegation request, and can approve, deny, or push back the Life Events document on behalf of the delegator. The delegator can revoke or withdraw the delegated authority when required.

Email notifications will be sent to the delegator when new delegation requests are made. The delegate will in turn be notified of any pending approval requests through email.

The following terms are important to understand the delegation feature:

- *Delegation*: The act of giving the authority to approve Life Events documents to another user.
- *Delegator*: A person who delegates authority to another user.
- *Delegate/Proxy*: A person who is granted the authority to act on behalf of the delegator.
- *Delegated Authority*: The rights and privileges that are given from the delegator to the delegate.



- *Delegation Request*: A request from the delegator to the delegate to take on delegated authority.
- *Delegation Period*: The time range in which the delegated authority is in effect.
- *Delegation Administrator*: The system administrator who is responsible for configuring, managing, and maintaining delegated authorities.
- *Revoke*: When a delegator withdraws delegated authority.

#### ① Note

To prevent situations of cascading or circular delegation chains, once the delegation framework passes delegated authority over an absence transaction to a delegate, the delegate cannot delegate authority over that transaction to another user. The delegation framework only passes authority over transactions from the initial delegator to the initial delegate.

## Reviewing Delivered Document Approval Delegation Setup

The delegation framework for Life Events document approval is delivered with the system. To review this framework:

1. Review the delegation transaction for workflow on the Enterprise Components: Workflow Transactions Page.
2. Review the delegation permission list and role through PeopleTools Security components.
3. Review the delegation transaction on the Enterprise Components: Configure Delegation Transaction Page.

### Reviewing the Delegation Workflow Transaction

The PeopleSoft system delivers a pre-configured transaction for the Life Events document approval delegation framework. This table lists the delivered delegation transaction:

| Transaction Name  | Transaction Type | Description                                 |
|-------------------|------------------|---------------------------------------------|
| W3EB_APPR_SUMMARY | Approve          | Delegate approval of Life Events documents. |

Use the Approval Workflow Engine (AWE) and Delegation Transactions grid to register self-service transactions that use the AWE framework and delegation framework. The data that you enter into this grid links the transaction name and accompanying tables for HCM self-service transactions to the approval process IDs that you create for these transactions on the Register Transactions page.

### Reviewing the Permission List and Role for Delegation

PeopleSoft Enterprise Components delivers the permission list and role that are required for the Delegation framework as system data. This table describes the delivered permission list and role for the delegation framework:

| Role Name                     | Attached Permission List | Description                                                                                                                                  |
|-------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Delegate Manage Appr Document | HCCPDL2068               | Enables a user to access the components to approve employee Life Events documents on behalf of another user when the authority is delegated. |

### Reviewing the Delegation Transaction

This table lists the delegation transaction delivered for Life Events document approval:

| Transaction Name        | Transaction Type | Role                          |
|-------------------------|------------------|-------------------------------|
| Manage Approve Document | Approve          | Delegate Manage Appr Document |

## Steps to Set Up a Delegation Request

A delegator follows these steps to delegate Life Event document approval requests using self-service:

1. Navigate to the Manage Delegation page.
2. Click the **Create Delegation Request** hyperlink.
3. Enter the **From Date** and **To Date** for the delegation request, and then click the **Next** button.
4. Review the delegates list and select a delegate to whom the authority for document approval will be delegated.
5. Select the transaction(s) to delegate authority. For Life Event document approval delegation, select the **Approve Life Event Documents** transaction. Click the **Next** button.
6. Review the delegation details and then click **Submit**.
7. View the confirmation message and click **OK**.

## Delegating Document Approval Requests

Life Events document approval delegation enables the Benefits administrator to:

- Create a delegation request to allow a delegate to approve the document on his/her behalf.
- Review the list of transactions delegated and the delegate assigned for each transaction.
- Revoke or withdraw the delegated authority when required.

The following illustrations display the steps to delegate authority for employee Life Event document approval:

### Managing Delegations

Use the Manage Delegation page to create a delegation request.

This example illustrates the fields and controls on the Manage Delegation page.

[Employee Self Service](#)**Manage Delegation**[Home](#)[Search](#)[Flag](#)[More](#)[Help](#)

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.  
[Learn More about Delegation](#)

Select [Create Delegation Request](#) to choose transactions to delegate and proxies to act on your behalf.  
[Create Delegation Request](#)

Select [Review My Proxies](#) to review the list of transactions that you have delegated and the proxy for each transaction.  
[Review My Proxies](#)

## Entering Dates for the Delegation Request

Use the Delegation Dates page to select the date range for delegation.

This example illustrates the fields and controls on the Delegation Request — Delegation Dates page.

[Exit](#)**Delegation Request**[38](#)[More](#)

1

2

3

4

Delegation DatesDelegatesTransactionsReview and Submit

Next >

### Step 1 of 4: Delegation Dates

|                                        |                                         |  |
|----------------------------------------|-----------------------------------------|--|
| *Start Date                            | <input type="text" value="12/18/2019"/> |  |
| End Date                               | <input type="text" value="12/31/2019"/> |  |
| Leave blank for open-ended delegations |                                         |  |
| *Comment                               | <input type="text"/>                    |  |

## Selecting Delegates

Use the Delegates page to select the delegate to whom the authority of document approval should be delegated.

This example illustrates the fields and controls on the Delegation Request — Delegates page.

Exit
Delegation Request
38

1 Delegation Dates
2 Delegates
3 Transactions
4 Review and Submit

Previous
Next

## Step 2 of 4: Delegates

13 rows

Select All
Clear All
Add Delegate

Name
Email ID
Phone

|                                     |                                                                                                         |                                      |              |
|-------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------|--------------|
| <input checked="" type="checkbox"/> |  Cynthia Adams         | cynthia.adams@xyzcompany.com         | 925/694-7901 |
| <input type="checkbox"/>            |  GPCDET Betty Locherty | HCMGENUser1@ap6023fems.us.oracle.com | 555/123-4567 |
| <input type="checkbox"/>            |  Jake Ball             | jake.ball@hx1company.com             | 873-8737     |
| <input type="checkbox"/>            |  Jean Parsons          | HCMGENUser1@ap6023fems.us.oracle.com | 818/728-2450 |
| <input type="checkbox"/>            |  Kathy Wise            |                                      |              |
| <input type="checkbox"/>            |  May Gee               |                                      |              |
| <input type="checkbox"/>            |  Netty Owyang        | netty.owyang@xyzcompany.com          | 925.555.6547 |

## Selecting Transactions for the Delegation Request

Use the Transactions page to select the transaction to be delegated authority. Select the Approve Life Event Documents transaction for Life Events document approval delegation.

This example illustrates the fields and controls on the Delegation Request — Transactions page.

✕ Exit
Delegation Request
38

1  
Delegation Dates
2  
Delegates
3  
Transactions
4  
Review and Submit

< Previous
Next >

### Step 3 of 4: Transactions

All
Approve
Initiate

65 rows

Select All
Clear All
Q
↕

| Description                                                      |
|------------------------------------------------------------------|
| <input type="checkbox"/> Absence Cancellation                    |
| <input type="checkbox"/> Approve Ad Hoc Salary Change            |
| <input type="checkbox"/> Approve Demotion                        |
| <input type="checkbox"/> Approve Full/Part Time or Hour          |
| <input type="checkbox"/> Approve Job Offer                       |
| <input type="checkbox"/> Approve Job Opening                     |
| <input type="checkbox"/> Approve Job Update for Group            |
| <input checked="" type="checkbox"/> Approve Life Event Documents |
| <input type="checkbox"/> Approve Location Change                 |
| <input type="checkbox"/> Approve Position Clone                  |

### Viewing Delegation Detail

Use the Review and Submit page to review the transactions selected for delegation and submit the delegation request. On submitting the request, the system automatically sends an email notification to the delegate to review and either accept or reject the delegation.

This example illustrates the fields and controls on the Delegation Request - Review and Submit page.

✕ Exit
Delegation Request
38

1  
Delegation Dates
2  
Delegates
3  
Transactions
4  
Review and Submit

< Previous
Submit

### Step 4 of 4: Review and Submit

#### Delegation Details

**Start Date** 12/18/2019  
**End Date** 12/31/2019  
**Comment** Delegation for Life Event Document Approval.  
**Delegates** Cynthia Adams  
**Transactions** Approve Life Event Documents

## Viewing Delegates

Use the My Delegates page to view all the delegates for the delegation request. Additionally, use the My Delegates page to revoke any of the delegated transactions at any point in time during the delegation period.

This example illustrates the fields and controls on the My Delegates page.

< Manager Self Service

My Delegates

Home

Search

Alerts 2

More

Profile

Active

Accepted

Ended

Rejected

Revoked

Submitted

Revoke

Search

Refresh

| Transactions                                                                        | Delegates      | Start Date / End Date    | Request Status |
|-------------------------------------------------------------------------------------|----------------|--------------------------|----------------|
| <div><input type="checkbox"/></div> Approve Promotion, Approve Life Event Documents | Betty Locherty | 01/03/2020<br>01/04/2020 | Submitted >    |
| <div><input type="checkbox"/></div> Approve Life Event Documents                    | Ella Smith     | 01/03/2020<br>01/03/2020 | Submitted >    |

## Viewing Delegation Authorities

After the delegate receives the email notification for the delegation request, he/she can access the My Delegated Authorities page to accept or reject the request.

Use the My Delegated Authorities page to manage delegated authorities.

This example illustrates the fields and controls on the My Delegated Authorities page.

<

Manager Self Service

My Delegated Authorities

Active

Accepted

Ended

Rejected

Revoked

Submitted

Accept

Reject

| Transactions                                                     | Delegator        | Start Date / End Date                       | Request Status |
|------------------------------------------------------------------|------------------|---------------------------------------------|----------------|
| <div><input type="checkbox"/> Approve Life Event Documents</div> | Rosanna Channing | <div>01/03/2020</div> <div>01/03/2020</div> | Submitted      |

## Selecting the Role for Document Approval

When approving employee Life Event documents, use the **Select Role** page to determine whether to process your own employee document approval transactions or the delegated approval transactions.

This example illustrates the fields and controls on the Select Role page.

**Select Role**

Ella Smith

You have been delegated authority to process transactions for another employee(s). If you would like to process transactions for an employee other than yourself, select that employee, otherwise transaction.

**Choose Delegate**

|                                  | Name                       | Job Title                 | Department           | Supervisor Name |
|----------------------------------|----------------------------|---------------------------|----------------------|-----------------|
| <input checked="" type="radio"/> | Process my own transaction |                           |                      |                 |
| <input type="radio"/>            | Rosanna Channing           | Senior Accounting Manager | Corporate Accounting | Betty Locherty  |

**Continue**

Click Continue to navigate to the Approve Document Upload page to approve Life Event documents. For more information, see section PeopleSoft eBenefits: Approving Life Event Documents Using Fluid Approvals.

## Managing Delegation Authorities

To maintain delegations and update any invalid rows, the HCM Delegation Administrator needs to run the Manage Delegated Authorities process on a daily basis.

Use the Maintain Delegation Authority page to run the Manage Delegated Authorities process.

This example illustrates the fields and controls on the Maintain Delegation Authority page.

Manager Self Service

Maintain Delegated Authorities

[New Window](#) | [Help](#) | [Personalize Page](#)

User ID PS

Report Distribution List

Go to Process Monitor

Process Request Dialog

Run Control ID 001

As Of Date 12/18/2019

Save

Notify

Add

Update/Display

Run the Manage Delegated Authorities process to:

- Update the request status and delegation status.
- Revoke all delegation requests that have expired as of the current date.
- Search for and update inactive delegates/proxies.
- Insert or delete delegation permissions within the delegate's role.

# 12

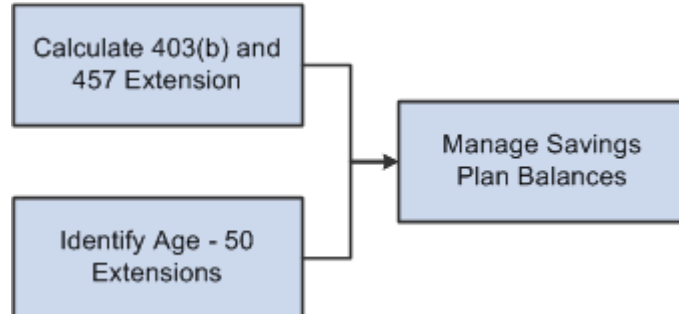
## Managing Savings Plans

### Understanding Savings Plan Management

The Savings Management (SAVINGS\_PLANS) component enables the user to review, override, and extend government regulated limits for qualified savings plans. The Manage Base Benefits business process provides the following limit extensions and adjustments.

- 402(g) 15-year catch-up extension for 403(b) plans.
- 457 3-Yr catch-up extension for 457 eligible governmental plans.
- 402(g) Age-50 extension for 401(k) and 403(b) plans.
- 457 Age-50 extension for 457 eligible governmental plans.
- 401(a) eligible earnings adjustment for 401(k), 403(b), and 457 plans.
- 402(g) hardship withdrawal limit reduction.

The following diagram illustrates the process flow for managing savings plans from calculating 403(b) and 457 extensions and identifying age-50 extensions:



For additional information, see:

[Understanding the Core Tables for PeopleSoft Manage Base Benefits](#)

[Setting Up Limits for Qualified Savings Plans](#)

### Calculating 403(b) and 457 Extensions

This section provides an overview of 403(b) and 457 extensions and discusses how to run the 403(b) and 457 extensions process.



## Pages Used to Calculate 403(b) and 457 Extensions

| Page Name                                        | Definition Name | Usage                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Calculate 403(b) Extensions Page</a> | RUNCTL_SV403B   | Calculate the company's or an individual employee's balances for service years, eligible earnings, and projected limits for the current or next year.<br><br>Employees don't need to be enrolled in the 403(b) Savings Plan to run the Balance process. This process updates the Savings Management page. |
| Review 403(b) Process Messages                   | SV403_MESSAGES  | Review any error message that was issued during the savings management process.                                                                                                                                                                                                                           |

## Understanding the 403(b) and 457 Extensions

The Savings Management Balances process updates year-to-date and life-to-date balances for 403(b) and 457 plans and records them on the Savings Management Balances page. The process uses the balances on the savings management record for the prior year and current year payroll IT'D deduction balances to update the current year's record each time the process is run. It also uses the prior year's record to update the service year's LTD field. (The first run of each year is slightly different because it deselects some fields and carries over others.)

The Savings Management process does not update current year deduction balances on the Savings Management record until PeopleSoft Payroll for North America is confirmed and the process is run.

The Savings Management Balances process creates 403(b) limit extension records for all employees in the specified company in PeopleSoft Payroll for North America. The records produced are identified as Limit Type 402, Limit Extension Type A. If an employee has 15 or more years in a 403(b) plan, the limit extension amount (EXT\_AMOUNT) is populated by the 402(g) Annual Cap Expansion amount on the 403(b) Limit Table. If the employee has fewer than 15 years of service, the EXT\_AMOUNT is zero.

The Savings Management Balances process creates 457 limit extension records only if the employee had 457 balances in the previous year or, if this is the first year of enrollment in a 457 plan, after the first payroll is confirmed and the process is run. The records produced are identified as Limit Type 457, Limit Extension Type A. The EXT\_AMOUNT is used in the calculation of the three-year catch-up. It is empty until the employee is eligible for the catch-up. You must manually enter the EXT\_AMOUNT. The amount entered is the employee's underutilized amount that is applicable.

### Note

PeopleSoft software requires you to maintain your own records for underutilization. When an employee is enrolled in more than one 457 plan, you must determine which plan's underutilized amount is used.

To monitor 403(b) and 457 plan balances:

1. Run the Calculate 403(b) Extensions process on the Savings Management Balances page (RUNCTL\_SV403B) to create the initial 403(b) row. The process creates the initial row on the Savings Management page and is identified with a limit type of 402(g). The Exception Reason A — Catch Up Extend Limit is reflected.

The SavingsManagement row for 457 plans is identified with a limit type of 457. The Exception Reason A — Catch Up Extend Limit is reflected.

2. Make any adjustments that should be considered during the 403(b) calculation process using the 403(b) Adjustments page.
3. After each confirmed payroll period, run the Calculate 403(b) Extensions process on the Savings Management Balances page (RUNCTL\_SV403B) to update balances for both the 403(b) and 457 plans.
4. Review employee contributions and deferrals on the 403(b) Adjustments page for 402(g) Catch-up Limit Extension Type.
5. Review 403(b) error messages.

This process creates a single 403(b) record for employees in PeopleSoft Payroll for North America. If an employee has fewer than 15 years of service, the extension amount is 0. If an employee has 15 years or more of service, the extension amount is equal to the 402(g) Annual Cap Expansion amount on the 403(b) Limit Table.

The process deselects the **Ext Election** (extend election) check box. If the election extension check box is selected at year-end, the process deselects it when run in the subsequent year.

#### Related Topics

- [Setting Up Limits for Qualified Savings Plans](#)  
To set up limits for qualified savings plans, use the Limit Table (LIMIT\_TBL) component.

## Calculate 403(b) Extensions Page

Use the Calculate 403(b) Extensions page (RUNCTL\_SV403B) to calculate the company's or an individual employee's balances for service years, eligible earnings, and projected limits for the current or next year.

Employees don't need to be enrolled in the 403(b) Savings Plan to run the Balance process. This process updates the Savings Management page.

Navigation:

**Benefits**, and then **Monitor Savings Pln Extensions**, and then **Calculate 403(b) Extensions**, and then **Calculate 403(b) Extensions**

This example illustrates the fields and controls on the Calculate 403(b) Extensions page. You can find definitions for the fields and controls later on this page.

SavMgmt Balances

## Calculate 403(b) Extensions

Run Control ID PS Report Manager

Process Monitor

Run

## Report Request Parameter(s)

\*Company \*Calendar Year Empl ID 

## Checkpoint / Restart

Chk Point Interval in Minutes 

Restart Employee ID

Process to Restart

| Field or Control                                                       | Description                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Chk Point Interval in Minutes</b> (check point interval in minutes) | Because this is a long process, you can indicate how often the system should save or update information to the database during the process. In case of unexpected system failure, this could limit the amount of reprocessing that the system would have to repeat. |
| <b>Restart Employee ID and Process to Restart</b>                      | The system enters the last successful employee ID processed if the process did not successfully finish.                                                                                                                                                             |

The Calculate 403(b) Extensions process deselects the *Ext Election* (extension election) field on the Limit Exceptions grid. You can manually reset this value.

The 402(g) catch-up record is generated for all employees in PeopleSoft Payroll for North America. If the employee has 15 or more years of service, the extension amount is supplied with the 402(g) cap expansion from the 403(b) Limit Table. If the employee has fewer than 15 years of service, the extension amount is zero.

The 457 catch-up record is produced only for employees in PeopleSoft Payroll for North America with a 457 record in the prior year or 457 deductions in the current year.

## Identifying Savings Age Catch Up Extensions

This section provides an overview of the Savings Age Catch Up extensions and describes how to run the Savings Age Catch Up Extension process.

## Page Used to Identify Savings Age Catch Up Extensions

| Page Name                                           | Definition Name | Usage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Savings Age Catch Up Extension Page</a> | BN_AGE50_RUNCTL | <ul style="list-style-type: none"> <li>Identify employees in PeopleSoft Payroll for North America who reach the age limits defined in the Limit Table.</li> <li>Create the Age-Extend Limit records that increase the 402(g), 415c, 415c for 403(b), and 457 Savings Plan limits, as authorized by the IRS regulations.</li> </ul> <p>You can run the process for multiple limit types at the same time. For each limit type, a single Age-Extend Limit extension record is produced for each year for each eligible employee in PeopleSoft Payroll for North America. The process changes the extension election by default.</p> |

## Understanding Savings Age Catch Up Extension

The Savings Age Catch Up Extension process produces four types of age catch up limit extension types. The process assumes that an eligible employee has elected the age limit extension. The election can be manually deselected on the Savings Management page.

- Select the 402(g) option for 401(k) plans, 403(b) plans, or both. One record with Limit Type 402, Limit Extension Type B is produced for any employee in PeopleSoft Payroll for North America who reaches the age or more by the date specified on the run control.
- Select the 415(c) option for 401(k) plans. One record with Limit Type 415, Limit Extension Type B is produced for any employee in PeopleSoft Payroll for North America who reaches the age or more by the date specified on the run control.
- Select the 415(c) for 403(b) option for 403(b) plans. One record with Limit Type 415z, Limit Extension Type B is produced for any employee in PeopleSoft Payroll for North America who reaches the age or more by the date specified on the run control.
- Select the 457 option for 457 plans. One record with Limit Type 457, Type B is produced for any employee in PeopleSoft Payroll for North America who reaches the age or more by the date specified on the run control.

The Identify Savings Age Catch Up Extension process:

- Identifies the employees in PeopleSoft Payroll for North America who falls within the age range specified in the Limit Table.
- Verifies the employee's prior year Taxable Gross Year-To-Date (YTD) amounts for Tax Class D (OASDI/Disability – EE) against the limit entered in **Special Limits** grid in the Limit Table page. The employees whose YTD earning exceeds the threshold are flagged for Mandatory Roth rollover and are checked in the Benefits Savings Management page.

- Creates the Age-Extend Limit extension records based on the extension amount assigned to the age range defined for the selected limit type in the limit table. To know more on the limit types, see [Setting Up Limits for Qualified Savings Plans](#). This process increases the Savings Plan limits for 402(g), 415(c), 415(c) for 403(b), 457, or all for the elective deferrals as authorized by IRS regulations. The limit extension records are displayed on the **Limit Exceptions** grid.
- Always selects the **Ext Election** (extend election) field on the **Limit Exceptions** grid. This value can be reset manually.

Age-Extend Limit records can be added manually. For employees who are not eligible for a savings age catch-up extension, the added record can be used to enter either of the following override amounts:

- 402(g) limit amount override amount on the Age-Extend Limit 402(g) row.
- 457 limit amount override amount on the Age-Extend Limit 457 row.

To set up the savings age catch-up for an employee through the Savings Management table, enter the employee ID and add the extension limit (for example, \$7500). Alternatively, run the Identify Age Catch Up Extension process for the appropriate annual cap expansion amount.

## Savings Age Catch Up Extension Page

Use the Savings Age Catch Up Extension page (BN\_AGE50\_RUNCTL) to run the age catch up extension process for the specified limit types.

For each limit type, a single savings age catch up extension record is produced for each year for each eligible employee in PeopleSoft Payroll for North America. The process changes the extension election by default.

Navigation:

**Benefits**, and then **Monitor Savings Pln Extensions**, and then **Savings Age Catch Up Extension**, and then **Savings Plan Age Catch Up Extension**

This example illustrates the fields and controls on the Savings Age Catch Up Extension page.

Savings Age Catch Up Extension

Run Control ID 1

Report Manager Process Monitor

Run

Report Request Parameter(s)

\*As Of Date31/12/2026

\*CompanyGBI Global Business Institute

Empl IDKU0001 Douglas Lewis

Limit Type Extension

1-1 of 1

\*Limit Type

402(g) Limit

+

-

Run Roth Threshold Process

☒ Run Roth Threshold Update

Catch Up AmountLimit Table

☒ Notify Employee

| Field or Control          | Description                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| As Of Date                | Enter the last day of the calendar year for which the age catch up extension applies.                                                                                                                                                                                                                                                                                                         |
| Limit Type                | <p>Select the limit type extension that you want to run. Delivered options are <i>402(g) Limit</i>, <i>415(c) Limit</i>, <i>415(c) Limit for 403(b) plans</i>, and <i>457 Limit</i>.</p> <p>You can run multiple limit types at the same time and produce age extension records for each limit type.</p>                                                                                      |
| Run Roth Threshold Update | Select to allow the age catch-up extension process to verify the employee's prior year Taxable Gross Year-To-Date (YTD) amounts for Tax Class D (OASDI/Disability – EE) against the limit entered in the Limit Table. The employees whose YTD earning exceeds the threshold are flagged for Mandatory Roth rollover and are checked in the <a href="#">Benefits Savings Management Page</a> . |

| Field or Control       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Catch Up Amount</b> | <p>This field is displayed only when <b>Run Roth Threshold Update</b> is selected. The option selected for this field determines the age catch up amount to be assigned for the employees flagged in the Benefits Savings Management page. Available values are:</p> <ul style="list-style-type: none"> <li><i>Limit table:</i> Assign age catch up amount based on employee's age and company in Company Limits grid of Limit Table. This is the default option.</li> <li><i>None:</i> Assign zero to age catch up amount. This option is used by companies who do not offer a Roth Rollover plan. The employees who are flagged for Mandatory Roth Rollover are processed to have no age catch up extension.</li> </ul> |
| <b>Notify Employee</b> | <p>This field is displayed only when <b>Run Roth Threshold Update</b> is selected. Select to send notifications (in-app alert and email) to employees flagged for Mandatory Roth rollover after the savings age catch-up extension process is run.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## Managing Savings Plan Limits

This section discusses how to Manage Savings Plan Limits.

### Pages Used to Manage Savings Plan Limits

| Page Name                                        | Definition Name    | Usage                                                                                                                                                                                                                                 |
|--------------------------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Benefits Savings Management Page</a> | SAVINGS_MGT_EE     | Review and update savings plan limits. Manage the 402(g), 457 and 401(a) limit extensions and overrides for 401(k), 403(b), and 457 Savings Plans. Suspend savings plan contribution.                                                 |
| <a href="#">403(b) Adjustments Page</a>          | SAVINGS_MGT_EE_SP1 | Monitor 403(b) balances. Review the year-to-date (IT'D) and life-to-date (LTD) balances from the 403(b) process, enter contributions made at another company, and review an employee's contribution amount for each applicable limit. |
| <a href="#">457 Adjustments Page</a>             | SAVINGS_MGT_EE_SP2 | Monitor the 457 catch-up limit extension and election for 457 plans.                                                                                                                                                                  |

## Understanding Managing Savings Plan Limits

Use the Savings Management page to:

- Review 402(g) and 457 limit extension amounts.
- Manually enter 402(g), 457, and 401(a) limit extension amounts.
- Override limits.
- Manage hardship withdrawals.

### Review 402(g) and 457 Limit Extension Amounts

Two processes are used to automatically generate 402(g) and 457 limit extension amounts. The processes can be run for a company's employee population or for an individual employee. These are the processes:

- The Calculate 403(b) Extensions process generates *both* the 402(g) catch-up records *and* the 457 catch-up records when it runs.
- The Identify Age-50 Extension process generates *either* the 402(g) age extension *or* the 457 age-50 extension.

These system-calculated limits appear in the **Limit Extensions** group box on the Savings Management page.

### Manually Enter 402(g), 457, and 401(a) Limit Extension Amounts

You can manually enter 401(a), 402(g), and 457 limit extension amounts by adding a row to the **Limit Extensions** group box on the Savings Management page. Enter the company, calendar year, limit type, and exception reason.

- If you select 401(a) as the limit type, the system automatically supplies Adjust Eligible Earnings IT'D as the exception reason and you enter the adjustment amount.
- If you select 402(g) as the limit type and A, B, or H as the exception reason, enter the adjustment amount.

#### Note

Use the 403(b) link to review and adjust data related to the catch-up limit.

- If you select 457 as the limit type and A or B as the exception reason, enter the adjustment amount.

#### Note

Use the 457 link to review and adjust data related to the catch-up limit.

### Managing Overrides

The override capability on the Savings Management page affects only those deductions that are subject to the 402(g) or 457 limits. The override function works like this for the two limits:

- The EXT\_ELECTION must be selected (ON) for the override to be recognized.



- When the Age-50 process or the Calculate 403(b) Extensions process is run for a subsequent year, the override amount will be cleared.
- The override fields on the SAVINGS\_MGT\_EE records are used instead of the 402(g) regular/extended limit, the 457 regular/extended limit, or both.
- If the employee is *not* age 50, the client can manually add an Age-50 record to enter an override.

#### Multiple Expenses

- You cannot use the 403(b) catch-up and the Age-50 403(b) extension in the same year. If an extension exists on both 402 Limit Type records, the sum of the extensions will apply to 403(b) plans.
- You cannot use the 3-year 457 catch-up and the Age-50 457 extension in the same year. If a value is in the Extension Override, then this value is used; otherwise, the limit is calculated as the *higher* of the three-year catch-up amount and the age-50 extension amount.

#### Example: Determining 3-Year Catch-Up Limit for 403(b) Plan

The following example illustrates limit determination when both 403(b) limit extension type records are selected. The example uses the following parameters:

- Calendar Year 2006
- 403(b) 15 Year Catch up extension \$3,000
- Age-50 extension \$5,000
- 402(g) Maximum Yearly Deduction \$15,000

The 403(b) 15 Year catch up and the Age-50 extension can be used in the same year if the employee is eligible. If an extension exists on both 402 Limit Type records, the sum of the extensions applies to 403(b) plans. If the employee qualifies for both extensions then  $(15,000 + 5,000 + 3,000) = \$23,000$ .

#### Example: Determining the 3-Year Catch-Up Limit for 457 Plans

The following example illustrates limit determination when both 457 limit extension type (catch-up) records are selected. The example uses the following parameters:

- Calendar Year: 2006
- 457 Limit: \$15,000
- Max. Annual 457 Catch-up: \$30,000
- Age-50 extension: \$5,000
- Employee's Underutilized 457 Amount: \$10,000

To determine the 3-Year Catch-up Limit, the system:

1. Determines the lesser of:
  - Regular 457 Limit + Underutilized Amount (for example,  $\$15,000 + \$10,000 = \$25,000$ )
  - Max. Annual 457 Catch-up (\$30,000)
2. Determines the higher of the 3-Year Catch-up Limit versus the Age-50 Catch-up Limit:
  - The result from Step 1 (for example, \$25,000) (This record is represented by LIMIT\_TYPE 402, LIMIT\_EXT\_TYPE A.)

- Regular 457 Limit + Age 50 extension (for example, \$15,000 + \$5,000 = \$20,000) (This record is represented by LIMIT\_TYPE 402, LIMIT\_EXT\_TYPE B.)
3. The higher record, \$25,000, in Step 2 is the override that is used when both catch-up records are selected.

### Manage Hardship Withdrawals

IRS regulations require that employee contributions be suspended for a period following a hardship withdrawal from a qualified savings plan. To set the parameters for the employee contribution's suspension due to hardship, use the **Contribution Suspension** group box on the Savings Management page.

Use the 402(g) limit type with the Hardship - Reduce Limit exception reason to adjust the 402(g) limit following a hardship withdrawal. Regulations require that the 402(g) dollar limit be reduced by the amount contributed to the plan by the participant prior to the hardship withdrawal.

## Benefits Savings Management Page

Use the Benefits Savings Management page (SAVINGS\_MGT\_EE) to review and update savings plan limits.

Manage the 402(g), 457 and 401(a) limit extensions and overrides for 401(k), 403(b), and 457 Savings Plans. Suspend savings plan contribution.

Navigation:

**Benefits**, and then **Enroll in Benefits**, and then **Benefits Savings Management**

This example illustrates the fields and controls on the Benefits Savings Management page. You can find definitions for the fields and controls later on this page.

Benefits Savings Management

Douglas Lewis

Person ID KU0001

New Window | Help |

Limit Exceptions

| *Company | *Calendar Year | *Limit Type | *Exception Reason | Description        | Extension Election                  | Adjustment Amount | Limit Amount Override | Updated on | User ID | Roth Threshold                      | Roth Updated on | Roth User ID |
|----------|----------------|-------------|-------------------|--------------------|-------------------------------------|-------------------|-----------------------|------------|---------|-------------------------------------|-----------------|--------------|
| GBI      | 2026           | 402(g)      | B                 | Age - Extend Limit | <input checked="" type="checkbox"/> | 8,000.00          |                       | 14/12/2025 | SYS     | <input checked="" type="checkbox"/> | 14/12/2025      | PS           |
| GBI      | 2025           | 402(g)      | B                 | Age - Extend Limit | <input checked="" type="checkbox"/> | 7,500.00          |                       | 14/12/2025 | PS      | <input type="checkbox"/>            |                 |              |

Contribution Suspension

| Ben Record | *Plan Type | Benefit Plan | *Start Date | *End Date | Before Tax               | After Tax                | Non Taxable B Tax Benefit | Nontaxable Benefit       | Taxable Benefit          |
|------------|------------|--------------|-------------|-----------|--------------------------|--------------------------|---------------------------|--------------------------|--------------------------|
| 0          |            |              |             |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> |

### Limit Exceptions

#### Field or Control

#### Description

**Company**

Select the company.

**Calendar Year**

Select the calendar year.

| Field or Control                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Limit Type</b>                       | <p>Select the limit type you want to adjust. Choose from:</p> <ul style="list-style-type: none"> <li>• 401(a)</li> <li>• 402(g)</li> <li>• 415(c)</li> <li>• 415z</li> <li>• 457</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Exception Reason and Description</b> | <p>Select the reason for the exception. Choose from:</p> <ul style="list-style-type: none"> <li>• <b>A:</b> This option is available if you select 402(g) or 457 in the <b>Limit Type</b> field. The <b>Description</b> field is automatically populated with <i>Catch Up Extend Limit</i>.</li> <li>• <b>B:</b> This option is available if you select 402(g) or 457 in the <b>Limit Type</b> field. The <b>Description</b> field is automatically populated with <i>Age 50 Extend Limit</i>.</li> <li>• <b>E:</b> This option automatically appears if you select 401(a) in the <b>Limit Type</b> field. The <b>Description</b> field is automatically populated with <i>Adjust Eligible Earnings Year to Date</i>.<br/><br/>To give flexibility in controlling the eligible earnings, the Limit Type 401(a) Adjust Eligible Earnings IT'D amount can be used to adjust the eligible earnings accumulated in a positive or negative amount. The special accumulators used to define eligible earnings for the purpose of measuring the 401(a) limit begin accumulating at the start of the calendar year regardless of whether the employee is contributing.</li> <li>• <b>H:</b> This option is available if you select 402(g) in the <b>Limit Type</b> field. The <b>Description</b> field is automatically populated with <i>Hardship Reduce Limit</i>.</li> </ul> |
| <b>Extension Election</b>               | If applicable, select this check box.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| Field or Control                            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Adjustment Amount</b> (extension amount) | <p>For 403(b) plans, the amount displayed here represents the 15-year catch-up extension amount as generated by the 403(b) process. This field is used as an extension to the 402(g) limit when you select the <b>Extension Election</b> check box. The system uses the lesser of the following three:</p> <ul style="list-style-type: none"> <li>The amount entered in the <b>402(g) Annual Cap Expansion</b> field located on the 403(b) Limit Table.</li> <li>The amount entered in the <b>402(g) Lifetime Cap Expansion</b> field located on the 403(b) Limit Table minus the amount in the <b>Life-To-Date 402(g) Cap Used</b> field displayed on the 403(b) Balances page.</li> <li>The employee's years of service multiplied by the amount entered in the <b>402(g) Per Year Max Average</b> field located on the 403(b) Limit Table, minus the amount in the <b>Life-To-Date Employee Elective Deferrals 402(g)</b> field displayed on the 403(b) Balances page.</li> </ul> <p>For 457 plans, the underutilized 457 plan amount for previous years is entered here. The amount represents the three-year catch-up extension amount.</p> |
| <b>Limit Amount Override</b>                | <p>The override amount entered here is used instead of the 402(g) limit or extended 402(g) limit if the <b>Ext Election</b> option is selected. It will apply to only 403(b) plans.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Updated On</b>                           | <p>The system enters a date when new information is saved.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>User ID</b>                              | <p>The system identifies the user who updated the information. Options are:</p> <ul style="list-style-type: none"> <li>SYS, which indicates that either the Age-50, 403(b), or 457 processes created the record.</li> <li>&lt;user ID&gt;, which indicates that a user manually added the row.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Roth Threshold</b>                       | <p>The <i>Roth Threshold</i> check box is enabled after the age catch-up extension process for employees whose prior year FICA earnings exceed the limit entered in the Limit Table. These employees are flagged for Mandatory Roth rollover.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Roth Updated On</b>                      | <p>The system enters the date when the Roth Threshold check box is updated.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Roth User ID</b>                         | <p>The system identifies the user who updated the <i>Roth Threshold</i> check box. Available values are:</p> <ul style="list-style-type: none"> <li>SYS: The savings age catch-up extension process updated the Roth Threshold check box.</li> <li>&lt;User ID&gt;: A user manually updated the Roth Threshold check box.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

**Contribution Suspension**

| Field or Control                                               | Description                                                                                                               |
|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>Ben Record (benefit record) Plan Type, and Benefit Plan</b> | Select the desired plan type and benefit plan for which contributions should be suspended.                                |
| Field or Control                                               | Description                                                                                                               |
| <b>Start Date and End Date</b>                                 | Indicate the dates through which to suspend the contributions. Indicate the tax class for which to suspend contributions. |
| Field or Control                                               | Description                                                                                                               |
| <b>Before Tax</b>                                              | Select to suspend the employee's before tax contribution.                                                                 |
| Field or Control                                               | Description                                                                                                               |
| <b>After Tax</b>                                               | Select to suspend the employee's after tax contribution.                                                                  |
| Field or Control                                               | Description                                                                                                               |
| <b>NonTaxable Btax Benefit</b>                                 | Select to suspend the employer before-tax contribution.                                                                   |
| <b>Nontaxable Benefit</b>                                      | Select to suspend the employer after tax contribution.                                                                    |
| Field or Control                                               | Description                                                                                                               |
| <b>Taxable Benefit</b>                                         | Select to suspend the employer after-tax contribution.                                                                    |

## 403(b) Adjustments Page

Use the 403(b) Adjustments page (SAVINGS\_MGT\_EE\_SP1) to monitor 403(b) balances.

Review the year-to-date (IT'D) and life-to-date (LTD) balances from the 403(b) process, enter contributions made at another company, and review an employee's contribution amount for each applicable limit.

Navigation:

Click the 403(b) link on the Savings Management page.

This example illustrates the fields and controls on the 403(b) Adjustments page. You can find definitions for the fields and controls later on this page.

## 403(b) Adjustments

|            |              |                           |                         |      |
|------------|--------------|---------------------------|-------------------------|------|
| Company    | GBI          | Global Business Institute | Calendar Year           | 2006 |
| Limit Type | 402(g) Limit | *Exception Reason         | Catch Up - Extend Limit |      |

| Balance Information                 |              |              |
|-------------------------------------|--------------|--------------|
|                                     | Year-to-Date | Life-to-Date |
| Elective Employee Deferrals(402(g)) | \$0.00       | \$0.00       |
| Non-Elective Employee Deferrals     | \$0.00       | \$0.00       |
| Other Employer Contributions        | \$0.00       | \$0.00       |
| Total Deferrals                     | \$0.00       | \$0.00       |
| Includible Earnings                 | \$0.00       |              |
| 402(g) Cap Extension Used           | \$0.00       | \$0.00       |

| Balance Adjustments (This Company Only) |                                   |
|-----------------------------------------|-----------------------------------|
| Elective Deferrals Adjustment           | <input type="text" value="0.00"/> |
| Non-Elective Deferrals Adjustment       | <input type="text" value="0.00"/> |
| Vesting Adjustments                     | <input type="text" value="0.00"/> |
| Employer Contribution Adjustment        | <input type="text" value="0.00"/> |

| General / Alternative Election Data (all Applicable Companies) |                                        |
|----------------------------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Override Service Years Calc           | Service Years YTD <input type="text"/> |
|                                                                | Service Years LTD <input type="text"/> |
| Employer Contribution Maximum                                  | \$0.00                                 |
| Termination Date                                               | <input type="text" value="8/"/>        |
| Current Year Contribution Subject to 415 Limit                 | \$0.00                                 |

**Balance Information**

The system displays the IT'D and LTD balances calculated from the 403(b) process.

**Balance Adjustments (This Company Only)**

Use to enter employee contributions from a previous employer. The Calculate 403(b) Extensions process uses these figures.

| Field or Control                                                                                              | Description                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Elective Deferrals Adjustment, Non-Elective Deferrals Adjustment, and Employee Contribution Adjustment</b> | Enter the new amounts. Both the Calculate 403(b) Extensions and Pay Calculations processes use these fields.                                                                                                                                                                                                                  |
| <b>Vesting Adjustments</b>                                                                                    | Enter the new amount. Both the Calculate 403(b) Extensions and Pay Calculations processes use these fields. A vesting adjustment is considered to be a type of employer contribution, so it is used along with the <b>Employer Contribution YTD/LTD</b> balance fields and the <b>Employee Contribution Adjustment</b> field. |

## General / Alternative Election Data (all Applicable Companies)

| Field or Control                                                        | Description                                                                                                                                                                               |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Override Service Years Calc</b> (override service years calculation) | Select this check box if you need to override the system-calculated <b>Service Years IT'D</b> field, the <b>Service Year LTD</b> field, or both displayed on the 403(b) Projections page. |
| <b>Employer Contribution Maximum</b>                                    | This is the amount entered in the <b>Maximum Yearly Deduction</b> field located on the 415(c) Limit Table.                                                                                |
| <b>Termination Date</b> (403[b] expected termination date)              | If applicable, enter the date.                                                                                                                                                            |
| <b>Current Year Contribution Subject to 415 Limit</b>                   | This is the year-to-date deductions that are subject to the 415(c) limit.                                                                                                                 |

## 457 Adjustments Page

Use the 457 Adjustments page (SAVINGS\_MGT\_EE\_SP2) to monitor the 457 catch-up limit extension and election for 457 plans.

Navigation:

Click the 457 link on the Savings Management page.

This example illustrates the fields and controls on the 457 Adjustments page. You can find definitions for the fields and controls later on this page.

## 457 Adjustments

|                            |                               |                                   |                                   |
|----------------------------|-------------------------------|-----------------------------------|-----------------------------------|
| Company                    | GBI Global Business Institute | Calendar Year                     | 2006                              |
| Limit Type                 | 457 Limit                     | *Exception Reason                 | Catch Up - Extend Limit           |
| <b>457 Adjustments</b>     |                               |                                   |                                   |
| Other Employer Deferrals   |                               | <input type="text" value="0.00"/> |                                   |
| <b>Balance Information</b> |                               |                                   |                                   |
| 457 YTD Deferrals          |                               | <input type="text" value="0.00"/> |                                   |
|                            |                               | 457 LTD Deferrals                 | <input type="text" value="0.00"/> |

## 457 Adjustments

This group box appears if you selected 457 in the **Savings Plan Type** field.

| Field or Control                                | Description                                                                                                                                                                          |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Other Employer Deferrals</b>                 | The amount deferred to a 457 plan with another employer during the years of service with the current employer.                                                                       |
| <b>457 IT'D Deferrals and 457 LTD Deferrals</b> | 457 year-to-date and life-to-date balances are automatically maintained as part of the 403(b) Extensions process for those employees who are enrolled in both a 457 and 403(b) plan. |

# 13

## Managing FMLA Plans

### Understanding FMLA Plan Administration

The FMLA (Family Medical Leave Act) protects benefits and job restoration for employees who take a leave from work to care for themselves or family members. This law went into effect August 5, 1993, and contains provisions regarding employer coverage, employee eligibility and entitlement, notice and certification, continuation of health benefits, and job restoration.

Before you can actively manage FMLA information for your workforce, you must first activate FMLA Administration and then define your organization's FMLA plans. Use the Installation Table and the FMLA Plan Table to perform these steps. You also need to associate FMLA plans with benefit programs, using the Benefit Program Table.

After setting up your plans, use their parameters to determine employee eligibility and to calculate available FMLA leave.

#### Related Topics

- [Setting Up FMLA Plans](#)  
To set up Family Medical Leave Act (FMLA) Plans, use the FMLA Plan Table (FMLA\_PLAN\_TBL) component.
- [Building Benefit Programs](#)  
To define benefit programs, use the Benefit Program Table (BEN\_PROG\_DEFN) component.

### Entering FMLA Leave Requests

This section describes how to enter FMLA Leave Requests.

#### Page Used to Enter FMLA Leave Requests

| Page Name                                                    | Definition Name  | Usage                             |
|--------------------------------------------------------------|------------------|-----------------------------------|
| <a href="#">Request/Authorize/Track Leave - Request Page</a> | FMLA_LV_REQUEST1 | Request employee leaves for FMLA. |

#### Request/Authorize/Track Leave - Request Page

Use the Request/Authorize/Track Leave - Request page (FMLA\_LV\_REQUEST1) to request employee leaves for FMLA.

Navigation:

**Benefits**, and then **Track FMLA (Family Medical Lv)**, and then **Request/Authorize/Track Leave**, and then **Request**



This example illustrates the fields and controls on the Request/Authorize/Track Leave - Request page. You can find definitions for the fields and controls later on this page.

Request Eligibility History Activity

Antonio Santos Person ID KU0010

FMLA Leave Find | View All First 1 of 1 Last

FMLA Request ID 001

**Request**

\*Request Date 03/01/2000   Begin Date 03/15/2000

\*Return Date 07/15/2000   ☒ Expected/Open ☐ Actual/Completed

Time Requested 16 Time Requested (Units) Days

\*Leave Reason Employee Illness  Leave Type Irregular Intermittent

**Approval**

Approval Status Approved  Reason Denied

Approver KU0011 Apprvl Dt 03/01/2000

Leave Canceled On

| Field or Control       | Description                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FMLA Request ID</b> | <p>Displays an initial default value of <i>NEW</i>. When the request is saved, the system assigns a unique FMLA request ID. IDs are assigned sequentially from 001 to 999 within each employee record.</p> <p><b>Note:</b> If you are processing employees with multiple jobs, FMLA Administration does not use the employee record number. The system tracks FMLA leave requests by individual employees rather than by job.</p> |

## Request

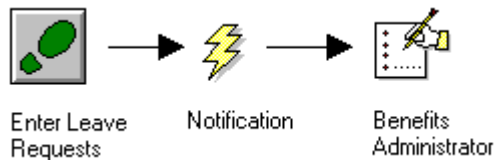
| Field or Control    | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Request Date</b> | Enter the date on which the employee made the FMLA-protected leave request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Begin Date</b>   | <p>Enter the first day of the employee's requested leave.</p> <p>The system uses the begin date for any record that requires an effective date. Because eligibility and entitlement can be affected when the begin date is edited, you cannot edit it after the request's approval status changes to approved or denied, or after the request has been completed or canceled.</p> <p>To change the begin date after one of these events has taken place, change the approval status back to open, edit the begin date, recalculate eligibility and entitlement with the Leave Request Eligibility page, and manually adjust the leave schedule.</p> |

| Field or Control         | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Return Date</b>       | <p>Enter the date that the employee is scheduled to return from leave.</p> <p>The return date is not the day of FMLA protected leave, but rather the first day of work after the leave is completed.</p> <p>Select <i>Expected/Open</i> if the request is still pending or in process.</p> <p>Select <i>Actual/Completed</i> when the employee actually returns from leave.</p>                                                                                                                                     |
| <b>Time Requested</b>    | For reference only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Leave Reason</b>      | Select the appropriate leave reason. You can add more valid reasons through the PeopleTools Data Designer.                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Leave Type</b>        | <p>Indicate the regularity of the requested leave.</p> <ul style="list-style-type: none"> <li>• <i>Continuous</i> leave is unbroken full-day leave.</li> <li>• <i>Irregular</i> leave is broken, but on a regular schedule, for example, every Thursday and Friday for eight weeks.</li> <li>• <i>Irregular/Intermittent</i> leave involves unspecified times during the planned leave period.</li> </ul> <p><b>Note:</b> If you change this field after the leave is completed, the system displays a warning.</p> |
| <b>Approval</b>          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Field or Control         | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Approval Status</b>   | <p>Specify whether the leave request is approved. When you select <i>Approved</i> or <i>Denied</i>, the system automatically populates the <b>Approver</b> and <b>Apprvl Dt</b> (approval date) fields with your employee ID and the current date.</p> <p><b>Note:</b> You can approve requests for employees determined to be ineligible for FMLA coverage.</p>                                                                                                                                                    |
| <b>Leave Canceled On</b> | <p>If the employee cancels the leave request before taking any leave, enter the date of this decision.</p> <p>Do not use this field to indicate denial of the request or to record the employee's early return from leave.</p>                                                                                                                                                                                                                                                                                      |

## Monitoring Leave Requests

Use the Monitor Leave Requests Workflow process to locate new requests and notify the benefits administrator through email. This flowchart illustrates the Monitor Leave Requests Workflow process:

This example illustrates the fields and controls on the Monitor Leave Requests Workflow. You can find definitions for the fields and controls later on this page.



For additional information, see product documentation for *PeopleTools: Workflow Technology*.

## Determining FMLA Eligibility

The system uses data from a selected FMLA plan, the leave request, and job and payroll information to determine leave eligibility.

This section discusses how to determine eligibility.

### Page Used to Determine FMLA Eligibility

| Page Name                                                        | Definition Name  | Usage                                             |
|------------------------------------------------------------------|------------------|---------------------------------------------------|
| <a href="#">Request/Authorize/Track Leave - Eligibility Page</a> | FMLA_LV_REQUEST2 | Determine FMLA leave eligibility and entitlement. |

### Request/Authorize/Track Leave - Eligibility Page

Use the Request/Authorize/Track Leave - Eligibility page (FMLA\_LV\_REQUEST2) to determine FMLA leave eligibility and entitlement.

Navigation:

**Benefits**, and then **Track FMLA (Family Medical Lv)**, and then **Request/Authorize/Track Leave**, and then **Eligibility**

This example illustrates the fields and controls on the Request/Authorize/Track Leave - Eligibility page. You can find definitions for the fields and controls later on this page.

Request | **Eligibility** | History | Activity

---

**Antonio Santos** Person ID KU0010

Request Find | View All First 1 of 1 Last

Request ID 001 Begin Date 03/15/2000 Return Date 07/15/2000  
Reason Employee Illness \*Status Expected/Open

FMLA Plan ID KUF Roll-Fwd FMLA Year Begin Date 03/15/2000

Eligibility and Entitlement Date of Last Determination 03/01/2000

| Eligibility Determination    |                                              | Entitlement Determination           |  |
|------------------------------|----------------------------------------------|-------------------------------------|--|
| FMLA Eligible Hours 2092     | <input checked="" type="checkbox"/> Eligible | Weeks = Std-Hours                   |  |
| FMLA Eligible Serv Weeks 132 | <input checked="" type="checkbox"/> Eligible | As of Requested Begin Dt 12.0 480.0 |  |
|                              |                                              | As of Expected Return Date          |  |

Job and Employment Data

|                               |                        |
|-------------------------------|------------------------|
| Original Hire Date 09/12/1997 | Std Hours / Week 40.00 |
| Officer Code None             | Std Hours Override     |

| Field or Control                                                                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FMLA Plan ID</b> (family medical leave act plan ID)                            | <p>Attach the FMLA leave request to a specific FMLA leave plan. The system uses the parameters defined for the chosen plan to calculate eligibility and entitlement values. You cannot edit the FMLA plan ID after the request has been approved, denied, completed, or canceled.</p> <p>If you change the FMLA plan ID when the approval status is open and the Eligibility and Entitlement process has been run, the system resets all fields associated with eligibility and entitlement to their default values and displays a warning informing you that eligibility and entitlement must be reexamined.</p> <p><b>Note:</b> The default value for this field comes from the employee's benefit program, but you can override it here.</p>          |
| <b>Eligibility and Entitlement</b>                                                | <p>Click to start the eligibility and entitlement processes. These processes use employee job history, the FMLA plan parameters, payroll data, and data on the Request page to populate all of the other fields on the Eligibility page with the exception of the <b>Std Hours Override</b> (standard hours override) field.</p> <p><b>Note:</b> The <b>Eligibility and Entitlement</b> button is not available if the prerequisite data for the leave request is not entered in the Request page. It is also unavailable if the request's status is completed, denied, or canceled.</p>                                                                                                                                                                 |
| <b>FMLA Eligible Hours</b>                                                        | <p>Displays the results of the system's determination of the employee's FMLA eligible hours. The eligible hours are defined as the hours worked during the 52 weeks before the leave effective date. Depending on the rules that you've established for the associated FMLA plan, the system determines the eligible hours using either the employee's job history or Payroll data. The system selects the <b>Eligible</b> check box if the employee has worked enough hours to be eligible for FMLA protected leave.</p> <p><b>Note:</b> The <b>Eligible</b> check boxes are indicators of the system's determination based on the FMLA Plan rules, and are informational only. They have no effect on your ability to approve or deny the request.</p> |
| <b>FMLA Eligible Serv Weeks</b> (family leave medical act eligible service weeks) | <p>Displays the results of the system's determination of the employee's FMLA-eligible service weeks. FMLA Administration determines service weeks using information from the employee's job history and the rules for the associated FMLA plan. The system selects the <b>Eligible</b> check box if the employee has worked enough service weeks to be eligible for FMLA-protected leave.</p>                                                                                                                                                                                                                                                                                                                                                            |

| Field or Control                                                                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>As of Requested Begin Dt</b> (as of requested begin date)                            | <p>Displays the weeks and hours of FMLA protected leave that the employee is entitled to as of the leave's begin date.</p> <p>To determine whether the request can be approved, compare the values displayed here to the time requested in the employee's FMLA-protected leave request.</p>                                                                                                                                                                                                                                           |
| <b>As of Expected Return Date</b>                                                       | <p>Displays the weeks and standard hours of entitled protected leave remaining for the employee in the current FMLA year as of the leave's expected return date. This value is used only for leaves requested under plans that use a Roll-Backward calendar year.</p> <p>The Roll-Backward calendar is dynamic, such that a leave request using it might appear to demand denial based on an apparent lack of entitlement; however, the employee in question could gain the necessary entitlement during the course of the leave.</p> |
| <b>Original Hire Date, Officer Code, and Std Hours / Week</b> (standard hours per week) | <p>The <b>Job and Employment Data</b> group box displays basic job and employment information for the employee as of the leave effective date and the last determination of eligibility and entitlement.</p> <p>The system enters the average number of hours that the employee works per workweek as of the leave effective date in the <b>Std Hours/Week</b> field.</p>                                                                                                                                                             |
| <b>Std Hours Override</b> (standard hours override)                                     | <p>Sometimes system-computed standard hours values are not accurate. Employees often request leave well in advance of their leave's begin date, and part-time employees' weekly hours can be variable.</p> <p>Enter a new value when appropriate.</p> <p><b>Note:</b> This field does not affect eligibility or entitlement—the system uses it only to more accurately convert between the display of weeks and hours.</p>                                                                                                            |

#### Related Topics

- [Setting Up FMLA Plans](#)  
To set up Family Medical Leave Act (FMLA) Plans, use the FMLA Plan Table (FMLA\_PLAN\_TBL) component.

## Scheduling FMLA Leave

This section describes how to schedule FMLA Leave.

## Pages Used to Schedule FMLA Leave

| Page Name                                                    | Definition Name   | Usage                                                                       |
|--------------------------------------------------------------|-------------------|-----------------------------------------------------------------------------|
| <a href="#">Request/Authorize/Track Leave - History Page</a> | FMLA_LV_HISTORY   | Schedule and track FMLA leave.                                              |
| <a href="#">Schedule Leave Days Page</a>                     | FMLA_LV_SCHED_DLG | Create repeating weekly FMLA schedules.                                     |
| <a href="#">Mark Paid Leave Page</a>                         | FMLA_LV_PAID_DLG  | After creating a repeating schedule, designate specific days as paid leave. |

## Request/Authorize/Track Leave - History Page

Use the Request/Authorize/Track Leave - History page (FMLA\_LV\_HISTORY) to schedule and track FMLA leave.

Navigation:

**Benefits**, and then **Track FMLA (Family Medical Lv)**, and then **Request/Authorize/Track Leave**, and then **History**

This example illustrates the fields and controls on the Request/Authorize/Track Leave - History page. You can find definitions for the fields and controls later on this page.

Request | Eligibility | **History** | Activity

---

**Antonio Santos** Person ID KU0010

Request Find | View All First 1 of 1 Last

Request ID 001 Begin Date 03/15/2000 Return Date 07/15/2000

Reason Employee Illness \*Status Expected/Open

| Leave Summary |       |     |       | Entitlement Summary |                   |       |      |       |       |
|---------------|-------|-----|-------|---------------------|-------------------|-------|------|-------|-------|
| Scheduled     | Weeks | 3.6 | Hours | 144.0               | As of Leave Begin | Weeks | 12.0 | Hours | 480.0 |
| Taken Today   | Weeks | 3.6 | Hours | 144.0               | Remaining Today   | Weeks | 8.4  | Hours | 336.0 |

Mark days below for paid hours Schedule Leave Mark Paid Leave

**History** Find | View All First 1-3 of 18 Last

| *Week Begin Date | Sunday                   | Monday                   | Tuesday                  | Wednesday                | Thursday                 | Friday | Saturday                 | Total Hrs |
|------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------|--------------------------|-----------|
| 03/12/2000       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8.00   | <input type="checkbox"/> | 8.0       |
| 03/19/2000       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8.00   | <input type="checkbox"/> | 8.0       |
| 03/26/2000       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8.00   | <input type="checkbox"/> | 8.0       |

| Field or Control           | Description                                                                                                                   |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>Leave Summary</b>       | Tracks the weeks and hours of FMLA-protected leave that are scheduled and that have already been taken.                       |
| <b>Entitlement Summary</b> | Tracks the total amount of FMLA protected leave that the employee is entitled to (for all leaves, including the current one). |
| <b>Schedule Leave</b>      | Click to create template schedules for repeating leave.                                                                       |

| Field or Control                                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Mark Paid Leave</b>                             | Click to designate a portion of the FMLA leave as paid leave.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Week Begin Date and Sunday through Saturday</b> | <p>Enter the start date of each scheduled week of FMLA-protected leave and the hours of leave for each leave day.</p> <p>To specify certain days of leave as paid leave, select the check box for those days. (Some employers require that employees use paid leave before they can use FMLA leave.)</p> <p><b>Note:</b> You can use these fields to manually schedule a leave request on a day-by-day basis. You can also use it to adjust a previously scheduled leave. If you use the automatic scheduling capabilities of the Schedule Leave Days and Mark Paid Leave pages (discussed later in this section), keep in mind that the system overwrites previously scheduled days with the template schedules that you design through these pages.</p> |

## Schedule Leave Days Page

Use the Schedule Leave Days page (FMLA\_LV\_SCHED\_DLG) to create repeating weekly FMLA schedules.

Navigation:

Click **Schedule Leave** on the History page.

This example illustrates the fields and controls on the Schedule Leave Days page. You can find definitions for the fields and controls later on this page.

### Schedule Leave Days

| Scheduling Information |                                         |                          |                                                                                     |                          |                          |                          |                                                                                       |
|------------------------|-----------------------------------------|--------------------------|-------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------------|
|                        | Sun                                     | Mon                      | Tue                                                                                 | Wed                      | Thu                      | Fri                      | Sat                                                                                   |
| Weekly Template        | <input type="checkbox"/>                | <input type="checkbox"/> | <input type="checkbox"/>                                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                                                              |
| Repeat Template From   | <input type="text"/>                    |                          |  | Through                  | <input type="text"/>     |                          |  |
| Repeat Template For    | <input type="text" value="Every Week"/> |                          |                                                                                     |                          |                          |                          |                                                                                       |

| Current Schedule Summary |               |       |
|--------------------------|---------------|-------|
|                          | Weeks = Hours |       |
| Entitlement              | 12.0          | 480.0 |
| Scheduled                | 3.6           | 144.0 |
| Unscheduled              | 8.4           | 336.0 |

| Field or Control                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Weekly Template</b>                  | Enter the number of hours for each day in the schedule.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Repeat Template From and Through</b> | Enter the begin and end dates during which you want the schedule to repeat. The leave request's scheduled begin and return dates are the defaults.                                                                                                                                                                                                                                                                                                                                                         |
| <b>Repeat Template For</b>              | <p>Select a time period for the schedule to repeat. If you select an option other than <i>Every Week</i>, you can plan the intervening weeks with separate rounds of scheduling.</p> <p>For example, if you have an employee with four weeks of FMLA leave, you can schedule the first and third weeks with one Schedule Leave Days template that repeats for every other week and starts on the first day of the first week. You can then schedule the second and fourth weeks with another template.</p> |
| <b>Entitlement</b>                      | Displays the weeks and hours of FMLA leave that the employee is entitled to.                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Scheduled</b>                        | Displays FMLA leave hours currently scheduled for the employee.                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Unscheduled</b>                      | Displays FMLA leave weeks and hours remaining for the employee. This value can be negative if more hours are scheduled than are available to the employee.                                                                                                                                                                                                                                                                                                                                                 |

## Mark Paid Leave Page

Use the Mark Paid Leave page (FMLA\_LV\_PAID\_DLG) to after creating a repeating schedule, designate specific days as paid leave.

Navigation:

Click **Mark Paid Leave** on the History page.

This example illustrates the fields and controls on the Mark Paid Leave page. You can find definitions for the fields and controls later on this page.

### Mark Paid Leave

| Summary of Paid Leave Accrued |             |              |               |
|-------------------------------|-------------|--------------|---------------|
| Plan Type                     | Description | Accrual Date | Hours Accrued |
| 50                            | Sick        | 03/12/2000   | 2.000000      |

[Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

**Mark First Day(s) as Paid Leave**

Number of Days 
 Hour Equivalent



| Field or Control                                                                          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Summary of Paid Leave Accrued</b>                                                      | Displays the various leave plan types and the hours accrued by the employee.<br>The accrual date is current as of, and based on, the date when the employee's FMLA leave request was submitted, which means that the <b>Hours Accrued</b> values might be inaccurate by the begin date of the leave.                                                                                                                                                                                                                                                                                                                                                  |
| <b>Mark first</b> (mark first [number of] scheduled days [number of hours] as paid leave) | Enter the number of days to be considered as part of the employee's paid leave.<br>The system assumes that the paid leave days are substituted only for the beginning of the leave.<br>Only whole eight-hour days can be marked as paid leave days. The number of scheduled hours represented by those days can be compared with the leave accrual balances, which are always calculated as hours. When you enter a certain number of days in this field, the number of hours that they represent appears in the <b>(Hrs)</b> box.<br>When you return to the History page, days that you selected as paid leave days have their check boxes selected. |

## Tracking FMLA Activity

You can record significant events that affect FMLA leaves, such as employee inquiries, requests for extensions, and the sending and receiving of notices and medical documents. This information is for reference only; it does not affect processing.

### Page Used to Track FMLA Activity

| Page Name                                                     | Definition Name  | Usage                                 |
|---------------------------------------------------------------|------------------|---------------------------------------|
| <a href="#">Request/Authorize/Track Leave - Activity Page</a> | FMLA_LV_ACTIVITY | Log events that affect an FMLA leave. |

### Request/Authorize/Track Leave - Activity Page

Use the Request/Authorize/Track Leave - Activity page (FMLA\_LV\_ACTIVITY) to log events that affect an FMLA leave.

Navigation:

**Benefits**, and then **Track FMLA (Family Medical Lv)**, and then **Request/Authorize/Track Leave**, and then **Activity**

This example illustrates the fields and controls on the Request/Authorize/Track Leave - Activity page. You can find definitions for the fields and controls later on this page.

Request

Eligibility

History

Activity

Antonio Santos

Person ID KU0010

Request

Find | View All

First 1 of 1 Last

Request ID 001

Begin Date 03/15/2000

Return Date 07/15/2000

Reason Employee Illness

\*Status Expected/Open

Leave Summary

Entitlement Summary

|             |       |     |       |       |
|-------------|-------|-----|-------|-------|
| Scheduled   | Weeks | 3.6 | Hours | 144.0 |
| Taken Today | Weeks | 3.6 | Hours | 144.0 |

|                   |       |      |       |       |
|-------------------|-------|------|-------|-------|
| As of Leave Begin | Weeks | 12.0 | Hours | 480.0 |
| Remaining Today   | Weeks | 8.4  | Hours | 336.0 |

Activity

Personalize | Find | View 1

First 1-3 of 3 Last

| *Activity Date | *Activity Type | Follow up Required                  | Long Description                             |
|----------------|----------------|-------------------------------------|----------------------------------------------|
| 05/15/2000     | MedCertif      | <input checked="" type="checkbox"/> | Requested confirmation of ongoing treatments |
| 03/01/2000     | MedCertif      | <input type="checkbox"/>            | Requested physician's certification of E's   |
| 03/01/2000     | NOL Sent       | <input type="checkbox"/>            |                                              |

| Field or Control                | Description                                                                                                                                                                                                                                        |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Activity Date and Activity Type | <p>More than one activity type can occur on the same date, but only one type can be entered per dated row.</p> <p>You can add or change activity types with the PeopleTools Data Designer.</p>                                                     |
| Follow Up Required              | <p>Specify whether the activity requires follow-up action (as in the case of requests for medical certification, for example).</p> <p><b>Note:</b> This is informational. You can create queries against this field to report upcoming events.</p> |

# Managing Leave Plans

## Understanding the Leave Process

The purpose of leave accrual processing is to maintain employee leave balances. When you initiate leave accrual processing, the system calculates the leave accrual award and the resulting leave balance.

To properly process leave accruals, the system needs to obtain information from your payroll system, including hours taken, hours adjusted, hours bought, hours sold, and service hours for each employee involved in the process. If your organization implements PeopleSoft Payroll for North America, the system gets this information from Payroll for North America during the normal run of the process.

The system processes leave accruals depending on how you define your leave accrual plans. You can base how you want employees to earn leave on one of two things: the length of the service they've provided to your organization or the total number of hours they've worked.

You can accrue leave based on length of service without using payroll data because the system refers to the Employment Data Table for each employee's service date. However, if you're planning to accrue leave based on service hours, your system needs to obtain data from your payroll application to determine how many hours a particular employee has worked.

### Related Topics

- [Setting Up Leave Plans](#)  
To set up leave plans, use the Leave Plan Table (LEAVE\_PLN\_TBL) component.
- [Understanding the Vacation Buy/Sell Process](#)  
This section outlines the vacation buy/sell process, which enables employees to buy or sell vacation time.

## Processing Leave Accruals

To process leave accruals:

1. Set up operating parameters for an accrual cycle on the Calculate Periodic Accrual run control page.
2. Run the Leave Accrual process with the Process Scheduler.

## Page Used to Process Leave Accruals

| Page Name                                  | Definition Name | Usage                                                 |
|--------------------------------------------|-----------------|-------------------------------------------------------|
| <a href="#">Leave Accrual Process Page</a> | RUNCTL_ACCRUAL  | Set up the operating parameters for an accrual cycle. |

# Leave Accrual Process Page

Use the Leave Accrual Process page (RUNCTL\_ACCRUAL) to set up the operating parameters for an accrual cycle.

Navigation:

**Benefits**, and then **Manage Leave Accruals**, and then **Leave Accrual Process**, and then **Leave Accrual Process**

This example illustrates the fields and controls on the Leave Accrual Process page. You can find definitions for the fields and controls later on this page.

## Calculate Periodic Accrual

Run Control ID PS Report Manager Process Monitor Run

Company

\*Plan Type

\*Benefit Plan

Last Process Date

\*Accrual Process Date

Vacation

01/17/2014

| Field or Control           | Description                                                                                                                                                                             |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Run Control ID             | The system prompts you to enter an existing ID or add a new one                                                                                                                         |
| Company                    | Enter the company that you want to process. You can leave this field blank, which means that employees in all companies will be processed for the specified plan type and benefit plan. |
| Plan Type and Benefit Plan | Enter the plan type and benefit plan that you want to process.                                                                                                                          |
| Last Process Date          | Displays the date that you last ran the Leave Accrual process for this plan type and benefit plan.                                                                                      |

| Field or Control            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Accrual Process Date</b> | <p>Date upon which you want the leave accrual calculations to be based. The system automatically sets the accrual process date to the current date, but you can change it as long as the date that you enter is later than the last process date.</p> <p>Process leave accruals for a given company, plan type, and benefit plan for a maximum of once per accrual process date and for a minimum of once per the award frequency that you've defined on the Leave Plan Table. The leave accrued is awarded only once per the award frequency for each employee participating in the plan as of the accrual process date, but all other leave processing—the maintenance of the leave taken, leave adjusted, leave bought, and leave sold balances—takes place each time that you run the Leave Accrual process.</p> <p><b>Note:</b> The Leave Accrual process processes all employees who are currently enrolled in the selected plan type and benefit plan. It does not check the employment status of the employee.</p> <p>For example, suppose your leave balance available is 10 hours, your unprocessed leave taken is 8 hours, your award frequency is the first run of the month, your last process date is November 1, 2003, and you run the Leave Accrual process with an accrual process date of November 15, 2003. In this case, no leave is awarded, but the unprocessed leave taken is moved from unprocessed data to the leave accrual balances and the resulting leave balance available is 2 hours.</p> |

## Viewing Employee Balances

View the results of leave accrual processing for an employee using the Leave Accrual page. You can print a report. Employees can also view their leave balances through PeopleSoft ePay or the PeopleSoft HCM Portal Pack 9.1 PeopleBook

See *PeopleSoft ePay 9.1 PeopleBook*

See *PeopleSoft HCM Portal Pack 9.1 PeopleBook*.

## Page Used to View Employee Balances

| Page Name                                          | Definition Name | Usage                         |
|----------------------------------------------------|-----------------|-------------------------------|
| <a href="#">Review Leave Accrual Balances Page</a> | LEAVE_ACCRUALS  | View employee leave balances. |

## Review Leave Accrual Balances Page

Use the Review Leave Accrual Balances page (LEAVE\_ACCRUALS) to view employee leave balances.

Navigation:

**Benefits**, and then **Manage Leave Accruals**, and then **Review Leave Accrual Balances**, and then **Review Leave Accrual Balances**

This example illustrates the fields and controls on the Review Leave Accrual Balances page. You can find definitions for the fields and controls later on this page.

### Review Accrual Balances

| Antonio Santos                  |            | Employee                  | ID | KU0010                  | Benefit Record Number | 0                           |
|---------------------------------|------------|---------------------------|----|-------------------------|-----------------------|-----------------------------|
| Leave Accruals                  |            | Find   View 100           |    | First 1 of 308          |                       | Last                        |
| Company                         | GBI        | Global Business Institute |    | Benefit Program         | KU1                   | GBI US Fulltime Benefit Pgm |
| Plan Type                       | Sick       |                           |    | Currency                | USD                   |                             |
| Accrual Date                    | 09/30/2012 |                           |    |                         |                       |                             |
| <b>Accrual Balances - Hours</b> |            |                           |    | <b>Service Data</b>     |                       |                             |
| Carried over from previous year |            |                           |    | 40.000000               |                       |                             |
| Earned Year-to-Date             |            |                           |    | 40.000000               |                       |                             |
| Taken Year-to-Date              |            |                           |    |                         |                       |                             |
| Adjusted Year-to-Date           |            |                           |    |                         |                       |                             |
| Bought Year-to-Date             |            |                           |    |                         |                       |                             |
| Sold Year-to-Date               |            |                           |    |                         |                       |                             |
| <b>Accrual Totals</b>           |            |                           |    | <b>Unprocessed Data</b> |                       |                             |
| Hours Balance                   |            |                           |    | 80.000000               |                       |                             |
| Hours Value                     |            |                           |    | 712.00                  |                       |                             |
|                                 |            |                           |    | Service Date 09/12/1997 |                       |                             |
|                                 |            |                           |    | Service Hours           |                       |                             |
|                                 |            |                           |    | Hours Taken             |                       |                             |
|                                 |            |                           |    | Hours Adjusted          |                       |                             |
|                                 |            |                           |    | Hours Bought            |                       |                             |
|                                 |            |                           |    | Hours Sold              |                       |                             |
|                                 |            |                           |    | Service Hours           |                       |                             |

| Field or Control    | Description                                                         |
|---------------------|---------------------------------------------------------------------|
| <b>Accrual Date</b> | The last date that you initiated a leave accrual for this employee. |

### Accrual Balances - Hours

| Field or Control                                                                             | Description                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Carried over from previous year</b>                                                       | This field is updated only during the first run of the year.                                                                                                                                                                                     |
| <b>Earned Year-to-Date</b>                                                                   | Maintains the accrued leave awarded and is updated only once per award frequency. If you find that you need to modify the earned year-to-date balance, use the earnings code that you defined to adjust the accrual balance on Earnings Table 4. |
| <b>Taken Year-to-Date, Adjusted Year-to-Date, Bought Year-to-Date, and Sold Year-to-Date</b> | Updated each time the Leave Accrual process is run and values are moved from the corresponding <i>Unprocessed Data</i> fields.                                                                                                                   |

**Accrual Totals**

| Field or Control     | Description                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Hours Balance</b> | The employee's current accrued time available.<br>The system calculates the <b>Hours Balance</b> by totalling:<br>(Carried Over from Previous Year) + (Earned Year-to-Date) - (Taken Year-to-Date) + (Adjusted Year-to-Date) + (Bought Year-to-Date) - (Sold Year-to-Date) - (Unprocessed Hours Taken) + (Unprocessed Hours Adjusted) + (Unprocessed Hours Bought) - (Unprocessed Hours Sold). |
| <b>Hours Value</b>   | Current monetary value of the hours balance.<br>The system calculates the hours value, or value of the unused hours, by multiplying the leave balance by the current hourly rate for hourly employees or the hourly equivalent for salaried employees.                                                                                                                                         |

**Service Data**

| Field or Control     | Description                                                                                                    |
|----------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Service Date</b>  | The date used for length-of-service calculations when the service unit is defined as <i>Months</i> .           |
| <b>Service Hours</b> | The number of hours used for length-of-service calculations when the service unit is defined as <i>Hours</i> . |

**Unprocessed Data**

This group box displays the hours that you have not yet processed using the accrual process. These are hours passed from the Payroll Pay Confirmation process since the accrual date.

| Field or Control                                                 | Description                                                                                                                              |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Hours Taken, Hours Adjusted, Hours Bought, and Hours Sold</b> | Updated each time the Pay Confirmation process is run.                                                                                   |
| <b>Service Hours</b>                                             | The Pay Confirmation process updates the service hours only when the employee is participating in the leave plan as of the pay end date. |

# Managing Vacation Buy/Sell Plans

## Understanding the Vacation Buy/Sell Process

This section outlines the vacation buy/sell process, which enables employees to buy or sell vacation time.

To process vacation buy/sell earnings:

1. Enroll eligible employees into vacation buy/sell benefit plans using the Vacation Benefits page and enter their vacation buy and sell elections.

Employees normally elect to buy or sell vacation once at the beginning of the plan year. When an employee buys vacation, your PeopleSoft HR system spreads the cost over the plan year, deducting from employee pay based on the frequency that you define on the Deduction Table. The same is true for vacation sell. The system refunds the money over the plan year according to the frequency that you define.

2. Use PeopleSoft Payroll for North America during the first payroll cycle of the plan year to calculate the effect of the buy or sell transaction on the employee's leave balance.
3. Run the Leave Accrual process, which updates employee leave balances with the results of the buy or sell transaction.

### Working with Mid-Year Buy or Sell Transactions

In the Manage Base Benefits business process, if an employee elects to enroll in a Vacation Buy/Sell plan at a time other than the beginning of the plan year, you have to calculate the buy or sell amount to be deducted from or added to employee pay, spread out over the remainder of the plan year. Enter this amount in the Vacation Benefits page.

In PeopleSoft Benefits Administration, the system calculates the per-pay-period amount based on the beginning of the plan year. If an employee buys or sells vacation at another time, you need to calculate the buy or sell amount to be deducted from or added to employee pay, spread out over the remainder of the plan year. Then override the amount calculated by the system on the Vacation Benefits page.

### Related Topics

- [Setting Up Vacation Buy/Sell Plans](#)  
To set up vacation buy/sell plans, use the Vacation Buy/Sell Table (VACATION\_TABLE) component.
- [Setting Up Deduction Codes](#)  
To set up deduction codes, use the Deduction Table (DEDUCTION\_TABLE) component.
- [Understanding the Leave Process](#)  
The purpose of leave accrual processing is to maintain employee leave balances. When you initiate leave accrual processing, the system calculates the leave accrual award and the resulting leave balance.
- PeopleSoft Benefits Administration: Understanding the Benefits Administration Preparation Process



## Reviewing Vacation Buy/Sell Calculation Results

This section describes how to review vacation buy/sell calculation results.

### Page Used to Review Vacation Buy/Sell Calculation Results

| Page Name                              | Definition Name  | Usage                                                           |
|----------------------------------------|------------------|-----------------------------------------------------------------|
| <a href="#">Vacation Benefits Page</a> | VACATION_BENEFIT | Review leave accrual processing status for a specific employee. |

#### Related Topics

- [Auditing Your Benefit Information](#)  
PeopleSoft software uses the same set of audits for both the Manage Base Benefits business process and PeopleSoft Benefits Administration.

### Vacation Benefits Page

Use the Vacation Benefits page (VACATION\_BENEFIT) to review leave accrual processing status for a specific employee.

Navigation:

**Benefits**, and then **Enroll In Benefits**, and then **Vacation Benefits**, and then **Vacation Benefits**

This example illustrates the fields and controls on the Vacation Benefits page. You can find definitions for the fields and controls later on this page.

#### Vacation Benefits

Antonio Santos Employee ID KU0010 Benefit Record Number 0

Plan Type 90 Vacation Buy Find | View All First 1 of 1 Last

Coverage Find | View All First 1 of 3 Last

\*Deduction Begin Date 01/01/2005

Coverage Election

☐ Elect ☐ Waive ☒ Terminate \*Election Date 08/11/2006

Benefit Program KU1 GBI US Fulltime Benefit Pgm

Benefit Plan KUVCBY Vacation Buy

Vacation Hours 8.00 Calculate

Vacation Buy Amount 5.93 Monthly

Vacation Sell Amount Monthly

Option Code 1

Vacation Buy or Sell Vacn Buy

Goal Amount 71.20

Goal Balance 24.66

☐ Vacation Accrual Processed Payroll Status Active

When you enroll an employee, the system deselects the **Vacation Accrual Processed** check box. **Vacation Accrual Processed** is selected after payroll has been processed for the employee and the Leave Accrual process has been run.

## Viewing the Number of Vacation Hours Bought or Sold

During the first payroll run for the employee after enrollment, PeopleSoft Payroll for North America creates other earnings data for the total vacation bought or sold hours. This data is used for accrual purposes.

You can view the other earnings data on the employee's paysheet in the Manage Payroll Process page. For example, if an employee sells 10 hours of vacation, Payroll for North America creates other earnings data to reflect the 10 hours, using the earnings code that you defined in the Vacation Buy/Sell Table for the vacation sell benefit plan.

### Note

You can also see the total number of hours bought and sold using the Benefits Summary page.

### Related Topics

- [PeopleSoft Payroll for North America: Understanding Compensation Rates](#)

# 16

## Managing Benefits Billing

### Understanding Benefits Billing

You use Benefits Billing to process billing for employees and dependents who are charged directly for benefit plan elections instead of paying through payroll deductions. You can use Benefits Billing for either regular benefits or COBRA benefits.

### Prerequisite

Before you begin using the Benefits Billing feature, set up the rules for benefits billing.

#### Related Topics

- [Setting Up Benefits Billing](#)  
To set up benefits billing, use the Billing Parameters (BILLING\_PARAMETERS) and Billing Calendar (BILLING\_CALENDAR) components.
- [Understanding the Core Tables for PeopleSoft Manage Base Benefits](#)  
Before you can begin building your benefit programs and entering your benefit plan information, some core tables must be set. These topics discuss setting up these tables.

### Understanding the Billing Calculation Process

The Billing Calculation process creates billing charge records for a selected billing calendar. Each billing charge record contains charge information for an individual plan type and billing period combination.

The system queries the Manage Base Benefits business process tables to determine the coverage that is in effect for the plan type as of the end date of the billing calendar. It passes the coverage code and other relevant data to the Deduction Calculation (DedCalc) programs. The DedCalc programs calculate the billing amount using normal rules, which the billing system then modifies based on the rate qualifier.

#### Rerunning the Billing Calculation Process

Just as with PeopleSoft Payroll for North America, you can rerun billing calculations repeatedly for a given billing calendar until you print billing statements for that calendar. The system backs out any previously calculated charges as well as any open credit that it applied previously to the charges.

The system cannot reprocess charges for a billing calendar if you have made adjustments to the charges or have applied payments.

#### Retroactive Processing

When retroactive processing is called for, the Billing Calculation process compares:

- Billing calendar dates.
- The date that billing begins for the plan type.

- The dates of any charge records for the plan type.

The system then generates retroactive billing charge records for all previous billing periods that:

- Have passed since the billing begin date.
- Do not have billing charge records.

### Billing Calculation Limitations

The Billing Calculation process calculates payments based on employee enrollments in the Manage Base Benefits business process tables and the rates that are specified in benefit programs. The Billing Calculation process does not:

- Include any offset from credits when calculating deductions.  
You enter flat amounts into Billing Enrollment records to simulate the use of credits.
- Calculate imputed income or any other taxable or nontaxable benefit calculations.  
The process calculates before-tax and after-tax deduction classifications only.
- Bill benefit programs, leave plans, and vacation buy and sell plans (plan types 01, 5x, and 9x).
- Update any deduction or other payroll balances.  
You have to do this manually. Not making these adjustments can affect imputed income reporting, savings plan limit testing, and flexible savings plan (FSA) claims processing.
- Check group limits on life and AD/D insurance plans.

The Billing Calculation process bills only flat-dollar amounts for savings plans, FSA plans, retirement plans, and pension plans (plan types 4x, 6x, 7x, and 8x).

## Enrolling Participants

This section discusses how to enroll participants and override Benefits Billing parameters for individual enrollees.

### Pages Used to Enroll Participants

| Page Name                                           | Definition Name | Usage                                                                                                                                                                  |
|-----------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Enroll in Benefits Billing Page</a>     | BILL_ENROLL     | Enroll participants manually into the Benefits Billing system and update previous enrollments.                                                                         |
| <a href="#">Billing Hold/Alternate Address Page</a> | BILL_EMPL_PARM  | Override Benefits Billing parameters at the individual enrollee level. Set up comments, designate an alternate address, or hold statements for an individual enrollee. |

## Locating Eligible Participants

A typical Benefits Billing population might include:

- Employees on leave without pay.
- Employees on reduced schedules who do not earn enough to pay for coverage.
- Retirees who continue company-sponsored coverage.
- Terminated employees who are enrolled in COBRA.
- Dependents of employees who are enrolled in COBRA.
- Survivors of deceased employees and retirees.

**Note**

Dependents of active employees cannot be billed through Benefits Billing. Only dependents who have been given a nonemployee status through COBRA processing or some other means can be enrolled in Benefits Billing.

## Enrolling Participants Automatically

If you currently implement PeopleSoft Benefits Administration, you can use Event Maintenance processes to locate employees and dependents who are eligible for Benefits Billing and enroll them into the Benefits Billing system.

You can also use COBRA Administration processes to locate and enroll COBRA participants who are eligible for Benefits Billing.

### Related Topics

- [Understanding COBRA Management](#)  
The system searches the database for COBRA qualifying events that you define and identifies those employees and dependents who are eligible for COBRA benefits. When these qualified beneficiaries are identified, you can retrieve data through the COBRA pages and track the qualifying event, the calculated coverage begin and end dates, and COBRA status for each beneficiary. You can also enter health and flexible spending account (FSA) benefit elections.
- PeopleSoft Benefits Administration: Defining Event Rules

## Enroll in Benefits Billing Page

Use the Enroll in Benefits Billing page (BILL\_ENROLL) to enroll participants manually into the Benefits Billing system and update previous enrollments.

Navigation:

**Benefits**, and then **Benefits Billing**, and then **Manage Acct Status and Balance**, and then **Enroll in Benefits Billing**, and then **Enroll in Benefits Billing**

This example illustrates the fields and controls on the Enroll in Benefits Billing page. You can find definitions for the fields and controls later on this page.

## Enroll in Billing

Antonio Santos

Employee

ID KU0010

Benefit Record Number 0

## Billing Enrollment Details

Find | View All First 1 of 1 Last

\*Plan Type 

+ -

## COBRA Details

Find | View All First 1 of 1 Last

COBRA Event ID 

+ -

## Deduction Calculation per Billing Period

Find | View All First 1 of 1 Last

\*Effective Date 01/17/2014

Event Identification

+ -

\*Billing Status Active

\*Billing Reason Manual Entry

+ -

☒ Percent Calculation

plus/or

☐ Flat Amount

Rate Percent 0

Amount 0.00

Percent Based On Employee Rate

## Field or Control

## Description

## ID

When you first enter the Enroll in Billing page, you are prompted for the ID of the employee whom you want to enroll or update.

You cannot create Benefits Billing enrollment records that cover all of an employee's multiple jobs at once.

## Plan Type

You can enter multiple plan types, including:

- Simultaneous active and COBRA billing enrollments.
- Multiple COBRA billing enrollments.

## COBRA Event ID

This value is automatically assigned by the COBRA batch process, but can also be entered. The value is 0 for non-COBRA billing.

## Effective Date

You can have multiple effective-dated billing records for COBRA and non-COBRA events.

## Event Identification

Indicates whether the record was created through Event Maintenance or Open Enrollment. This field is for records created through Benefits Administration processes only.

## Billing Status

Controls billing calculations for each plan type. Values are:

*Active:* You are billing the employee for this plan type.

*Hold Billing:* Charges are not calculated for this plan type. If you change the status to *Active* after *Hold Billing* has been in effect, the system retroactively calculates charges the next time that you run the Benefits Billing calculation process. While *Hold Billing* is selected for a particular plan type, the system continues to bill for other plan types and continues to produce statements.

*Inactive:* You are no longer billing for this plan type.

| Field or Control                           | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Billing Reason</b>                      | <p>Identifies the source of the billing entry and the reason that the employee is being billed; for reference only. Values are:</p> <p><i>Manual:</i> Indicates that you are entering the billing enrollment record manually.</p> <p><i>Arrears:</i> Indicates that the participant cannot gross enough to cover deductions.</p> <p>If the system has automatically enrolled the employee or dependent into Benefits Billing through Benefits Administration or COBRA batch processes, the system selects either Benefits Administration or COBRA to identify the process by which this enrollment record was entered into the system.</p>                                                                                               |
| <b>Percent Calculation and Flat Amount</b> | <p>Determine how to modify the deduction calculation for billing purposes.</p> <p>Select <b>Percent Calculation</b> to use the system deduction calculation routines with either the normal <i>Employee Rate</i> or the <i>Total Rate</i> to calculate the amount that is owed for each billing period. The system then multiplies the calculated value by the percentage that is entered. The percentage can be more than 100 percent.</p> <p>Select <b>Flat Amount</b> to add a dollar amount to the amount calculated by the Percent Calculation settings. If the <b>Percent Calculation</b> check box is deselected, the system bills the employee the flat amount for each billing period. The amount can be a negative number.</p> |

#### Related Topics

- [Setting Up Calculation Rules](#)  
To set up calculation rules, use the Calculation Rules Table (CALC\_RULES\_TABLE) component.

## Billing Hold/Alternate Address Page

Use the Billing Hold/Alternate Address page (BILL\_EMPL\_PARM) to override Benefits Billing parameters at the individual enrollee level.

Set up comments, designate an alternate address, or hold statements for an individual enrollee.

Navigation:

**Benefits**, and then **Benefits Billing**, and then **Manage Acct Status and Balance**, and then **Billing Hold/Alternate Address**, and then **Billing Hold/Alternate Address**

This example illustrates the fields and controls on the Billing Hold/Alternate Address page. You can find definitions for the fields and controls later on this page.

Request Hold/Alternate Address

Antonio Santos

Person ID KU0010

Billing Override Parameters

Find | View All

First 1 of 1 Last

Effective Date 01/17/2014

Country

Address

Edit Address

☐ Hold Billing

☐ Hold Statements

Comment

Print Comments

☒ On Every Statement

☐ Just One Statement

| Field or Control | Description                                                                                                                                                                                                                    |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Effective Date   | You can enter more than one set of override parameters per employee and order them by effective date.                                                                                                                          |
| Hold Billing     | Select to halt billing for all plan types.<br>When you hold billing and run the Benefits Billing calculation process, the system retroactively calculates charges that occurred during the period that the hold was in effect. |
| Hold Statements  | Select to stop printing billing statements for this employee.                                                                                                                                                                  |
| Comments         | Enter comments that are to be printed on upcoming billing statements for this employee.                                                                                                                                        |

Calculating Charges

This section discusses how to calculate charges automatically, and manually for individual participants.

Pages Used to Calculate Charges

| Page Name                                         | Definition Name | Usage                                                                                              |
|---------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------|
| <a href="#">Calculate Billing Charges Page</a>    | BILL_RUNCTL     | Calculate charges automatically and create billing charge records for a selected billing calendar. |
| <a href="#">Enter Billing Manual Charges Page</a> | BILL_CHRG_ADD   | Manually post new billing charge records to the system.                                            |



# Calculate Billing Charges Page

Use the Calculate Billing Charges page (BILL\_RUNCTL) to calculate charges automatically and create billing charge records for a selected billing calendar.

Navigation:

**Benefits**, and then **Benefits Billing**, and then **Calculate and Review Charges**, and then **Calculate Billing Charges**, and then **Calculate Billing Charges**

This example illustrates the fields and controls on the Calculate Billing Charges page. You can find definitions for the fields and controls later on this page.

## Calculate Periodic Charges

Run Control ID 1   Report Manager   Process Monitor   Run

Process Date 01/17/2014

\*Billing Period  to

\*Payment Due

\*COBRA Payment Due

Restart Information

Chk Point Interval in Minutes 0.00

Billing Processing Phase R Ready

Restart Position

Empl ID

Empl Record 0

Payment ID

| Field or Control                  | Description                                                                                                                                                                                                                                      |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Billing Period                    | Select the period that indicates the billing calendar for which you want to calculate benefits billing charges.<br><b>Note:</b> You can rerun the Billing Calculation process until you run the Statement Print process for that billing period. |
| Payment Due and COBRA Payment Due | Automatically populated with the dates that were defined for this billing calendar. These fields can be modified if necessary.                                                                                                                   |

# Enter Billing Manual Charges Page

Use the Enter Billing Manual Charges page (BILL\_CHRG\_ADD) to manually post new billing charge records to the system.

Navigation:

**Benefits**, and then **Benefits Billing**, and then **Calculate and Review Charges**, and then **Enter Billing Manual Charges**, and then **Enter Billing Manual Charges**

This example illustrates the fields and controls on the Enter Billing Manual Charges page. You can find definitions for the fields and controls later on this page.

### Enter Manual Charges

**Manual Charge Entry**

|                 |            |                          |
|-----------------|------------|--------------------------|
| *Empl ID        | KU0013     | Daisy Lopez              |
| *Billing Period | 2002       | 02/01/2000 to 02/29/2000 |
| *Plan Type      | 10         | Medical                  |
| Empl Record     | 0          |                          |
| CBR Evt ID      |            |                          |
| Benefit Program | B04        | BAS Elig 4               |
| Benefit Plan    | BP0201     | TMED                     |
| Coverage Code   | 1          |                          |
| Deduction Code  | B10-18     | Med Deduct               |
| *Sales Tax      | None       |                          |
| *Date Due       | 02/26/2000 | 31                       |
| Date Overdue    | 03/02/2000 | 31                       |
| Billing Reason  | Arrears    |                          |
| Billing Source  | Manual     |                          |
| Date Entered    | 01/17/2014 |                          |
| Charge          | 0.00       |                          |

Save and Add Next

You can use this page to enter a partial charge for an employee's first billing period and start automatic billing for that employee in the next billing period. You can also use this page to enter a partial month billing for the last billing period.

If you enter a Billing Charge record manually for an employee, the Billing Calculation process does not automatically calculate the same billing period's charges for that employee. The Billing Calculation process never deletes manual charge entries, even when the process is rerun for a particular billing period.

| Field or Control             | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Empl ID</b> (employee ID) | Enter the ID of the employee who is to be billed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Billing Period</b>        | Select the billing period from the billing calendar.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Plan Type</b>             | Determine the plan type.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>(CAN) Sales Tax</b>       | <p>Canadian users can enter charges that represent various Canadian sales taxes that are associated with another benefits charge.</p> <p>For example, a billing charge for a medical plan may have a Canadian sales tax associated with it. You enter this tax as a separate charge and identify the type of sales tax here.</p> <p>This field can be used for the Goods and Services Tax (GST), the Provincial Sales Tax (PST), the Provincial Premium Tax (PPT), the Provincial Sales Tax on Insurance (PSTI), and the Harmonized Sales Tax (HST).</p> <p><b>Note:</b> You always enter sales tax as a separate charge, because this is the only way that the system can track it. On all Benefits Billing pages dealing with benefits charges, sales tax charges are identified with their sales tax type.</p> |

| Field or Control | Description                                                  |
|------------------|--------------------------------------------------------------|
| Charge           | Enter the total charge for this employee and billing period. |

 **Note**

After you save a charge entry record, you cannot directly change the amount of that charge. Any changes must be made through the Adjust Charges page.

## Reviewing Charges

This section discusses how to review charges.

### Pages Used to Review Charges

| Page Name                                          | Definition Name    | Usage                                                                          |
|----------------------------------------------------|--------------------|--------------------------------------------------------------------------------|
| <a href="#">Charge Page</a>                        | BILL_CHRG_VW       | View how Benefits Billing charges and payments add up for a selected employee. |
| <a href="#">Charge Detail Page</a>                 | BILL_CHRG_DET      | View details of charge actions.                                                |
| <a href="#">Charge Summary by Bill Period Page</a> | BILL_CSUM_BY_BPER  | Arranges a participant's charges by billing period.                            |
| <a href="#">Charge Summary by Plan Type Page</a>   | BILL_CSUM_BY_PTYPE | Arranges a participant's charges by plan type.                                 |

### Charge Page

Use the Charge page (BILL\_CHRG\_VW) to view how Benefits Billing charges and payments add up for a selected employee.

Navigation:

**Benefits**, and then **Benefits Billing**, and then **Calculate and Review Charges**, and then **Review Billing Charge Details**, and then **Charge**

This example illustrates the fields and controls on the Charge page. You can find definitions for the fields and controls later on this page.

Charge

Charge Detail

Daisy Lopez

Person ID KU0013

Billing Period 2001 01/01/2000 to 01/31/2000

Empl Record 0

Plan Type AD and D

Charge ID 5

CBR Evt ID

Benefit Program KU1 GBI US FT

Coverage Code

Benefit Plan KUAD25 ADD 25K

Deduction Code KUAD99 AD&D Flat

\*Date Due 01/26/2000

Charge 2.00

Date Overdue 01/31/2000

(+) Charge Adjustments 0.00

Billing Reason Manual Entry

(=) Total Charge 2.00

Billing Source Automated

(-) Payment 0.00

Date Entered 07/21/2000

(+) Payment Adjustments 0.00

Print Period

(=) Amount Due 2.00

| Field or Control                                                 | Description                                                                                                                                                                                |
|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Charge ID                                                        | A system-generated number that ensures the uniqueness of Billing Charge records.                                                                                                           |
| CBR Evt ID (COBRA event ID)                                      | If this coverage is calculated under COBRA, provides a link to the COBRA event.                                                                                                            |
| Benefit Program, Coverage Code, Benefit Plan, and Deduction Code | Obtained from the participant's Manage Base Benefits business process records.<br>These fields can be used to trace back to the rate tables and calculation rules that created the charge. |
| (CAN) Sales Tax                                                  | Appears if the charge is for Canadian sales tax associated with another benefits charge.                                                                                                   |
| Date Due and Date Overdue                                        | You can modify these dates.                                                                                                                                                                |
| Print Period                                                     | Indicates the begin and end dates of the billing calendar during which the statement for this charge was sent.                                                                             |
| Charge                                                           | The original charge calculated by the batch calculation process or entered in the Charge Entry page.                                                                                       |
| Charge Adjustments                                               | From the Adjust Charges page.                                                                                                                                                              |
| Payment Adjustments                                              | From the Adjust Payments page.                                                                                                                                                             |

 **Note**

Participants who are billed for more than one billing period, or who are billed for more than one plan type, employee record number, or COBRA event within a particular billing period, have multiple billing charge records.

# Charge Detail Page

Use the Charge Detail page (BILL\_CHRG\_DET) to view details of charge actions.

Navigation:

**Benefits**, and then **Benefits Billing**, and then **Calculate and Review Charges**, and then **Review Billing Charge Details**, and then **Charge Detail**

This example illustrates the fields and controls on the Charge Detail page. You can find definitions for the fields and controls later on this page.

Charge

Charge Detail

Daisy Lopez

Person ID KU0013

Billing Period

2001 01/01/2000 to 01/31/2000

Empl Record

0

Plan Type

22

Charge ID

5

AD and D

CBR Evt ID

Charge

2.00

Charge Adjustments

0.00

Total Charge

2.00

Payment

0.00

Payment Adjustments

0.00

Amount Due

2.00

Bill Details

Personalize | Find | View All |  | 

First 1 of 1 Last

| Posting Date | Action Type | Charge | Charge Adjustments | Payment | Payment Adjustments |
|--------------|-------------|--------|--------------------|---------|---------------------|
| 01/31/2000   | Charge      | 2.00   |                    |         |                     |

| Field or Control | Description                                                                                                                                                                               |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Posting Date     | Displays the dates on which actions were entered into the system.<br><br>For detail records with an action type of <i>Charge</i> , the posting date is the last day of the billing cycle. |
| Action Type      | Possible actions include <i>Charge</i> , <i>Charge Adjustment</i> , <i>Payment</i> , and <i>Payment Adjustment</i> .                                                                      |
| Charge           | The amount of the original charge. If the charge is associated with a Canadian sales tax, the sales tax type (GST, PST, PSTI, and so on) is indicated as well.                            |

## Charge Summary by Bill Period Page

Use the Charge Summary by Bill Period page (BILL\_CSUM\_BY\_BPER) to arranges a participant's charges by billing period.

Navigation:

**Benefits**, and then **Benefits Billing**, and then **Calculate and Review Charges**, and then **Charge Summary by Bill Period**, and then **Charge Summary by Bill Period**

This example illustrates the fields and controls on the Charge Summary by Bill Period page. You can find definitions for the fields and controls later on this page.

## Rvw Charge Smry by Bill Period

Daisy Lopez

Person ID KU0013

Billing Period 2001

01/01/2000

to 01/31/2000

Empl Record 0

| Charge Summary by Bill Period |                   |           |                | Personalize    | Find            | View All   | First        | 1-5 of 5 | Last |
|-------------------------------|-------------------|-----------|----------------|----------------|-----------------|------------|--------------|----------|------|
| Plan Type                     | Plan Type         | Charge ID | COBRA Event ID | Sales Tax Type | Original Charge | Adjustment | Total Charge |          |      |
| 10                            | Medical           | 1         |                | None           | \$123.00        | \$0.00     | \$123.00     |          |      |
| 11                            | Dental            | 2         |                | None           | \$26.00         | \$0.00     | \$26.00      |          |      |
| 20                            | Life              | 3         |                | None           | \$32.50         | \$0.00     | \$32.50      |          |      |
| 21                            | Supplemental Life | 4         |                | None           | \$6.40          | \$0.00     | \$6.40       |          |      |
| 22                            | AD and D          | 5         |                | None           | \$2.00          | \$0.00     | \$2.00       |          |      |

(CAN) If the charge is associated with a Canadian sales tax, the sales tax type (GST, PST, PSTI, and so on) is indicated before the Charge column.

## Charge Summary by Plan Type Page

Use the Charge Summary by Plan Type page (BILL\_CSUM\_BY\_PTYPE) to arrange a participant's charges by plan type.

Navigation:

**Benefits**, and then **Benefits Billing**, and then **Calculate and Review Charges**, and then **Charge Summary by Plan Type**, and then **Charge Summary by Plan Type**

This example illustrates the fields and controls on the Charge Summary by Plan Type page. You can find definitions for the fields and controls later on this page.

## Rvw Charge Smry by Plan Type

Daisy Lopez

Person ID KU0013

Plan Type 10 / Medical

Empl Record 0

| Charge Summary by Bill Period |            |            |           | Personalize    | Find   | View All   | First      | 1 of 4 | Last |
|-------------------------------|------------|------------|-----------|----------------|--------|------------|------------|--------|------|
| Billing Period                | Begin Date | End Date   | Charge ID | COBRA Event ID | Charge | Adjustment | Total Chrg |        |      |
| 2001                          | 01/01/2000 | 01/31/2000 | 1         |                | 123.00 | 0.00       | 123.00     |        |      |

(CAN) If the charge is associated with a Canadian sales tax, the system displays the sales tax type (GST, PST, PSTI, and so on) of the charge to the left of the charge amount.

## Generating Benefits Billing Statements

This section discusses how to generate benefits billing statements.

## Pages Used to Generate Benefits Billing Statements

| Page Name                                       | Definition Name | Usage                                                                    |
|-------------------------------------------------|-----------------|--------------------------------------------------------------------------|
| <a href="#">Print Billing Statement Page</a>    | RUNCTL_BEN040   | Print and reprint billing statements.                                    |
| <a href="#">Reprint Billing Statements Page</a> | BILL_PRINT      | Set up print IDs and select employees for reprinting billing statements. |

### Print Billing Statement Page

Use the Print Billing Statement page (RUNCTL\_BEN040) to print and reprint billing statements.

Navigation:

**Benefits**, and then **Benefits Billing**, and then **Create Statements**, and then **Print Billing Statement**, and then **Print Billing Statement**

This example illustrates the fields and controls on the Print Billing Statement page. You can find definitions for the fields and controls later on this page.

#### Print Billing Statement

| Field or Control                                        | Description                                                                                                                                                                                                                                         |
|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Billing Period</b>                                   | Select from the billing calendar.                                                                                                                                                                                                                   |
| <b>Statement Date and Date for determining Past Due</b> | Used to determine which charges are overdue. The system totals charges with due dates prior to the as of date and prints the total as the amount overdue. This date has been kept separate because some organizations bill in advance for benefits. |
| <b>Reprint and Print ID</b>                             | If you want to reprint statements, select the <b>Reprint</b> check box and enter a print ID. You define reprint report print IDs in the Reprint Statement page, which is explained in the following section.                                        |

The printed statements include all plan types that are being billed. They do not differentiate between COBRA and non-COBRA charges, and they don't itemize the charges by an employee's different employee record numbers (if the employee has multiple jobs). The inclusion of a due date on each item allows for separate due dates for COBRA coverage.

Billing statements can also include statement comments. You can use the Billing Parameter page to create global comments that appear on the statements of all employees who are participating in a given billing calendar, and you can use the Employee Override page to compose a statement comment that appears on an individual employee's billing statement.

 **Note**

The system produces statements only for individuals who have active billing enrollments or outstanding balances in the Benefits Billing system. The system does not print statements for employees who are inactive with a zero balance or who have *Hold Statements* selected in the Employee Override page. If a charge that is displayed on the statement is subject to a Canadian sales tax, the system displays the charge's sales tax type (GST, PST, PSTI, and so on) to the left of the charge amount.

# Reprint Billing Statements Page

Use the Reprint Billing Statements page (BILL\_PRINT) to set up print IDs and select employees for reprinting billing statements.

Navigation:

**Benefits**, and then **Benefits Billing**, and then **Create Statements**, and then **Reprint Billing Statements**, and then **Reprint Statements**, and then **Reprint Billing Statements**

This example illustrates the fields and controls on the Reprint Billing Statements page. You can find definitions for the fields and controls later on this page.

## Reprint Statements

Print ID 12

\*Billing Period  05/01/2000 to 05/31/2000

Participant(s) to Print

Personalize | Find | View All |   First 1 of 1 Last

| *Empl ID                                                                                                                 | Name         |
|--------------------------------------------------------------------------------------------------------------------------|--------------|
| <input type="text" value="B-BU141"/>  | Jill Freeman |

| Field or Control      | Description                                                            |
|-----------------------|------------------------------------------------------------------------|
| Billing Period        | Select from the billing calendar.                                      |
| Empl ID (employee ID) | Select the employees for whom Billing Statements need to be reprinted. |

# Processing Payments

This section discusses how to process payments.



## Pages Used to Process Payments

| Page Name                                           | Definition Name   | Usage                                                                                       |
|-----------------------------------------------------|-------------------|---------------------------------------------------------------------------------------------|
| <a href="#">Allocate Billing Payments Page</a>      | BILL_PAYMENT      | Log individual payments from a participant and allocate those payments to separate charges. |
| <a href="#">Review Billing Payment Details Page</a> | BILL_PAYMENT_VW   | Examine charge payment history for a selected participant.                                  |
| Billing Summary by Post Date                        | BILL_PSUM_BY_PTDT | Review payments for a specific participant, arranged by posting date.                       |

## Allocate Billing Payments Page

Use the Allocate Billing Payments page (BILL\_PAYMENT) to log individual payments from a participant and allocate those payments to separate charges.

Navigation:

**Benefits**, and then **Benefits Billing**, and then **Apply Payments**, and then **Allocate Billing Payments**, and then **Allocate Billing Payments**

This example illustrates the fields and controls on the Allocate Payments to Charges page. You can find definitions for the fields and controls later on this page.

### Allocate Payments to Charges

**Bill Payment**

\*Empl ID  Jill Freeman

\*Posting Date  Posting Sequence 1 \*Form of Payment

Payment  Payment ID 4

| Allocation Details Personalize Find View All |           |           |            |              |           |         |                 |             |                      |
|----------------------------------------------|-----------|-----------|------------|--------------|-----------|---------|-----------------|-------------|----------------------|
| Date Due                                     | Period Cd | Plan Type | CBR Evt ID | Benefit Plan | Sales Tax | Covg Cd | Original Charge | Amount Owed | Payment              |
|                                              |           |           |            |              |           |         |                 | \$0.00      | <input type="text"/> |

Applied to Open Credit Total Allocation 0.00

| Field or Control        | Description                                                                                                                                        |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Posting Sequence</b> | Provided by the system. Enables you to enter multiple payments on the same day.                                                                    |
| <b>Form of Payment</b>  | You can enter either <i>Check</i> or <i>Cash</i> , but the interface value can be set automatically only by the Billing Calculation batch process. |

| Field or Control              | Description                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Payment</b>                | Enter the total payment that the employee provides. The system automatically allocates this payment to the oldest charges. You can redistribute the payment among the participant's various charges manually in the <b>Allocations</b> group box.                                                                                                             |
| <b>Allocation Details</b>     | This group box enables you to manually distribute the payment to the various open charges. When a charge is paid in full, it is closed by the system and does not appear the next time that you access the Allocate Payments to Charges page. If, after allocation of the payment, a charge is <i>not</i> paid in full, it remains open for the next payment. |
| <b>Applied to Open Credit</b> | If payment exceeds the total amount owed, the system posts the excess payment here.<br><b>Note:</b> The system does not allow participants to have payments applied to open credit as long as they have unpaid charges.                                                                                                                                       |

**Note**

Any changes to saved payment entries must be made through the Adjust Payments page.

## Review Billing Payment Details Page

Use the Review Billing Payment Details page (BILL\_PAYMENT\_VW) to examine charge payment history for a selected participant.

Navigation:

**Benefits**, and then **Benefits Billing**, and then **Apply Payments**, and then **Review Billing Payment Details**, and then **Review Billing Payment Details**

This example illustrates the fields and controls on the Review Billing Payment Details page. You can find definitions for the fields and controls later on this page.

## Review Payment/Details

Daisy Lopez

Person ID KU0013

Posting Date 07/21/2000

Posting Sequence 1

Form of Payment Check

Entry Date 07/21/2000

Print Period

Payment ID 2

Payment 150.00

Payment Adjustments 0.00

Actual Payment 150.00

## Payment Review

Personalize | Find | View All |   First 1-3 of 3 Last

| Date Due   | Billing Period | Plan Type | COBRA Event ID | Benefit Plan | Covg Cd | Total Charge | Amount Due | Total Amount Paid |
|------------|----------------|-----------|----------------|--------------|---------|--------------|------------|-------------------|
| 01/26/2000 | 2001           | Medical   |                | HMO Plan 2   | 1       | 123.00       | 0.00       | 123.00            |
| 01/26/2000 | 2001           | Dental    |                | Std Dental   | 1       | 26.00        | 0.00       | 26.00             |
| 01/26/2000 | 2001           | Life      |                | Basic Life   |         | 32.50        | 31.50      | 1.00              |

Total Allocation 0.00

## Field or Control

## Description

## Posting Date

The date when the payment was actually applied to the charges.

## Entry Date

The date when you entered the payment record into the system.

## Print Period

The billing period during which information about this payment appeared on the participant's billing statement.

## Payment

The payment amount that was originally entered.

## Payment Adjustments

Adjustments made on the Adjust Payments page.

## Actual Payment

The amount of the payment that was actually applied against charges. This value is identical to either the **Payment** or **Payment Adjustments** value, except in cases in which overpayments were applied to open credit.

## Adjusting Charges and Payments

This section discusses how to adjust charges and payments.

## Pages Used to Adjust Charges and Payments

| Page Name                                       | Definition Name  | Usage                                                |
|-------------------------------------------------|------------------|------------------------------------------------------|
| <a href="#">Billing Charges Adjustment Page</a> | BILL_CHRG_ADJUST | Adjust charges on existing Billing Charge records.   |
| <a href="#">Billing Payment Adjustment Page</a> | BILL_PAY_ADJUST  | Adjust payments to existing Billing Payment records. |

| Page Name                  | Definition Name | Usage                                                |
|----------------------------|-----------------|------------------------------------------------------|
| Billing Adjustment Summary | BILL_ADJ_SMRY   | View a summary of all adjustments for a participant. |

# Billing Charges Adjustment Page

Use the Billing Charges Adjustment page (BILL\_CHRG\_ADJUST) to adjust charges on existing Billing Charge records.

Navigation:

**Benefits**, and then **Benefits Billing**, and then **Make Adjustments**, and then **Billing Charges Adjustment**, and then **Billing Charges Adjustment**

This example illustrates the fields and controls on the Billing Charges Adjustment page. You can find definitions for the fields and controls later on this page.

## Adjust Charges

Daisy Lopez

Person ID KU0013

Charge Adjustments

Find | View All

First 1 of 1 Last

Billing Period

2003 03/01/2000 to 03/31/2000

Empl Record 0

Plan Type

10 Medical

COBRA Event ID

Charge

123.00

Charge Adjustments

0.00

Payment

0.00

Payment Adjustments

0.00

Net

123.00

Adjustment Details

Personalize | Find |

First 1 of 1 Last

| Posting Date | Action Type | Charge Amount | Charge Adjustments | Payment Amount | Pmt Adjust |
|--------------|-------------|---------------|--------------------|----------------|------------|
| 04/30/2000   | Charge      | 123.00        |                    |                |            |

Post Date

01/17/2014

Adjustment Description

Post Seq

1

Adj Amt

0.00

### Note

You can apply only one charge adjustment at a time.

| Field or Control                | Description                                                                                                   |
|---------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Post Date</b>                | Automatically set to today's date, but you can change it.                                                     |
| <b>Post Seq</b> (post sequence) | Assigned by the system. Enables you to schedule more than one charge adjustment for a particular post period. |

| Field or Control                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Adj Amt</b> (adjustment amount) | <p>Enter the amount of the adjustment.</p> <p>If you increase the charge, the system checks to determine whether the participant has any overpayments allocated to open credits. It applies open credits to the increase in the charge, updates the charge balance, and inserts detail rows showing the allocation of the open credits to the charge.</p> <p>If you reduce a charge that has already been paid, you end up with an overpayment. The system checks to determine whether the employee has other open charges. If open charges exist, the system requests that you make a payment adjustment. If no open charges exist, the system selects a payment that is allocated to the charge that is being adjusted and automatically creates a payment adjustment that reduces the payment. The system then increases the open credit balance by the amount by which the payment was reduced.</p> |
| <b>Adjustment Description</b>      | Enter the reason for the adjustment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## Billing Payment Adjustment Page

Use the Billing Payment Adjustment page (BILL\_PAY\_ADJUST) to adjust payments to existing Billing Payment records.

Navigation:

**Benefits**, and then **Benefits Billing**, and then **Make Adjustments**, and then **Billing Payment Adjustment**, and then **Billing Payment Adjustment**

This example illustrates the fields and controls on the Billing Payment Adjustment page. You can find definitions for the fields and controls later on this page.

## Adjust Payments

Daisy Lopez

Person ID KU0013

Posting Date 07/21/2000

Posting Sequence 1

Form of Payment Check

Entry Date 07/21/2000

Print Period

Payment ID 2

Payment 150.00

Payment Adjustments 0.00

Total Payment 150.00

Post Date 01/17/2014 Adjustment Description 

Post Seq 1

Payment Change 0.00

Net Adjustment 0.00

## Adjustment Distribution

Personalize | Find | View All  

First 1-4 of 20 Last

| Date Due   | Billing Period | Plan Type         | COBRA Event ID | Benefit Plan | Benefit Plan | Covg Cd | Amount Due | Amount Paid | Payment Adjustments |                                                                                     |                                                                                     |
|------------|----------------|-------------------|----------------|--------------|--------------|---------|------------|-------------|---------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 01/26/2000 | 2001           | Medical           |                | KUHMO2       | HMO Plan 2   | 1       | 0.00       | 123.00      |                     |  |  |
| 01/26/2000 | 2001           | Dental            |                | KUDEN1       | Std Dental   | 1       | 0.00       | 26.00       |                     |  |  |
| 01/26/2000 | 2001           | Life              |                | KUBLIF       | Basic Life   |         | 31.50      | 1.00        |                     |  |  |
| 01/26/2000 | 2001           | Supplemental Life |                | KUSL1X       | 1x Salary    |         | 6.40       | 0.00        |                     |  |  |

Net Adjustment Allocated 0.00

## Field or Control

## Description

## Payment Adjustments

Distribute the total adjustment among the charges.

## Post Date

Automatically set to today's date, but you can change it.

## Post Seq (post sequence)

Assigned by the system. Enables you to schedule more than one charge adjustment for a particular post period.

## Payment Change

Enter the total adjustment.

## Net Adjustment

The net adjustment is equal to the payment change if the adjustment increases the payment or if no open credit is associated with the payment.

If the payment adjustment reduces the payment or an open credit exists, the **Net Adjustment** field represents the amount that is left over when the open credit has been used up, which then has to be subtracted from charges.The system requires that the value in the **Net Adjustment** field equal the value in the **Net Adjustment Allocated** field, except when the total adjustment exceeds the total due on charges. In this case, as with payments, the system requires that all the charges are paid off, and it applies the remainder to open credit.

## Adjustment Distribution

You can redistribute the payment to other charges through the adjustment.

## Reviewing Charge and Payment History

You can view a history of all payments, charges, and remaining balances for an employee.

This section discusses how to review employee billing history.

### Page Used to Review Charge and Payment History

| Page Name                                      | Definition Name | Usage                                                                                     |
|------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------|
| <a href="#">Employee Billing Balances Page</a> | BILL_BLNC_SMRY  | View charges, payments, and grand totals that are associated with an individual employee. |

### Employee Billing Balances Page

Use the Employee Billing Balances page (BILL\_BLNC\_SMRY) to view charges, payments, and grand totals that are associated with an individual employee.

Navigation:

**Benefits**, and then **Benefits Billing**, and then **Manage Acct Status and Balance**, and then **Employee Billing Balances**, and then **Employee Billing Balances**

This example illustrates the fields and controls on the Employee Billing Balances page. You can find definitions for the fields and controls later on this page.

#### Review Employee Balances

Daisy Lopez

Person ID KU0013

| Grand Totals |          |  |
|--------------|----------|--|
| Charges      | \$759.60 |  |
| Payments     | \$150.00 |  |
| Amount Due   | \$609.60 |  |

| Employee Balance Review |           |                   | Personalize  | Find          | View All   |  | First | 1-10 of 20 | Last |
|-------------------------|-----------|-------------------|--------------|---------------|------------|--|-------|------------|------|
| Billing Period          | Plan Type | Plan Type         | Total Charge | Total Payment | Amount Due |  |       |            |      |
| 2001                    | 10        | Medical           | \$123.00     | \$123.00      | \$0.00     |  |       |            |      |
| 2001                    | 11        | Dental            | \$26.00      | \$26.00       | \$0.00     |  |       |            |      |
| 2001                    | 20        | Life              | \$32.50      | \$1.00        | \$31.50    |  |       |            |      |
| 2001                    | 21        | Supplemental Life | \$6.40       | \$0.00        | \$6.40     |  |       |            |      |
| 2001                    | 22        | AD and D          | \$2.00       | \$0.00        | \$2.00     |  |       |            |      |
| 2002                    | 10        | Medical           | \$123.00     | \$0.00        | \$123.00   |  |       |            |      |
| 2002                    | 11        | Dental            | \$26.00      | \$0.00        | \$26.00    |  |       |            |      |
| 2002                    | 20        | Life              | \$32.50      | \$0.00        | \$32.50    |  |       |            |      |
| 2002                    | 21        | Supplemental Life | \$6.40       | \$0.00        | \$6.40     |  |       |            |      |
| 2002                    | 22        | AD and D          | \$2.00       | \$0.00        | \$2.00     |  |       |            |      |

The charge and payment values that appear are accounted for in all adjustments previously posted against them. The **Net** column displays the balance that is still outstanding for each charge and payment combination.

**Note**

Canadian sales tax types (GST, PST, PSTI, and so on) appear to the left of the charge listing when appropriate.

The **Grand Total** field adds the Total Charge, Total Payment, and Net columns.



# Managing COBRA

## Understanding COBRA Management

The system searches the database for COBRA qualifying events that you define and identifies those employees and dependents who are eligible for COBRA benefits. When these qualified beneficiaries are identified, you can retrieve data through the COBRA pages and track the qualifying event, the calculated coverage begin and end dates, and COBRA status for each beneficiary. You can also enter health and flexible spending account (FSA) benefit elections.

To administer COBRA:

1. Perform PeopleSoft HR functions as usual.  
For example, terminate employees, retire employees, and record marital status changes. These functions trigger COBRA activity.
2. Run the COBRA process to identify qualifying events and beneficiaries.
3. Generate COBRA notification letters and enrollment forms.
4. Enter COBRA elections or coverage waivers.
5. Manage COBRA benefits for nonemployee COBRA beneficiaries and their dependents.
6. Terminate COBRA enrollment for beneficiaries who lose their coverage due to lack of payment or voluntary termination.

## Determining Qualified COBRA Events

This section provides an overview of COBRA events and discusses how to determine qualified COBRA events.

### Page Used to Determine Qualified COBRA Events

| Page Name                                  | Definition Name | Usage                                 |
|--------------------------------------------|-----------------|---------------------------------------|
| <a href="#">Review COBRA Triggers Page</a> | COBRA_ACTIVITY  | Add, delete, and review COBRA events. |

## Understanding COBRA Events

A qualified COBRA event:

- Is defined in the COBRA Event Rules Table.
- Results in a recognized loss of coverage in a health or FSA plan.

In the Manage Base Benefits business process, qualifying events are triggered through PeopleCode. In PeopleSoft Benefits Administration, qualifying events are triggered after Event Maintenance has been finalized. The exception (for both the Manage Base Benefits business

process and Benefits Administration) is overage dependent processing. Overage dependent events are identified during the COBRA batch process and are automatically adjusted.

Information about triggered events is transferred to the COBRA Activity table for further analysis during the COBRA process.

Two types of COBRA events exist: initial and secondary. An initial event is the first qualifying event for an employee.

### Understanding Initial COBRA Events

The following table shows the initial qualifying COBRA events that PeopleSoft software delivers, the user actions that trigger them, and the potential COBRA beneficiaries of each event.

| Qualifying COBRA Event                                   | User Action Trigger                                                                                                                                              | Potential COBRA Beneficiaries |
|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Loss of eligibility due to termination                   | Employee status changes to <i>Terminated</i> or <i>Suspended</i> .                                                                                               | Employee and dependents       |
| Loss of eligibility due to reduction in hours            | Employee status remains <i>Active</i> ; standard hours decrease.                                                                                                 | Employee and dependents       |
| Loss of eligibility due to retirement                    | Employee status changes to <i>Retired</i> .                                                                                                                      | Employee and dependents       |
| Loss of eligibility due to military leave                | <i>Leave of Absence/Military Leave</i> action/action reason combination is entered for the employee.                                                             | Employee and dependents       |
| Death of employee                                        | Employee status changes to <i>Deceased</i> or a Family Status Change/Death action/action reason combination is entered for an employee.                          | All dependents                |
| Divorce                                                  | Marital status changes to <i>Divorced</i> ; spouse becomes ex-spouse.                                                                                            | Spouse                        |
| Marriage of dependent                                    | Dependent marital status changes to <i>Married</i> .                                                                                                             | Individual dependent          |
| Dependent reaches coverage age limit (overage dependent) | No user action; current age of dependent exceeds maximum dependent age or maximum student dependent age. (The system checks whether the dependent is a student.) | Individual dependent          |
| Employee becomes entitled to Medicare                    | Medicare entitlement date is entered.                                                                                                                            | All dependents                |

#### Note

According to federal government guidelines, employees who undergo voluntary or involuntary termination for gross misconduct and their spouses are not eligible for COBRA coverage. COBRA Administration does not differentiate between terminations for gross misconduct and other termination types, but you can set up action reason codes and add PeopleCode to perform this function.

## Understanding Secondary COBRA Events

Secondary events extend coverage eligibility and are limited to dependents who are currently enrolled in COBRA coverage. A secondary event must meet the following requirements:

- The dependent must currently be enrolled in COBRA coverage as a result of an initial COBRA event.
- The initial COBRA event must be associated with a change to an employee's job status (such as a reduction in hours, termination, or retirement), and the secondary event must involve loss of coverage for the employee's dependent (such as divorce, marriage of dependent, overage dependent, death of employee, or a Medicare entitlement).

The triggers for secondary events are identical to the triggers for initial events, with one exception: If the initial event is a termination and the secondary event is a death, you must use the delivered action/action reason combination of FSC/DEA (family status change/death) to successfully process the event.

## Related Topics

- [Processing Enrollments for Secondary Events](#)

This section discusses:

## Review COBRA Triggers Page

Use the Review COBRA Triggers page (COBRA\_ACTIVITY) to add, delete, and review COBRA events.

Navigation:

**Benefits**, and then **Administer COBRA Benefits**, and then **Manage Automated Participation**, and then **Review COBRA Triggers**, and then **Review COBRA Triggers**

This example illustrates the fields and controls on the Review COBRA Triggers page: Activity tab. You can find definitions for the fields and controls later on this page.

**Review COBRA Triggers**

COBRA Activity Personalize | Find | View All | | First 1-9 of 44 Last

Activity Coverage Override

| *Empl ID    | Empl Record | Name                | *Event Date | *CBR Action | *Activity Source        | Ben Record | BAS Sched ID         | BAS Event ID         |   |
|-------------|-------------|---------------------|-------------|-------------|-------------------------|------------|----------------------|----------------------|---|
| B-HIPCOB301 |             | 0 John Clavin       | 01/15/2000  | MIL         | Manual Event            | 0          | <input type="text"/> | <input type="text"/> |   |
| B-HIPCOB302 |             | 0 Barney Rubble     | 01/15/2000  | RET         | Manual Event            | 0          | <input type="text"/> | <input type="text"/> |   |
| B-HIPCOB303 |             | 0 Fred Flinstone    | 01/15/2000  | TER         | Manual Event            | 0          | <input type="text"/> | <input type="text"/> |   |
| B-HIPCOB304 |             | 0 Leonardo Da Vinci | 01/15/2000  | RED         | Manual Event            | 0          | <input type="text"/> | <input type="text"/> |   |
| B-HIPCOB305 |             | 0 Yogi Bear         | 01/15/2000  | MED         | Manual Event            | 0          | <input type="text"/> | <input type="text"/> |   |
| B-HIPCOB306 |             | 0 Homer Simpson     | 01/15/2000  | DEA         | Manual Event            | 0          | <input type="text"/> | <input type="text"/> |   |
| B-HIPCOB307 |             | 0 Gomez Addams      | 01/15/2000  | DIV         | Manual Event            | 0          | <input type="text"/> | <input type="text"/> |   |
| B-PERMOD101 |             | 0 Don Johnson       | 12/29/2002  | TER         | Job Data Change         | 0          |                      |                      |   |
| B-PMIB100   |             | 0 Carleen Torres    | 12/31/2002  | TER         | Benefits Administration | 0          | BEM109               |                      | 2 |

This example illustrates the fields and controls on the Review COBRA Triggers page: Coverage Override tab. You can find definitions for the fields and controls later on this page.

## Review COBRA Triggers

| COBRA Activity |             |                   |             |             |                                     |                    |                     |
|----------------|-------------|-------------------|-------------|-------------|-------------------------------------|--------------------|---------------------|
| Activity       |             | Coverage Override |             |             |                                     |                    |                     |
| *Empl ID       | Empl Record | Name              | *Event Date | *CBR Action | Coverage Override                   | Alt Covg Term Date | Coverage As-Of Date |
| B-HIPCOB301    | 0           | John Clavin       | 01/15/2000  | MIL         | <input type="checkbox"/>            |                    |                     |
| B-HIPCOB302    | 0           | Barney Rubble     | 01/15/2000  | RET         | <input type="checkbox"/>            |                    |                     |
| B-HIPCOB303    | 0           | Fred Flinstone    | 01/15/2000  | TER         | <input type="checkbox"/>            |                    |                     |
| B-HIPCOB304    | 0           | Leonardo Da Vinci | 01/15/2000  | RED         | <input type="checkbox"/>            |                    |                     |
| B-HIPCOB305    | 0           | Yogi Bear         | 01/15/2000  | MED         | <input type="checkbox"/>            |                    |                     |
| B-HIPCOB306    | 0           | Homer Simpson     | 01/15/2000  | DEA         | <input type="checkbox"/>            |                    |                     |
| B-HIPCOB307    | 0           | Gomez Addams      | 01/15/2000  | DIV         | <input type="checkbox"/>            |                    |                     |
| B-PERMOD101    | 0           | Don Johnson       | 12/29/2002  | TER         | <input checked="" type="checkbox"/> |                    |                     |
| B-PMIB100      | 0           | Carleen Torres    | 12/31/2002  | TER         | <input checked="" type="checkbox"/> |                    |                     |

## Activity Tab

| Field or Control                          | Description                                         |
|-------------------------------------------|-----------------------------------------------------|
| <b>CBR Action</b> (COBRA action)          | Describes the type of event that took place.        |
| <b>Activity Source</b>                    | Indicates who or what initiated the event.          |
| <b>Ben Record</b> (benefit record number) | Indicates the benefit record affected by the event. |

## Coverage Override Tab

| Field or Control                                                 | Description                                                                                                                            |
|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Coverage Override</b>                                         | Select when to use an alternate coverage termination date to determine qualified COBRA coverage.                                       |
| <b>Alt Covrg Term Date</b> (alternate coverage termination date) | The date when coverage was previously terminated. Required when the coverage override flag is selected.                                |
| <b>Coverage As-Of Date</b>                                       | The date that coverage should begin if the event is fully qualified. The system sets the COBRA event date if this field is left blank. |

## Related Topics

- PeopleSoft Benefits Administration: Understanding Eligibility Rules
- PeopleSoft Benefits Administration: Understanding Event Rules
- PeopleSoft Benefits Administration: Event Maintenance

## Overriding Initial and Secondary COBRA Events

The system assumes that the date of the event and the date that an employee's benefits terminate are the same, which is not always true.

For example, suppose that an employee drops spousal coverage during Open Enrollment and then later gets divorced. The benefit plan must make COBRA coverage available upon receiving notice of the divorce.

Another example is when an employee decides not to return to work from FMLA. COBRA coverage becomes available on the day human resources is notified that the employee is not returning, not on the last day of the FMLA, unless notification is made on the last day of FMLA. The maximum coverage period usually begins on that day also.

For the COBRA process to recognize these events as enabling dependents to become eligible for COBRA benefits, you must enter the event directly into the COBRA Activity Table.

You cannot enter an event unless you have selected Manual Events Allowed in the COBRA Event Rules Table for the COBRA event classification. You may want to add a new COBRA event classification to identify these specific situations. COBRA events triggered through the Manage Base Benefits business process or Benefits Administration can be deleted on the COBRA Activity Table, but not modified. COBRA events that you enter through the Review COBRA Triggers page can be changed.

## Running the COBRA Process

This section provides an overview of the COBRA process and describes how to run it.

### Pages Used to Run the COBRA Process

| Page Name                                      | Definition Name | Usage                                           |
|------------------------------------------------|-----------------|-------------------------------------------------|
| <a href="#">COBRA Qualifying Process Page</a>  | COBRA_RUNCTL    | Run the COBRA process to determine eligibility. |
| <a href="#">COBRA Processing Messages Page</a> | COBRA_MESSAGES  | View error messages for the COBRA process.      |

## Understanding the COBRA Process

The COBRA process determines employee and dependent eligibility for COBRA benefit coverage.

For an employee or dependent to become a qualified COBRA beneficiary, the following two requirements must be met:

- The person must have experienced a qualifying event.
- The person must have had health coverage on the day of the qualifying event and have lost coverage.

If these requirements are met, the COBRA process assigns the beneficiary a benefit program and allows that person to elect COBRA health coverage.

### COBRA Qualifying Process Page

Use the COBRA Qualifying Process page (COBRA\_RUNCTL) to run the COBRA process to determine eligibility.

Navigation:

**Benefits**, and then **Administer COBRA Benefits**, and then **Manage Automated Participation**, and then **COBRA Qualifying Process**, and then **COBRA Qualifying Process**

This example illustrates the fields and controls on the COBRA Qualifying Process page. You can find definitions for the fields and controls later on this page.

## Qualify Event/Proc Enrollment

Run Control ID 1 Report Manager

Process Monitor

Run

Process Date 01/17/2014

## Restart Information

COBRA Processing Phase Ready

☒ Process Overage DependentsChk Point Interval in Minutes 

## Restart Position

|               |                  |
|---------------|------------------|
| Empl ID       | Benefit Program  |
| Empl Record 0 | CBR Evt ID       |
| Ben Record 0  | COBRA Event Date |
| Dep/Benef     | COBRA Action     |

## Field or Control

## Description

## COBRA Processing Phase

Displays the phase where processing begins. Possible phases are:

*Ready:* Ready for processing.

*Overage:* Processing overage dependents.

*Activity:* Processing COBRA activity.

*Qualify:* Processing qualifying events.

*Participant:* Processing COBRA participants.

*Complete:* Processing completed.

## Process Overage Dependents

Deselect to skip overage-dependent processing during the batch run.

## Chk Point Interval in Minutes (check point interval in minutes)

Enter the number of minutes before the process commits information that's been processed so far and updates the information displayed in the **Restart Position** group box.

If an error occurs, the system restarts the process from the last checkpoint.

## Restart Position

Displays the position from which to restart the COBRA process if a system failure occurs.

**Note**

On the Process Scheduler page, select **COBRA Admin & Non Employee** to run the COBRA process. This runs both the COBRA Administration and COBRA Non Employee processes. The COBRA Administration process takes the relevant data and puts it into a temporary table. The COBRA Non Employee process writes the data to the correct PERSON table.

## Understanding COBRA Event Status

When a COBRA event has been triggered (online or through Benefits Administration), the COBRA process determines whether any employees or dependents have lost health coverage due to the event. The system considers these people to be qualified COBRA beneficiaries.

Each person analyzed by the COBRA process receives three status values:

- Event qualification status
- Initial event status
- Secondary event status

The event qualification status identifies participants who qualify for COBRA. Statuses are:

- Not COBRA Qualified
- COBRA Qualify Error
- COBRA Qualified
- Qualify Pending
- Unprocessed

The initial event status tracks the process of the event in the COBRA cycle; it also marks whether participants have their options prepared and are notified of coverage. Values include:

- Qualify Pending
- Qualified
- Not Qualified
- Options Prepared
- Notified
- Election Entered
- Election Error
- Election Enrolled
- Enrollment Complete

The secondary event status is always Not Qualified unless the COBRA participant has been affected by a secondary event, such as divorce or Medicare entitlement. Other values include:

- Qualify Pending
- Qualified
- Notified
- Coverage Extended

When a participant is enrolled in COBRA coverage through an initial event and a qualified secondary event occurs for all of that participant's plans, the system sets the participant's initial event status to Not Qualified.

In the case of a combination event, which acts as an initial event for certain plans and as a secondary event for other plans, plans for which the combination event acts as a secondary event are set to Not Qualified. Initial event status values for plans for which the combination event acts as an initial event are set to appropriate levels for the current stage of processing.

Status values for initial and secondary events are updated as participants move through the COBRA process.

### Related Topics

- [Processing Enrollments for Secondary Events](#)  
This section discusses:

## Assigning Qualified COBRA Beneficiaries to Benefit Programs

Benefit program assignment differs for COBRA events initiated by the Manage Base Benefits business process and Benefits Administration.

If a COBRA event is initiated by the Manage Base Benefits business process, the system assigns each qualified beneficiary to the benefit program that the employee was enrolled in on the day prior to the COBRA event date.

If the event is processed through Benefits Administration, then the system determines benefit program eligibility for each qualified COBRA beneficiary, using the eligibility parameters from the latest run of Benefits Administration and the qualified beneficiary's ZIP code. If no benefit programs satisfy this eligibility criteria, then the participant is assigned to the benefit program enrolled in on the day prior to the COBRA event date.

### Note

This process occurs only for qualified participants who have a COBRA process status of Open For Processing (as opposed to Closed or Void).

### Related Topics

- [Update COBRA Event Status Page](#)  
Use the Update COBRA Event Status page (COBRA\_STATUS1) to adjust, reprocess, and void COBRA events.
- PeopleSoft Benefits Administration: Event Maintenance

## Determining Eligible Plan Types

Beneficiaries are eligible for all COBRA-qualified group health plan types that they were enrolled in prior to the COBRA event. This includes all Health (1x) plan types and the Health FSA (60) plan type.

For a plan type within a specific benefit program to be designated as COBRA-qualified, you must select the **COBRA Plan** check box in the Plan Type and Option page of the Benefit Program Table (BEN\_PROG\_DEFN) component.

## Determining Eligible Options

Eligible options are determined for each qualified plan type.

For employees, spouses, and ex-spouses, eligible options must satisfy the following criteria:

- The benefit plan associated with the options matches the benefit plan of the lost coverage of the employee, spouse, or ex-spouse.
- The coverage code has the **COBRA Coverage Set** field selected and is less than or equal to the coverage code of the lost coverage of the employee, spouse, or ex-spouse.
- For spouses and ex-spouses, the coverage code selected cannot require a spouse or ex-spouse (Spouse Only Coverage codes).

For all dependents besides spouses and ex-spouses, eligible options must satisfy the following criteria:



- The benefit plan associated with the options matches the benefit plan of the dependent's lost coverage.
- The dependent's coverage code is Employee Only (Dependent Only Coverage).

#### Note

The Employee Only code is used when the dependent is covered on his or her own and as a dependent of the COBRA participant. The code is used to indicate the coverage of a single person.

Benefits Administration uses a different method to determine option eligibility.

#### Related Topics

- PeopleSoft Benefits Administration: Event Maintenance

## Calculating COBRA Costs for Eligible Options

This section describes how to calculate COBRA costs.

To calculate COBRA cost:

1. Access the Benefit Program page.
2. Enter the COBRA percentage amount.

The COBRA process calculates a charge for each option using the sum of the total coverage costs (employee plus employer) multiplied by the surcharge defined here.

3. Enter the COBRA disabled surcharge percentage.

If the COBRA participant is disabled, the COBRA cost for months 19–29 is multiplied by this surcharge.

When you select **Waive COBRA Surcharge** on the COBRA Event Rules Table page for a specific COBRA event classification, the system does not add the COBRA surcharge or disabled surcharge.

COBRA charges are sent to the COBRA beneficiary through Benefits Billing processes, as long as Benefits Billing is selected in the Products page of the Installation table.

#### Related Topics

- [Understanding Benefits Billing](#)  
You use Benefits Billing to process billing for employees and dependents who are charged directly for benefit plan elections instead of paying through payroll deductions. You can use Benefits Billing for either regular benefits or COBRA benefits.

## Processing Secondary COBRA Qualifying Events

Although COBRA governmental regulations describe how secondary COBRA qualifying events should be processed, PeopleSoft event rules allow for a different implementation of secondary event processing.

Three fields defined on the Event Rules page are used to process secondary events.

| Field or Control                      | Description                                                                                                                                                                            |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Secondary Event Role</b>           | Identifies whether the event can be considered a secondary event.                                                                                                                      |
| <b>Second Event Additional Months</b> | Defines by how many months the secondary event extends a COBRA participant's coverage.                                                                                                 |
| <b>Secondary Event Add Mode</b>       | Defines whether the additional months extend the coverage 36 months from the coverage begin date of the initial event or add 36 months to the COBRA event date of the secondary event. |

#### Related Topics

- [Setting Up COBRA Administration](#)  
To set up COBRA administration, use the COBRA Event Rules (CBR\_EVENT\_RULES) component.
- [Processing Enrollments for Secondary Events](#)  
This section discusses:

## COBRA Processing Messages Page

Use the COBRA Processing Messages page (COBRA\_MESSAGES) to view error messages for the COBRA process.

Navigation:

**Benefits**, and then **Administer COBRA Benefits**, and then **Review Processing Results**, and then **Review Processing Messages**, and then **COBRA Processing Messages**

| Field or Control                               | Description                                                              |
|------------------------------------------------|--------------------------------------------------------------------------|
| <b>Benefit Rcd#</b> (benefit record number)    | The employee benefit record number that was affected by the COBRA event. |
| <b>CBR Evt ID</b> (COBRA event identification) | The identification number assigned to the event by the COBRA process.    |
| <b>Dep/Benef</b> (dependents/beneficiaries)    | Any relevant dependents or beneficiaries.                                |

## Creating Notification Letters

This section describes how to create notification letters.

## Pages Used to Create Notification Letters

| Page Name                                      | Definition Name | Usage                                                  |
|------------------------------------------------|-----------------|--------------------------------------------------------|
| <a href="#">COBRA Notification Letter Page</a> | RUNCTL_CBR001   | Print notification letters for initial COBRA events.   |
| <a href="#">COBRA Secondary Letter Page</a>    | RUNCTL_CBR002   | Print notification letters for secondary COBRA events. |
| <a href="#">Reprint COBRA Letter Page</a>      | CBR_PRT         | Select parameters for reprinting notification letters. |

### Related Topics

- [Processing Enrollments for Secondary Events](#)  
This section discusses:
- Application Fundamentals: Manage Base Benefit Reports

## Determining Notification Recipients

The qualifying event determines recipients.

- For termination, reduction in hours, and retirement events, the employee and each covered dependent are notified.
- When Medicare entitlement or death of employee events occur, each dependent is notified.
- When divorce or loss of dependent status events occur, the spouse or dependent is notified.

## COBRA Notification Letter Page

Use the COBRA Notification Letter page (RUNCTL\_CBR001) to print notification letters for initial COBRA events.

Navigation:

**Benefits**, and then **Administer COBRA Benefits**, and then **Manage Automated Participation**, and then **COBRA Notification Letter**, and then **COBRA Notification Letter**

This example illustrates the fields and controls on the COBRA Notification Letter page. You can find definitions for the fields and controls later on this page.

### COBRA Notification Letter

The screenshot shows the 'COBRA Notification Letter' page. At the top, there is a 'Run Control ID' field with the value '1'. To the right of this field are three buttons: 'Report Manager', 'Process Monitor', and 'Run'. Below these elements is a section titled 'As Of Date' with a date picker icon. Underneath is a 'Reprint Parameters' section with two checkboxes: 'Reprint Letter' and ''Reprint' Appears on Letters'. Below these checkboxes is a 'Reprint ID' field with a search icon.

The Initial Notification Letter process generates letters for COBRA participants with an initial event status of *Options Prepared* and an event status of *Open For Processing*. Letters include:

- The nature of the qualifying event and the date it occurred.
- The last day of active coverage of the qualified participant's original benefit plans.
- The plan types for which the qualified participant is eligible to receive COBRA coverage.
- The COBRA coverage start and end dates for each plan, and the response date by which the qualified participant must notify you of his or her elections.

Along with each initial notification letter, the system prints a COBRA continuation coverage election form for employees to record their elections.

When an initial notification letter is generated for a qualified COBRA participant, the initial event status is changed to *Notified*. The election end date is calculated for each plan type as 60 days past the latter of the notification date (on the notification letter) or the loss of coverage.

| Field or Control                    | Description                                                                        |
|-------------------------------------|------------------------------------------------------------------------------------|
| <b>As Of Date</b>                   | Enter the date for the time period during which you want the letters.              |
| <b>'Reprint' Appears on Letters</b> | Select this check box if you want the word <i>Reprint</i> to appear on the letter. |
| <b>Reprint ID</b>                   | Select the ID number associated with the letters that you want reprinted.          |

## COBRA Secondary Letter Page

Use the COBRA Secondary Letter page (RUNCTL\_CBR002) to print notification letters for secondary COBRA events.

Navigation:

**Benefits**, and then **Administer COBRA Benefits**, and then **Manage Automated Participation**, and then **COBRA Secondary Letter**, and then **COBRA Secondary Letter**

The process for printing notification letters for secondary events is identical to that for initial events.

The secondary notification letter includes information about how long COBRA coverage is to be extended.

Recipients have their secondary event status changed to *Notified* and their process status changed to *Closed for Processing*.

## Reprint COBRA Letter Page

Use the Reprint COBRA Letter page (CBR\_PRT) to select parameters for reprinting notification letters.

Navigation:

**Benefits**, and then **Administer COBRA Benefits**, and then **Manage Automated Participation**, and then **Reprint COBRA Letter**, and then **Reprint COBRA Letter**

This example illustrates the fields and controls on the Reprint COBRA Letters page. You can find definitions for the fields and controls later on this page.

### Reprint Selected Letters

Print ID

---

☐ Reprint All Participants

Notification Date

From Date  End Date

Reprint Detail

Personalize | Find | View All |  |  First 1 of 1 Last

| *Empl ID | Name              | Ben Record                     | COBRA Event ID                 | Dep/Benef                       | Dependent Name | Reprint all Dependents   |
|----------|-------------------|--------------------------------|--------------------------------|---------------------------------|----------------|--------------------------|
| KU0116   | Martha Stankowski | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="00"/> |                | <input type="checkbox"/> |

This page enables you to reprint all letters, or to select specific employees for whom letters are to be reprinted. You can specify a notification date range during which the reprint is to occur.

## Entering COBRA Elections and Waivers

This section describes how to enter COBRA elections and waivers.

### Page Used to Enter COBRA Elections and Waivers

| Page Name                                        | Definition Name   | Usage                                           |
|--------------------------------------------------|-------------------|-------------------------------------------------|
| <a href="#">COBRA Participant Elections Page</a> | COBRA_PARTIC_ENT1 | Record elections or waivers for COBRA coverage. |

## Understanding COBRA Elections

Qualified COBRA beneficiaries can:

- Select COBRA for one or more plan types.
- Waive COBRA for all plan types.
- Revoke a waiver for one or more plan types.

Unlike PeopleSoft Benefits Administration, COBRA participants can make enrollment decisions at the plan type level.

Employees and dependents are individually qualified for COBRA coverage, and they can choose to be covered as individuals.

For example, suppose that an employee with Employee plus Spouse coverage terminates employment and loses all regular health coverage. The employee and the spouse both qualify for COBRA coverage. The spouse can select either to be covered individually as a nonemployee (even if the employee doesn't elect coverage), she can continue to be covered under the employee as a dependent, or the spouse may elect Spouse Only coverage (if the terminated employee coverage code is set to *Spouse Allowed*).

When you enter elections for qualified COBRA participants, the system sets their initial event status to *Election Entered*.

#### Related Topics

- [Managing Nonemployee COBRA Participants](#)  
When a COBRA-qualified dependent selects individual coverage after an initial event or undergoes an event that involves a loss of dependent status, that dependent becomes a nonemployee COBRA participant. Nonemployee COBRA participants can declare their own dependents and change benefit programs and plans.

## COBRA Participant Elections Page

Use the COBRA Participant Elections page (COBRA\_PARTIC\_ENT1) to record elections or waivers for COBRA coverage.

Navigation:

**Benefits**, and then **Administer COBRA Benefits**, and then **Manage Automated Participation**, and then **COBRA Participant Elections**, and then **COBRA Participant Elections**

| Field or Control      | Description                                                                                                                                                                                                                                                                                                                                              |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>COBRA Election</b> | <p>Indicate whether to elect or waive COBRA coverage.</p> <p>To revoke a waiver of coverage, change the selection from <i>Waive</i> to <i>Elect</i>. Waivers cannot be revoked after the election end date.</p> <p>The current date is automatically set as the election, waive, or revoke date, although you can override that value for elections.</p> |

### Participant Enrollment

| Field or Control                                                                              | Description                                                                                                                                |
|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Plan Type</b>                                                                              | Enter the elected option choices.                                                                                                          |
| <b>Covrg Begin</b> (coverage begin), <b>Covrg End</b> (coverage end), and <b>Election End</b> | Predetermined by the COBRA process.                                                                                                        |
| <b>COBRA Election</b>                                                                         | <p>Elect or waive each plan type.</p> <p>The election or waive date is automatically set, although you can override the election date.</p> |
| <b>Provider ID</b>                                                                            | For health plan types. Enter the name of the employee's doctor, an ID number, or any other format that the health provider requires.       |
| <b>Previously Seen</b>                                                                        | Select to indicate that the employee is a current patient of the indicated physician.                                                      |

When an election has been entered, validated, and enrolled, the election cannot be changed without COBRA reprocessing. After reprocessing, you can add new elections or make election changes if the coverage election date is on or before the coverage election end date and if the elections have not been entered.

## Validating and Enrolling Elections

The system reviews plan type, option code, and dependent/beneficiary elections made for qualified COBRA participants when their elections are saved. If all of the plan types for which the participant is eligible reflect either an enrollment election or waiver, the system changes the participant's initial event status to *Enrollment Completed* and the process status to *Closed for Processing*. If some of the plans have not had an entry made, the participant's initial event status changes to *Enrolled* (for the specific plan), and the process status remains *Open for Processing*. In either case, if errors are discovered, the initial event status becomes *Election Error*.

### Enrollment in Health or FSA Plans

If the initial election status is *Enrollment Completed* or *Enrolled*, you can access health plan information, FSA plan information, or both in the Health Benefits and FSA Benefits pages.

### Creation of Non-Employee Status

If a dependent elects individual COBRA coverage or has a qualifying second event, then that nonemployee participant receives a system-generated employee ID.

### Notification to Billing System

If Benefits Billing is selected in the Installation Table, the system enrolls validated and enrolled COBRA participants in the Benefits Billing system for elected plan types. The system also sends COBRA surcharges and coverage start and end dates to Benefits Billing.

### Validation and Enrollment Error Messages

You can view error messages generated during validation and enrollment either by using the Process Messages page or by running the COBRA Error report. Each time the COBRA validation and enrollment process runs, it deletes error messages from the previous run.

### Related Topics

- [Managing Nonemployee COBRA Participants](#)  
When a COBRA-qualified dependent selects individual coverage after an initial event or undergoes an event that involves a loss of dependent status, that dependent becomes a nonemployee COBRA participant. Nonemployee COBRA participants can declare their own dependents and change benefit programs and plans.
- [COBRA Processing Messages Page](#)  
Use the COBRA Processing Messages page (COBRA\_MESSAGES) to view error messages for the COBRA process.
- [Understanding Benefits Billing](#)  
You use Benefits Billing to process billing for employees and dependents who are charged directly for benefit plan elections instead of paying through payroll deductions. You can use Benefits Billing for either regular benefits or COBRA benefits.

## Processing Enrollments for Secondary Events

This section discusses:

- Initial event status and secondary events.
- How to identify differences in individual and dependent coverage processing.
- Combination events.

## Understanding Initial Event Status and Secondary Events

When a secondary event is processed, the system reviews the initial event to determine whether its event status is *Closed to Processing* (indicating that the participant has made an election or waived COBRA coverage). If the initial event is not closed, the secondary event's status becomes *Qualified Pending*. The secondary event needs to be reprocessed after the initial event is closed.

This can happen if dependents are covered under an employee's coverage instead of electing independent coverage.

For example, suppose that an employee and her dependents become qualified beneficiaries after she terminates her employment. She enrolls in family coverage for plan types 10 and 11—covering herself, her spouse, and her daughter—and waives plan type 14. As a result, the terminated employee's record is *Closed to Processing*. But the dependents' records remain *Open for Processing* because they have not independently elected or waived coverage.

To close an initial event and reprocess a secondary event:

1. A secondary event, such as a divorce or dependent marriage, occurs.

The HR system processes the personnel action.

The COBRA process evaluates the secondary event and returns a status of *Qualified Pending*.

2. Determine whether the initial event is still *Open for Processing* because the dependent records were not waived or enrolled.
3. Waive or elect options for the dependents and run the COBRA process to close the initial event.
4. Use the Update Event Status page to reprocess the secondary event by changing the reprocess status for the secondary event to *Qualify Event*.

After you run the COBRA process again, the secondary event should be set to *Qualified*.

#### Related Topics

- [Update COBRA Event Status Page](#)  
Use the Update COBRA Event Status page (COBRA\_STATUS1) to adjust, reprocess, and void COBRA events.

## Identifying Differences in Individual and Dependent Coverage Processing

When secondary events occur, COBRA participants with individual coverage are processed differently from those with dependent coverage.

For participants with individual coverage, a secondary event extends coverage according to the defined secondary event rules. The system deletes the existing termination record, reinserts it into the coverage begin date, and sets an effective date equal to the extended COBRA coverage end date + 1. The COBRA enrollment status is set to *Coverage Extended*.

Participants with dependent coverage are switched to individual COBRA participants, with individual COBRA coverage as of the COBRA event date of the secondary event. The system automatically establishes the participant as a nonemployee in the system and enrolls the participant in employee-only coverage for all plan types that meet this condition. The employee-only coverage is within the same benefit plan under which the participant was covered as a dependent under COBRA. The coverage end date is calculated based on the predefined secondary event rules, and the COBRA enrollment status is set to *Coverage Inserted*.

## Understanding Combination Events

A COBRA event can be an initial event for one plan type and a secondary event for another type. For example, suppose that an employee has Employee Plus Spouse coverage for plan types 10, 11, and 14. Then the employee transfers and both the employee and the spouse lose coverage under plan types 11 and 14; they are eligible for 18 months of COBRA coverage for these types, and they elect this coverage.

The employee divorces while the COBRA coverage is still active. The divorce event causes the employee's ex-spouse to lose coverage for plan type 10 (an initial event); the ex-spouse is qualified for 36 months of COBRA coverage under that plan. The divorce is also a secondary event for plan types 11 and 14; the ex-spouse is qualified to have coverage extended for those plans for up to 36 months from the original coverage begin date.

The two events—the initial event for plan type 10 and the secondary event for plan types 11 and 14—progress through the COBRA system independently in terms of notification letters and ongoing status indicators.



## Managing COBRA Events

This section describes how to manage COBRA events.

### Pages Used to Manage COBRA Events

| Page Name                                       | Definition Name  | Usage                                                               |
|-------------------------------------------------|------------------|---------------------------------------------------------------------|
| <a href="#">Review COBRA Event Summary Page</a> | COBRA_EVENT_INQ1 | Review information about COBRA events and associated beneficiaries. |
| <a href="#">Update COBRA Event Status Page</a>  | COBRA_STATUS1    | Adjust, reprocess, and void COBRA events.                           |

### Review COBRA Event Summary Page

Use the Review COBRA Event Summary page (COBRA\_EVENT\_INQ1) to review information about COBRA events and associated beneficiaries.

Navigation:

**Benefits**, and then **Administer COBRA Benefits**, and then **Review Processing Results**, and then **Review Event Summary**, and then **Review COBRA Event Summary**

This example illustrates the fields and controls on the Review Event Summary. You can find definitions for the fields and controls later on this page.

## Review Event Summary

| George Mapin                                |                                            | Empl ID KU0115                              | Ben Record 0       |
|---------------------------------------------|--------------------------------------------|---------------------------------------------|--------------------|
| <b>Event Status</b>                         |                                            | Find   View All First 1 of 1 Last           |                    |
| CBR Evt ID 1                                | Empl Record 0                              | Event Process Status Closed for Processing  |                    |
| Event Date 03/01/2000                       | BAS Evt ID 1                               | Event Qualification Status COBRA Qualified  |                    |
| Event Class Termination                     | BAS Sched ID KUEM                          | Event Reprocess Indicator Normal Processing |                    |
| <b>Employee/Dependent Status</b>            |                                            | Find   View All First 1 of 4 Last           |                    |
| Dep/Benef 00 George Mapin                   | Relationship Employee                      |                                             |                    |
| COBRA Election Elect                        | COBRA Emplid KU0115                        |                                             |                    |
| <b>Processing Information</b>               |                                            |                                             |                    |
| Qualification Status COBRA Qualified        | Initial Event Status Enrollment Complete   |                                             |                    |
| Process Status Closed                       | Secondary Event Status Not Qualified       |                                             |                    |
| Reproc Indicator Normal Processing          | BAS Assign Status Program Elig Assign None |                                             |                    |
| Benefit Program GBI US Fulltime Benefit Pgm |                                            |                                             |                    |
| <b>Date Information</b>                     |                                            |                                             |                    |
| Election 03/15/2000                         | <b>Notifications Dates</b>                 |                                             |                    |
| Waive                                       | Initial                                    | Second                                      |                    |
| Revoke                                      | Term Notification                          |                                             |                    |
| <b>Plan Status</b>                          |                                            |                                             |                    |
| Find   View All First 1 of 3 Last           |                                            |                                             |                    |
| Plan Type 10                                | Covg Election Elect                        | Option Code 34                              | Benefit Plan KUMED |
| Covg Cd 4                                   | Family                                     | Covg Begin 03/01/2000                       | End 08/31/2001     |
| <b>Event/Status Information</b>             |                                            |                                             |                    |
| Process Status Closed for Processing        | Event Type Initial COBRA Event             |                                             |                    |
| Reprocess Indicator Normal Processing       | Initial Event ID                           |                                             |                    |
| Enrollment Status Enrolled                  | Second Event ID                            |                                             |                    |
| <b>Date Information</b>                     |                                            |                                             |                    |
| Elect 03/15/2000                            | Waive                                      | Term Date                                   |                    |
| Elect End 04/30/2000                        | Revoke                                     | Termination Reason Not Terminated           |                    |

## Update COBRA Event Status Page

Use the Update COBRA Event Status page (COBRA\_STATUS1) to adjust, reprocess, and void COBRA events.

Navigation:

**Benefits**, and then **Administer COBRA Benefits**, and then **Manage Automated Participation**, and then **Update COBRA Event Status**, and then **Update COBRA Event Status**

This example illustrates the fields and controls on the Update COBRA Event Status page. You can find definitions for the fields and controls later on this page.

## Update Event Status

**Martha Stankowski** Empl ID KU0116

Event Status Find | View All First 1 of 1 Last

Event ID 1 Event Date 07/15/2000

Empl Record 0 Event Class Overage

Qualification Status COBRA Qualified Ben Record 0

\*Process Status Closed for Processing \*Reprocess Indicator Normal Processing

☐ COBRA Event Conflict ☐ BAS Data Change

Employee/Dependent Status Find | View All First 1 of 1 Last

Dep/Benef 02 Richard Stankowski \*Process Status Closed for Processing

Qualification Status COBRA Qualified \*Reprocess Indicator Normal Processing

Initial Event Status Enrollment Complete Second Event Status Not Qualified

Plan Status Personalize | Find | 1-2 of 2 Last

| Plan Type | Event Type          | COBRA Election | Initial Event ID | Second Event ID | *Process Status | Enrollment Status | *Reprocess Indicator |
|-----------|---------------------|----------------|------------------|-----------------|-----------------|-------------------|----------------------|
| 10        | Initial COBRA Event | Elect          |                  |                 | Closed          | Enrolled          | Normal Processing    |
| 11        | Initial COBRA Event | Elect          |                  |                 | Closed          | Enrolled          | Normal Processing    |

## Field or Control

## Description

## Reprocess Indicator

Set to reprocess a COBRA phase for events, participants, or plan types.

To reprocess any level, the process status for that level and any above it must be *Open for Processing*.

You cannot reprocess initial events that have secondary events dependent on them.

At the event level, you can reprocess to *Prepare Options* only if the *Option Prepare* phase has already been completed.

At the participant plan type level, you can select *Elect Options* only when the plan type is Enrolled and the associated event is an initial event.

After choosing a value, run the COBRA process again to reprocess to the selected status.

## COBRA Event Conflict

Selected if the system determines that two or more events are in conflict with each other. An example is when an event is entered and processed, and another event is entered with an earlier date than the first event.

The system sends a message to the COBRA administrator to analyze the conflicting events and take any appropriate actions.

## Voiding Events, Participants, or Benefit Plans

When you enter *Void Event* in the Reprocess Indicator at the COBRA event level, the system ignores all reprocessing indicators at the lower levels. It voids all COBRA participants and participant plans, and deletes all enrolled COBRA benefits. Notification is sent to the Benefits Billing system to terminate billing for voided participants.

When you enter *Void Event* in the Reprocess Indicator at the COBRA participant level, the result is similar to voiding a COBRA event. The COBRA participant record and all COBRA

benefit plan records associated with that participant are deleted. Benefits Billing is notified to terminate billing.

Voiding a COBRA benefit plan associated with an initial event deletes all enrolled COBRA benefit records associated with that plan; Benefits Billing is notified to terminate billing. Voiding a COBRA benefit plan associated with a secondary event readjusts termination dates back to those associated with the initial plan; Benefits Billing is notified to adjust billing.

### Qualifying Events

When you enter *Qualify Event* in the Reprocess Indicator at the COBRA event level, all reprocessing indicators at the lower levels are ignored. All enrolled COBRA benefits are deleted.

### Preparing and Electing Options

When you set Prepare Options at the event level, if a participant or plan has a Reprocess Indicator setting of *Void Event*, that reprocessing command takes precedence over Prepare Options. For example, if you want to void the COBRA election plan type 10 and prepare options for plan type 11, the system first voids plan type 10 and then prepares options for plan type 11.

Prepare Options reprocessing deletes all of the plan, option, and dependent records associated with that event. Benefits Billing is notified to terminate billing.

### Related Topics

- [Running the COBRA Process](#)  
This section provides an overview of the COBRA process and describes how to run it.

## Managing COBRA Benefit Plan and Dependent Information

This section describes how to manage COBRA benefit plan and dependent information.

### Pages Used to Manage COBRA Benefit Plan and Dependent Information

| Page Name                                         | Definition Name    | Usage                                                                                     |
|---------------------------------------------------|--------------------|-------------------------------------------------------------------------------------------|
| <a href="#">Assign COBRA Benefit Program Page</a> | COBRA_PROG_PARTIC1 | Change benefit program participation for Open Enrollment and Family Status Change events. |
| COBRA Health Plan Enrollment                      | COBRA_HEALTH1      | View or update health plan elections and enroll dependents.                               |
| <a href="#">COBRA FSA Plan Enrollment Page</a>    | COBRA_FSA          | View or update FSA enrollments.                                                           |
| <a href="#">Name Page</a>                         | COBRA_DEP_BENEF1   | Add or Update COBRA dependent/beneficiary information.                                    |
| Address                                           | COBRA_DEP_ADDR     | Enter or update COBRA dependent address information.                                      |
| Personal Profile                                  | COBRA_DEP_BENEF2   | Enter or update COBRA dependent details.                                                  |

## Assign COBRA Benefit Program Page

Use the Assign COBRA Benefit Program page (COBRA\_PROG\_PARTIC1) to change benefit program participation for Open Enrollment and Family Status Change events.

Navigation:

**Benefits**, and then **Administer COBRA Benefits**, and then **Enroll in Benefits**, and then **Assign COBRA Benefit Program**, and then **Assign COBRA Benefit Program**

This example illustrates the fields and controls on the Assign COBRA Benefit Program page. You can find definitions for the fields and controls later on this page.

**Assign to Benefit Program**

Antonio Santos Employee ID KU0010 Benefit Record Number 0

Benefit Program Participation Find | View All First 1 of 1 Last

\*Effective Date 01/01/1999

\*Benefit Program KU1 GBI Master US Benefit Program Currency Code USD

## Health Plan Enrollment Page

Use the Health Plan Enrollment page (COBRA\_HEALTH1) to view or update health plan elections and enroll dependents.

Navigation:

**Benefits**, and then **Administer COBRA Benefits**, and then **Enroll in Benefits**, and then **Health Plan Enrollment**, and then **Health Plan Enrollment**

This example illustrates the fields and controls on the Health Plan Enrollment page. You can find definitions for the fields and controls later on this page.

## Health Benefits

George Mapin Employee ID KU0115 Benefit Record Number 0

Plan Type Find | View All First 1 of 2 Last

Plan Type 10 Medical COBRA Event ID 1

Coverage Find | View All First 1 of 2 Last

\*Coverage Begin Date 09/01/2001

\*Coverage Election Terminate

\*Election Date 03/15/2000

Benefit Program KU1 GBI US Fulltime Benefit Pgm

Benefit Plan

Currency USD

Coverage Code

Option

Health Provider ID ☐ Previously Seen

| Dependent/Beneficiaries |                |                          |                    |                          |
|-------------------------|----------------|--------------------------|--------------------|--------------------------|
| ID                      | Name           | Relationship to Employee | Health Provider ID | Previously Seen          |
| 02                      | Mapin,Michelle | Child                    |                    | <input type="checkbox"/> |
| 03                      | Mapin,Jonathan | Child                    |                    | <input type="checkbox"/> |

| Field or Control                                                                                            | Description                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Coverage Begin Date</b>                                                                                  | Automatically set to the date in the Review Event Summary page.                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Coverage Election</b>                                                                                    | Displays whether the COBRA health benefit record in view is currently elected or terminated.                                                                                                                                                                                                                                                                                                                                    |
| <b>Coverage Code</b>                                                                                        | When you exit this field, the system calculates the monthly cost of the benefit.                                                                                                                                                                                                                                                                                                                                                |
| <b>Health Provider ID</b>                                                                                   | Enter the name of the employee's doctor, an ID number, or any other information that the health provider may require.                                                                                                                                                                                                                                                                                                           |
| <b>Previously Seen</b>                                                                                      | Indicate that the employee is a current patient of the indicated physician. This field becomes available when a health provider ID is entered.                                                                                                                                                                                                                                                                                  |
| <b>HIPAA Report Date (Emp)</b> (Health Insurance Portability and Accountability Act report date [employee]) | Displays the date that the employee's certificate of creditable health coverage was printed if health coverage was terminated. These certificates are guaranteed to employees by HIPAA of 1996; you can print them by running HIPAA reports.<br><br><b>Note:</b> The certificate of creditable coverage lists all group health coverage that an employee had for the 18 month period prior to the date on which coverage ended. |

## Dependent/Beneficiaries

| Field or Control          | Description                                                                                                            |
|---------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>ID</b>                 | Select a dependent ID to add available beneficiaries to the selected COBRA plan.                                       |
| <b>Health Provider ID</b> | Enter the name of the dependent's doctor, an ID number, or any other information that the health provider may require. |

| Field or Control       | Description                                                                                                                                                   |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Previously Seen</b> | Select to indicate that the dependent is a current patient of the indicated physician. This check box becomes available when a health provider ID is entered. |

## COBRA FSA Plan Enrollment Page

Use the COBRA FSA Plan Enrollment (flexible spending account benefits) page (COBRA\_FSA) to view or update FSA enrollments.

Navigation:

**Benefits**, and then **Administer COBRA Benefits**, and then **Enroll in Benefits**, and then **COBRA FSA Plan Enrollment**, and then **COBRA FSA Plan Enrollment**

This example illustrates the fields and controls on the COBRA FSA Plan Enrollment page. You can find definitions for the fields and controls later on this page.

### FSA Benefits

George Mapin Employee ID KU0115 Benefit Record Number 0

Plan Type 60 Flex Spending Health - U.S. COBRA Event ID 1

Coverage Find | View All First 1 of 1 Last

\*Coverage Election Term Election Date 03/15/2000

Coverage Begin Date 09/01/2001

Benefit Program KU1 GBI US Fulltime Benefit Pgm

Benefit Plan OptionCd

| Contribution Level | Account Information           |
|--------------------|-------------------------------|
| Annual Pledge      | FSA Account Status Terminated |
| Empl Contribution  | Contributions YTD             |

Use the **Coverage Election** field to view and change whether the displayed COBRA FSA plan is elected or terminated.

## Name Page

Use the Name page (COBRA\_DEP\_BENEF1) to add or Update COBRA dependent/beneficiary information.

Navigation:

**Benefits**, and then **Administer COBRA Benefits**, and then **Maintain COBRA Non-Employees**, and then **Modify COBRA Dependent**, and then **Name**

This example illustrates the fields and controls on the Name page. You can find definitions for the fields and controls later on this page.

Name

Address

Personal Profile

Richard Stankowski

Person ID C10001

Dependent/Beneficiaries

Find | View All

First 1 of 1 Last

\*Dependent/Beneficiary ID 01

+

-

Name History

Find | View All

First 1 of 1 Last

\*Effective Date 01/17/2014

31

\*Format Type English

▼

Name Stankowski, Thomas Edward

Edit Name

## Managing Nonemployee COBRA Participants

When a COBRA-qualified dependent selects individual coverage after an initial event or undergoes an event that involves a loss of dependent status, that dependent becomes a nonemployee COBRA participant. Nonemployee COBRA participants can declare their own dependents and change benefit programs and plans.

This section describes how to manage non-employee COBRA participants.

### Note

When you add a nonemployee through COBRA, the nonemployee record may not show in other PeopleSoft HR processes until the Refresh Personal Data process is run.

## Pages Used to Manage Non-Employee COBRA Participants

| Page Name                             | Definition Name    | Usage                                                                        |
|---------------------------------------|--------------------|------------------------------------------------------------------------------|
| Name and Contact                      | PERSONAL_DATA1     | Update COBRA-qualified dependent name and biographical information.          |
| <a href="#">Medicare and Job Page</a> | CBR_PERSONAL_DATA3 | Maintain department security information for nonemployee COBRA participants. |

### Related Topics

- PeopleSoft Human Resources Administer Workforce: (Classic) Adding a Person
- PeopleSoft Human Resources Administer Workforce: Understanding Job Data

## Medicare and Job Page

Use the Medicare and Job page (CBR\_PERSONAL\_DATA3) to maintain department security information for nonemployee COBRA participants.

Navigation:



**Benefits**, and then **Administer COBRA Benefits**, and then **Maintain COBRA Non-Employees**, and then **Modify COBRA Non-Employee**, and then **Medicare and Job**

This example illustrates the fields and controls on the Medicare and Job page. You can find definitions for the fields and controls later on this page.

[Name and Contact](#)
[Biographical Data](#)
[Medicare and Job](#)

**Nicole Cage**
Person ID C10002

**Medicare Data**
Personalize | Find | View All | 
First 1 of 1 Last

Effective Date
Date Entitled to Medicare

01/17/2014

**Employment Information**
Find | View All
First 1 of 1 Last

Empl Record 0
Benefit Record Number 0

Service Date 01/01/2001
Organizational Relationship POI

**Job Information**

Effective Date
Business Unit
Department

06/12/2004
GBIBU
11000

| Field or Control              | Description                                                                                                                   |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>Employment Information</b> | During the COBRA processing, automatically populated with the original data of the employee that experienced the COBRA event. |
| <b>Job Information</b>        | Review and update a historical record of the nonemployee participant's business unit and department affiliations.             |

## Converting Nonemployee Individual Coverage to Dependent Coverage

When a spouse or ex-spouse COBRA participant enrolls in individual nonemployee COBRA coverage, the child dependents of the employee are inherited as dependents for the nonemployee.

All nonemployee participants are assigned a unique system-generated employee ID for which the numbering convention is established in the Installation Table. All dependents of the nonemployee participant also have this new COBRA employee ID, along with their original dependent/beneficiary ID.

When a secondary event occurs, however, all of an employee's dependents become independently covered. For example, a former employee elects COBRA coverage for himself, his spouse, and his child. He later dies, which qualifies as a secondary event for the dependents. The spouse and child become nonemployee participants, and are assigned IDs as shown in the following table.

| Person              | Employee ID | Dependent/Beneficiary ID |
|---------------------|-------------|--------------------------|
| Employee (Deceased) | Z001        | 00                       |

| Person               | Employee ID | Dependent/Beneficiary ID |
|----------------------|-------------|--------------------------|
| Spouse (Nonemployee) | C00015      | 01                       |
| Child (Nonemployee)  | C00016      | 02                       |

If no further action is taken, the system creates COBRA health benefit records with employee-only coverage for the spouse and dependents, with their COBRA coverage extended to a total of 36 months from the initial event.

However, the spouse can also enroll the children as dependents under her coverage. To change from independent coverage for nonemployees to dependent coverage, follow these steps.

To convert nonemployee independent coverage to nonemployee dependent coverage:

1. Access the COBRA health benefit record for the nonemployee who is remaining independently covered.
2. Change the coverage code to an appropriate coverage code for dependent coverage for the plan types affected and add the dependent IDs to cover.
3. Access the Participation Termination page and create Voluntary Termination records for the dependents who are now covered under the spouse. The termination date for each termination record should be the same date that dependent coverage begins.

#### Related Topics

- [Managing COBRA Benefit Plan and Dependent Information](#)  
This section describes how to manage COBRA benefit plan and dependent information.

## Terminating COBRA Coverage

COBRA can be terminated:

- Automatically, when the COBRA coverage end date is reached.
- Manually, when the COBRA participant fails to pay bills or requests to terminate coverage ahead of the scheduled end date.

This section describes how to terminate COBRA coverage.

## Pages Used to Terminate COBRA Coverage

| Page Name                                         | Definition Name   | Usage                                                                              |
|---------------------------------------------------|-------------------|------------------------------------------------------------------------------------|
| <a href="#">Terminate COBRA Participants Page</a> | COBRA_PARTIC_TERM | Terminate COBRA coverage manually if bills are unpaid or on participant's request. |
| <a href="#">COBRA Termination Letter Page</a>     | RUNCTL_CBR003     | Send letters to COBRA participants with plans about to expire.                     |

## Terminate COBRA Participants Page

Use the Terminate COBRA Participants page (COBRA\_PARTIC\_TERM) to terminate COBRA coverage manually if bills are unpaid or on participant's request.

Navigation:

**Benefits**, and then **Administer COBRA Benefits**, and then **Terminate COBRA Coverage**, and then **Terminate COBRA Participants**, and then **Terminate COBRA Participants**

This example illustrates the fields and controls on the Terminate COBRA Participants page. You can find definitions for the fields and controls later on this page.

### Terminate Participant

George Mapin      Empl ID KU0115      Ben Record 0      COBRA Event ID 1

---

Dep/Benef 00 George Mapin      COBRA Emplid KU0115

COBRA Election Elect      Election Date 03/15/2000

| Plan Type | COBRA Election | Election Date | Coverage Begin Date | Coverage End Date | COBRA Enrollment Status | Termination Date        | Termination Reason |
|-----------|----------------|---------------|---------------------|-------------------|-------------------------|-------------------------|--------------------|
| 10        | Elect          | 03/15/2000    | 03/01/2000          | 08/31/2001        | Enrolled                | <input type="text"/> 31 | Not Terminated     |
| 11        | Elect          | 03/15/2000    | 03/01/2000          | 08/31/2001        | Enrolled                | <input type="text"/> 31 | Not Terminated     |
| 60        | Elect          | 03/15/2000    | 03/01/2000          | 08/31/2001        | Enrolled                | <input type="text"/> 31 | Not Terminated     |

For each plan type to terminate, enter the termination date and reason.

When you save this page, the coverage end date on the enrollment table (Health Benefits, for example) for the enrolled plan type is adjusted to the early termination date.

## COBRA Termination Letter Page

Use the COBRA Termination Letter page (RUNCTL\_CBR003) to send letters to COBRA participants with plans about to expire.

Navigation:

**Benefits**, and then **Administer COBRA Benefits**, and then **Terminate COBRA Coverage**, and then **COBRA Termination Letter**, and then **COBRA Termination Letter**

This example illustrates the fields and controls on the COBRA Termination Letter page. You can find definitions for the fields and controls later on this page.

### COBRA Termination Letter

Run Control ID 1      Report Manager      Process Monitor     

---

Start Date

End Date

Reprint Parameters

☐ Reprint Letter

☐ 'Reprint' Appears on Letters

Reprint ID

Termination letters are printed for employees whose coverage ends during the period between the start and end dates.

**Related Topics**

- Application Fundamentals: Generating Form Letters for PeopleSoft Human Resources
- Application Fundamentals: Manage Base Benefit Reports

## Enrolling Participants in COBRA Coverage Manually

You can bypass the automated COBRA Administration batch process and force the system to enroll employees and dependents into COBRA health benefits.

When you bypass the batch process, participants do not require COBRA-qualifying events in order to be eligible for COBRA benefits. Instead, the system automatically gives all participants enrolled in COBRA coverage through these pages a COBRA event ID of 900.

**Note**

When you manually enroll an employee or dependent in COBRA coverage, subsequent COBRA processing, such as secondary event processing, is not aware of the manually enrolled COBRA coverage. When you add a nonemployee through COBRA, the nonemployee record may not show in other HR processes until the Refresh Personal Data process is run.

**Warning**

Because these pages ignore the processing rules that regulate COBRA coverage eligibility, manually process COBRA coverage only after careful consideration.

This section describes how to enroll participants in COBRA coverage manually.

## Pages Used to Enroll Participants in COBRA Coverage Manually

| Page Name                                         | Definition Name    | Usage                                                                                                                              |
|---------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Create COBRA Non-Employee Page</a>    | CBR_MANUAL_ENT1    | Manually establish an employee dependent as a nonemployee in preparation for manually enrolling the dependent into COBRA coverage. |
| <a href="#">Manual COBRA Benefit Program Page</a> | CBR_MANUAL_PARTIC1 | Manually assign an employee or COBRA nonemployee to a benefit program or make changes to that manual assignment over time.         |
| <a href="#">Select Health Benefits Page</a>       | CBR_MANUAL_HEALTH1 | Enroll participants in COBRA health benefits manually.                                                                             |

**Related Topics**

- [Managing COBRA Benefit Plan and Dependent Information](#)  
This section describes how to manage COBRA benefit plan and dependent information.

- [Managing Nonemployee COBRA Participants](#)  
When a COBRA-qualified dependent selects individual coverage after an initial event or undergoes an event that involves a loss of dependent status, that dependent becomes a nonemployee COBRA participant. Nonemployee COBRA participants can declare their own dependents and change benefit programs and plans.
- PeopleSoft Human Resources Administer Workforce: (Classic) Adding a Person

## Create COBRA Non-Employee Page

Use the Create COBRA Non-Employee page (CBR\_MANUAL\_ENT1) to manually establish an employee dependent as a nonemployee in preparation for manually enrolling the dependent into COBRA coverage.

Navigation:

**Benefits**, and then **Administer COBRA Benefits**, and then **Maintain COBRA Non-Employees**, and then **Create COBRA Non-Employee**, and then **Create COBRA Non-Employee**

This example illustrates the fields and controls on the Create COBRA Non-Employee page. You can find definitions for the fields and controls later on this page.

### Create COBRA Non-Employee

COBRA Manual Entry

Empl ID

AA0001

Empl Record

0

Dep/Benef

COBRA Event Date

Kimberly Adams

Save and Add Next

| Field or Control                                                             | Description                                                                                                                                                                                  |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Empl ID</b> (employee ID) and <b>Empl Record</b> (employee record number) | Enter the ID and employee record number for the employee whom the nonemployee participant is a dependent or beneficiary of.                                                                  |
| <b>Dep/Benef</b> (dependent/beneficiary)                                     | Enter the dependent or beneficiary number.                                                                                                                                                   |
| <b>COBRA Event Date</b>                                                      | Enter the event date for the nonemployee participant's COBRA enrollment.                                                                                                                     |
| <b>Save and Add Next</b>                                                     | Click to save the information. A message appears informing you of the COBRA employee ID assigned to this person.<br>Note the new employee ID for the COBRA nonemployee and click <b>OK</b> . |

## Manual COBRA Benefit Program Page

Use the Manual COBRA Benefit Program page (CBR\_MANUAL\_PARTIC1) to manually assign an employee or COBRA nonemployee to a benefit program or make changes to that manual assignment over time.

Navigation:

**Benefits**, and then **Administer COBRA Benefits**, and then **Enroll Manually**, and then **Manual COBRA Benefit Program**, and then **Manual COBRA Benefit Program**

This example illustrates the fields and controls on the Manual COBRA Benefit Program page. You can find definitions for the fields and controls later on this page.

**Assign Benefit Program**

**Douglas Lewis** Employee ID KU0001 Benefit Record Number 0

Benefit Program Participation Find | View All First 1 of 1 Last

\*Effective Date 01/17/2014

\*Benefit Program

COBRA Event ID 900

Currency Code

The benefit program is assigned a COBRA event ID of 900.

## Select Health Benefits Page

Use the Select Health Benefits page (CBR\_MANUAL\_HEALTH1) to enroll participants in COBRA health benefits manually.

Navigation:

**Benefits**, and then **Administer COBRA Benefits**, and then **Enroll Manually**, and then **Select Health Benefits**, and then **Select Health Benefits**

This example illustrates the fields and controls on the Select Health Benefits page. You can find definitions for the fields and controls later on this page.

**Select Health Benefits**

**Douglas Lewis** Employee ID KU0001 Benefit Record Number 0

Plan Type Find | View All First 1 of 1 Last

\*Plan Type

COBRA Event ID 900

Coverage Find | View All First 1 of 1 Last

\*Coverage Begin Date

\*Coverage Election Elect

\*Election Date 01/17/2014

Benefit Program

Benefit Plan

Currency

Coverage Code

Option

Health Provider ID ☐ Previously Seen

Dependent/Beneficiaries

| *ID | Name | Relationship to Employee | Health Provider ID | Previously Seen          |
|-----|------|--------------------------|--------------------|--------------------------|
|     |      |                          |                    | <input type="checkbox"/> |

The health benefit record of the selected participant receives a COBRA event ID of 900.

| Field or Control    | Description                            |
|---------------------|----------------------------------------|
| Coverage Begin Date | Automatically set to the current date. |

| Field or Control                | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Coverage Election Option</b> | Elect or terminate a benefit plan.<br>The system displays the COBRA option that goes with the selected benefit plan.                                                                                                                                                                                                                                                                                                                                                  |
| <b>Health Provider ID</b>       | Enter the name of the employee's doctor, an ID number, or any other format that the health provider may require.                                                                                                                                                                                                                                                                                                                                                      |
| <b>Previously Seen</b>          | Select to indicate that the employee is a current patient of the indicated physician. Becomes available when you enter a health provider ID.                                                                                                                                                                                                                                                                                                                          |
| <b>HIPAA Report Date (Emp)</b>  | Displays the date on which the employee's certificate of creditable health coverage was printed if health coverage was terminated. These certificates are guaranteed to employees by the Health Insurance and Accountability Act of 1996, and you can print them by running HIPAA reports.<br><b>Note:</b> The certificate of creditable coverage lists all group health coverage that an employee had for the 12-month period prior to the date that coverage ended. |
| <b>Dependent/Beneficiaries</b>  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Field or Control                | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>ID</b>                       | Select the dependent ID to add available beneficiaries to the selected COBRA participant/plan type/benefit plan combination.                                                                                                                                                                                                                                                                                                                                          |
| <b>Relationship to Employee</b> | Identifies the dependent's relationship to the participant.                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Health Provider ID</b>       | Enter the name of the employee's doctor, an ID number, or any other information that the health provider may require.                                                                                                                                                                                                                                                                                                                                                 |
| <b>Previously Seen</b>          | Select to indicate that the employee is a current patient of the indicated physician. Becomes available when you enter a health provider ID.                                                                                                                                                                                                                                                                                                                          |

# Processing Retroactive Benefits and Deductions

## Understanding Retroactive Benefits and Deductions

A retroactive change to employee or benefit-related data has an effective date prior to the last confirmed pay end date of the employee's pay group. Retroactive changes to benefits and deductions might become necessary for a variety of reasons: late paperwork, data-entry errors, modified union contracts, and changes to employment laws, for example.

The Manage Base Benefits business process retroactive benefits and deduction features flag these events internally and create retroactive benefit/deduction requests that you can view by employee.

Triggers for individual events and mass events are defined differently. The system identifies individual events without any user intervention, while mass event processing occurs only by user request.

### Note

Retroactive benefits and deductions features are available only if you also use PeopleSoft Payroll for North America. Payroll for North America processes are used to calculate retroactive benefits and deductions and to load retroactive benefit/deduction totals to payroll.

## Triggering Individual Retroactive Benefit/Deduction Requests

Retroactive changes to the following pages and fields trigger PeopleCode to automatically generate an individual retroactive benefit/deduction request:

| Application Component | Page                      | Trigger Fields        |
|-----------------------|---------------------------|-----------------------|
| Employee Pay Data     | General Deduction Data    | All fields            |
| Enroll in Benefits    | Health Benefits           | All fields            |
| Enroll in Benefits    | Life AD/D Elections       | All fields            |
| Enroll in Benefits    | Disability Benefits       | All fields            |
| Enroll in Benefits    | Vacation Benefits         | All fields            |
| Enroll in Benefits    | Assign to Benefit Program | All fields            |
| Job Data              | Work Location             | <b>Effective Date</b> |



| Application Component | Page                          | Trigger Fields                                                                                |
|-----------------------|-------------------------------|-----------------------------------------------------------------------------------------------|
| Job Data              | Compensation                  | <b>Compensation Rate</b><br><b>Frequency</b><br><b>Change Amount</b><br><b>Change Percent</b> |
| Job Data              | Benefit Program Participation | All fields                                                                                    |

**Note**

With PeopleSoft Benefits Administration, retroactive changes can be made to the preceding pages and fields as a result of open enrollment or event maintenance. System requests for retroactive benefits and deductions are created exactly as if you had made these changes manually.

### (USF) Pages That Trigger Individual Retroactive Benefit and Deduction Requests

| Application Component   | Page                          | Trigger Fields                                                                                |
|-------------------------|-------------------------------|-----------------------------------------------------------------------------------------------|
| Employee Pay Data (USF) | General Deduction Data        | All fields                                                                                    |
| Enroll in Benefits      | Health Benefits               | All fields                                                                                    |
|                         | FEGLI Benefits                | All fields                                                                                    |
|                         | Assign to Benefit Program     | All fields                                                                                    |
| HR Processing USF       | Data Control                  | <b>Effective Date</b>                                                                         |
|                         | Compensation                  | <b>Pay Rate Determinant</b><br><b>Pay Basis</b><br><b>Base Pay</b><br><b>FEGLI Base</b>       |
|                         | Compensation                  | <b>Compensation Rate</b><br><b>Frequency</b><br><b>Change Amount</b><br><b>Change Percent</b> |
| Current Job             | Benefit Program Participation | All fields                                                                                    |

## Triggering Mass Retroactive Benefit/Deduction Requests

This section discusses how to trigger mass retroactive benefit/deduction requests.

### Page Used to Trigger Mass Retroactive Benefit/Deduction Requests

| Page Name                                          | Definition Name    | Usage                                                  |
|----------------------------------------------------|--------------------|--------------------------------------------------------|
| <a href="#">Process Mass Retro Deductions Page</a> | RUNCTL_RTRODEDMASS | Generates mass retroactive benefit/deduction requests. |

**Related Topics**

- [Setting Up Retroactive Benefits and Deductions](#)  
This section lists prerequisites and discusses how to set up retroactive benefits and deductions using the Retro Ben/Ded Program (RETRO\_DED\_TABLE) and Retro Ben/Ded Mass Request (RETRODED\_MASS\_RQST) components.

## Setting Up Mass Retroactive Benefit/Deduction Programs and Requests

Use the Process Mass Retro Deductions (process mass retroactive deductions) page (RUNCTL\_RTRODEDMASS) to set up:

- A mass retroactive benefit/deduction program.
- A mass retroactive benefit/deduction request with selection criteria that involve the benefit program changes.

**Related Topics**

- [Setting Up Retroactive Benefits and Deductions](#)  
This section lists prerequisites and discusses how to set up retroactive benefits and deductions using the Retro Ben/Ded Program (RETRO\_DED\_TABLE) and Retro Ben/Ded Mass Request (RETRODED\_MASS\_RQST) components.

## Process Mass Retro Deductions Page

Use the Process Mass Retro Deductions (process mass retroactive deductions) page (RUNCTL\_RTRODEDMASS) to generate mass retroactive benefit/deduction requests.

Navigation:

**Payroll for North America**, and then **Retroactive Payroll**, and then **Retro Benefits/Deductions**, and then **Process and Review Requests**, and then **Process Mass Retro Deductions**, and then **Process Mass Retro Deductions**

| Field or Control               | Description                                                                                                                                                                                                                                                   |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Pay Calendar Validation</b> | Select to validate that the selected employees are hired into a confirmed pay calendar before generating a request for them.<br><br>Deselect to select employees who have been placed in a special pay group that does not yet have a confirmed pay calendar. |

## Handling Duplicate Requests

A request that affects the same retroactive benefit/deduction information as a previous request is considered a duplicate request.

The duplicate resolution process differs, depending upon the types of request that are involved (individual or mass) and the status of the initial request.

**Individual Requests**

When the system encounters duplicate individual requests with different effective dates, it attempts to use the earlier date for processing.

When a duplicate individual request is triggered and the initial individual request is not processed, the system compares the effective dates of the two requests, keeps the request with the earlier effective date, and deletes the request with the later effective date.

If the initial request is calculated, the system compares the effective dates of the two requests, marks the previously calculated request *Not OK to Process*, sets the status to *Invalidated*, sets the Duplicate Flag to Y (yes), and gives the new request the earlier of the two effective dates.

### Mass Requests

For duplicate mass requests, the system checks the status of the initial request. If it is *Not Processed* or *Calculated*, the system marks both requests *Not OK To Process*. You will have to examine both requests and decide which one to run.

This process is also followed when one of the duplicate requests (either the original or the duplicate) is an individual request, while the other is a mass request.

### Related Topics

- [Reviewing and Updating Calculated Retroactive Benefits and Deductions](#)  
This section discusses how to review calculation details and override deduction totals.

## Viewing Retroactive Benefit/Deduction Requests

This section discusses how to view retroactive requests.

You can view requests by employee, mass retroactive request ID, effective date, or process status.

## Page Used to View Retroactive Benefit/Deduction Requests

| Page Name                                          | Definition Name    | Usage                                                                                                              |
|----------------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------|
| <a href="#">Retro Ben/Ded Request Summary Page</a> | RETRODED_RQST_SUMM | View retroactive benefit/deduction requests by employee, mass retro request ID, effective date, or process status. |

## Retro Ben/Ded Request Summary Page

Use the Retro Ben/Ded Request Summary (retroactive benefit/deduction request summary ) page (RETRODED\_RQST\_SUMM) to view retroactive benefit/deduction requests by employee, mass retro request ID, effective date, or process status.

Navigation:

**Payroll for North America**, and then **Retroactive Payroll**, and then **Retro Benefits/Deductions**, and then **Process and Review Requests**, and then **Retro Ben/Ded Request Summary**

This example illustrates the fields and controls on the Retro Ben/Ded Request Summary page. You can find definitions for the fields and controls later on this page.

## Retro Ben/Ded Request Summary

Employee ID FRG7125

Renee LaPerle

Employment Record Number 0

| Retroactive Deduction Requests Summary |            | Find   View All  | First 1 of 1 Last |
|----------------------------------------|------------|------------------|-------------------|
| Retro Effective Date                   | 01/01/1993 | Process End Date | 09/17/2001        |
| Retro Request Type                     | Ben Ded    | Mass Request ID  |                   |
| Retro Program ID                       | KU1        | Duplicate Flag   | N                 |
| Retro Ded Sequence Number              | 123936     | Process Flag     | Not Proc          |
| Plan Type                              | 20         | Deduction Code   |                   |
| Benefit Plan                           | FBASLF     |                  |                   |

| Field or Control                                                                     | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Retro Effective Date</b> (retroactive effective date) and <b>Process End Date</b> | Displays the date range for which retroactive benefits and deductions will be calculated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Retro Request Type</b> (retroactive request type)                                 | Displays the action that generated the request. Possible types include: <ul style="list-style-type: none"> <li>• <i>Benefit Deduction</i></li> <li>• <i>General Deduction</i></li> <li>• <i>Job Change</i></li> <li>• <i>Mass Request</i></li> </ul>                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Retro Program ID</b> (retroactive program ID)                                     | The retroactive benefit/deduction program against which the request is validated. Only one retroactive program ID is defined for individual requests, which are generated online. If the employee was selected through a mass request, the mass request's mass request ID is displayed.                                                                                                                                                                                                                                                                                                                                |
| <b>Duplicate Flag</b>                                                                | Automatically set to Y when a duplicate request is identified.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Retro Ded Sequence Number</b> (retroactive sequence number)                       | A system-assigned sequence number that links retroactive benefit/deduction requests with actual retroactive benefits and deductions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Process Flag</b>                                                                  | Indicates the processing status of the request. Values include: <ul style="list-style-type: none"> <li>• <i>Not processed:</i> The request has been triggered but no processing has occurred.</li> <li>• <i>Extracted:</i> The request is in the middle of the calculation process.</li> <li>• <i>Calculated:</i> The request has been successfully run through the calculation process.</li> <li>• <i>Loaded to Payroll:</i></li> <li>• <i>Invalidated:</i> The request is a duplicate individual request.</li> <li>• <i>Rejected:</i> The request cannot be processed because it contains incorrect data.</li> </ul> |
| <b>Plan Type</b>                                                                     | Appears only for requests that involve changes to general deduction and benefit plan information.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

| Field or Control      | Description                                                                      |
|-----------------------|----------------------------------------------------------------------------------|
| <b>Deduction Code</b> | Appears only for requests that involve changes to general deduction information. |
| <b>Benefit Plan</b>   | Appears only for benefit plan-related requests.                                  |

**Related Topics**

- [Setting Up Retroactive Benefits and Deductions](#)  
This section lists prerequisites and discusses how to set up retroactive benefits and deductions using the Retro Ben/Ded Program (RETRO\_DED\_TABLE) and Retro Ben/Ded Mass Request (RETRODED\_MASS\_RQST) components.

## Calculating Retroactive Benefits and Deductions

For each pay period after the process start date through the process end date, the retroactive benefit/deduction calculation process determines:

- The original benefit and deduction amounts.
- The retroactive benefit and deduction amounts.

This section discusses how to calculate retroactive benefits and deductions.

## Pages Used to Calculate Retroactive Benefits and Deductions

| Page Name                                           | Definition Name    | Usage                                                                                                                                             |
|-----------------------------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Calculate Retroactive Ben/Deds Page</a> | RUNCTL_RTRODEDCALC | Run the Retroactive Benefits and Deductions Process. Set up calculation processes for individual and mass retroactive benefit/deduction requests. |
| <a href="#">Viewing Error Messages</a>              | RETRODED_MESSAGES  | View error messages for the calculation process.                                                                                                  |

## Calculate Retroactive Ben/Deds Page

Use the Calculate Retroactive Ben/Deds (calculate retroactive benefit/deduction) page (RUNCTL\_RTRODEDCALC) to run the Retroactive Benefits and Deductions Process.

Set up calculation processes for individual and mass retroactive benefit/deduction requests.

Navigation:

**Payroll for North America**, and then **Retroactive Payroll**, and then **Retro Benefits/ Deductions**, and then **Process and Review Requests**, and then **Calculate Retroactive Ben/ Deds**, and then **Calculate Retroactive Ben/Deds**

This example illustrates the fields and controls on the Retro Ben/Ded Calculation page. You can find definitions for the fields and controls later on this page.

Retro Ben/Ded Calculation

Calculate Retroactive Ben/Deds

Run Control ID 1

Report Manager

Process Monitor

Run

Request Parameters

☐ Individual

Run

☐ All

or

Empl ID

or

☐ Mass

Run

☐ All

or

Mass Request ID

| Field or Control    | Description                                                                                                                                                                                                                                            |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Individual and Mass | Select to run an individual or a mass request. You can run all requests or a request that is associated with a specific ID.<br>To process several individual employees, set up multiple run controls for each, and then run the process several times. |

## Viewing Error Messages

Use the Retro Benefit/Ded Messages (retroactive benefit/deduction process) page (RETRODED\_MESSAGES) to view error messages for the calculation process.

Navigation:

**Payroll for North America**, and then **Retroactive Payroll**, and then **Retro Benefits/ Deduction**, and then **Process and Review Requests**, and then **Retro Benefit/Ded Messages**, and then **Retro Benefit/Ded Messages**

This example illustrates the fields and controls on the Retro Benefit/Ded Messages page. You can find definitions for the fields and controls later on this page.

Retro Benefit/Ded Messages

Employee ID

Employment Record Number 0

Company

Page Number 0

Pay End Date 01/01/2000

☐ Off Cycle

Retro Ded Sequence Number 123908

Pay Group

Line Number 0

Separate Check Number 0

Messages

Find | View All

First 1 of 1 Last

Message ID 008203

DescriptionRequest is rejected. No data available to do Retro Deductions.

Message Data J

You can select specific sets of error messages on this page. The system prompts you to search for error messages based on aspects of the retroactive benefit/deduction requests involved. For example, you can select error messages for retroactive benefit/deduction requests that have a specific company, pay group, and pay end date combination.

# Reviewing and Updating Calculated Retroactive Benefits and Deductions

This section discusses how to review calculation details and override deduction totals.

## Pages Used to Review and Update Calculated Retroactive Benefits and Deductions

| Page Name                                                                          | Definition Name  | Usage                                                                              |
|------------------------------------------------------------------------------------|------------------|------------------------------------------------------------------------------------|
| <a href="#">Update Retro Ded Calc Results Page</a>                                 | RETRODED_DEDS    | Review individual line items for each pay end date and override deduction amounts. |
| Retro Benefit/Ded Calc Summary (retroactive benefit/deduction calculation summary) | RETRODED_SUMMARY | View summaries of calculation totals.                                              |

## Update Retro Ded Calc Results Page

Use the Update Retro Ded Calc Results (update retroactive deduction calculation results) page (RETRODED\_DEDS) to review individual line items for each pay end date and override deduction amounts.

Navigation:

**Payroll for North America**, and then **Retroactive Payroll**, and then **Retro Benefits/ Deductions**, and then **Process and Review Requests**, and then **Update Retro Ded Calc Results**, and then **Update Retro Ded Calc Results**

This example illustrates the fields and controls on the Update Retro Ded Calc Results page. You can find definitions for the fields and controls later on this page.

### Update Retro Ded Calc Results

|                           |            |                          |
|---------------------------|------------|--------------------------|
| Employee ID               | B-R1ADCOV1 | <b>Jan retadcov1</b>     |
| Employment Record Number  | 0          | Retro Ded Effective Date |
| Retro Ded Sequence Number | 1          | Mass Retro Request ID    |
| Duplicate Flag            | N          | Status                   |
|                           |            | Not Processed            |

| Retroactive Deduction Data             |                  | Find   View All | First | 1 of 1 | Last |
|----------------------------------------|------------------|-----------------|-------|--------|------|
| Company                                | Benefit Program  |                 |       |        |      |
| Pay Group                              | Plan Type        |                 |       |        |      |
| Pay End Date                           | Benefit Plan     |                 |       |        |      |
| Page Number                            | Coverage Code    |                 |       |        |      |
| Line Number                            | Deduction Code   |                 |       |        |      |
| Override Ded Amount                    | Deduction Class  |                 |       |        |      |
| <input type="checkbox"/> OK To Process | Old Ded Amount   |                 |       |        | 0.00 |
| <input type="checkbox"/> Off Cycle     | New Ded Amount   |                 |       |        | 0.00 |
| <input type="checkbox"/> Exception     | Retro Ded Amount |                 |       |        | 0.00 |

| Field or Control                                                                                                                                                                      | Description                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Retroactive Deduction Data</b>                                                                                                                                                     | Results are broken up by pay end date and then further by deduction code and deduction classification.<br>Use the scroll arrow to see calculations for each available combination.                                                                                                                 |
| <b>Pay End Date</b>                                                                                                                                                                   | Derived from the employee's actual pay history, unless none exists. This can happen if the employee is a retroactive hire, for example. In these cases, the pay end date from the appropriate pay calendar is used.                                                                                |
| <b>Company, Pay Group, Benefit Program, Plan Type, Benefit Plan, Coverage Code, Deduction Code, Page Number</b> (page number), <b>Line Number</b> (line number), and <b>Off Cycle</b> | Populated with values from the employee's actual pay history.<br>If the employee has no pay history, the data is obtained from the job row that are effective for the selected record's pay end date. The page number and line number are set to zero, and the <b>Off Cycle</b> box is deselected. |
| <b>Old Ded Amount</b> (old deduction amount)                                                                                                                                          | Shows the actual amount that was calculated in the displayed pay period for the displayed deduction code and deduction class.                                                                                                                                                                      |
| <b>New Ded Amount</b> (new deduction amount)                                                                                                                                          | Shows the amount that should have been deducted, according to the current data.                                                                                                                                                                                                                    |



| Field or Control                                       | Description                                                                                                                                                                                                                        |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Override Ded Amount</b> (override deduction amount) | Enter a new amount to override the value in the <b>New Ded Amount</b> field.<br><b>Note:</b> For you to enter a new amount, the request must have reached <i>Calculation</i> status, but cannot have reached <i>Loaded</i> status. |
| <b>Retro Ded Amount</b> (retroactive deduction amount) | Displays the difference between the new and old deductions.                                                                                                                                                                        |
| <b>Exception</b>                                       | Selected for duplicate requests.                                                                                                                                                                                                   |
| <b>OK To Process</b>                                   | Selected for all requests that aren't duplicates.                                                                                                                                                                                  |

 **Note**

Use the scroll arrow to see calculation amounts for each deduction code/deduction classification combination.

### Related Topics

- [Handling Duplicate Requests](#)  
A request that affects the same retroactive benefit/deduction information as a previous request is considered a duplicate request.

## Loading Calculations into PeopleSoft Payroll for North America

This section discusses how to load calculations into PeopleSoft Payroll for North America.

### Page Used to Load Calculations into Payroll for North America

| Page Name                                  | Definition Name    | Usage                                                         |
|--------------------------------------------|--------------------|---------------------------------------------------------------|
| <a href="#">Load Retro Deductions Page</a> | RUNCTL_RTRODEDPSHT | Load retroactive benefit/deduction calculations into payroll. |

### Load Retro Deductions Page

Use the Load Retro Deductions (load retroactive deductions paysheets) page (RUNCTL\_RTRODEDPSHT) to load retroactive benefit/deduction calculations into payroll.

Navigation:

**Payroll for North America**, and then **Retroactive Payroll**, and then **Retro Benefits/ Deductions**, and then **Process and Review Requests**, and then **Load Retro Deductions**, and then **Load Retro Deductions**

 **Warning**

Before loading retroactive benefits and deductions to payroll, you must run Paysheet Creation to create paysheets with normal pay for this period.

You can load employee retroactive benefit calculations by pay run ID or by company, pay group, and pay end date. You can use either method to process an off-cycle pay run; use the pay run ID method for on-cycle pay runs.

 **Note**

Off-cycle payroll runs are generally used to handle one-time deduction refunds, and the resulting refunds are delivered on separate checks from the regular payroll checks that employees receive. You should process off-cycle retroactive benefits and deductions in conjunction with off-cycle retroactive pay processing. When you load benefits or deductions for a particular retroactive benefit/deduction program to Payroll for North America, the on-cycle or off-cycle selection here must match the selection for the same program on the Retroactive Benefit/Deduction Table.

Use the same pay run ID that you set up in your regular on-cycle or off-cycle pay run. The employees included under the ID must:

- Have already had their retroactive benefits and deductions calculated through the Retroactive Benefit/Deduction Calculation process.
- Have at least one of their calculated benefits and deductions marked *OK To Process* on the Retro Ben/Ded Calc page.

For the company, pay group, or pay end date method, if you leave a field empty, the system processes all appropriate values for that field during the load.

Select **Process Terminated Employees** to have paysheets created for employees who are receiving refunds and have been retroactively terminated.

For additional information, see product documentation for .

[Setting Up Retroactive Benefits and Deductions](#)

*PeopleTools: Process Scheduler*

*PeopleSoft HCM: Global Payroll US*

## Processing Payroll for Retroactive Benefits and Deductions

After calculations are loaded, Payroll for North America processes the retroactive benefits and deductions in the next payroll cycle. Retroactive benefits and deductions owed to the employer are collected by way of arrears processing. You can use the arrears processing pages to control how much money is deducted from employee paychecks.

For on-cycle processing, retroactive benefits that are owed to the employee are reimbursed in the next paycheck. If you have used off-cycle processing, refunds are delivered in a separate check.

**Note**

You can use the Retro Ben/Ded Review page to review the results of the Retroactive Benefit/Deduction Payroll Load process at any time after it has been run. The status of the request is *Loaded to Payroll*.

**Related Topics**

- [Setting Up Retroactive Benefits and Deductions](#)  
This section lists prerequisites and discusses how to set up retroactive benefits and deductions using the Retro Ben/Ded Program (RETRO\_DED\_TABLE) and Retro Ben/Ded Mass Request (RETRODED\_MASS\_RQST) components.

# Managing Multiple Jobs

## Understanding Multiple Jobs

Many organizations have employees who work in more than one job at the same time. Calculating benefit deductions and determining benefit eligibility requires special considerations. When an employee is hired into another position, use the Add New Assignment page in PeopleSoft HRAdminister Workforce. Each job is assigned an employee record number and a benefit record number.

A benefit record number is used to group several jobs together for benefit purposes. Each employee record number is unique. However, a benefit record number can be assigned to multiple employee record numbers.

- If the new job entitles the employee to a new set of concurrent benefits, use a new benefit record number.
- If the job does not entitle the employee to new benefits, use an existing benefit record number.

Each benefit record number must have a designated primary job. The primary job is used to process benefit information.

- Service and termination dates are pulled from the primary job and used by the deduction processes.
- During deduction processing, the primary job determines when to take a deduction from an employee's check.



### Warning

Do not confuse the benefits-related primary job with the primary/secondary job indicator found on the Job Data pages. These are separate fields with very different functionality.

For PeopleSoft Benefits Administration, the primary job is used to:

- Supply company and BAS (Benefits Administration) group data to the processing schedule. If a schedule specifies a particular BAS group ID, then the BAS group ID of the primary job within a benefit record number determines whether that employee's benefit record number is processed by the schedule.
- Determine how credits (additional pay) for benefits are paid.

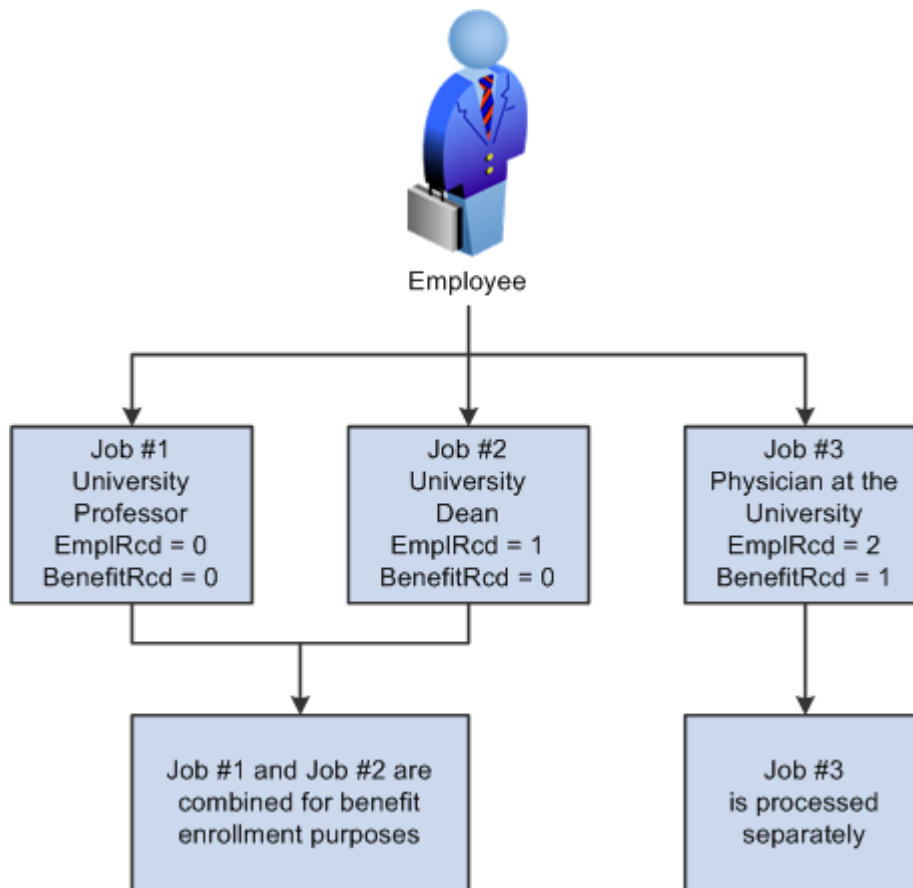
You need to determine how to group jobs for calculating benefit deductions or determining benefit eligibility. For example, suppose a professor has three jobs:

- A dean at a college.
- A faculty member at the college.
- A physician at a hospital associated with the college.

When the professor's job data is entered in Administer Workforce, the system updates the Primary Jobs Table with information regarding the relationships between jobs and their benefit groups. For example, the following attributes might result:

| Job Description | Employee Record Number | Benefit Record | Primary Job Indicator | Include for Eligibility | Include for Deductions |
|-----------------|------------------------|----------------|-----------------------|-------------------------|------------------------|
| Professor       | 0                      | 0              | Yes                   | Yes                     | Yes                    |
| Dean            | 1                      | 0              | No                    | Yes                     | Yes                    |
| Physician       | 2                      | 1              | Yes                   | Yes                     | Yes                    |

The following diagram shows the employee's three jobs and two benefit records. The first two jobs as a university professor and university dean share the same benefit record number for benefit enrollment purposes. However, the third job as a physician at the university has its own unique benefit record number and therefore the job is processed separately from the other jobs. Each benefit record corresponds to a set of benefits enrollments:



You can set default rules on the Multiple Jobs Options page to determine the setting and management of these options automatically for hires, rehires, and terminations.

### Related Topics

- PeopleSoft Human Resources Administer Workforce: Understanding Job Data

- [Setting Up Multiple Jobs](#)  
To set up multiple job features, use the Multiple Job Options (BAS\_MJ\_OPTIONS\_PGP) component.

## Changing Benefit Record Numbers

You should not change the benefit record number of an existing job. Doing so invalidates primary job indicators on the effective-dated Primary Jobs Table and can result in erroneous processing within PeopleSoft Benefits Administration and PeopleSoft Payroll for North America, which may lead to abnormal termination of some processes.

Whenever changes are made through the Job Data, Assign Additional Jobs, or Current Job components, the system verifies that only one job within a given benefit record is designated as the primary job. If the system finds a problem, such as no primary job or multiple primary jobs, a worklist entry tells the benefits administrator to run the Primary Jobs Audit Report.

### Related Topics

- [Setting Up Multiple Jobs](#)  
To set up multiple job features, use the Multiple Job Options (BAS\_MJ\_OPTIONS\_PGP) component.

## Understanding Multiple Jobs Data and Calculating Deductions

To calculate deductions for multiple jobs, the system needs to know the job or jobs that contribute salary information for calculating the deduction or coverage amount for salary-based plans.

To keep track of this information, the system uses the:

- Primary Jobs Table, which is automatically maintained whenever a job is added using the Add New Assignment page or whenever a job is terminated or rehired. This table indicates whether a job is:
  - Included for Benefits Administration eligibility processing.
  - Included in the deduction calculation.
  - The primary job.
- Multiple Jobs Options Table, which holds the rules that are used to automatically set the flags in the Primary Jobs Table in response to a hire, rehire, or termination. You can override these flags on the Primary Jobs Maintenance page.
- Calculation rules, which specify how to add the employee's jobs together during the deduction calculation process.

Even if Multiple Jobs processing is not enabled, the system populates the Primary Jobs Table whenever employees are hired; you then have a base of primary job data if you later decide to enable multiple jobs.

## Understanding Calculation Rules

The calculation rules specify how to group jobs when calculating deductions based on an employee's salary. The following fields determine deduction or coverage amounts for salary-based plans:

- **Combine Salaries** check box on the Calculation Rules Table.
- **Grouping Method** on the Calculation Rules Table.

- **Deductions** check box on the Primary Jobs Table.

The primary job indicator controls the frequency of benefit deductions. Nonearnings-based benefit deductions (for example, rate-based deductions) are taken only when the primary job for the enrollment's benefit record is part of the payroll calculation. Benefit deductions that are based upon actual employee earnings, such as savings, retirement, or pension plans, are taken according to how those plans are set up, or in some cases, according to the contribution method—either percentage of earnings or a flat amount—that the employee selects upon enrollment.

- If the contribution is based on a percentage, the deduction is taken on every check that the employee receives for all jobs for the benefit record associated with the enrollment.
- If the contribution is based on a flat amount, the deduction is taken only when the primary job for the enrollment benefit record is paid.

### Summary of Calculating Deductions by Plan Type

Here's how these fields are used to calculate coverage and deductions for each plan type series:

| Plan Type       | Basis/Type                             | Usage                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Health (1x)     | Flat amount or compensation rate based | To calculate the premium if a Salary Rate Table is specified, salaries are combined using the Include flag for each job along with the combination parameters on the Calculation Rule Table.                                                                                                                                                                             |
| Life/AD&D (2x)  | Flat amount or compensation rate based | <p>If the coverage is based upon a factor of salary, salaries are combined using the Include flag for each job along with the combination parameters on the Calculation Rule Table.</p> <p>If a Salary Rate table is specified, salaries are combined using the Include Flag along with the combination parameters on the calculation rule to calculate the premium.</p> |
| Disability (3x) | Flat amount or compensation rate based | <p>To determine coverage, salaries are combined using the Include flag for each job along with the combination parameters on the Calculation Rule Table.</p> <p>To calculate the premium if a Salary Rate table is specified, salaries are combined using the Include flag for each job along with the combination parameters on the Calculation Rule Table.</p>         |

| Plan Type       | Basis/Type                    | Usage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Savings (4x)    | Flat amount or earnings-based | <p>The combination parameters on the Calculation Rules Table, as well as the Include for Deductions flag, are ignored: all jobs within the benefit record contribute earnings to the deduction and limits.</p> <p>Savings plans contributions can be expressed as either a flat amount or a percentage of eligible earnings (controlled by special accumulators). Contributions expressed as a percentage of eligible earnings are calculated based upon the earnings from all jobs in the enrollment's benefit record number in the current check, without regard to the setting of the Include flag for each job. Limits are determined using year-to-date deductions across all benefit record numbers.</p> |
| Leave (5x)      | NA                            | Not applicable. No coverage amount or deduction exists with these plans.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| FSA (6x)        | Flat amount                   | Not applicable. No coverage amount exists, and deductions are not based upon salary or earnings.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Retirement (7x) | Earnings-based                | <p>The combination parameters on the Calculation Rules Table, as well as the Include for Deductions flag, are ignored: all jobs within the benefit record contribute earnings to the deduction.</p> <p>Contributions are expressed as a percentage of eligible earnings (controlled by a special accumulator), and are calculated based upon the earnings from all jobs in the enrollment's benefit record number, in the current check. Limits (if any) are determined using year-to-date deductions across all benefit record numbers.</p>                                                                                                                                                                   |



| Plan Type              | Basis/Type     | Usage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pension (8x)           | Earnings-based | <p>The combination parameters on the Calculation Rules Table, as well as the Include for Deductions flag, are ignored: all jobs within the benefit record contribute earnings to the deduction.</p> <p>Contributions expressed as a percentage of eligible earnings are calculated based upon the earnings from all jobs in the enrollment's benefit record number, in the current check. Limits (if any) are determined using year-to-date deductions across all benefit record numbers.</p> |
| Vacation Buy/Sell (9x) | CompRate-based | <p>Calculation rules are not used for these plans, and the Include flag is ignored. The cost is calculated by adding compensation rates across all active jobs in the enrollment's benefit record number.</p>                                                                                                                                                                                                                                                                                 |

#### Related Topics

- [Setting Up Benefit Rates](#)  
To set up benefit rates, use the Benefit Rate Types (BN\_RATE\_TYPE) and Benefit Rates (BN\_RATE\_TABLE) components.
- [Setting Up Calculation Rules](#)  
To set up calculation rules, use the Calculation Rules Table (CALC\_RULES\_TABLE) component.

## Changing Primary Job Data

Changing an employee's primary job indicator, Include for Eligibility flag, or Include for Deductions flag can affect deduction calculation and processing, and benefit eligibility in Benefits Administration. This section describes how to change an employee's primary job data.

### Pages Used to Change Primary Job Data

| Page Name                                       | Definition Name  | Usage                                                                                                                                                                |
|-------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Maintain Primary Job Flags Page</a> | BN_PRIJOBS_MAINT | Change primary job data. Change an employee's primary job indicator, the <b>Include Eligibility</b> check box, and the <b>Include Deductions</b> check box manually. |
| <a href="#">Job Data Page</a>                   | BN_ADDL_DATA_INQ | View job details.                                                                                                                                                    |

# Maintain Primary Job Flags Page

Use the Maintain Primary Job Flags page (BN\_PRIJOBS\_MAINT) to change primary job data. Change an employee's primary job indicator, the Include Eligibility check box, and the Include Deductions check box manually.

Navigation:

**Benefits**, and then **Maintain Primary Jobs**, and then **Maintain Primary Job Flags**, and then **Maintain Primary Job Flags**

This example illustrates the fields and controls on the Maintain Primary Job Flags page. You can find definitions for the fields and controls later on this page.

## Maintain Flags

Employee ID

B-BU131

Maxine Ratliff

Currently Displayed Effective Date set 04/01/1999

Browse Primary Job History by Effective Date

⏪ ⏩ ⏴ ⏵

Insert New Effdt

Primary Job Flags Maintenance

Personalize | Find |

First 1 of 1 Last

| Job Data | Employment Record | *Effective Date | Benefit Record Number | Primary Job                         | Include Eligibility                 | Include Deductions                  |  |
|----------|-------------------|-----------------|-----------------------|-------------------------------------|-------------------------------------|-------------------------------------|--|
| Detail   |                   | 0 04/01/1999    | 0                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |

Because the settings on this page are critical to the proper operation of Benefits Administration and Payroll for North America, PeopleCode handles most of the data manipulation in the database.

Use the forward and reverse buttons to navigate through the different effective dates for which changes to the primary jobs data have occurred. Add a new row to change the primary job designation. When you save the page, PeopleCode turns off the primary job designation of the previously designated job and ensures that all of the rules for data integrity are maintained.

| Field or Control    | Description                                                                                                                                                          |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Data and Detail | Click <b>Detail</b> to view additional job information in the Job Data page.                                                                                         |
| Primary Job         | Select this check box if you want this job to be flagged as the primary job for this benefit record number.                                                          |
| Include Eligibility | For Benefits Administration only. Select this check box if you want this job to be included by the system when it is determining the employee's benefit eligibility. |
| Include Deductions  | Select this check box if you want this job to be included when the system calculates the employee's benefit deduction and coverage.                                  |

**Note**

If you change the **Primary Job** or the **Include Deductions** check boxes and Retro Deductions is activated, the system creates a retro/deduction trigger.

## Job Data Page

Use the Job Data page (BN\_ADDL\_DATA\_INQ) to view job details.

Navigation:

Click the **Detail** link on the Maintain Flags page.

This example illustrates the fields and controls on the Job Data page. You can find definitions for the fields and controls later on this page.

### Job Data

#### Additional Job Data

|                 |                         |                |            |
|-----------------|-------------------------|----------------|------------|
| Empl ID         | B-BU131                 | Maxine Ratliff |            |
| Empl Record     | 0                       | Effective Date | 04/01/1999 |
| Standard Hours  | 40.00                   | FTE            | 1.000000   |
| Payroll Status  | Active                  |                |            |
| Position        |                         |                |            |
| Department      | B009                    |                |            |
| Location Code   | B-001                   |                |            |
| Job Code        | B1007                   |                |            |
| Ben Status      | Active                  |                |            |
| Benefits System | Benefits Administration |                |            |

The system displays the job information that is in effect as of the effective date of the selected primary jobs entry.

## Automatically Building Primary Job Data for Multiple Employees

When you have established your employee population in the database (Personal Data, Employment, and Job tables have been loaded), use the Primary Job Utility to automatically build primary job data for one or more employees. Run the Primary Job Utility process whenever you add a new employee population to the database through an external interface or database load (such as when implementing employee groups in phases or acquiring another company).

 **Note**

When you upgrade your PeopleSoft database from a previous release, the primary jobs information is automatically built as part of the upgrade process. You do not need to run this utility after an upgrade unless you have added more employees to the database through an external interface after performing the upgrade.

Page Used to Automatically Build Primary Job Data for Multiple Employees

| Page Name                                      | Definition Name | Usage                                                               |
|------------------------------------------------|-----------------|---------------------------------------------------------------------|
| <a href="#">Rebuild Primary Job Flags Page</a> | RUNCTL_BEN500   | Automatically build primary job information for multiple employees. |

Rebuild Primary Job Flags Page

Use the Rebuild Primary Job Flags page (RUNCTL\_BEN500) to automatically build primary job information for multiple employees.

Navigation:

**Benefits**, and then **Maintain Primary Jobs**, and then **Rebuild Primary Job Flags**, and then **Rebuild Primary Job Flags**

This example illustrates the fields and controls on the Rebuild Primary Job Flags page. You can find definitions for the fields and controls later on this page.

Rebuild Primary Job Flags

Run Control ID PS Report Manager Process Monitor

Run

Report Request Parameter(s)

\*Run Option

Employees Specified in List

Clear Employee List

Employee List

Personalize | Find | View All |  

First 1 of 1 Last

| Empl ID | Name           |                                   |
|---------|----------------|-----------------------------------|
| KU0010  | Antonio Santos | <div><div></div><div></div></div> |

When the utility runs, it deletes all existing data for the indicated employee population (if any) in the Primary Jobs Table. For each employee, the utility makes a new effective-dated entry, assigning the primary job designation to the lowest active employee record within a benefit record number. Primary job information is created for a time span bounded by the earliest and latest job effective dates for all jobs within a benefit record. If all jobs within a benefit record are terminated, the job with the lowest employee record is designated as the primary job.

 **Warning**

All manual changes made through the Maintain Flags page for the selected employee population are lost, because the complete primary job history is rebuilt for each employee.

| Field or Control  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Run Option</b> | <p>Specify which employees to process:</p> <p><i>Employees Specified in List:</i> Enter one or more employee IDs in the <b>Employee List</b> group box.</p> <p><i>All Employees in the Database:</i> Select to specify that all employees in the Personal Data Table be processed.</p> <p><i>Employees in a PS Table:</i> Enter the name of any PeopleSoft table that is defined in the Application Designer and contains an <b>Employee ID</b> field.</p> <p><i>Employees in a non-PS Table:</i> Enter the name of a non-PeopleSoft table that contains an <b>Employee ID</b> field.</p> |

# Sending Benefit Information

## Understanding Benefit Data Extraction

Just as you provide information to employees regarding provider benefit plans, you also provide information to benefit providers about employee changes to plan elections.

Similarly, federal agencies send changes in health plan elections to the OPM.

To send benefits data to providers:

1. Specify the information to extract from your database.
2. Run the Enrollment Reporting Snapshot program to extract the data and write it to the snapshot tables: BN\_SNAP\_PER, BN\_SNAP\_JOB, and BN\_SNAP\_PLAN.  
Run this step only once per reporting period and generate all of your extracts from a single snapshot.
3. Create carrier extract files for your benefit providers.
4. Review the data in the snapshot tables or review a log that contains the date and time that the Enrollment Reporting Snapshot, Carrier Extract, and Carrier Interface Supplier Integration processes were run.

## Specifying the Data to Extract

To define what data to extract, use the Enrollment Snapshot Options (BN\_SNAP\_CONFIG) component.

You can extract benefit plan types and other benefit-related information, such as deduction amounts, life and disability coverages, implied terminations, and the original enrollment date.

## Page Used to Specify Data to Extract

| Page Name                                        | Definition Name | Usage                                     |
|--------------------------------------------------|-----------------|-------------------------------------------|
| <a href="#">Enrollment Snapshot Options Page</a> | BN_SNAP_CONFIG  | Define data to extract from the database. |

## Enrollment Snapshot Options Page

Use the Enrollment Snapshot Options page (BN\_SNAP\_CONFIG) to define data to extract from the database.

Navigation:

**Set Up** , and then **Product Related**, and then **Base Benefits**, and then **Enrollment Snapshot Options**, and then **Enrollment Snapshot Options**

This example illustrates the fields and controls on the Enrollment Snapshot Options page. You can find definitions for the fields and controls later on this page.

## Enrollment Snapshot Options

| Plan Types to Include                          |                                                |                                                       |
|------------------------------------------------|------------------------------------------------|-------------------------------------------------------|
| <input checked="" type="checkbox"/> Health     | <input checked="" type="checkbox"/> Life       | <input checked="" type="checkbox"/> FSA               |
| <input checked="" type="checkbox"/> Savings    | <input checked="" type="checkbox"/> Pension    | <input checked="" type="checkbox"/> Vacation Buy/Sell |
| <input checked="" type="checkbox"/> Retirement | <input checked="" type="checkbox"/> Disability | <input checked="" type="checkbox"/> Simple Benefits   |

| Processing Options                                                 |                                                                    |
|--------------------------------------------------------------------|--------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Include Payroll Deduction Info | <input checked="" type="checkbox"/> Calculate Life/Disability Covg |
| <input checked="" type="checkbox"/> Include Implied Terminations   | <input checked="" type="checkbox"/> Include Original Enrollment Dt |
| <input checked="" type="checkbox"/> Include Implied Dependent Term |                                                                    |

| Field or Control                                                              | Description                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Plan Types to Include</b>                                                  | <p>Select only the plan types for which you will create a carrier interface extract or transmit data to the Carrier Interface Supplier Integration process in eBenefits.</p> <p><b>Note:</b> If you are running the snapshot process only to create a HIPAA EDI 834 file, check only the Health plan type to reduce the time necessary to populate the Snapshot tables.</p>                      |
| <b>Include Payroll Deduction Info</b> (include payroll deduction information) | Select to include the last deduction taken and the pay end date for each enrollment.                                                                                                                                                                                                                                                                                                             |
| <b>Calculate Life/Disability Covg</b> (calculate life/disability coverage)    | Select to have the Enrollment Reporting Snapshot process calculate coverage for life and disability plans using the plan definitions, calculation rules, and employee's compensation rate or annual benefits base rate.                                                                                                                                                                          |
| <b>Include Implied Term</b> (include implied terminations)                    | <p>Select to include enrollments that are no longer valid because the participant has enrolled in another plan type, waived coverage, or transitioned to COBRA coverage.</p> <p><b>Note:</b> You use this field whenever a carrier requires a positive notification of a termination or plan change (some carriers can detect these events simply by noticing a previous enrollment record).</p> |

| Field or Control                                                         | Description                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Include Implied Dependent Terminations</b>                            | Select to create termination records for dependents in the snapshot and report them in the HIPPA file when a termination of an employee also terminated the dependent or when new coverage has been added for an employee and a dependent who was previously covered has been dropped from coverage.<br><b>Note:</b> You must select <b>Include Implied Employee Terminations</b> , for <b>Include Implied Dependent Termination</b> to be functional. |
| <b>Include Original Enrollment Dt</b> (include original enrollment date) | Select to include an employee's earliest continuous enrollment date in the current, active plan. This applies only to employee-level enrollments and allocations. Changes to coverage codes in health plans, employee-specified coverage amounts in life and disability plans, or employee contribution amounts do not constitute a change in plan.<br>This field applies to employees and dependents.                                                 |

## Running the Enrollment Reporting Snapshot Process

The Enrollment Reporting Snapshot process extracts data that you specified on the Enrollment Snapshot Options page from the database and writes it to the BN\_SNAP\_PER, BN\_SNAP\_JOB, and BN\_SNAP\_PLAN tables. Each time that you run the Enrollment Reporting Snapshot process, the data in the snapshot tables is cleared and new information is written.

Every time that the Enrollment Reporting Snapshot or Carrier Report processes are run, a record is written to the BN\_SNAP\_HIST table. You can review this log using the Review Interface Run History page.

This section provides an overview of database record layout details and lists the pages used to run the Enrollment Reporting Snapshot process.

## Pages Used to Run the Enrollment Reporting Snapshot Process

| Page Name                   | Definition Name  | Usage                                                                                                                                                         |
|-----------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Refresh Benefits Snapshot   | RUN_BEN100A      | Extract information from the Manage Base Benefits business process tables into the BN_SNAP_PER, BN_SNAP_JOB, and BN_SNAP_PLAN tables.                         |
| Review Snapshot Run History | BN_SNAP_HIST     | Review a history of when the Enrollment Reporting Snapshot, the Carrier Interface Extract, and the Carrier Interface Supplier Integration processes were run. |
| Snapshot History Detail     | BN_SNAP_HIST_DTL | Review additional information about the history record.                                                                                                       |



| Page Name                   | Definition Name  | Usage                                                                               |
|-----------------------------|------------------|-------------------------------------------------------------------------------------|
| Review Snapshot Information | BN_SNAP_PLAN     | Review the information extracted by the Enrollment Reporting Snapshot process.      |
| Enrollment Snapshot Detail  | BN_SNAP_PLAN_DTL | View additional information regarding the selected enrollment or allocation record. |

## Understanding Database Record Layout Details

The following tables are populated by the Enrollment Reporting Snapshot process and used by the Carrier Interface Extract and Carrier Interface Supplier Integration processes. You need this information when creating a provider-specific SQR (Structured Query Report) extract.

### BN\_SNAP\_PER

This table includes one row per participant (employee, dependent/beneficiary, and so on).

| COLUMN            | KEY | NOTES                                                                                                                                                    |
|-------------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| EMPLID            | Yes |                                                                                                                                                          |
| DEPENDENT_BENEF   | Yes | Blank for employees. Populated for dependents and beneficiaries.                                                                                         |
| EFFDT             | No  | The as of date specified by the user on the run control page. The value is the same for every row. Simplifies finding related displays and descriptions. |
| NAME              |     |                                                                                                                                                          |
| LAST_NAME         | Alt |                                                                                                                                                          |
| FIRST_NAME        |     |                                                                                                                                                          |
| NAME_PREFIX       |     |                                                                                                                                                          |
| NATIONAL_ID       |     | Primary national ID. If the employee, dependent, or beneficiary has not been assigned a primary ID, the field is blank.                                  |
| BIRTHDATE         |     |                                                                                                                                                          |
| SEX               |     |                                                                                                                                                          |
| RELATIONSHIP      |     | Blank for employees.                                                                                                                                     |
| SMOKER            |     | Y/N                                                                                                                                                      |
| STUDENT           |     | Y/N; Applies only to dependents and beneficiaries.                                                                                                       |
| STUDENT_STATUS_DT |     | Applies only to dependents and beneficiaries.                                                                                                            |
| DISABLED          |     | Applies only to dependents and beneficiaries.                                                                                                            |
| COUNTRY           |     |                                                                                                                                                          |

| COLUMN        | KEY | NOTES |
|---------------|-----|-------|
| ADDRESS1      |     |       |
| ADDRESS2      |     |       |
| ADDRESS3      |     |       |
| ADDRESS4      |     |       |
| CITY          |     |       |
| NUM1          |     |       |
| NUM2          |     |       |
| HOUSE_TYPE    |     |       |
| ADDR_FIELD1   |     |       |
| ADDR_FIELD2   |     |       |
| ADDR_FIELD3   |     |       |
| COUNTY        |     |       |
| STATE         |     |       |
| POSTAL        |     |       |
| GEO_CODE      |     |       |
| IN_CITY_LIMIT |     |       |
| HOME_PHONE    |     |       |

**BN\_SNAP\_JOB**

One row exists per employee/benefit record/COBRA event; no rows exists for dependents and beneficiaries. For an employee with multiple jobs, all job-related information is taken from the employee's primary job for the indicated benefit record.

| COLUMN          | KEY | NOTES                                                                                                                                      |
|-----------------|-----|--------------------------------------------------------------------------------------------------------------------------------------------|
| EMPLID          | Yes |                                                                                                                                            |
| BENEFIT_RCD_NBR | Yes |                                                                                                                                            |
| COBRA_EVENT_ID  | Yes | Nonzero indicates a COBRA enrollment event for this employee ID/benefit record number.                                                     |
| EMPL_RCD        |     | Primary job as of the date entered on the run control page.                                                                                |
| JOB_EFFDT       |     | Effective date of the primary job on the Job table.                                                                                        |
| JOB_EFFSEQ      |     | Effective sequence of the primary job on the Job table.                                                                                    |
| EFFDT           | No  | The as of date entered on the run control page. The value is the same for every row. Simplifies finding related displays and descriptions. |
| SERVICE_DT      |     | Primary job.                                                                                                                               |
| BENEFIT_PROGRAM |     |                                                                                                                                            |

| COLUMN         | KEY | NOTES                                  |
|----------------|-----|----------------------------------------|
| COMPANY        |     | Primary job.                           |
| PAYGROUP       |     | Primary job.                           |
| CURRENCY_CD    |     | Currency code for the benefit program. |
| PAY_SYSTEM_FLG |     | Primary job.                           |

**BN\_SNAP\_PLAN**

This table includes one row per employee-level enrollment and one row per dependent/beneficiary attachment to an enrollment.

| Column          | Key | Notes                                                                                                                                                                                              |
|-----------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EMPLID          | Yes |                                                                                                                                                                                                    |
| DEPENDENT_BENEF | Yes | A blank entry indicates an employee-level enrollment. A populated entry indicates a dependent enrollment or beneficiary allocation.                                                                |
| BENEFIT_RCD_NBR | Yes | This is the EMPL_RCD field from the enrollment pages.                                                                                                                                              |
| COBRA_EVENT_ID  | Yes | A nonzero entry indicates a COBRA event for this employee ID/benefit record number.                                                                                                                |
| PLAN_TYPE       | Yes |                                                                                                                                                                                                    |
| COVERAGE_ELECT  | Yes | Must be a key to allow for implied terminations.                                                                                                                                                   |
| EFFDT           | No  | The as of date specified by the user on the run control page. The value is the same for every row. Simplifies finding related displays and descriptions.                                           |
| BENEFIT_PLAN    |     | Coverage_Elect = E indicates an enrollment.<br>Coverage_Elect = T indicates that the plan is being terminated.<br>If the field is blank and Coverage_Elect = T or W, no prior enrollment was made. |
| SETID           |     | Comes from the benefit plan definition. It is blank for 7x plans.                                                                                                                                  |
| VENDOR_ID       |     | Blank for 7x plans.                                                                                                                                                                                |
| GROUP_NBR       |     | Blank for 7x plans.                                                                                                                                                                                |
| COVRG_CD        |     | Applies only to 1x plan types.                                                                                                                                                                     |
| LIFE_ADD_COVRG  |     | Applies only to 2x plan types. This is the code from the plan definition, not an employee enrollment.                                                                                              |

| Column             | Key | Notes                                                                                                                                                                                                                                                                                                                           |
|--------------------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COVERAGE_BEGIN_DT  |     | For enrollments, indicates the first day of coverage. For terminations, indicates the first day that coverage is no longer in effect.                                                                                                                                                                                           |
| COVERAGE_ELECT_DT  |     | Indicates the date that this enrollment/termination was entered into the system.                                                                                                                                                                                                                                                |
| DEDUCTION_BEGIN_DT |     | For enrollments, indicates the first day that deductions and credits are in effect. For terminations, it indicates the first day that deductions and credits should stop.                                                                                                                                                       |
| ENROLLMENT_DT      |     | Original enrollment date (coverage begin date) for this plan. This is the earliest continuous coverage begin date for this same benefit plan, ignoring change of coverage code (1x) and coverage amount (2x). Populated only if the INCLUDE_ORIG option is selected, and only for employee-level rows where COVERAGE_ELECT = E. |
| ANNUAL_PLEDGE      |     | Applies only to 6x plan types.                                                                                                                                                                                                                                                                                                  |
| FLAT_DED_AMT       |     | Applies only to 4x plan types. Zero if employee is not contributing on a before-tax basis or contributing a percent of earnings.                                                                                                                                                                                                |
| PCT_GROSS          |     | Applies only to 4x plan types. Zero if employee is not contributing on a before-tax basis or contributing a flat amount.                                                                                                                                                                                                        |
| FLAT_DED_AMT_ATA   |     | Applies only to 4x plan types. Zero if employee is not contributing on an after-tax basis or contributing a percent of earnings.                                                                                                                                                                                                |
| PCT_GROSS_ATA      |     | Applies only to 4x plan types. Zero if employee is not contributing on an after-tax basis or contributing a flat amount.                                                                                                                                                                                                        |
| VOLUNTARY_AMT      |     | Applies only to 8x plan types. Zero if employee is not contributing a voluntary flat amount or is contributing a voluntary percentage of earnings.                                                                                                                                                                              |

| Column             | Key | Notes                                                                                                                                                            |
|--------------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VOLUNTARY_PCT      |     | Applies only to 8x plan types. Zero if employee is not contributing a voluntary percentage of earnings or is contributing a voluntary flat amount.               |
| VACN_HOURS         |     | Applies only to 9x plan types.                                                                                                                                   |
| VACN_BUY_FLAT_AMT  |     | Applies only to 9x plan types.                                                                                                                                   |
| VACN_SELL_FLAT_AMT |     | Applies only to 9x plan types.                                                                                                                                   |
| BENEF_PCT          |     | Applies only to beneficiary records in plan types 2x, 4x, or 8x. Zero if the beneficiary allocation is a flat amount.                                            |
| FLAT_AMOUNT        |     | See the Flat Amount Field section following this table.                                                                                                          |
| FACTOR_XSALARY     |     | Applies only to employee records for 2x plan types. This field contains the salary factor coverage defined at either the plan level or employee level.           |
| EXCESS             |     | Applies only to 2x, nondependent plans and 8x dependent records. A Y in the field indicates that this beneficiary is to receive any excess benefit distribution. |
| CONTINGENT         |     | Applies only to 2x, nondependent plans and 8x dependent records. A Y in the field indicates that this beneficiary is a contingent beneficiary.                   |
| DED_CUR            |     | The amount of the last payroll deduction calculated for this enrollment. This field is populated only if INCLUDE_DED is selected.                                |
| PAY_END_DT         |     | The pay end date of the last payroll deduction calculated for this enrollment. This field is populated only if INCLUDE_DED is selected.                          |

| Column           | Key | Notes                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CALCULATED_BASE  |     | Applies only to 2x and 3x plans and only if Calculate Life/Disability Covg is selected on the Enrollment Snapshot Options page. This field is zero for dependents and beneficiaries and for employees with Sum of Dependent Coverage elections for Dependent Life/AD&D plans. This field indicates the calculated benefit amount with respect to coverage minimum/maximum, multiple jobs, and rounding rules for coverage purposes. |
| PREMIUM_BASE     |     | Applies only to 2x and 3x plans and only if Calculate Life/Disability Covg is selected on the Enrollment Snapshot Options page. This field is zero for dependents and beneficiaries and for employees with Sum of Dependent Coverage elections for dependent life/AD&D plans. This field indicates the calculated benefit amount with respect to coverage minimum/maximum, multiple jobs, and rounding rules for premium purposes.  |
| HLTH_PROVIDER_ID |     | Applies only to 1x plan types. This field indicates the primary care physician.                                                                                                                                                                                                                                                                                                                                                     |
| PREVIOUSLY_SEEN  |     | Applies only to 1x plan types.                                                                                                                                                                                                                                                                                                                                                                                                      |
| DEPBEN_RIDER_FLG |     | Applies only to dependents and beneficiaries. Y indicates that this coverage or allocation is court-ordered.                                                                                                                                                                                                                                                                                                                        |
| CALC_RULES_ID    |     | Applies only to 2x and 3x plans and only if Calculate Life/Disability/Covg is selected on the Enrollment Snapshot Options page. Identifies the calculation rule the system uses when calculating CALCULATED_BASE and PREMIUM_BASE.                                                                                                                                                                                                  |

### Understanding the Flat Amount Field

This field has different meanings depending upon the plan type and the plan context. In general, this field represents a flat amount of Life/AD&D coverage defined at either the plan level or the employee level; the amount may be in addition to a factor of salary coverage. For dependent life and dependent AD&D plans, it may represent the amount of coverage elected

for a particular dependent. For nondependent Life/AD&D plans and pension plans, it may represent a flat amount beneficiary allocation.

The following tables show how this field is used in each context.

### Nondependent Life/AD&D Plan Types

This table shows how the Flat Amount field is used with nondependent Life and ADD plan types. Each column represents the value of LIFE\_ADD\_COVRG, which defines how the coverage is calculated for a plan.

| Participant           | Flat Amount                             | Flat + Factor                           | EE-Specified                                          | Special Calc                            | Sum of Dependents     |
|-----------------------|-----------------------------------------|-----------------------------------------|-------------------------------------------------------|-----------------------------------------|-----------------------|
| Employee              | Flat amount of coverage                 | Flat amount portion of total coverage   | Flat amount, or flat amount portion of total coverage | Zero (not applicable)                   | Zero (not applicable) |
| Dependent/Beneficiary | Beneficiary allocation (if flat amount) | Beneficiary allocation (if flat amount) | Beneficiary allocation (if flat amount)               | Beneficiary allocation (if flat amount) | Zero (not applicable) |

### Dependent Life and Dependent AD&D

This table shows how the Flat Amount field is used with dependent Life and ADD plan types:

| Participant           | Flat Amount                                | Flat + Factor                                            | EE-Specified                                                             | Special Calc          | Sum of Dependents         |
|-----------------------|--------------------------------------------|----------------------------------------------------------|--------------------------------------------------------------------------|-----------------------|---------------------------|
| Employee              | Flat amount of coverage for each dependent | Flat amount portion of total coverage for each dependent | Flat amount, or flat amount portion of total coverage for each dependent | Zero (not applicable) | Zero                      |
| Dependent/Beneficiary | Zero (not applicable)                      | Zero (not applicable)                                    | Zero (not applicable)                                                    | Zero (not applicable) | This dependent's coverage |

### Pension Plans

This table shows how the Flat Amount field is used with pension plan types:

| Participant           | Description                                                   |
|-----------------------|---------------------------------------------------------------|
| Employee              | Zero (not applicable)                                         |
| Dependent/Beneficiary | Beneficiary allocation (if flat amount allocation is elected) |

## Sending Data to Benefit Providers

After the Enrollment Reporting Snapshot process runs, you can send enrollment data to your plan providers. Two ways are available to send this information:

- Run the appropriate SQR Provider Extract process to create a provider extract file.
- Use the PeopleSoft Carrier Reporting process in eBenefits.

This section discusses how to:

- Create SQR provider extracts.
- Run carrier extracts.

#### Related Topics

- PeopleSoft eBenefits: Integrating eBenefits with eBenX

## Creating SQR Provider Extracts

Provider requirements for enrollment data are seldom the same. The Manage Base Benefits business process includes a set of sample extract SQR programs that you can modify for your providers. Each sample SQR program:

- Includes a realistic set of data fields for the associated plan types.
- Records a history of each run.
- Sends an enrollment termination to a provider only once.

After determining file layout requirements for your providers, clone the appropriate sample SQR program for each file layout that you need and make any necessary changes using the database record layout information for BN\_SNAP\_PER, BN\_SNAP\_JOB, and BN\_SNAP\_PLAN.

Four sample SQRs and two library files are available:

- BEN102.SQR: sample file extract for health (1x) plans.
- BEN103.SQR: sample file extract for life/AD&D (2x) plans.
- BEN104.SQR: sample file extract for disability (3x) plans.
- BEN105.SQR: sample file extract for savings (4x) plans.
- BENCRCFNC.SQC: library of useful functions for developing provider extracts.
- BENCRTBL.SQC: library of internal cache tables.

## Running Carrier Extracts

Create a flat file that can be sent to your plan providers. Use the Health, Life/ADD, Disability, and Savings Extract pages, or your own provider-specific pages to do this.

If you rerun an extract because of a problem and have set up the extract to send terminations only once, delete the run history record for this extract on the Review Interface Run History page before running the extract again.

## Sending HIPAA Data to Providers

### Note

With the Affordable Care Act, HIPAA Certificates have become obsolete, and effective 1/1/2015, they are no longer required.

The Health Insurance and Portability and Accountability Act of 1996 (HIPAA) requires a standard electronic exchange of administrative and financial health care transactions between



health care providers and plans. The PeopleSoft HIPAA EDI File Create process enables you to send these HIPAA 834 transactions.

**Note**

Three types of data fields and segments exist for the HIPAA file output. They are: *Required*, *Situational*, and *Situational and under the insurance contract between the sponsor and the payer*. The PeopleSoft HIPAA EDI File Create process supports all *Required* data fields and segments. The process might or might not support *Situational* fields and segments depending on whether information is available for them in the system. Data fields and segment that are identified as *Situational*, and *depends upon contract* are not supported. If your contract requires that you provide any except *Required* information, you might need to customize the process to include it.

Before you can send HIPAA data to providers, you must:

1. Identify the providers on the Benefits EDI Trading Partners page who will be receiving the transaction transmission.
2. Use the Benefits EDI 834 Transaction Map Table page to convert PeopleSoft code values to the values required by the reporting standard.
3. Run the Refresh Benefit Snapshot process to populate the Benefit Snapshot extract tables with the health plan data required to create the 834 transactions.

**Note**

Select the Use Runtime Date on the Refresh Benefit Snapshot (RUNCTL\_ASODATE\_BEN) run control page for recurring processing when you schedule the Snapshot process to run at specified intervals using automated Process Scheduler Recurrence definitions. With the check box selected, the system automatically sets the As Of Date equal to the runtime date at each run without the need for user intervention.

This section discusses how to create the HIPAA EDI 834 file.

See [Setting Up HIPAA Tables](#).

## Page Used to Create the HIPAA EDI 834 File

| Page Name                                  | Definition Name | Usage                                                                                                                                                                                  |
|--------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Create HIPAA 834 File Page</a> | RUNCTL_BEN834   | Create the HIPAA EDI 834 file. Identify the EDI trading partner, vendors, plan types, and companies to include in the transmission and run the process to create the 834 transactions. |

# Create HIPAA 834 File Page

Use the Create HIPAA 834 File page (RUNCTL\_BEN834) to create the HIPAA EDI 834 file.

Identify the EDI trading partner, vendors, plan types, and companies to include in the transmission and run the process to create the 834 transactions.

Navigation:

**Benefits**, and then **Interface with Providers**, and then **Create HIPAA EDI 834 File**, and then **Create HIPAA 834 File**

This example illustrates the fields and controls on the Create HIPAA 834 File page, 1 of 2. You can find definitions for the fields and controls later on this page.

## Create HIPAA EDI 834 File

Run Control ID PSReport Manager Process MonitorRun

As Of Date 01/01/2001

File Effective DateFile Enrollment Date

☐ Acknowledgement Requested☐ Test File

EDI Partner ID

File Type

☐ Include All Vendors

Vendor (Payer) SelectionPersonalizeFind1 of 1FirstLast

| *Set ID | *Vendor ID | Short Vendor Name | Vendor Name | National Provider ID | Federal EIN |
|---------|------------|-------------------|-------------|----------------------|-------------|
|         |            |                   |             |                      |             |

☐ Include All Companies

Company (Sponsor) SelectionPersonalizeFind1 of 1FirstLast

| *Company | Description | Federal EIN |
|----------|-------------|-------------|
|          |             |             |

☐ Include All Plan Types

Plan Type (Insurance Line) SelectionPersonalizeFind1 of 1FirstLast

| *Plan Type | Description |
|------------|-------------|
|            |             |

This example illustrates the fields and controls on the Create HIPAA 834 File page 2 of 2. You can find definitions for the fields and controls later on this page.

☐ Include All Benefit Plans

Benefit Plan Selection

Personalize | Find | First 1 of 1 Last

| *Benefit Plan        | Description          |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

☐ Include All Group Numbers

Group Number Selection

Personalize | Find | First 1 of 1 Last

| *Group Number        |
|----------------------|
| <input type="text"/> |

Max Members in Transaction Set

To run the Create HIPAA EDI 834 File process, you must enter an EDI partner ID and at least one vendor, company, and plan type.

| Field or Control          | Description                                                                                                                                                  |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| As Of Date                | Displays the last date that the Enrollment Reporting Snapshot was run.<br><b>Note:</b> You should not the snapshot using the current date as the As of Date. |
| File Effective Date       | Enter a value that the system sends in a DTP segment (which includes a date qualifier of 007).                                                               |
| File Enrollment Date      | Enter a value that the system sends in a DTP segment (which includes the date qualifier of 382).                                                             |
| Acknowledgement Requested | Select to request an acknowledgement from the EDI trading partner.                                                                                           |
| EDI Partner ID            | Enter the trading partner for the transmission.<br>EDI partner IDs are defined on the EDI Transaction Partner table.                                         |

| Field or Control             | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Type</b>             | <p>Select from one of the following values in this drop-down menu:</p> <ul style="list-style-type: none"> <li><i>Full File Audit:</i> Select this value to create a file that contains records for all employees, including terminations. This file type is the default.</li> <li><i>Full File Replacement:</i> Select this value to create a file that contains current records only as of the date of the file. The system drops all terminated employees from the file. This file is typically used in conjunction with Update Only files and is sent to verify synchronization between the two systems.</li> <li><i>Update Only File:</i> Select this value to create a file that contains only those records in which changes have occurred to either the employee or any of his or her dependents' records that are relevant to the vendor and can be tracked in through the use of effective dates.</li> </ul> <p><b>Note:</b> When you select <i>Update Only File</i>, the following fields appear and are required:<br/><b>From Date</b> and <b>To Date</b>.</p> |
| <b>From Date and To Date</b> | <p>This date range filters the change records to include only those employee records that had changes within the date range. Benefit enrollment records use the <b>Election Date</b> as the date that the change was made. This allows for backdated changes in addition to future changes to be included in the file.</p> <p>The system sets the to date automatically to the snapshot as of date.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Include All Vendors</b>   | <p>Select to include all vendors who are classified as providers on the Provider/Vendor table and also appear on the Snapshot Plan table.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Vendor ID</b>             | <p>Enter the vendor to be included in the transmission.</p> <p>Valid values are only those vendors who are classified as providers on the Provider/Vendor table and also appear on the Snapshot Plan table.</p> <p><b>Note:</b> The providers selected for the 834 transaction must have a valid Federal Employer Identification Number (FEIN) entered on the Provider/Vendor table. The system generates a warning if the FEIN is missing for one or more providers.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Include All Companies</b> | <p>Select to include all companies that appear on both the Company table and on the Snapshot Plan table.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

| Field or Control                                                           | Description                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Company</b>                                                             | <p>Enter the company (employer) to be included in the transmission.</p> <p>Valid values are only those vendors who appear both on the Company table and on the Snapshot Plan table.</p> <p><b>Note:</b> The companies selected for the 834 transaction must have a valid FEIN entered on the Company table. The system generates a warning message if the FEIN is missing for one or more companies.</p> |
| <b>Include All Plan Types</b>                                              | Select to include all plan types that appear on the Snapshot Plan table.                                                                                                                                                                                                                                                                                                                                 |
| <b>Plan Type</b>                                                           | <p>Enter the plan type to include in the transmission.</p> <p>Valid values are only those plan types that appear on the Snapshot Plan table.</p>                                                                                                                                                                                                                                                         |
| <b>Include All Benefit Plans</b>                                           | <p>Select to include in the 5010 version of the HIPAA file, all benefit plans that appear on the Snapshot Plan table.</p> <p><b>Note:</b> To generate the 5010 version of the HIPAA file, select the 5010 process on the Process Scheduler Request page. Oracle's PeopleSoft does not support the 4010 version.</p>                                                                                      |
| <b>Benefit Plan</b>                                                        | <p>Enter the benefit plan to include in the transmission of the 5010 version of the HIPAA file.</p> <p>Valid values are only those benefit plans that appear on the Snapshot Plan table.</p>                                                                                                                                                                                                             |
| <b>Include All Group Numbers</b>                                           | Select to include in the 5010 version of the HIPAA file, all group numbers that appear on the Snapshot Plan table.                                                                                                                                                                                                                                                                                       |
| <b>Group Number</b>                                                        | <p>Enter the group number to include in the transmission in the 5010 version of the HIPAA file.</p> <p>Valid values are only those group numbers that appear on the Snapshot Plan table.</p>                                                                                                                                                                                                             |
| <b>Max Members in Transaction Set</b> (maximum members in transaction set) | <p>Specify the maximum number of members to include in each transaction set of the transmission.</p> <p>The default value is 10,000, which is the maximum allowed by the reporting standard, but you can set a lower number not less than 100.</p>                                                                                                                                                       |

#### Related Topics

- [Setting Up HIPAA Tables](#)

## (USF) Sending FEHB Data to the OPM

Federal agencies must send quarterly reports to major FEHB providers. These reports enable the provider to compare their enrollment records with the agency's records.

To send FEHB data to the OPM:

1. Identify the employees and dependents who are enrolled in Medicare A, Medicare B, and Champus plans using the Benefits Personal Data and the Federal Medicare Flags pages.
2. Run the FEHB Carrier Interface process to extract the data and write it to the extract file.

**Note**

The run control ID cannot be more than 8 characters.

**Note**

You must specify at least one plan or select the **All Plans** check box.

3. Send the data by running the Transmit Enrollments to eBenX.
4. Review the data using the Review FEHB Interface History page or the FEHB Reconciliation report.

## Pages Used Send FEHB Data to the OPM

| Page Name                                                                                | Definition Name | Usage                            |
|------------------------------------------------------------------------------------------|-----------------|----------------------------------|
| FEHB Carrier Interface                                                                   | GVT_RUN_FGBN001 | Extract data to send to the OPM. |
| Transmit Enrollments to eBenX (transmit enrollments to electronic benefits transmission) | BN_M_RUN_CNTL   | Sends data to the OPM.           |
| Review FEHB Interface History                                                            | GVT_INT_HIST    | Review data in the extract file. |

### Related Topics

- [Benefits/FEHB Data Page](#)  
Use the Benefits/FEHB Data (benefits/federal employee health benefits data) page (GVT\_BENDATA\_SEC) to enroll participants into benefit programs and plans.

# Defining Benefit Rates for U.S. Same-Sex Spouse

## Understanding the U.S. Same-Sex Spouse Relationship

This topic describes the same-sex spouse relationship as assigned by the U.S. Federal Government.

You can define health care premium and life insurance benefit rates attributed to U.S. same-sex spouse for taxation by state and local jurisdictions that do not recognize same-sex marriages.

On August 29, 2013 the IRS published IR-2013-72 stating that the U.S. Department of Treasury and the IRS ruled that same-sex couples, legally married in a jurisdiction that recognizes same-sex marriage, will be treated as married for federal purposes. The ruling applies regardless of whether the couple currently resides in a jurisdiction that recognizes same-sex marriage or in a jurisdiction that does not recognize same-sex marriage.

As per the IRS ruling, employees who purchase same-sex spouse health insurance coverage from their employers may treat the amounts paid for that coverage as pre-tax and excludable from income. This ruling affects taxation of spousal benefits including health and accident benefits (including employee pre-tax contributions under IRC Section 125 plan), health savings accounts, health reimbursement arrangements, and long-term care.

PeopleSoft HCM applications enable employers in states that do not recognize same-sex marriage to process benefits and taxes for the new same-sex spouse dependent relationship. Specifically, PeopleSoft HR Manage Base Benefits enables users to define the health care premium rates and life insurance rates attributed to same-sex spouse for states and local jurisdictions that do not recognize same-sex marriages.

## Understanding Benefit Rate Enhancements for U.S. Same-Sex Spouse

This topic describes benefit rate enhancements for U.S. same-sex spouse.

The U.S. Federal Government recognizes same-sex marriage. Some states (and local jurisdictions within those states) do not.

The same-sex spouse dependent relationship affects both the before-tax spouse portion and nontaxable employer-contributed spouse portion of a benefit plan. In addition, for states that do not recognize same-sex marriage, employers must process taxable benefits differently at the state and local level than at the federal tax level.

For states that recognize same-sex marriage, the total (employee and beneficiaries) health and life insurance benefit deduction amount reduces both federal and state taxable gross for dependent spouse relationships.

For states that do not recognize same-sex marriage, taxable benefits are processed differently at the state and local level than at the federal tax level. For states that do not recognize same-

sex marriage, the spouse portion of benefits is taxable. In this situation, the state taxable same-sex spouse portion of the benefit premium must be added to the federal taxable gross to determine the state taxable gross.

The employee contribution for the same-sex spouse and the employer contribution for the same-sex spouse need to be separated, to be able to impute the appropriate portion of the deduction amount according to each state and local jurisdiction. In addition, the ability to choose a deduction class to be adjusted is also required.

This is to account for the following scenarios:

- In some states, the local tax jurisdictions do not recognize before-tax Sec 125 deductions and require that such deduction amounts be added back in order to determine the employee's local taxable wages.
- Some states do not exclude Sec 125 before-tax deductions from state unemployment taxable wages. This does not impact employee paychecks, but impacts the employer's correct reporting of state unemployment taxable wages, and therefore state unemployment tax due.

The HR Manage Base Benefits product accounts for the above scenarios. For states/locals where tax adjustment amounts need to be separated for the before-tax spouse portion and the employer contributed spouse portion of a benefit plan, users can specify multiple tax adjustment amounts. These multiple tax adjustment amounts are defined in a new Other Rates table found in the Benefit Rate definition identified by Other Rate ID and Deduction Class.

To comply with different state tax processing requirements for states that do not recognize same-sex marriage, the Taxable Gross Component ID 'SSP' is used on the Taxable Gross Definition Table for each state, with the corresponding Tax Adjustment Other Rate ID and deduction class attached. For more information about the use of the Taxable Gross Component ID, Other Rate ID, and deduction class in the Taxable Gross Definition Table, see product documentation for Payroll for North America.

## Reviewing U.S. Same-Sex Spouse Benefit Rates Setup

This topic describes the setup for U.S. same-sex spouse Benefit Rates.

- The Benefit Rates table enables additional tax adjustment rates to be defined for each row of rate data.
- The Other Rates table enables defining tax adjustment amounts that are different for the before-tax spouse portion and the employer-contributed spouse portion of a benefit plan. Users can enter different tax adjustment rates for the same-sex employee, spouse, and children.

### Page Used to Set Up Same-Sex Spouse Benefit Rates

| Page Name                          | Definition Name | Usage                                                                                                                              |
|------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Benefit Rates Page</a> | BN_RATE_TABLE   | Enter benefit rate information.                                                                                                    |
| <a href="#">Other Rates Page</a>   | BN_OTH_RATE_SEC | Enter different tax adjustment rates for the Other Rate IDs<br><i>Employee – SS Rate, Spouse – SS Rate and Children – SS Rate.</i> |



## Benefit Rates Page

You can enter more than one tax adjustment amount using the Benefit Rates Table. For each row of rate data in the Benefit Rate Table, additional tax adjustment rates can be defined using the 'Other Rates' link. This applies to all Benefit Rate Types. The 'Other Rate' will only apply to Detail Rates (by Deduction Classes) and not to Composite Rates (by Employee and Employer Rate).

Navigation:

**Set Up HCM > Product Related > Base Benefits > Rates and Rules > Benefit Rates>Tax Adjustment**

This example illustrates the fields and controls on the Benefit Rates page. You can find definitions for the fields and controls later on this page.

### Benefit Rates

Rate Table ID KUMED

Benefit Rate Table Find View All First 1 of 1 Last

\*Effective Date 09/16/2013 ? Effective Status Active + -

\*Benefit Rate Type Benefit Plan and Coverage Code

\*Description ku MED Short Description ku MED

\*Premium Frequency Monthly Rate per Unit None

Currency Code USD Specify Optional Limit

Rate Data Personalize Find View All 1-24 of 24 Last

Composite Rates Detail Rates Tax Adjustment Other Rates

| Benefit Plan (=) | Coverage Code (=) | Tax Adjustment | Other Rates | Other Rates Exist                   |
|------------------|-------------------|----------------|-------------|-------------------------------------|
| 1 KUMED          | 1                 | 0.00000        | Other Rates | <input type="checkbox"/>            |
| 2 KUMED          | 12                | 0.00000        | Other Rates | <input type="checkbox"/>            |
| 3 KUMED          | 14                | 0.00000        | Other Rates | <input type="checkbox"/>            |
| 4 KUMED          | 2                 | 0.00000        | Other Rates | <input type="checkbox"/>            |
| 5 KUMED          | 22                | 0.00000        | Other Rates | <input checked="" type="checkbox"/> |
| 6 KUMED          | 24                | 0.00000        | Other Rates | <input checked="" type="checkbox"/> |

| Field or Control         | Description                                                                                                                                                                                                                    |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Tax Adjustment</b>    | The rates on this page is used for existing tax adjustments that do not require a different rate ID. If the TGCID entered on the TGCID Definition Table does not have a corresponding Other Rate ID, this amount will be used. |
| <b>Other Rates</b>       | This links to the 'Other Rates' table where other tax adjustment rates are defined.                                                                                                                                            |
| <b>Other Rates Exist</b> | This check box indicates whether other rates exist or not.                                                                                                                                                                     |

## Other Rates Page

Use the **Other Rates** page to enter tax adjustment amounts that are different for the before-tax spouse portion and the employer-contributed spouse portion of a benefit plan.

You can enter different tax adjustment rates for the Other Rate IDs *Employee – SS Rate*, *Spouse – SS Rate* and *Children – SS Rate*.

Navigation:

Click the *Other Rates* link in the Benefit Rates page — Tax Adjustment tab.

This example illustrates the fields and controls on the Other Rates page. You can find definitions for the fields and controls later on this page.

#### Other Rates

| Rate Table ID KUMED                                                      |                | Effective Date 09/16/2013                                         |                |
|--------------------------------------------------------------------------|----------------|-------------------------------------------------------------------|----------------|
| Benefit Plan (=) KUMED                                                   |                | Coverage Code (=) 22                                              |                |
| <b>Other Rate Details</b>                                                |                |                                                                   |                |
| Total Rate 155.00000                                                     |                |                                                                   |                |
| <b>Before-Tax</b>                                                        |                | <b>After-Tax</b>                                                  |                |
| Before-Tax Rate 100.00000                                                |                | After-Tax Rate                                                    |                |
| Other Before-Tax Personalize   Find   View All   First 1-2 of 2 Last     |                | Other After-Tax Personalize   Find   View All   First 1 of 1 Last |                |
| Other Rate ID                                                            | Other Tax Rate | Other Rate ID                                                     | Other Tax Rate |
| Employee - SS Rate                                                       | 60.00000       |                                                                   |                |
| Spouse - SS Rate                                                         | 40.00000       |                                                                   |                |
| <b>Non-Taxable</b>                                                       |                | <b>Taxable</b>                                                    |                |
| Non-Taxable Rate 55.00000                                                |                | Taxable Rate                                                      |                |
| Other Non-Taxable Personalize   Find   View All   First 1-2 of 2 Last    |                | Other Taxable Personalize   Find   View All   First 1 of 1 Last   |                |
| Other Rate ID                                                            | Other Tax Rate | Other Rate ID                                                     | Other Tax Rate |
| Employee - SS Rate                                                       | 30.00000       |                                                                   |                |
| Spouse - SS Rate                                                         | 25.00000       |                                                                   |                |
| <b>Non-Taxable BTax</b>                                                  |                |                                                                   |                |
| NonTaxable BTax Rate                                                     |                |                                                                   |                |
| Other Non-Taxable BTax Personalize   Find   View All   First 1 of 1 Last |                |                                                                   |                |
| Other Rate ID                                                            | Other Tax Rate |                                                                   |                |
|                                                                          |                |                                                                   |                |

#### Field or Control

#### Description

##### Other Rate ID

Select the Other Rate ID.

Other Rate IDs *Employee – SS Rate*, *Spouse – SS Rate* and *Children – SS Rate* are delivered with the system. Other Rate IDs per Deduction Class are linked to the TGCID entered on the Deduction Table and Taxable Gross Definition.

##### Other Tax Rate

Enter the tax rate for the Other Rate ID.

If the TGCID entered on the Taxable Gross Definition has an Other Rate ID and Deduction Class that matches a row in Other Rates, then this rate will be used to adjust the base gross.

## Translate Values

Use the translate values *Employee – SS Rate*, *Spouse – SS Rate* and *Children – SS Rate* delivered with the system, for the Other Rate ID.

This example illustrates the fields and controls on the Maintain Translate Values page for the Other Rate ID.

Use this page to maintain translate values

Field Name: **OTHER\_RATE\_ID** Length: **4**

Maintain Translate Values Personalize Find View All First 1-3 of 3 Last

General Last Updated

|   | *Value | Effective Date | Status | *Long Name         | *Short Name |
|---|--------|----------------|--------|--------------------|-------------|
| 1 | SSCH   | 01/01/1900     | Active | Children - SS Rate | Child SS    |
| 2 | SSEE   | 01/01/1900     | Active | Employee - SS Rate | EmployeeSS  |
| 3 | SSSP   | 01/01/1900     | Active | Spouse - SS Rate   | Spouse SS   |

## Setting Up Health Insurance

For benefits rate IDs used for health benefit plans, do the following:

- Add coverage codes 22 and 24 to the benefit rates table.
- Specify Other Rates for these coverage codes. Use the Other Rates page to specify tax adjustment amounts that are different for the before-tax spouse portion and the employer-contributed spouse portion of a benefit plan. Enter different tax adjustment rates for Other Rate IDs.

Taxable Gross Component ID (TGCID) originates from Taxable Gross Definition and is a pointer to where the Gross Adjustment is calculated from. TGCID is set at Deduction Table per Deduction Class. A new TGCID 'SSP' is delivered to be associated with the Other Rates taxable gross adjustments for same-sex spouse rate. The current TGCID 'SSS' set up in the Taxable Gross Definition table remains the same without Other Rate ID and Deduction Class associated with it; tax adjustment still originates from the corresponding main Detail Rates per Deduction Class in the Benefits Rate table and not from the Other Rates table. Thus for a State or Locality, it is possible to have both TGCIDs 'SSS' and 'SSP', but a user would normally associate only one TGCID - either 'SSS' or 'SSP' per Deduction Class in the Deduction Table, to get the corresponding tax adjustment rate from one source, i.e., either from the main Benefit Rate table or Other Rates table, respectively.

Tax Adjustments defined in the Tax Adjustment tab of the Benefit Rate table is normally used as an extra tax adjustment bucket that is different from the Detail Rate. If the Tax Adjustment currently contains the same-sex tax adjustment, the user has to zero it out if new Other Rate will be used to define this adjustment.

In summary, the keys Deduction Class, Other Rate ID and TGCID link Benefit Rates/Other Rates, Deduction Table and Taxable Gross Definition to come up with Tax Gross Adjustment Rate. Consider whether to define other taxable gross adjustment either using the main Tax Adjustment or Other Rates to avoid duplicating rates defined in both.

For more information, refer to the document *Taxation for U.S. Same-Sex Spouse Benefits in PeopleSoft Payroll for North America* in My Oracle Support.

## Setting Up Spousal Life Insurance

This topic describes how to set up spousal life insurance for U.S. same-sex spouse.

Set up new dependent life plans and spousal life plans for U.S. same-sex spouse, to use benefit rates different from the existing spouse relationship.

1. Set up a dependent life plan. The following screenshot shows a sample dependent life plan KUDLSS.

This example illustrates the fields and controls on the Benefit Plan Table page.

### Benefit Plan Table

Plan Type 25      Dependent Life      Benefit Plan KUDLSS

Benefit Plans      Find | View All      First 1 of 1 Last

\*Effective Date 09/16/2013

\*Description Dependent Life - Same Sex Sp      Short Description Dependent

Set ID SHARE

Vendor ID USAKUFARMR Farmers Insurance Group

SPD URL ID

Group Number

Default Deduction Code

Minimum Spousal Allocation %

Pay Mode

Pay Mode Pay as Deducted

AP Payment Date Type Check Date

Internal Administrative Contacts      Personalize | First 1 of 1 Last

| *Contact Type | *Contact ID | Contact Description |
|---------------|-------------|---------------------|
|               |             |                     |

This plan uses a new Benefit Rate ID KUSSS in the benefit program.

This example illustrates the fields and controls on the Option page.

Option      Find | View All      First 1 of 1 Last

Option ID 158      Option Type Option

Benefit Plan KUDLSS      Coverage Code

Cost

| Cost Type | Cost ID | Benefit Rate Type         | Rate ID | Earnings Code | Short Description | Calc TblID |
|-----------|---------|---------------------------|---------|---------------|-------------------|------------|
| Price     | 189     | Age-Graded (By Gender, Sm | KUSSS   |               |                   | KAGS       |

2. Set up a spousal life plan. The following screenshot shows a sample spousal life plan KUSSL.

This example illustrates the fields and controls on the Benefit Plan Table page.

## Benefit Plan Table

Plan Type 28 Spousal Life Benefit Plan KUSSL

Benefit Plans Find | View All First 1 of 1 Last

\*Effective Date 09/16/2013

\*Description Spouse Life for SameSex Spouse Short Description Spouse Lif

Set ID SHARE

Vendor ID USAKUFARMR Farmers Insurance Group

SPD URL ID

Group Number

Default Deduction Code

Minimum Spousal Allocation %

Pay Mode

Pay Mode Pay as Deducted

AP Payment Date Type Check Date

Internal Administrative Contacts Personalize | First 1 of 1 Last

| *Contact Type | *Contact ID | Contact Description |
|---------------|-------------|---------------------|
|               |             |                     |

This plan uses a new benefit rate ID KUSSS in the benefit program.

This example illustrates the fields and controls on the Benefit Program — Cost page.

Benefit Program KU1 Effective Date 09/16/2013

Plan Type Find | View All First 2 of 24 Last

Plan Type 28 Spousal Life

Option Find | View All First 1 of 1 Last

Option ID 159 Option Type Option

Benefit Plan KUSSL Coverage Code

Cost

| Cost Type | Cost ID | Benefit Rate Type          | Rate ID | Earnings Code | Short Description | Calc TblID |
|-----------|---------|----------------------------|---------|---------------|-------------------|------------|
| Price     | 189     | Age-Graded (By Gender, Smi | KUSSS   |               |                   | KAGS       |

- This new Rate Table ID KUSSS is using detail rates. Specify the tax adjustment using the Other Rates link on the Benefit Rates page.

This example illustrates the fields and controls on the Benefit Rates page.

## Benefit Rates

Rate Table ID KUSSS

Benefit Rate Table [?](#) [Find](#) | [View All](#) First 1 of 1 Last

\*Effective Date 09/16/2013 [?](#) \*Effective Status Active [+](#) [-](#)

\*Benefit Rate Type Age-Graded (By Gender, Smoker) [?](#)

\*Description Same Sex Spouse Rate Short Description SameSex Sp

\*Premium Frequency Monthly \*Rate per Unit Per Thousand

Currency Code USD [?](#) [Specify Optional Limit](#)

Rate Data [?](#) [Personalize](#) | [Find](#) | [View All](#) [?](#) First 1-3 of 3 Last

|   | Gender (=) | Smoker (=) | Age (>=) | Tax Adjustment | Other Rates | Other Rates Exist                   |                   |                   |
|---|------------|------------|----------|----------------|-------------|-------------------------------------|-------------------|-------------------|
| 1 | Female     | No         | 0        | 0.00000        | Other Rates | <input type="checkbox"/>            | <a href="#">+</a> | <a href="#">-</a> |
| 2 | Female     | No         | 30       | 0.00000        | Other Rates | <input checked="" type="checkbox"/> | <a href="#">+</a> | <a href="#">-</a> |
| 3 | Female     | No         | 60       | 0.00000        | Other Rates | <input checked="" type="checkbox"/> | <a href="#">+</a> | <a href="#">-</a> |

This example illustrates the fields and controls on the Other Rates page.

## Other Rates

Rate Table ID KUSSS Effective Date 09/16/2013

Gender (=) F Smoker (=) N

Age (>=) 30

Other Rate Details

Total Rate 0.16000

| Before-Tax                                                                                                                                                                                                                                                                       | After-Tax                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Before-Tax Rate 0.16000</p> <p>Other Before-Tax <a href="#">Personalize</a>   <a href="#">Find</a>   <a href="#">View All</a> <a href="#">?</a> First 1 of 1 Last</p> <p>Other Rate ID Other Tax Rate</p> <p>Spouse - SS Rate 0.10000 <a href="#">+</a> <a href="#">-</a></p> | <p>After-Tax Rate</p> <p>Other After-Tax <a href="#">Personalize</a>   <a href="#">Find</a>   <a href="#">View All</a> <a href="#">?</a> First 1 of 1 Last</p> <p>Other Rate ID Other Tax Rate</p> <p><a href="#">+</a> <a href="#">-</a></p>            |
| <p>Non-Taxable</p> <p>Non-Taxable Rate</p> <p>Other Non-Taxable <a href="#">Personalize</a>   <a href="#">Find</a>   <a href="#">View All</a> <a href="#">?</a> First 1 of 1 Last</p> <p>Other Rate ID Other Tax Rate</p> <p><a href="#">+</a> <a href="#">-</a></p>             | <p>Taxable</p> <p>Taxable Rate</p> <p>Other Taxable <a href="#">Personalize</a>   <a href="#">Find</a>   <a href="#">View All</a> <a href="#">?</a> First 1 of 1 Last</p> <p>Other Rate ID Other Tax Rate</p> <p><a href="#">+</a> <a href="#">-</a></p> |

# Managing U.S. Health FSA Carryover

## Understanding U.S. Health FSA Carryover

This topic provides an overview of US Health Flexible Spending Accounts (FSA) carryover.

Participants in health benefit plans (Plan Type 60) can carry over up to \$500 from their FSA from year to year.

A health FSA is treated as a qualified benefit, provided that the \$125 cafeteria plan limits each employee's salary reduction contributions to the health FSA to not more than \$2,500 per taxable year. A participant can submit a claim for reimbursement of expenses for qualified benefits incurred during the plan year, during the run out period immediately following the end of a plan year. Additionally, a grace period rule allows an employee to use amounts remaining from the previous year (including amounts remaining in a health FSA) to pay expenses incurred for certain qualified benefits during the period of up to two months and 15 days immediately following the end of the plan year.

PeopleSoft HR Manage Base Benefits permits the use of up to \$500 of unused amounts in a health FSA in the immediately following plan year. The carryover of up to \$500 may be used to pay or reimburse medical expenses under the health FSA incurred during the entire plan year to which it is carried over, and thus save the unused amount from being forfeited at the end of the plan year. The carryover of up to \$500 does not affect the \$2,500 salary reduction limit applicable to each plan year. Although the maximum unused amount that can be carried over in any plan year is \$500, plan sponsors can specify a lower amount as the permissible maximum, or not permit any carryover at all.

Plan sponsors have the option to allow employees a grace period after the end of the plan year. However, a health FSA cannot have both a carryover and a grace period at the same time. It can have only one of these options, or none.

## Setting Up U.S. Health FSA Carryover

This topic describes how to set up U.S. Health FSA Carryover.

US Health FSA Carryover enables you to:

- Set up the FSA Benefits table to use either the grace period option, or the carryover option, or none.
- Set the maximum FSA carryover limit. The maximum carryover amount should not exceed \$500.
- Adjust the carryover balance.

Additionally, you can:

- Review and override the FSA carryover amount during benefits enrollment.
- Review available claim amounts.
- Review the carryover amount using the Year-to-Date Activity page.



Use the **FSA Benefits Table > FSA Admin Config** tab to define the maximum FSA carryover limit.

Navigation:

**Set Up HCM > Product Related > Base Benefits > Plan Attributes > FSA Benefits Table > FSA Admin Config**

This example illustrates the fields and controls on the FSA Benefits Table page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'FSA Admin Config' tab selected. Below the tabs, there are labels for 'Plan Type 60', 'Flex Spending Health - U.S.', 'Benefit Plan KUH FSA', and 'Healthcare FSA'. The main section is titled 'FSA Administration Setup' and contains several input fields: 'Effective Date' set to 01/01/2014, 'FSA Service From Date' set to 01/01/2014, 'Through' set to 12/31/2014, 'FSA Plan Year' set to 2014, 'FSA Minimum Check Amount' set to \$5.00, and 'Carryover Limit' set to \$500.00. There is also a checkbox labeled 'Ignore Min Check Amt at Close' which is currently unchecked. Navigation links like 'Find | View All' and 'First 1 of 2 Last' are visible at the top right of the form area.

The following table lists the carryover option used, based on the **FSA Service From** and **Through** dates:

| Validation                                                                                       | Carryover Option                                              |
|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| If FSA Service Through Date – FSA Service From Date is <= 12 months and Carryover Limit is blank | No carryover option is used.                                  |
| If FSA Service Through Date – FSA Service From Date is > 12 months and Carryover Limit is blank  | Grace Period is allowed.                                      |
| If FSA Service Through Date – FSA Service From Date is <= 12 months and Carryover Limit > 0      | Carryover Amount is used.                                     |
| If FSA Service Through Date – FSA Service From Date is > 12 months and Carryover Limit > 0       | This is an invalid entry. An error message will be displayed. |



**Note**

As a Benefits Administrator, ensure the following when setting up the FSA Configuration for each plan year:

A \$125 cafeteria plan that allows FSA carryover cannot have an additional grace period in the plan year to which unused amounts are carried over. Accordingly, if a plan permits amounts unused in a plan year to be carried over to the following plan year, the plan cannot provide for a grace period in the plan year to which the amount is carried over. For example, a calendar year plan permitting a carryover of unused 2014 health FSA amounts to 2015 cannot have a grace period in 2015, but might have had a grace period during the first 2 ½ months of 2014.

If a plan has a grace period and is amended later to add a carryover provision, the grace period provision must be eliminated by no later than the end of the plan year from which amounts may be carried over. The ability to eliminate a grace period provision previously adopted for a plan year in which the amendment is adopted may be subject to legal constraints.

## Reviewing the Carryover Amount during Benefits Enrollment

This topic describes how to review the carryover amount during benefits enrollment.

Use the **Spending Accounts** page for Plan Type 60 to review the FSA carryover amount during benefits enrollment. The **Carryforward** section displays the available carryover amount.

Navigation:

**Benefits > Enroll In Benefits > Spending Accounts**

This example illustrates the fields and controls on the Spending Accounts page. You can find definitions for the fields and controls later on this page.

### Spending Accounts

|                                                                                                                      |  |                                   |           |                         |
|----------------------------------------------------------------------------------------------------------------------|--|-----------------------------------|-----------|-------------------------|
| <b>Pauline Mueller</b>                                                                                               |  | Employee                          | ID KU0028 | Benefit Record Number 0 |
| <b>Plan Type</b>                                                                                                     |  | Find   View All First 1 of 1 Last |           |                         |
| Plan Type 60                                                                                                         |  | Flex Spending Health - U.S.       |           |                         |
| <b>Coverage</b>                                                                                                      |  | Find   View All First 1 of 1 Last |           |                         |
| *Coverage Begin Date 01/01/2014                                                                                      |  | *Deduction Begin Date 01/01/2014  |           |                         |
| Coverage Election <input checked="" type="radio"/> Elect <input type="radio"/> Waive <input type="radio"/> Terminate |  | *Election Date 01/01/2014         |           |                         |
| Benefit Program GBI US Fulltime Benefit Pgm                                                                          |  |                                   |           |                         |
| Benefit Plan KUHFSA Healthcare FSA                                                                                   |  | Option Code 1                     |           |                         |
| <b>Contribution Level</b>                                                                                            |  | <b>Account Information</b>        |           |                         |
| Annual Pledge \$1200.00                                                                                              |  | FSA Account Status Active         |           |                         |
| Credit Rollover Included in Pledge \$0.00                                                                            |  | Contributions YTD \$0.00          |           |                         |
| Employee Contribution Override Monthly                                                                               |  | Employee Status Active            |           |                         |
| <b>Carryforward</b>                                                                                                  |  |                                   |           |                         |
| Carryover Amount 500.00                                                                                              |  |                                   |           |                         |

The **Carryover Amount** is generated as follows, depending on whether the FSA Admin installation table is used:

| Installation Table        | Spending Accounts – Carryover fields                                                                                                                                                                                                                           |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FSA Admin is selected     | The FSA Admin feature is in use. The carryover amount is generated by the system.<br>The <b>Carryover Amount</b> field is display only.                                                                                                                        |
| FSA Admin is not selected | Only Base Benefits is in use. The carryover amount is not generated by the system. <ul style="list-style-type: none"> <li>The <b>Carryover Amount</b> field is display only.</li> <li>The amount displayed is entered through carryover adjustment.</li> </ul> |

## Reviewing Available Claim Amounts

This topic describes how to review available claim amounts.

When creating or reviewing claim details using the **Create/Modify FSA Claim** pages, review the total FSA claim amount on the **Amount Available** field. The field displays the total of the amount available for the current claim year, and any amount that is in the carryover bucket during the run-out period. The carryover amount is also displayed in the **Carryover Amount** field, after the previous plan year is closed out.

Navigation:

**Benefits > Admin Flex Spending Acct US > Submit Claims > Create FSA Claims**

This example illustrates the fields and controls on the Create FSA Claims page.

### Create FSA Claims

|                                            |                                    |
|--------------------------------------------|------------------------------------|
| *Empl ID <input type="text"/>              | Empl Record <input type="text"/>   |
| *Plan Type <input type="text"/>            |                                    |
| *Claim ID <input type="text" value="NEW"/> | *Service From <input type="text"/> |
| Benefit Plan                               | *Service To <input type="text"/>   |
| Account Status                             | Coverage Begin                     |
| Carryover Amount                           | Deduction Begin                    |
| Annual Pledge                              | Amount Available 0.00              |

**Claim Details**

|                                           |                                                 |
|-------------------------------------------|-------------------------------------------------|
| Action Date 07/22/2014                    | *Service Type <input type="text"/>              |
| *Submitted Amount <input type="text"/>    | *Submitted Date 07/22/2014 <input type="text"/> |
| Denied Amount <input type="text"/>        | Denied Date <input type="text"/>                |
| Approved Amount 0.00 <input type="text"/> | Reason Denied <input type="text"/>              |

|                                   |                           |                                       |
|-----------------------------------|---------------------------|---------------------------------------|
| Patient Code <input type="text"/> | Name <input type="text"/> | Service Provider <input type="text"/> |
| Comments <input type="text"/>     |                           |                                       |

Navigation:

**Benefits > Admin Flex Spending Acct US > Review Claim/Payment Info > FSA Claim Details**

This example illustrates the fields and controls on the FSA Claim Details page.

## FSA Claim Details

Pauline Mueller

Employee

ID KU0028

Benefit Record Number 0

## Enrollment Details

|                  |            |                 |            |                  |      |
|------------------|------------|-----------------|------------|------------------|------|
| Plan Type        | FSA Health | Deduction Begin | 01/01/2014 | Deduction End    |      |
| Benefit Plan     | KUHFSA     | Coverage Begin  | 01/01/2014 | Coverage End     |      |
| Account Status   | Active     |                 |            |                  |      |
| Carryover Amount | 500.00     | Annual Pledge   | 1,200.00   | Amount Available | 0.00 |

## Claim Details

|                  |          |                 |            |                                       |            |
|------------------|----------|-----------------|------------|---------------------------------------|------------|
| Claim ID         | 30201060 | Service From    | 02/12/2014 | Service To                            | 02/12/2014 |
| Submitted Amount | 1,400.00 | Approved Amount | 1,400.00   | Status                                | Pended     |
| Denied Amount    | 0.00     | Paid To Date    | 1,160.00   | <input type="checkbox"/> Split Claims |            |
| Approved Amount  | 1,400.00 | Pended          | 240.00     |                                       |            |

## Claim Payments

Personalize | Find | View All | First 1 of 1 Last

| Form ID | Check Nbr | Check Dt   | FSA Payment Status | FSA Check Amount | Claim Amount Paid |
|---------|-----------|------------|--------------------|------------------|-------------------|
| BT1     | 2         | 12/31/2014 | Pay This Run       | 1,200.00         | 0.00              |

## Reviewing Year-to-Date Activity

This topic describes how to review year-to-date activity to review the amount that is carried over to the next year during FSA closure.

Use the **Year-to-Date Activity** page to review the amount that is carried over to the next year during FSA closure. The page displays the carryover amount from the prior year, and the carryover adjustment IT'D. The carryover adjustment IT'D is the adjustment made to the carryover amount from the prior year, during the current plan year.

Navigation:

**Benefits > Admin Flex Spending Acct US > Review Claim/Payment Info > Year-to-Date Activity**

This example illustrates the fields and controls on the Year-to-Date Activity page.

## Year-to-Date Activity

Pauline Mueller

Employee

ID KU0028

Benefit Record Number 0

## FSA Plan

Find | View All | First 1 of 1 Last

Plan Type Flex Spending Health - U.S.

## Year-to-Date Details

Find | View All | First 1 of 2 Last

|                      |                       |                               |            |                     |         |
|----------------------|-----------------------|-------------------------------|------------|---------------------|---------|
| Coverage Begin Date  | 01/01/2014            | Effective Date                | 01/01/2014 |                     |         |
| Benefit Plan         | KUHFSA Healthcare FSA |                               | KU3        |                     |         |
| Employee Status      | Active                |                               |            |                     |         |
| *FSA Account Status  | Active                |                               |            |                     |         |
|                      |                       | Carryover Amt from Prior Year | 500.00     |                     |         |
| Submitted Amount YTD | 7040.00               | Carryover Adjustment YTD      | 0.00       |                     |         |
| Approved Amount YTD  | 7040.00               | Annual Pledge                 | 1200.00    | Total Contributions | 0.00    |
| Paid Amount YTD      | 1200.00               | Approved Amount YTD           | 7040.00    | Paid Amount YTD     | 1200.00 |
| Approved But Unpaid  | 5840.00               | Amount Available              | 0.00       | Account Balance     | 0.00    |

**Note**

In order to allow the system to process the carryover amount correctly, ensure that you run FSA Closure for the previous FSA Plan Year.

## Adjusting the FSA Carryover Amount

This topic describes how to adjust the FSA carryover amount.

The FSA carryover amount will have to be adjusted in the following scenarios:

- For Base Benefits customers who do not use FSA Administration but want to keep a record of the carryover amount.
- During the first year of an employee using FSA Administration and has a carryover amount being brought in from a third party system.
- An employee needs to transfer a carryover amount from a different plan.
- For claim adjustment for history FSA Plan Years which affects the carryover amount.

## Page Used to Adjust the FSA Carryover Amount

| Page Name                                        | Definition Name | Usage                            |
|--------------------------------------------------|-----------------|----------------------------------|
| <a href="#">Spending Account Adjustment Page</a> |                 | Adjust the FSA carryover amount. |

## Spending Account Adjustment Page

Use the **Spending Account Adjustment** page to adjust FSA carryover amount.

Navigation:

**Benefits > Enroll in Benefits > Spending Account Adjustment > Spending Account Adjustment**

This example illustrates the fields and controls on the Spending Account Adjustment page. You can find definitions for the fields and controls later on this page.

FSA Carryover Adjustment

Pauline Mueller Employee ID KU0028 Benefit Record Number 0  
Plan Type Flex Spending Health - U.S.  
Balance Year 2013

Adjustment Details Find | View All First 1 of 2 Last

Carryover Amount 300.00

Adjustment to Carryover Amount 50.00

Balance after Adjustment 350.00

Reason for Adjustment Adjustment number 1

Last Update Date/Time 06/28/2014 9:45:40PM

Updated By User PS

| Field or Control               | Description                                |
|--------------------------------|--------------------------------------------|
| Adjustment to Carryover Amount | Enter the FSA carryover adjustment amount. |
| Balance after Adjustment       | View the adjusted carryover balance.       |

Note

FSA carryover adjustment can be done only for the earliest open plan year. The adjusted current carryover balance will be displayed on the **Year-to-Date Activity** page of the earliest open plan year in the **Carryover Balance** field, and on the **Year-to-Date Activity** page of the following year under the **Carryover Amount from Prior Year** field.

# Managing U.S. Affordable Care Act Regulations

## Understanding ACA Eligibility

This section provides an overview of U.S. ACA – Employer Shared Responsibility for Affordable Health Coverage.

For general information about the ACA process as handled in PeopleSoft, see video: [Affordable Care Act](#).

Based on the Affordable Care Act, employers employing at least 50 full-time employees (or a combination of full-time and part-time employees that is equivalent to at least 50 full-time employees) will be subject to the Employer Shared Responsibility provisions. Under these provisions, if these employers do not offer affordable health coverage that provides a minimum level of coverage to their full-time employees, they may be subject to an Employer Shared Responsibility payment if at least one of their full-time employees receives a premium tax credit for purchasing individual coverage on one of the new Affordable Insurance Exchanges.

### Note

To be subject to these Employer Shared Responsibility provisions, an employer must be an ALE (Applicable Large Employer), i.e., the employer must have at least 50 full-time employees or a combination of full-time and part-time employees that is equivalent to at least 50 full-time employees (for example, 100 half-time employees equals 50 full-time employees). A full-time employee is an individual employed on average at least 30 hours per week; a half-time employee would be 15 hours per week.

The following terminology may be of use to understand ACA Eligibility:

- **Employer Shared Responsibility:** Employers with 50 or more employees will be required to provide health benefits to full-time (30 or more hours per week) employees or pay a penalty per employee, depending on the situation.
- **ACA Full-time:** An employee defined as working, or hired and expected to work at least 30 hours per week or 130 hours per month:  $(52 \text{ weeks} \times 30 \text{ hours}) / 12 \text{ months} = 130 \text{ hours per month}$ .
- **Standard Measurement Period:** Determined by employer, and can be of duration from three to 12 consecutive months. The employer determines an employee's average service hours based on the standard measurement period.
- **Stability Period:** The stability period must be at least six months and not lesser than the standard measurement period. If an employee is determined to be ACA full-time during the standard measurement period, the employee is considered full-time during a subsequent stability period, regardless of the employee's number of hours of service during the stability

period, as long as the individual remains an employee. The stability period begins after the standard measurement period and after any applicable administrative period.

- **Administrative Period:** The time between the standard measurement period and the associated stability period when employers determine ongoing employees' eligibility for benefits coverage. The administrative period may last up to 90 days after the standard measurement period.
- **Limited Non-Assessment Period:** A limited non-assessment period refers to a period during which an ALE member is not subject to Employer Shared Responsibility payment under section 4980H(a) of the Internal Revenue Code, and in certain cases section 4980H(b), for a full-time employee, regardless of whether the employee is offered health coverage during that period.
- **Ongoing Employee:** An employee who has been employed by the employer for at least one complete standard measurement period.
- **New Employee:** An employee who has been employed by the employer for less than one complete standard measurement period.
- **Variable Hour Employee:** An employee for whom, based on facts and circumstances on his or her start date, it cannot be determined whether the employee is expected to work on an average of at least 30 hours of service per week during the initial measurement period.
- **Seasonal Employee:** An employee who is hired into a position for which the customary annual employment is 6 months or less. For example, retail workers or ski instructors.

## Setting Up ACA Eligibility Tables

This section provides an overview of multiple companies and ACA Eligibility tables and describes how to set up ACA Eligibility tables for HR Manage Base Benefits.

### Note

ACA employer shared responsibility takes into account only the work performed in the United States. Employees working abroad, whether or not U.S. citizens, will not be taken into account for determining whether the employer owes an Employer Shared Responsibility payment. Therefore, include only U.S. companies in this table.

## Pages Used to Set Up ACA Eligibility Tables

| Page Name                                | Definition Name | Usage                                                                       |
|------------------------------------------|-----------------|-----------------------------------------------------------------------------|
| <a href="#">ACA Common ID Table Page</a> | ACA_TBL         | Define ACA Common IDs to group together companies under the same ownership. |
| <a href="#">ACA Company Table Page</a>   | ACA_CMPY_TBL    | Assign a company to an ACA Common ID.                                       |

## Understanding Multiple Companies and ACA Eligibility Tables

Based on IRS rules, companies that have a common owner or that are otherwise generally related are combined and treated as a single employer for determining whether or not they collectively employ a minimum of 50 full-time employees (or full-time equivalents). If the combined employee total meets the minimum requirement, each separate company is subject

to the Employer Shared Responsibility provisions, including those companies that individually do not employ enough employees to meet the minimum requirement.

#### **Note**

The rules for combining related employers do not apply for purposes of determining whether a particular company owes an Employer Shared Responsibility payment. This will be determined separately for each related company.

For example, if three companies have common ownership and each of the three companies has only 40 employees, since the combined employee count of the three companies is greater than 49, each of the three individual companies is subject to the Employer Shared Responsibility provisions and requirements. Each company is then evaluated individually to determine whether or not that company complies with the Employer Shared Responsibility provisions and requirements. If two of the companies are found to be in compliance (i.e., all eligible employees are offered health coverage) and one company is found not to be in compliance (i.e., at least one of its employees purchased insurance on one of the state exchanges), only the non-compliant company will be subject to any applicable penalties.

To account for this scenario, group companies under the same ownership using ACA Common ID table and ACA Company table.

## ACA Common ID Table Page

Use the ACA Common ID Table page (ACA\_TBL) to define ACA Common IDs to group companies under the same ownership.

Navigation:

**Set Up HCM**, and then **Common Definitions**, and then **Affordable Care Act**, and then **ACA Common ID Table**

This example illustrates the fields and controls on the ACA Common ID Table page.

### ACA Common ID Table

|                   |                           |
|-------------------|---------------------------|
| ACA Common ID     | AC1                       |
| *Description      | Affordable Care Act ID #1 |
| Short Description | ID #1                     |

## ACA Company Table Page

Use the ACA Company Table page (ACA\_CMPY\_TBL) to associate a company to an ACA Common ID. This is effective dated; i.e., a company can be associated to different ACA Common IDs at different points in time.

Navigation:

**Set Up HCM > Common Definitions > Affordable Care Act > ACA Company Table**



This example illustrates the fields and controls on the ACA Company Table page.

ACA Company Table

Company

GBI

Global Business Institute

Affordable Care Act ID

Find | View All

First

1 of 1

Last

\*Effective Date

01/01/2014

31

+ -

ACA Common ID

AC1

🔍

Affordable Care Act ID #1

# Recording ACA Data

This topic discusses how to record ACA data for an employee.

## Page Used to Record ACA Data for an Employee

| Page Name                                     | Definition Name | Usage                                          |
|-----------------------------------------------|-----------------|------------------------------------------------|
| <a href="#">ACA Employee Eligibility Page</a> | ACA_ELIGIBILITY | Enter ACA eligibility details for an employee. |

## ACA Employee Eligibility Page

Use the ACA Employee Eligibility page (ACA\_ELIGIBILITY) to enter ACA eligibility information for an employee.

Navigation:

- Click the ACA Eligibility Details link on the Job Data - Benefit Program Participation page.
- **Benefits**, and then **Employee/Dependent Information**, and then **ACA Employee Eligibility**, and then **ACA Employee Eligibility**

This example illustrates the fields and controls on the ACA Employee Eligibility page. You can find definitions for the fields and controls later on this page.

## ACA Employee Eligibility

Charles Baran

Employee ID KU0002

Affordable Care Act Common ID AC1 Affordable Care Act ID #1

| Eligibility Information            |                  | Find   View All                                           | First       | 1 of 1     | Last |
|------------------------------------|------------------|-----------------------------------------------------------|-------------|------------|------|
| *Effective Date                    | 02/01/2014       | Effective Sequence                                        | 0           |            |      |
| *ACA Eligibility Status            | To be determined | <input checked="" type="checkbox"/> Non-Assessment Period |             |            |      |
| Average Service Hours              | 0.000            | Work Period                                               | Weekly      |            |      |
| Calculation Method                 | Look Back        | Measurement Period                                        | 52.00       |            |      |
| Evaluation Begin Date              | 08/01/2013       | Evaluation End Date                                       | 07/31/2014  |            |      |
| Administration Begin Date          | 08/01/2014       | Administration End Date                                   | 10/15/2014  |            |      |
| Stability Begin Date               | 10/16/2014       | Stability End Date                                        | 10/31/2015  |            |      |
| Limited Non-Assessment Information |                  |                                                           |             |            |      |
| Non-Assessment Reason              |                  | Wait Period - Status Change                               |             |            |      |
|                                    |                  | Non-Assessment End Date                                   |             | 08/31/2014 |      |
| ACA Calculation Hours              |                  | Personalize   Find                                        | First       | 1 of 1     | Last |
| Empl Record                        | Company          | Description                                               | Total Hours |            |      |
| 0                                  | GBI              | Global Business Institute                                 | 1250.00     |            |      |
| Total Eligibility Hours            |                  | 1250.00                                                   |             |            |      |
| Last Update User ID                |                  | PS                                                        |             |            |      |
|                                    |                  | Updated on 12/30/2014 12:35:41PM                          |             |            |      |

## Field or Control

## Description

## Effective Date

Enter the date on which the ACA eligibility status becomes effective.

The effective date is usually the start of a stability period, but can be different if required.

## ACA Eligibility Status

Choose the ACA eligibility status from the following values:

- *Always Eligible*: For example, a salaried full-time employee who is always eligible for benefits.
- *Eligible*: An employee whose average hours is equal to or above the minimum hours/week or hours/month so that the employee is considered Benefits Full Time. The employee is eligible for benefits.
- *Excluded*: For example, volunteer employees, student employees, members of religious orders.
- *Ineligible*: An employee whose average hours is below the minimum hours/week or hours/month so that the employee is considered Benefits Part Time. The employee is not eligible for benefits.
- *To Be Determined*: Unable to determine whether the employee is Benefits Part-Time or Full-Time. Human Resources needs to review and determine the employee's ACA Eligibility status.

| Field or Control                        | Description                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Non-Assessment Period</b>            | <p>Choose whether the employee is in a non-assessment period.</p> <p>On selecting the <b>Non-Assessment Period</b> checkbox, the <b>Limited Non-Assessment Information</b> section will be displayed to enter further information about the employee's non-assessment period. The effective date represents the start of the non-assessment period.</p>   |
| <b>Average Hours of Service</b>         | Enter the average hours based on all the jobs the employee has under the same ACA Common ID.                                                                                                                                                                                                                                                              |
| <b>Work Period</b>                      | Choose whether the work period for the average hours of service is <i>Weekly</i> or <i>Monthly</i> .                                                                                                                                                                                                                                                      |
| <b>Calculation Method</b>               | <p>Choose the calculation method used to determine ACA eligibility. The values are:</p> <ul style="list-style-type: none"> <li>• <i>Monthly</i></li> <li>• <i>Look Back</i></li> </ul>                                                                                                                                                                    |
| <b>Measurement Period</b>               | The measurement period corresponds to the Look Back calculation method. The measurement period should be between 3 to 12 months if the work period is Monthly, and 12 to 52 weeks if the work period is Weekly.                                                                                                                                           |
| <b>Evaluation Period Begin Date</b>     | Enter the start date of the Look Back period to be used to determine the employee's average service hours.                                                                                                                                                                                                                                                |
| <b>Evaluation Period End Date</b>       | Enter the end date of the Look Back period to be used to determine the employee's average service hours. The evaluation period cannot be less than three months or more than 12 months.                                                                                                                                                                   |
| <b>Administration Period Begin Date</b> | Enter the next date after the evaluation period end date.                                                                                                                                                                                                                                                                                                 |
| <b>Administration Period End Date</b>   | Enter a date within 90 days from the administration period begin date.                                                                                                                                                                                                                                                                                    |
| <b>ACA Stability Period Begin Date</b>  | <p>Enter the start date of the stability period in which the ACA eligibility status or average hours of service is effective.</p> <p>The ACA stability period begin date must be after the evaluation period end date.</p>                                                                                                                                |
| <b>ACA Stability Period End Date</b>    | <p>Enter the minimum end date that stability period has to be provided to the employee if ACA eligibility is yes, and the maximum end date that stability period provided to the employee if ACA eligibility is no, according to the rules of the Look Back method.</p> <p>The date must be later than six months after the ACA stability begin date.</p> |

| Field or Control                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Non-Assessment Reason</b>           | <p>Enter the reason of the non-assessment period:</p> <ul style="list-style-type: none"> <li>• <b>First Year as ALE Period:</b> January through March of the first calendar year in which an employer is an ALE, but only for an employee who was not offered health coverage by the employer at any point during the prior calendar year. For example, 2015 is not the first year that an employer is an ALE, if that employer was an ALE in 2014.</li> <li>• <b>Initial Period - Hire:</b> Variable hour employee, seasonal employee or part-time employee at the initial measurement period due to hire.</li> <li>• <b>Initial Period - Rehire:</b> Variable hour employee, seasonal employee or part-time employee at the initial measurement period due to rehire.</li> <li>• <b>Initial Period - Status Change:</b> The employee is reasonably expected to be a full-time employee at waiting period, and the employment status then changes to be a variable hour employee, seasonal employee or part-time employee.</li> <li>• <b>Wait Period - Hire:</b> The employee is reasonably expected to be a full-time employee at waiting period due to hire.</li> <li>• <b>Wait Period - Rehire:</b> The employee is reasonably expected to be a full-time employee at waiting period due to rehire.</li> <li>• <b>Wait Period - Status Change:</b> A variable hour employee, seasonal employee or part-time employee at the initial measurement period, whose employment status then changes to a position that is reasonably expected to be a full-time employee.</li> </ul> |
| <b>Non-Assessment End Date</b>         | Enter the end date of the non-assessment period. The date must be after the effective date.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Last Updated User ID/Updated On</b> | Review the timestamp to keep track of when and by whom the data was previously updated. This can be a system update, manual update by the HR Administrator, or data from template-based hire.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

The ACA Calculation Hours grid lists the Total Hours for the measurement period for multiple jobs handled by the employee (e.g. Employee Record) and companies that belong to the same parent ACA Common ID.

**Note**

Currently, no automatic BAS Activity trigger is generated when ACA Employee Eligibility Status is updated. Hence if an ACA Eligibility Status update needs to be accounted for in Benefits Administration Event processing, as a Benefits Administrator, you need to manually enter a BAS Activity trigger. It is recommended to set the Event Date to coincide with the Stability Begin Date or when the new coverage should begin, based on ACA requirements. Here, it is assumed that the BAS Action for the trigger is attached to the Event Rule where the Coverage Begin Date is set at 'On the Event Date'.

## Using the ACA Component Interface

This topic provides an overview of how to use the ACA component interface.

If you have third-party transaction data in a Microsoft Excel spreadsheet, you can use the CI\_ACA\_ELIGIBILITY component interface to load the data into the ACA\_PERSON, ACA\_PER\_ELIG, and ACA\_PER\_DTL records. The component interface simplifies the process of loading your data and performs the required validations during the process.

For more information, see *PeopleTools documentation for PeopleSoft Component Interfaces*.

## Setting Up ACA Consent Processing

This section provides an overview of U.S. ACA – electronic format for Form 1095-C – employee consent processing and discusses the setting up ACA Consent Processing in PeopleSoft HR Manage Base Benefits.

## Pages Used to Set Up ACA Consent Processing

| Page Name                                                | Definition Name | Usage                                                                                                                                                                                                            |
|----------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">ACA Aggregated ALE Group Page</a>            | ACA_ALE_GRP     | Create an Aggregated ALE Group if ALE Member(s) need to be associated with an Aggregated ALE Group.                                                                                                              |
| <a href="#">ACA Applicable Large Employer Table Page</a> | ACA_ALE_TBL     | Ensure that there is a valid entry for the employer. To set up the consent process, an employer must have a valid entry on the ACA Applicable Large Employer Table.                                              |
| <a href="#">ACA Company Table Page</a>                   | ACA_CMPY_TBL    | Add an ALE Member to the ACA Company Table where a Company is associated to ALE Member. Multiple Companies can be associated to same ALE Member if they all share the same Employee Identification Number (EIN). |
| <a href="#">ACA Form Options Page</a>                    | ACA_FORM_OPTS   | Enable the electronic option for Form 1095-C.                                                                                                                                                                    |

| Page Name                                  | Definition Name | Usage                                                                           |
|--------------------------------------------|-----------------|---------------------------------------------------------------------------------|
| <a href="#">Maintain Text Catalog Page</a> | HR_SSTEXT_TEXT  | Select the type of consent form or email text that you want to enter or update. |

## Understanding ACA Consent Processing

Under the Affordable Care Act, Applicable Large Employers (ALEs) use Forms 1094-C and 1095-C to report information about offers of health coverage and enrollment in health coverage for their employees. Form 1095-C is used to report information about an individual employee. Employers that offer employer-sponsored self-insured coverage also use Form 1095-C to report information to the Internal Revenue Service (IRS) and to employees about individuals who have minimum essential coverage under the employer plan. Form 1094-C is used to report to the IRS summary information for each employer and to transmit Forms 1095-C to the IRS.

PeopleSoft HR Manage Base Benefits enables employers to track employee health coverage and comply with Form 1094-C and Form 1095-C reporting requirements on an annual basis.

### Note

Employers are responsible for reviewing IRS instructions and reporting requirements to determine their specific reporting obligations under the Affordable Care Act.

Employees must affirmatively consent to receive their Form 1095-C in an electronic format instead of a paper copy. PeopleSoft HR Manage Base Benefits provides the set up to process employee consent to receive the Form 1095-C electronically.

The following terminology may be of use to understand ACA Consent Processing:

- **ACA full-time employee:** An employee defined as working, or hired and reasonably expected to work at least 30 hours per week or 130 hours per month: (52 weeks x 30 hours)/12 months = 130 hours per month.
- **Applicable Large Employer (ALE):** An ALE is, for a particular calendar year, any single employer, or group of employers treated as an Aggregated ALE Group, that employed an average of at least 50 full-time employees (including full-time equivalent employees) on business days during the preceding calendar year.
- **Aggregated ALE Group:** An Aggregated ALE Group refers to a group of ALE Members treated as a single employer under section 414(b), 414(c), 414(m), or 414(o) of the Internal Revenue Code. An ALE Member is a member of an Aggregated ALE Group for a month if it is treated as a single employer with the other members of the group on any day of the calendar month.
- **Applicable Large Employer Member (ALE Member):** An ALE Member is a single person or entity that is an ALE, or if applicable, each person or entity that is a member of an Aggregated ALE Group.
- **Designated Government Entity (DGE):** A DGE is a person or persons that are part of or related to the Government Unit that is the ALE Member and that is appropriately designated for purposes of reporting requirements.

## ACA Aggregated ALE Group Page

Use the ACA Aggregated ALE Group page (ACA\_ALE\_GRP) to create an Aggregated ALE Group. To identify which ALE Members belong to an Aggregated ALE Group, an ACA Aggregated ALE Group Table is delivered.

Navigation:

**Set Up HCM**, and then **Common Definitions**, and then **Affordable Care Act**, and then **ACA Aggregated ALE Group**

This example illustrates the fields and controls on the ACA Aggregated ALE Group page.

### ACA Aggregated ALE Group

Aggregated ALE Group

\*Description

## ACA Applicable Large Employer Table Page

Use the ACA Applicable Large Employer Table page (ACA\_ALE\_TBL) to add a Company that is identified as an ALE (Applicable Large Employer) Member. There must be a valid entry in the ACA Applicable Large Employer Table for each employer that will use the employee consent process to provide Form 1095-C electronically. An entry can be added to the ACA Applicable Large Employer Table only for a Company that is identified as an ALE Member.

Navigation:

**Set Up HCM**, and then **Common Definitions**, and then **Affordable Care Act**, and then **ACA ALE Member**, and then **ACA Applicable Large Employer Table**

This example illustrates the fields and controls on the ACA Applicable Large Employer Table page. You can find definitions for the fields and controls later on this page.

## ACA Applicable Large Employer Table

ALE Member GBI

---

**Applicable Large Employer Definition** Find | View All First 1 of 1 Last

\*Effective Date 01/01/2015  \*Status Active   

Aggregated ALE Group 

Employee Contact Phone 1-800-123-4567

---

**ACA Entity Definition** Find | View All First 1 of 1 Last

\*ACA Entity Type ALE   

Company 

Name Global Business Institute

Federal EIN 

\*Country USA 

\*Address Line 1 500 George Washington Pkway

Address Line 2 

\*City New York \*State NY 

\*Postal Code 07666

---

**Contact Information**

First Name Joyce

Middle Name 

Last Name Smith

Suffix  Phone 1-800-234-6789

---

**Certification of Eligibility (select all that apply)** Personalize | Find | View All   First 1 of 1 Last

\*Certifications of Eligibility   

| Field or Control              | Description                                                                                                                                                                                  |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ALE Member</b>             | Applicable Large Employer Member is a single person or entity that is associated to Form 1094-C Reporting. Can be associated with one Company or group of Companies that share the same EIN. |
| <b>Aggregated ALE Group</b>   | If the ALE Member is a member of an Aggregated ALE Group, the Aggregated ALE Group ID will be added here. Otherwise, blank.                                                                  |
| <b>Employee Contact Phone</b> | This phone number will appear on the contact phone of Form 1095-C.                                                                                                                           |



| Field or Control                    | Description                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ACA Entity Type</b>              | <p>'ALE' for ALE Member information.<br/>'DGE' for Designated Governmental Entity information.</p> <p>Each ALE Member must have a business name, Federal EIN, address and contact information under ACA Entity Type 'ALE'.</p> <p>If a Designated Governmental Entity is filing on behalf of a Governmental Unit, the Governmental Unit is an ALE Member and the Designated Governmental Entity information is entered under ACA Entity Type 'DGE'.</p> |
| <b>Same as Company/Agency Table</b> | <p>If the Federal EIN and address of the ALE Member or Designated Governmental Entity is the same as in the Company Table, enter the Company here. The Company information from the Company Table will be populated onto the lines below and the fields will become display only. Otherwise, these fields can be entered manually.</p>                                                                                                                  |
| <b>Name</b>                         | Employer's name.                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Federal EIN</b>                  | 9-digits including dash.                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Country</b>                      | Look up from Country Table.                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Address</b>                      | Employer's complete address including address, city, state, and postal code.                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Contact Information</b>          | Contact <b>First Name</b> , <b>Middle Name</b> , <b>Last Name</b> , <b>Suffix</b> and Phone are used on the Employer Form 1094-C transmittal file.                                                                                                                                                                                                                                                                                                      |
| <b>Certification of Eligibility</b> | Enter all the applicable Certifications that the ALE Member applied for. This information will be included on the Employer Form 1094-C transmittal file.                                                                                                                                                                                                                                                                                                |

## ACA Company Table Page

Use the ACA Company Table page (ACA\_CMPY\_TBL) to associate an ALE Member to a Company. Multiple Companies can be associated to same ALE Member if they all share the same EIN.

Navigation:

**Set Up HCM**, and then **Common Definitions**, and then **Affordable Care Act**, and then **ACA Company Table**

This example illustrates the fields and controls on the ACA Company Table page. You can find definitions for the fields and controls later on this page.

## ACA Company Table

Company GBI Global Business Institute

Affordable Care Act ID Find | View All First 1 of 1 Last

\*Effective Date 01/01/2015

\*ACA Common ID AC1 Common ID for GBI

\*ALE Member GBI

| Field or Control  | Description                                                             |
|-------------------|-------------------------------------------------------------------------|
| <b>ALE Member</b> | Enter Applicable Large Employer Member that is associated with Company. |

## ACA Form Options Page

Use the ACA Form Options page (ACA\_FORM\_OPTS) to enable the electronic option for Form 1095-C. This step is required to enable employees to grant consent to receive electronic forms.

Navigation:

**Benefits**, and then **ACA Annual Processing**, and then **ACA Preparation**, and then **ACA Form Options**

This example illustrates the fields and controls on the ACA Form Options page. You can find definitions for the fields and controls later on this page.

## ACA Form Options

ALE Member GBI Global Business Institute

Self Service Options Find | View All First 1 of 1 Last

Calendar Year 2015

Last Update Date/Time 07/29/2015 12:00:00AM Updated By User PS

**Electronic Forms Option**

☒ Enable Electronic ACA Forms

| Field or Control     | Description                     |
|----------------------|---------------------------------|
| <b>Calendar Year</b> | Create a new row each tax year. |

| Field or Control                   | Description                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Enable Electronic ACA Forms</b> | <p>Select this check box to enable the ALE Member to provide XMLP PDF forms in the eBenefits Self Service transaction.</p> <p>If this check box is not selected, employees cannot request or withdraw consent or view Form 1095-C.</p> <p>After employees have granted/withdrawn consent, an administrator can disable this option by deselecting this check box and running the Reset 1095-C Consent Status process.</p> |

## Maintain Text Catalog Page

Use the Maintain Text Catalog page (HR\_SSTEXT\_TEXT) to select the type of consent form or email text that you want to enter or update.

Navigation:

**Set Up HCM**, and then **Common Definitions**, and then **Text Catalog and Notepad**, and then **Maintain Text Catalog**

This example illustrates the fields and controls on the Maintain Text Catalog page.

### Maintain Text Catalog

eBenefits

Sub ID ACA

Text ID 1095C

Usage Page Instructions

Description ACA 1095-C employee consent agreement

217 characters remaining

**Text Entries** Find | View All First 1 of 1 Last

Effective Date 01/01/1900

**Context Keys and Text** Find | View All First 1 of 1 Last

You must complete this Consent Form to receive an electronic copy of Form 1095-C. If you do not submit a Consent Form, the Benefits Department will process your Form 1095-C based on the most recent information you have provided. Once you submit the Consent Form, it will remain valid until you submit a Withdrawal of Consent Form, unless your employment is

[View/Edit as HTML](#)

| Text ID | Usage             | Text Type         | Description                                                                      |
|---------|-------------------|-------------------|----------------------------------------------------------------------------------|
| 1095C   | Page Instructions | Consent Agreement | Instructional text displayed on the Form 1095-C Consent page to request consent. |

| Text ID | Usage             | Text Type                      | Description                                                                                                                   |
|---------|-------------------|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| 1095R   | Page Instructions | Consent Agreement after Reset  | Instructional text displayed on the Form 1095-C Consent page to request consent after the Consent has been reset by employer. |
| 1095W   | Page Instructions | Withdrawal Agreement           | Instructional text displayed on the Form 1095-C Consent page to withdraw consent.                                             |
| CC      |                   | Consent Confirmation           | Confirmation text displayed on the Form 1095-C Consent page after Consent is submitted.                                       |
| CW      |                   | Withdrawn Confirmation         | Confirmation text displayed on the Form 1095-C Consent page after Consent Withdrawal is submitted.                            |
| EMCS    | E-Subject         | Consent Email Subject          | Notification Email Subject to employee that Consent is received.                                                              |
| EMC     | E-Body            | Consent Email Body             | Notification Email Body to employee that Consent is received.                                                                 |
| EMWS    | E-Subject         | Withdraw Consent Email Subject | Notification Email Subject to employee that Consent is withdrawn.                                                             |
| EMW     | E-Body            | Withdraw Consent Email Body    | Notification Email Body to employee that Consent is withdrawn.                                                                |
| EMRS    | E-Subject         | Reset Consent Email Subject    | Notification Email Subject to employee that Consent is reset by employer.                                                     |
| EMR     | E-Body            | Reset Consent Email Body       | Notification Email Body to employee that Consent is reset by employer.                                                        |

### Consent Instruction Requirements

The instructional page text that you create for granting and withdrawing consent should include these details:

- Notification that a paper copy will be provided if consent is not given.
- The scope and duration of the consent.
- Post-consent requests for paper statements.

- Option to withdraw consent.
- Conditions under which the employer will no longer furnish electronic statements.
- Procedures for updating information.
- Hardware and software requirements.  
For example, inform employees that Adobe Reader is required to view the forms.
- Contact information.

## Understanding ACA Safe Harbor Codes and Safe Harbor Relief Groups

PeopleSoft HR Manage Base Benefits delivers ACA Safe Harbor Codes (from Code Series 2 — Section 4980H Safe Harbor Codes and Other Relief for Employers) which provide the IRS with information used to administer the employer shared responsibility provisions of the Affordable Care Act. There are nine Safe Harbor codes (2A – 2I); four of these codes (2E, 2F, 2G, and 2H) are classified as Safe Harbor Relief Groups. The Safe Harbor Relief Groups component enables the employer to identify the employee population that belongs to each of the code 2E, 2F, 2G, and 2H groups on a monthly basis.

The following terminology may be of use to understand ACA Safe Harbors and Safe Harbor Relief Groups:

- **Employer Shared Responsibility:** Employers with 50 or more employees are required to provide health benefits to full-time (30 or more hours per week) employees or pay a penalty per employee, depending on the situation.
- **ACA Full-time:** An employee defined as working, or hired and expected to work at least 30 hours per week or 130 hours per month.  $(52 \text{ weeks} \times 30 \text{ hours}) / 12 \text{ months} = 130 \text{ hours per month}$ .
- **Minimum Essential Coverage (MEC):** MEC refers to health coverage qualified as minimum essential coverage under an eligible employer-sponsored plan.
- **Minimum Value:** A plan provides minimum value if the plan pays at least 60 percent of the cost of benefits.
- **Limited Non-Assessment Period:** A limited non-assessment period refers to a period during which an ALE member is not subject to an Employer Shared Responsibility payment under section 4980H(a) of the Internal Revenue Code, and in certain cases under section 4980H(b), for a full-time employee, regardless of whether the employee is offered health coverage during that period.

## Setting Up ACA Safe Harbors Codes and Safe Harbor Relief Groups

This topic provides an overview of setting up the Safe Harbor Codes (Code Series 2) and Safe Harbor Relief Groups.

## Pages Used to Set Up ACA Safe Harbors Codes and Safe Harbor Relief Groups

| Page Name                                      | Definition Name    | Usage                                                                                                                                                                      |
|------------------------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">ACA Safe Harbor Codes Page</a>     | ACA_SFE_HB_CODE    | View the applicable codes from Code Series 2 which provide the IRS with information to administer the employer shared responsibility provision of the Affordable Care Act. |
| <a href="#">Safe Harbor Relief Groups Page</a> | ACA_SAFE_HARBOR_GP | Group employees who qualify under each of the four Safe Harbor Codes: 2E, 2F, 2G, and 2H.                                                                                  |

### ACA Safe Harbor Codes Page

Use the ACA Safe Harbor Codes page (ACA\_SFE\_HB\_CODE) to view the applicable Code Series 2 – Section 4980H Safe Harbor Codes and other interim relief codes for employers.

Navigation:

**Set Up HCM**, and then **Common Definitions**, and then **Affordable Care Act**, and then **ACA Safe Harbor Codes**, and then **ACA Safe Harbor Codes**

This example illustrates the fields and controls on the ACA Safe Harbor Codes page.

### ACA Safe Harbor Codes

Safe Harbor Code 2A

Code Series 2

1 of 1

\*Effective Date

01/01/2015

\*Description

Not employed

Short Description

SH Code 2A

☐ Safe Harbor Relief Groups

| Field or Control                 | Description                                                                                                                                                                                                                 |  |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Safe Harbor Relief Groups</b> | Select this check box to indicate the Safe Harbor Code is used for interim relief. For 2015, Safe Harbor Codes 2E, 2F, 2G and 2H are valid interim relief codes and can be used in the Safe Harbor Relief Groups component. |  |

| Safe Harbor Code | Description                    | Short Description |
|------------------|--------------------------------|-------------------|
| 2A               | Not employed                   | SH Code 2A        |
| 2B               | Not full-time & not in MEC     | SH Code 2B        |
| 2C               | Enrolled in coverage offered   | SH Code 2C        |
| 2D               | Non-assessment period          | SH Code 2D        |
| 2E               | Multipl ER interim rule relief | SH Code 2E        |
| 2F               | Affordability Form W-2         | SH Code 2F        |
| 2G               | Affordability Fed Poverty Line | SH Code 2G        |
| 2H               | Affordability Rate of Pay      | SH Code 2H        |
| 2I               | None-cal year trans relief     | SH Code 2I        |

## Safe Harbor Relief Groups Page

Use the Safe Harbor Relief Groups page (ACA\_SAFE\_HARBOR\_GP) to group employees who qualify under each of the four Safe Harbor Codes: 2E, 2F, 2G, and 2H. The Safe Harbor Relief Groups component enables the employer to identify the employee population that belongs to each of the codes on a monthly basis. Some employees are qualified to be part of one or more of these Safe Harbor Relief Groups.

### Note

It is the customer's responsibility to add a new entry for each month of a calendar year for which each of the Safe Harbor Codes is valid for the ALE.

Navigation:

**Benefits**, and then **ACA Annual Processing**, and then **ACA Preparation**, and then **Safe Harbor Relief Groups**, and then **Safe Harbor Relief Groups**

This example illustrates the fields and controls on the Safe Harbor Relief Groups page.

## Safe Harbor Relief Groups

Applicable Large Employer GBI Global Business Institute  
 Calendar Year 2024  
 Month 12  
 As Of Date 12/31/2024  
 Safe Harbor Code 2H Affordability Rate of Pay

## Query Load

Query Name

## Qualified Employees

|                      |                                |            |           | < 1-1 of 1 >                                                        | >   View All                                                        |
|----------------------|--------------------------------|------------|-----------|---------------------------------------------------------------------|---------------------------------------------------------------------|
| Empl ID              | Empl Record                    | First Name | Last Name |                                                                     |                                                                     |
| <input type="text"/> | <input type="text" value="0"/> |            |           | <input style="width: 20px; height: 20px;" type="button" value="+"/> | <input style="width: 20px; height: 20px;" type="button" value="-"/> |

| Field or Control              | Description                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>As Of Date</b>             | This will always be set to the last day of the specified month.                                                                                                                                                                                                                                                                                                                                                |
| <b>Query Name</b>             | Select the user-defined query to list the employees in the Safe Harbor Relief Group for the chosen time period. If the Query Name is changed, one must click the <b>Load/Re-Load Employees</b> button to refresh the grid below.                                                                                                                                                                               |
| <b>Load/Re-Load Employees</b> | Click this button to run the query and load the selected employees in the Safe Harbor Relief Group for the chosen time period. Employees can also be inserted on the grid manually. Each time this button is clicked, the employees under the <b>Qualified Employees</b> grid will be deleted and employees will be reloaded again based on the query result. Manually entered employees will also be deleted. |

## Understanding ACA Data Extraction, Transmittal, and Form 1095-C Printing

The Affordable Care Act requires each ALE Member to file with the Internal Revenue Service Form 1094-C (Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns), and Form 1095-C (Employer-Provided Health Insurance Offer and Coverage) for each of its full-time employees.

PeopleSoft HCM HR Manage Base Benefits product supports the filing of Forms 1094-C and 1095-C. This process involves data tracking, annual data setup, data loading, reviews/updates, audit reporting, electronic transmittal and form printing. These tasks can generally be grouped into three areas:

- Data extraction
- Form filing/transmittal
- Printing Form 1095-C



Most of the data required by the Forms 1094-C and 1095-C is available in the PeopleSoft system. The data extraction process loads each employee's 1095-C data onto a page for administrator to review and modify before the forms are finalized to be transmitted and printed. Some fields are extracted directly from the PeopleSoft data source, while some fields are derived based on rules defined in the Data Extract Definition. PeopleSoft also allows you to upload employee's form data, if processed by a third party, using the Excel-CI Load feature.

PeopleSoft Benefits supports the ISS-UI Channel to transmit ACA data to the IRS. In the ISS-UI Channel, information returns are uploaded as XML files via the transmitter's web browser. Two XML files are transmitted: Request file and Manifest file. Once the extracted data are reviewed and finalized, the Create XML Transmittal Process is run to generate the Request file, which contains the Form 1094-C and Form 1095-C data. The Manifest File contains the ACA business header and request manifest details. The employer must upload the Request file and the Manifest File at the same time.

PeopleSoft Benefits only supports printing of Form 1095-C. In addition to the printed paper copy, an electronic version of the PDF form for employee Self Service is also provided.

## Setting Up and Managing Data Extraction for Forms 1094-C and 1095-C

This section provides an overview of the set up tables for data extraction required by Forms 1094-C and 1095-C.

### Pages Used to Set Up and Manage Data Extraction

| Page Name                                           | Definition Name   | Usage                                                                                                                              |
|-----------------------------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Health Plan Table Page</a>              | HEALTH_PLAN_TABLE | Define ACA health plan attributes needed in forms, e.g. Self-Insured, Minimum Essential Coverage, and Lowest Cost Monthly Premium. |
| <a href="#">ACA Employee Eligibility Group Page</a> | ACA_EMP_ELIG_GP   | Group different ACA eligibility statuses into eligibility groupings for use in the data extraction processes.                      |
| <a href="#">ACA Offer of Coverage Page</a>          | ACA_CODE_SERIES1  | Define eligible coverage codes for Code Series 1 and indicate whether to Report Employee Share of Lowest Cost for Self-only.       |
| <a href="#">ACA Data Extract Definition Page</a>    | ACA_DATEXTR_DEF   | Define a set of data extraction rules.                                                                                             |
| <a href="#">ACA Data Source Page</a>                | ACA_DATA_SOURCE   | Define other data sources to be used in Excel-CI Load.                                                                             |

### Health Plan Table Page

Use the Health Plan Table page (HEALTH\_PLAN\_TABLE) to enter the ACA plan details.

Navigation:

**Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **Plan Attributes**, and then **Health Plan Table**

This example illustrates the fields and controls on the Health Plan Table page.

### Health Plan Table

Plan Type 10 Medical  
Benefit Plan KUMED Enhanced Medical Plan

Health Plans Find | View All First 1 of 1 Last

\*Effective Date 01/01/2015

\*Health Provider Required Required

Wait Period Days

**ACA Plan Details**

☒ Self-Insured Plan

Benefit Plan Coverage Value MEC and Minimum Value

Lowest-Cost Monthly Premium 20.00

| Field or Control                   | Description                                                                                                                                                                                                                                   |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Health Provider Required</b>    | Select whether an employee must declare a health provider when enrolling in this plan through self-service.                                                                                                                                   |
| <b>Wait Period Days</b>            | Enter the number of days an employee must wait to be eligible for the plan.                                                                                                                                                                   |
| <b>Self-Insured Plan</b>           | Select this check box if the health plan is employer-sponsored self-insured health coverage.                                                                                                                                                  |
| <b>Benefit Plan Coverage Value</b> | Options include <b>MEC and Minimum Value</b> , <b>MEC and Not Minimum Value</b> , and <b>Not Minimum Essential Coverage</b> .                                                                                                                 |
| <b>Lowest-Cost Monthly premium</b> | This cost is the employee share of the lowest-cost monthly premium for self-only minimum essential coverage providing minimum value that is offered to the employee. (This field is only used for employees using the Base Benefits product.) |

## ACA Employee Eligibility Group Page

Use the ACA Employee Eligibility Group page (ACA\_EMP\_ELIG\_GP) to group different ACA eligibility statuses into eligibility groupings for use in the data extraction process. This is a system-delivered table and includes the FLTM (Full Time) and NFLT (Not Full Time) eligibility groups.

Navigation:

**Set Up HCM**, and then **Common Definitions**, and then **Affordable Care Act**, and then **ACA Employee Eligibility Group**

This example illustrates the fields and controls on the ACA Employee Eligibility Group page.

ACA Employee Eligibility Group

Employee Eligibility Group FLTM

Group Information

Find | View All

First 1 of 1 Last

\*Effective Date

01/01/2015

\*Description

ACA Full Time Employees

Eligibility Status

Personalize | Find | View All

First 1-2 of 2 Last

ACA Eligibility Status

Always Eligible

Eligible

| Field or Control           | Description                                                                                                                                              |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employee Eligibility Group | Displays the name of the eligibility group. <b>FLTM</b> (Full Time) and <b>NFLT</b> (Not Full Time) are eligibility groups delivered with the system.    |
| ACA Eligibility Status     | Status: <b>Eligible</b> and <b>Always Eligible</b> are assigned to FLTM. <b>Ineligible, To be determined</b> , and <b>Excluded</b> are assigned to NFLT. |

ACA Offer of Coverage Page

Use the ACA Offer of Coverage page (ACA\_CODE\_SERIES1) to define eligible coverage codes and whether to Report Lowest Cost Self-only per Code Series 1 as defined in the IRS Instructions for Forms 1094-C and 1095-C. You do not need to define these rules as this is delivered as system data. However, you can add other coverage codes as required.

Navigation:

**Set Up HCM**, and then **Common Definitions**, and then **Affordable Care Act**, and then **ACA Offer of Coverage**

This example illustrates the fields and controls on the ACA Offer of Coverage page.

ACA Offer of Coverage

Code Series 1 1B

Code Series 1 Definition

Find | View All First 1 of 1 Last

\*Effective Date 01/01/2015

\*Description MEC minimum value employee only

☒ Report Lowest-Cost Self-Only

Coverage Codes

Personalize | Find | View All First 1 of 1 Last

| Coverage Code | Description   | Coverage Code Control    | Minimum Covered | Maximum Covered |
|---------------|---------------|--------------------------|-----------------|-----------------|
| 1             | Employee Only | <input type="checkbox"/> |                 |                 |

| Field or Control             | Description                                                                                                                                                                                                                                                                                                                                          |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Code Series 1                | Employee Offer of Coverage Codes (Code Series 1) published in IRS Instructions for 1095-C. The valid codes are 1A – 1I for tax year 2015.                                                                                                                                                                                                            |
| Report Lowest-Cost Self-Only | Select this check box to indicate that Employee Share of Lowest Cost Monthly Premium is reported for the Code Series 1. For example, if code 1B, 1C, 1D, or 1E is reported on line 14 of Form 1095-C, the lowest self-only cost will be reported on line 15 of Form 1095-C. For this reason, for codes 1B, 1C, 1D, and 1E, the checkbox is selected. |
| Coverage Code                | List coverage codes that are associated with certain Code Series 1 (e.g. 1B, 1C, 1D, or 1E).                                                                                                                                                                                                                                                         |

ACA Data Extract Definition Page

Use the ACA Data Extract Definition page (ACA\_DATEXTR\_DEF) to define a set of data extraction rules. Each set of data extraction rules has a corresponding ACA Data Extract ID.

ACA Data Extract ID 1094C1095C is delivered as system data and is defined to extract data required for generating the Form 1094-C and Form 1095-C transmittal file and for issuing employee Form 1095-C.

Navigation:

**Set Up HCM**, and then **Common Definitions**, and then **Affordable Care Act**, and then **ACA Data Extract Definition**

This example illustrates the fields and controls on the ACA Data Extract Definition 1 page (Page 1 of 3).

ACA Data Extract Definition 1    ACA Data Extract Definition 2

Data Extract ID    1094C1095C

**Data Extract Options**

\*Effective Date: 01/01/2020

\*Description: Forms 1094-C and 1095-C

\*Common As of Day in Month: First Day

**Eligible Plan Types**

| Plan Type                |   |   |
|--------------------------|---|---|
| Medical                  | + | - |
| Major Medical            | + | - |
| Domestic Partner Medical | + | - |

**Plan Start Month for Benefit Program**

| Benefit Program | Plan Start Month |   |   |
|-----------------|------------------|---|---|
|                 |                  | + | - |

This example illustrates the fields and controls on the ACA Data Extract Definition 1 page (Page 2 of 3).

**HRA Primary Residence Zip Code**

| Priority | Address Type |   |   |
|----------|--------------|---|---|
| 10       | Home         | + | - |
| 20       | Permanent    | + | - |
| 30       | Mailing      | + | - |

**Part III ALE Member Monthly Flags & Codes**

\*ALE Member Monthly Data: Aggregated Group Indicator

Sequence: 20

Box Identifier: (d)

**Monthly Value Assignments**

| Priority | Assign Value | Default                             | As of Day in Month | As of Day | SQL Object ID                 |   |   |
|----------|--------------|-------------------------------------|--------------------|-----------|-------------------------------|---|---|
| 10       | Y            | <input type="checkbox"/>            |                    |           | ACA_1094C_AGID_GN01_AGGRGRPID | + | - |
| 20       | N            | <input checked="" type="checkbox"/> |                    |           |                               | + | - |

This example illustrates the fields and controls on the ACA Data Extract Definition 1 page (Page 3 of 3).

Part III ALE Member Monthly Counts

\*ALE Member Monthly Data: Total Employee Count

Sequence: 20

Box Identifier: (c)

Monthly Count Assignments

| Priority | Assign Count | Default                  | As of Day in Month | As of Day | SQID Criteria | SQID Update                  |
|----------|--------------|--------------------------|--------------------|-----------|---------------|------------------------------|
| 10       |              | <input type="checkbox"/> |                    |           |               | ACA_1094C_EMCT_GN01U_EMPLCOU |

**Field or Control****Description****Data Extract ID**

Assign a Data Extract ID for each set of data extract rules.

Data Extract ID 1094C1095C is system delivered for extracting employer and employee data for Forms 1094-C and 1095-C.

*Data Extract Options***Common As of Day in Month**

Select the common date to be used for effective date extract of all monthly data.

The options available are **First Day**, **Specified Day**, or **Last Day**.

**Specified As of Day**

This edit box appears only when you select **Specified Day** from the **Common As of Day in Month** drop-down menu.

Specify the day to use for each month.

**Eligible Plan Types****Plan Type**

Select the plan types that are eligible for this extract.

**Plan Start Month for Benefit Program****Benefit Program**

Select the benefit program that is eligible for this extract.

**Plan Start Month**

Enter the start month for the benefits plan.

**HRA Primary Residence Zip Code****Priority**

Enter a number to define the priority of the address type to be used for the extract.

**Address Type**

Select the address type to be used for the extract. This includes values such as Home, Permanent, Mailing and Business.

*Part III ALE Member Monthly Flags & Codes***ALE Member Monthly Data**

Valid ALE Member Monthly Data options are:

- Aggregated Group Indicator
- Minimum Essential Coverage ID
- Sec 4980H Transition Relief ID

**Sequence**

Specify the order of processing in the main extraction process.

**Box Identifier**

Enter the box number or letter used in Form 1094-C and Form 1095-C.

*Monthly Value Assignments*

| Field or Control                          | Description                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Priority</b>                           | Specify the order of processing within the monthly data type.                                                                                                                                                                                                                                                                                                                                                              |
| <b>Assign Value</b>                       | Enter the value, count, or amount according to the corresponding monthly data type.                                                                                                                                                                                                                                                                                                                                        |
| <b>Default</b>                            | Select this check box to use the Assign Value as default.                                                                                                                                                                                                                                                                                                                                                                  |
| <b>As of Day in Month</b>                 | If specified, this <b>As of Day in Month</b> overrides <b>Common As of Day in Month</b> for effective date extract of this monthly data value assignment. The options available are <b>First Day</b> , <b>Specified Day</b> or <b>Last Day</b> .                                                                                                                                                                           |
| <b>SQLID Object</b>                       | Enter the SQL that defines the data subject to data extraction.                                                                                                                                                                                                                                                                                                                                                            |
| <i>Part III ALE Member Monthly Counts</i> |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>ALE Member Monthly Data</b>            | Valid ALE Member Monthly Data options are: <ul style="list-style-type: none"> <li>• Full-Time Employee Count</li> <li>• MEC Employee Offer Count</li> <li>• Total Employee Count</li> </ul> <b>Note:</b> MEC Employee Offer Count is not reported on Form 1094-C but is needed in determining Column (a) Minimum Essential Coverage Offer Indicator (e.g. the employer offered MEC to at least 95% of full-time employees) |
| <i>Monthly Count Assignments</i>          |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Priority</b>                           | Specify the order of processing within the monthly data type.                                                                                                                                                                                                                                                                                                                                                              |
| <b>Assign Value</b>                       | Enter the value, count, or amount according to the corresponding monthly data type.                                                                                                                                                                                                                                                                                                                                        |
| <b>Default</b>                            | Select this check box to use the <b>Assign Value</b> as default.                                                                                                                                                                                                                                                                                                                                                           |
| <b>As of Day in Month</b>                 | If specified, this <b>As of Day in Month</b> overrides <b>Common As of Day in Month</b> for effective date extract of this monthly data value assignment. The options available are <b>First Day</b> , <b>Specified Day</b> or <b>Last Day</b> .                                                                                                                                                                           |
| <b>As of Day</b>                          | This edit box appears only when you select <b>Specified Day</b> from the <b>As of Day in Month</b> drop-down menu.                                                                                                                                                                                                                                                                                                         |
| <b>SQLID Criteria</b>                     | Enter the SQL that defines the data subject to data extraction.                                                                                                                                                                                                                                                                                                                                                            |
| <b>SQLID Update</b>                       | Enter the SQL that will provide update to monthly data extraction.                                                                                                                                                                                                                                                                                                                                                         |

**Note**

User defined SQL objects can be created in PeopleSoft Application Designer to provide SQLID Criteria and SQLID Update for data extraction and SQL name should start with 'ACA'.

This example illustrates the fields and controls on the ACA Data Extract Definition 2 page (Page 1 of 3).

ACA Data Extract Definition 1    **ACA Data Extract Definition 2**

Data Extract ID    1094C1095C

Data Extract Options

Effective Date    01/01/2020

**Part II Employee Monthly Codes**

\*Employee Monthly Data    Offer of Coverage Code    Sequence    10

Box Identifier    14

**Monthly Value Assignments**

| Priority | Assign Value | Default                  | As of Day in Month | As of Day | SQL Object ID          |   |   |
|----------|--------------|--------------------------|--------------------|-----------|------------------------|---|---|
| 2        | 1S           | <input type="checkbox"/> |                    |           | ACA_1095C_CDS1_GN01_1S | Q | + |
| 4        | 1G           | <input type="checkbox"/> |                    |           | ACA_1095C_CDS1_GN01_1G | Q | + |
| 8        | 1H           | <input type="checkbox"/> |                    |           | ACA_1095C_CDS1_GN01_1H | Q | + |
| 10       | 1H           | <input type="checkbox"/> |                    |           | ACA_1095C_CDS1_GN02_1H | Q | + |
| 12       | 1H           | <input type="checkbox"/> |                    |           | ACA_1095C_CDS1_BA01_1H | Q | + |
| 14       | 1H           | <input type="checkbox"/> |                    |           | ACA_1095C_CDS1_BA02_1H | Q | + |
| 15       | 1N           | <input type="checkbox"/> |                    |           | ACA_1095C_CDS1_BA01_1N | Q | + |
| 16       | 1N           | <input type="checkbox"/> |                    |           | ACA_1095C_CDS1_BN01_1N | Q | + |

This example illustrates the fields and controls on the ACA Data Extract Definition 2 page (Page 2 of 3).

**Part II Employee Monthly Data**

\*Employee Monthly Data    HRA Zip Code    Sequence    10

Box Identifier    17

**Monthly Value Assignments**

| Priority | Assign Value | Default                  | As of Day in Month | As of Day | SQLID Criteria             | SQLID Update                  |   |   |
|----------|--------------|--------------------------|--------------------|-----------|----------------------------|-------------------------------|---|---|
| 10       |              | <input type="checkbox"/> |                    |           | ACA_1095C_HRZP_GN01_RESZIP | ACA_1095C_HRZP_GN02_RESZIPUPD | Q | + |
| 20       |              | <input type="checkbox"/> |                    |           | ACA_1095C_HRZP_GN01_WRKZIP | ACA_1095C_HRZP_GN02_WRKZIPUPD | Q | + |

**Part II Employee Monthly Amounts**

\*Employee Monthly Data    Self-Only Lowest Premium Cost    Sequence    40

Box Identifier    15

**Monthly Amount Assignments**

| Priority | Assign Amount | Default                  | As of Day in Month | As of Day | SQLID Criteria                 | SQLID Update                   |   |   |
|----------|---------------|--------------------------|--------------------|-----------|--------------------------------|--------------------------------|---|---|
| 10       |               | <input type="checkbox"/> |                    |           | ACA_1095C_LCST_GN01_SLFLWCST   | ACA_1095C_LCST_GN03U_CSTCOMPAR | Q | + |
| 20       |               | <input type="checkbox"/> |                    |           | ACA_1095C_LCST_GN02_ZEROCRITER | ACA_1095C_LCST_GN04U_SETZERO   | Q | + |



This example illustrates the fields and controls on the ACA Data Extract Definition 2 page (Page 3 of 3).

**Covered Individual Monthly Flags** Q | |< < 1 of 1 > |> | View All

\*Monthly Dependent Data Months of Coverage ▼ Sequence 10 + -

Box Identifier (e)

**Monthly Value Assignments** Q |< < 1-2 of 3 > |> | View All

| Priority        | Assign Value   | Default                  | As of Day in Month | As of Day | SQL Object ID                                       |                |                |
|-----------------|----------------|--------------------------|--------------------|-----------|-----------------------------------------------------|----------------|----------------|
| <span>10</span> | <span>Y</span> | <input type="checkbox"/> | <span>▼</span>     |           | <span>ACA_1095C_CVRG_GN01_EE</span> <span>Q</span>  | <span>+</span> | <span>-</span> |
| <span>20</span> | <span>Y</span> | <input type="checkbox"/> | <span>▼</span>     |           | <span>ACA_1095C_CVRG_GN01_DEP</span> <span>Q</span> | <span>+</span> | <span>-</span> |

| Field or Control                        | Description                                                                                                                                                                             |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part II Employee Monthly Codes</b>   |                                                                                                                                                                                         |
| <b>Employee Monthly Data</b>            | Monthly codes to report for the employee. Valid options are: <ul style="list-style-type: none"> <li>• Offer of Coverage Code</li> <li>• Safe Harbor &amp; Other Relief Codes</li> </ul> |
| <b>Part II Employee Monthly Amounts</b> |                                                                                                                                                                                         |
| <b>Employee Monthly Data</b>            | Monthly amounts to report for the employee. Valid option is <b>Self-Only Lowest Premium Cost</b> .                                                                                      |
| <b>Covered Individual Monthly Flags</b> |                                                                                                                                                                                         |
| <b>Monthly Dependent Data</b>           | Valid option is <b>Months of Coverage</b> .                                                                                                                                             |

## ACA Data Source Page

Employee form data can be uploaded using Excel-CI Load. Use the ACA Data Source page (ACA\_DATA\_SOURCE) to define other data sources to be used in Excel-CI Load.

This example illustrates the fields and controls on the ACA Data Source page.

### ACA Data Source

ACA Data Source ALTA

\*Description ALTA Health

| Field or Control       | Description                                                                   |
|------------------------|-------------------------------------------------------------------------------|
| <b>ACA Data Source</b> | Assign a source ID to identify the source of data loaded using Excel-CI Load. |

## Creating ACA Form Data for Forms 1094-C and 1095-C

This section provides an overview of ACA data extraction required to generate Forms 1094-C and 1095-C.

### Pages Used to Create Data Form Extraction

| Page Name                                           | Definition Name                                                                                                                          | Usage                                                                     |
|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <a href="#">ACA Data Extract Page</a>               | ACA_DTEX_RUNCTL                                                                                                                          | To extract, clean up, or finalize data needed for forms transmittal.      |
| <a href="#">ACA Employer Transmittal Data Pages</a> | ACA_ALE_XMIT_PART1 (ALE Member tab)<br>ACA_ALE_XMIT_PART2 (ALE Monthly Data tab)                                                         | To view the employer transmittal data after the data extraction process.  |
| <a href="#">ACA Employee Transmittal Data Page</a>  | ACA_EMP_XMIT_PART1 (ALE Member tab)<br>ACA_EMP_XMIT_PART2 (Monthly Employee Data tab)<br>ACA_EMP_XMIT_PART3 (Covered Dependent Data tab) | To view the employee transmittal data after the data extraction process.  |
| <a href="#">Review Employee Data Load Page</a>      | ACA_EMP_DATA_LOAD                                                                                                                        | To review/modify employee CI loaded monthly codes.                        |
| <a href="#">Review Employee Amount Load Page</a>    | ACA_EMPMDATA_LOAD                                                                                                                        | To review/modify employee CI loaded monthly amounts.                      |
| <a href="#">Review Covered Individual Load Page</a> | ACA_DEP_DATA_LOAD                                                                                                                        | To review/modify employees or covered individual CI loaded monthly flags. |

### ACA Data Extract Page

Use the ACA Data Extract page (ACA\_DTEX\_RUNCTL) to extract, clean up, or finalize data needed for forms transmittal.

Navigation:

**Benefits**, and then **ACA Annual Processing**, and then **Create ACA Form Data**, and then **ACA Data Extract**

This example illustrates the fields and controls on the ACA Data Extract page.

## ACA Data Extract

Run Control ID QAE Report Manager Process Monitor Run

\*Data Extract ID 1094C1095C

\*Applicable Large Employer GBI

\*Calendar Year 2015

\*Extract Option

- Extract ACA Employee Data
- Extract ALE Employer Data
- Extract All Transmittal Data
- Finalize For Transmittal
- Remove Extracted Data
- Un Finalize Extracted Data

Participants

| *Empl ID | First Name | Last Name |
|----------|------------|-----------|
|          |            |           |

Find | 1 of 1 | First | Last

| Field or Control                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Data Extract ID</b>           | Enter the Data Extract ID that defines data to be extracted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Applicable Large Employer</b> | Select the ALE Member for the data extract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Calendar Year</b>             | Enter the tax filing year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Extract Option</b>            | <p>The options available are:</p> <ul style="list-style-type: none"> <li>• <b>Extract ACA Employee Data</b> – Extract data for selected employees only. Specify the employees in the <b>Participant(s)</b> grid below</li> <li>• <b>Extract ALE Employer Data</b> – Extract data for Form 1094-C only. This is used after running the Merge Process or after Employee Transmittal Data was modified manually. This process will sync up the counts.</li> <li>• <b>Extract All Transmittal Data</b> – Extract data for Forms 1094-C and 1095-C.</li> <li>• <b>Finalize for Transmittal</b> – Flag as Final the highest Sequence extracted data with Process Status of <b>PeopleSoft Extracted, User Modified, or Merged with Data Load</b>.</li> <li>• <b>Remove Extracted Data</b> – Select this option to delete all extracted data where Process Status is not <b>Finalize for Transmittal</b> or <b>Transmittal Created</b>.</li> <li>• <b>Un Finalize Extracted Data</b> – Reset the highest sequence extracted data with Process Status of <b>Finalize</b> to its previous status.</li> </ul> |

**Note**

If an extract has already been run for an ALE/Calendar Year, the same extract ID should be used for that calendar year. Otherwise, an error message will be generated.

## ACA Employer Transmittal Data Pages

Use the ACA Employer Transmittal Data page (ACA\_ALE\_XMIT\_PART1 and ACA\_ALE\_XMIT\_PART2) to view or modify the employer transmittal data after the data extraction process.

Navigation:

**Benefits**, and then **ACA Annual Processing**, and then **Create ACA Form Data**, and then **ACA Employer Transmittal Data**

This example illustrates the fields and controls on the ACA Employer Transmittal Data page - ALE Member tab.

ALE Member
ALE Monthly Data

Data Extract ID 1094C1095C Forms 1094-C and 1095-C  
Applicable Large Employer GBI Global Business Institute  
Calendar Year 2015

Sequence Data Find | View All First 1 of 1 Last  
Sequence  \*Process Status PeopleSoft Extracted +  
Part I Applicable Large Employer Member Find | View All First 1 of 1 Last  
ACA Entity Type ALE  
Name   
\*Federal EIN   
\*Country   
\*Address Line 1   
Address Line 2   
City  State   
Postal Code   
1094-C Contact  
First Name   
Middle Name   
Last Name   
Suffix  Phone   
Updated By User PS Updated on 02/16/16 3:03:45PM

| Field or Control      | Description                                                                                                                                                                                                                                                                                                      |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Process Status</b> | Defines the status of Data Extract, such as, <b>PeopleSoft Extracted</b> , <b>User Modified</b> , <b>Merged with Data Load</b> , <b>VOID</b> , <b>Finalized for Transmittal</b> , and <b>Transmittal Created</b> . You can add a 'User Modified' row to modify data before creating the 1094-C transmittal file. |

**Note**

Address is extracted based on the country format.

This example illustrates the fields and controls on the ACA Employer Transmittal Data page - ALE Monthly Data tab.

ALE Member | **ALE Monthly Data**

Data Extract ID 1094C1095C Forms 1094-C and 1095-C  
Applicable Large Employer GBI Global Business Institute  
Calendar Year 2015

Sequence Data Find | View All First 1 of 2 Last

Sequence 1

**Part II Certifications of Eligibility** Personalize | Find | View All | First 1 of 1 Last

Certification of Eligibility

Qualify Offer Transit Relief

**Part III ALE Member Monthly Flags & Codes** Personalize | Find | View All | First 1-3 of 3 Last

| Box ID | ALE Member Monthly Data        | All Months | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Data Source Type     |
|--------|--------------------------------|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------------------|
| (d)    | Aggregated Group Indicator     |            | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | PeopleSoft Generated |
| (a)    | Minimum Essential Coverage ID  |            | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   | PeopleSoft Generated |
| (e)    | Sec 4980H Transition Relief ID |            |     |     |     |     |     |     |     |     |     |     |     |     | PeopleSoft Generated |

**Part III ALE Member Monthly Counts** Personalize | Find | View All | First 1-3 of 3 Last

| Box ID | ALE Member Monthly Data  | All Months | Jan  | Feb  | Mar  | Apr  | May  | Jun  | Jul  | Aug  | Sep  | Oct  | Nov  | Dec  | Data Source Type     |
|--------|--------------------------|------------|------|------|------|------|------|------|------|------|------|------|------|------|----------------------|
| (c)    | Total Employee Count     |            | 1318 | 1318 | 1318 | 1318 | 1318 | 1318 | 1318 | 1323 | 1330 | 1330 | 1330 | 1330 | PeopleSoft Generated |
| (b)    | Full-Time Employee Count |            | 14   | 14   | 13   | 13   | 13   | 13   | 13   | 13   | 14   | 14   | 14   | 14   | PeopleSoft Generated |
|        | MEC Employee Offer Count |            |      |      |      |      |      |      |      |      |      |      |      |      | PeopleSoft Generated |

**Part IV Other ALE Members of Aggregated ALE Group** Personalize | Find | View All | First 1 of 1 Last

Applicable Large Employer

WCH

## ACA Employee Transmittal Data Page

Use the ACA Employee Transmittal Data page (ACA\_EMP\_XMIT\_PART1, ACA\_EMP\_XMIT\_PART2 and ACA\_EMP\_XMIT\_PART3) to view or modify the employee transmittal data after the extraction process.

Navigation:

**Benefits**, and then **ACA Annual Processing**, and then **Create ACA Form Data**, and then **ACA Employee Transmittal Data**

This example illustrates the fields and controls on the ACA Employee Transmittal Data page – ACA Employee tab.

|              |                       |                         |
|--------------|-----------------------|-------------------------|
| ACA Employee | Employee Monthly Data | Covered Individual Data |
|--------------|-----------------------|-------------------------|

|                           |            |                           |
|---------------------------|------------|---------------------------|
| Data Extract ID           | 1094C1095C | Forms 1094-C and 1095-C   |
| Applicable Large Employer | GBI        | Global Business Institute |
| Calendar Year             | 2015       |                           |
| Employee ID               | KU0020     | Christelle Stevenson      |

Sequence Data

Find | View All First 1 of 1 Last

|                      |              |                                              |                      |
|----------------------|--------------|----------------------------------------------|----------------------|
| Sequence             | 0            | Process Status                               | PeopleSoft Extracted |
| Submission ID        |              | Record ID                                    |                      |
| 1095-C Contact Phone | 646/350-2222 | <input type="checkbox"/> Reissue Form 1095-C |                      |

Part I Employee

\*Format Using English

Display Name Christelle Stevenson

Social Security # XXX-XX-XXXX

\*Country USA

\*Address Line 1 2139 Arctic Boulevard

Address Line 2

\*City Anchorage

\*State AK

\*Postal Code 99521

Edit Name

|                 |    |            |                      |
|-----------------|----|------------|----------------------|
| Updated By User | PS | Updated on | 02/16/2016 3:03:57PM |
|-----------------|----|------------|----------------------|

**Note**

Employee Address is extracted based on the address type table order (ADDR\_TYPE\_TBL component) that you have set up.

| Field or Control           | Description                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reissue Form 1095-C</b> | Between the time when Form 1095-Cs is furnished to employees but the Transmittal File has not been submitted to IRS, administrator can reissue Form 1095-C to their employees. Add a user modified row with the changes required and select the Reissue check box to indicate this data row is for issuing a reissue form. Once changes are verified, set the Process Status to Finalized for Transmittal and run the Create XML File (Reissue) process. |

This example illustrates the fields and controls on the ACA Employee Transmittal Data – Employee Monthly Data tab.

ACA Employee Employee Monthly Data Covered Individual Data

Data Extract ID 1094C1095C Forms 1094-C and 1095-C  
Applicable Large Employer GBI Global Business Institute  
Calendar Year 2015  
Empl ID KU0020 Christelle Stevenson

Sequence Data Find | View All First 1 of 1 Last

Sequence 0

Employee Data Plan Start Month 0

Part II Employee Monthly Codes Personalize | Find | View All | First 1-2 of 2 Last

| Box ID | Employee Monthly Data           | All Months | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Data Source Type     |
|--------|---------------------------------|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------------------|
| 14     | Offer of Coverage Code          |            | 1H  | 1H  | 1H  | 1H  | 1H  | 1H  | 1H  | 1H  | 1H  | 1H  | 1H  | 1H  | PeopleSoft Generated |
| 16     | SafeHarbor & Other Relief Codes |            | 2C  | 2C  | 2C  | 2C  | 2C  | 2C  | 2C  | 2C  | 2C  | 2C  | 2C  | 2C  | PeopleSoft Generated |

Part II Employee Monthly Amounts Personalize | Find | View All | First 1 of 1 Last

| Box ID | Employee Monthly Data         | All Months | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Data Source Type     |
|--------|-------------------------------|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------------------|
| 15     | Self-Only Lowest Premium Cost |            |     |     |     |     |     |     |     |     |     |     |     |     | PeopleSoft Generated |
|        | Self Low Cost Base Benefits   |            |     |     |     |     |     |     |     |     |     |     |     |     | PeopleSoft Generated |
|        | Self Low Cost BA No Credit    |            |     |     |     |     |     |     |     |     |     |     |     |     | PeopleSoft Generated |
|        | Self Low Cost BA With Credit  |            |     |     |     |     |     |     |     |     |     |     |     |     | PeopleSoft Generated |

**Field or Control****Description****Plan Start Month**

This is an optional field for 2015. The system defaults it to '00'.

**Box ID 15: Employee Monthly Data**

The data from the first row **Self Only Lowest Premium Cost** populates the corresponding box in the Form 1095-C. The **Self Low Cost Base Benefits**, **Self Low Cost BA No Credit** and **Self Low Cost BA With Credit** are three working rows used to calculate cost and credits.

This example illustrates the fields and controls on the ACA Employee Transmittal Data page – Covered Individual Data tab.

ACA Employee Employee Monthly Data Covered Individual Data

Data Extract ID 1094C1095C Forms 1094-C and 1095-C  
Applicable Large Employer GBI Global Business Institute  
Calendar Year 2015  
Empl ID KU0003 Jean Parsons

Sequence Data Find | View All First 1 of 1 Last

Sequence 0 Process Status Transmittal Created  
Submission ID 1 Record ID 3

Form Type  
☒ Original ☐ Reissue ☐ Correction ☐ Void

Part III Covered Individuals Find | View All First 1 of 1 Last

Dependent ID 00  
Display Name Jean Parsons Edit Name  
Social Security # XXX-XX-XXXX Date of Birth

Covered Individual Monthly Flags Personalize | Find | View All | First 1 of 1 Last

| Box ID | Individual Monthly Data | All Months | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Data Source Type     |
|--------|-------------------------|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------------------|
| (e)    | Months of Coverage      |            | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | PeopleSoft Generated |

## Using the ACA Component Interface

If you have third-party data in a Microsoft Excel spreadsheet, you can use the following component interfaces to load employee Form 1095-C data:

- CI\_ACA\_EMPDATA\_SRC loads line 14 and 16 of 1095-C
- CI\_ACA\_EMPMDATA\_SRC loads line 15 of 1095-C
- CI\_ACA\_DEP\_DATA\_SRC loads Covered Individual Data, part III of 1095-C.

The component interface simplifies the process of loading your data and performs the required validations during the process.

For more information, see PeopleTools documentation for *PeopleSoft Component Interfaces*.

The data thus loaded can be viewed and modified on the following pages:

- Review Employee Data Load
- Review Employee Amount Load
- Review Covered Individual Load

## Review Employee Data Load Page

Use the Review Employee Data Load page (ACA\_EMP\_DATA\_LOAD) to review/modify employee CI loaded monthly codes.

Navigation:

**Benefits**, and then **ACA Annual Processing**, and then **Create ACA Form Data**, and then **Review Employee Data Load**

This example illustrates the fields and controls on the Review Employee Data Load page.

### Review Employee Data Load

Data Extract ID 1094C1095C      Forms 1094-C and 1095-C  
Applicable Large Employer GBI      Global Business Institute  
Calendar Year 2015

| Part II Employee Monthly Codes |          |                | Personalize   Find   1-10 of 10   Last |            |     |     |     |     |     |     |     |     |     |     |     |     |             |
|--------------------------------|----------|----------------|----------------------------------------|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------|
| Data Status                    | *Empl ID | Name           | Employee Monthly Data                  | All Months | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | *ACA Source |
| Updated                        | KU0001   | Douglas Lewis  | Offer of Coverage Code                 |            | 1B  |     |     |     |     |     |     |     | 1B  |     |     |     | ABC Co. Ltd |
| Updated                        | KU0001   | Douglas Lewis  | SafeHarbor & OtherRelief Codes         |            | 2A  |     |     | 2C  |     |     |     |     | 2C  |     |     |     | ABC Co. Ltd |
| Updated                        | KU0008   | Calvin Roth    | Offer of Coverage Code                 |            |     |     |     |     |     |     |     |     | 1C  | 1C  | 1C  | 1C  | ABC Co. Ltd |
| Updated                        | KU0008   | Calvin Roth    | SafeHarbor & OtherRelief Codes         |            |     |     |     |     |     |     |     |     |     | 2C  | 2C  | 2C  | ABC Co. Ltd |
| Updated                        | KU0012   | Allan Martin   | Offer of Coverage Code                 |            | 1D  | 1D  |     |     |     |     |     |     | 1C  | 1C  | 1C  | 1C  | ABC Co. Ltd |
| Updated                        | KU0012   | Allan Martin   | SafeHarbor & OtherRelief Codes         |            | 2G  | 2G  |     |     |     |     |     |     |     | 2C  | 2C  | 2C  | ABC Co. Ltd |
| Updated                        | KU0013   | Daisy Lopez    | Offer of Coverage Code                 |            | 1D  | 1D  |     |     |     |     |     |     | 1C  | 1C  | 1C  | 1C  | ABC Co. Ltd |
| Updated                        | KU0013   | Daisy Lopez    | SafeHarbor & OtherRelief Codes         |            | 2F  | 2F  |     |     |     |     |     |     |     | 2C  | 2C  | 2C  | ABC Co. Ltd |
| Updated                        | KU0091   | Rick Gutierrez | Offer of Coverage Code                 |            | 1H  | 1H  | 1H  | 1H  | 1H  | 1H  | 1H  | 1H  | 1H  | 1H  | 1H  | 1H  | ABC Co. Ltd |
| Updated                        | KU0091   | Rick Gutierrez | SafeHarbor & OtherRelief Codes         |            | 2C  | 2C  | 2C  | 2C  | 2C  | 2C  | 2C  | 2C  | 2C  | 2C  | 2C  | 2C  | ABC Co. Ltd |

### Field or Control

### Description

#### Data Status

Display/modify the status of the data reviewed. The options available are **Error**, **Initial Load**, **Merged**, **Updated**, **Void**, and **Warning**.

#### ACA Source

Display/modify the source of data loaded using Excel-CI Load.



## Review Employee Amount Load Page

Use the Review Employee Amount Load page (ACA\_EMPMDATA\_LOAD) to review/modify employee share of lowest cost monthly premium for self-only minimum value coverage.

Navigation:

**Benefits**, and then **ACA Annual Processing**, and then **Create ACA Form Data**, and then **Review Employee Amount Load**

This example illustrates the fields and controls on the Review Employee Amount Load page.

### Review Employee Amount Load

Data Extract ID 1094C1095C

Forms 1094-C and 1095-C

Applicable Large Employer GBI

Global Business Institute

Calendar Year 2015

Part II Employee Monthly Amounts

Data Status

\*Empl ID

Name

\*Employee Monthly Data

All Months

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Sep

Oct

Nov

Dec

\*ACA Source

Updated

KU0001

Douglas Lewis

Self-Only Lowest Premium Cost

20.00

20.00

20.00

20.00

20.00

20.00

ABC Co. Ltd

Updated

KU0008

Calvin Roth

Self-Only Lowest Premium Cost

30.00

30.00

ABC Co. Ltd

Updated

KU0091

Rick Gutierrez

Self-Only Lowest Premium Cost

45.00

ABC Co. Ltd

## Review Covered Individual Load Page

Use the Review Covered Individual Load page (ACA\_DEP\_DATA\_LOAD) to review/modify data for employee or covered dependent enrollment to employer-sponsored self-insured health coverage.

Navigation:

**Benefits**, and then **ACA Annual Processing**, and then **Create ACA Form Data**, and then **Review Covered Individual Load**

This example illustrates the fields and controls on the Review Covered Individual Load page.

### Review Covered Individual Load

|                                  |          |                   |            |                           |                        |            |     |     |     |     |     |     |     |     |     |     |     |     |             |
|----------------------------------|----------|-------------------|------------|---------------------------|------------------------|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------|
| Data Extract ID 1094C1095C       |          |                   |            | Forms 1094-C and 1095-C   |                        |            |     |     |     |     |     |     |     |     |     |     |     |     |             |
| Applicable Large Employer GBI    |          |                   |            | Global Business Institute |                        |            |     |     |     |     |     |     |     |     |     |     |     |     |             |
| Calendar Year 2015               |          |                   |            |                           |                        |            |     |     |     |     |     |     |     |     |     |     |     |     |             |
| Covered Individual Monthly Flags |          |                   |            |                           |                        |            |     |     |     |     |     |     |     |     |     |     |     |     |             |
| Data Status                      | *Empl ID | Name              | *Dep/Benef | Name                      | Monthly Dependent Data | All Months | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | *ACA Source |
| Updated                          | KU0001   | Q. Douglas Lewis  | 01         | Q. Lewis, Lydia Park      | Months of Coverage     | N          | N   | N   | N   | N   | N   | N   | N   | Y   | Y   | Y   | Y   | Y   | ABC Co. Ltd |
| Updated                          | KU0010   | Q. Antonio Santos | 00         | Q. Antonio Santos         | Months of Coverage     | N          | N   | N   | N   | N   | N   | N   | N   | Y   | Y   | Y   | Y   | Y   | ABC Co. Ltd |
| Updated                          | KU0010   | Q. Antonio Santos | 01         | Q. Santos, Megan          | Months of Coverage     | Y          | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | ABC Co. Ltd |
| Updated                          | KU0091   | Q. Rick Outierrez | 01         | Q.                        | Months of Coverage     | Y          | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | ABC Co. Ltd |

## Setting Up the Other Source Data Merge Process

There are cases where not all data required to complete Forms 1094-C and 1095-C exists in the PeopleSoft system. Some customers may use third-party providers to process retirees, union employees, or COBRA recipients. Form data from external systems can be uploaded using the Excel-CI Load. The Data Merge Process merges data loaded from other sources with PeopleSoft extracted data in order to complete the ACA-required employee forms and transmittal.

## Pages Used for the Other Source Data Merge Process

| Page Name                                           | Definition Name    | Usage                                                                                                |
|-----------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------|
| <a href="#">Merge Other Data Sources Page</a>       | ACA_DTMRG_RUNCTL   | To merge other source data to the ACA employee transmittal data.                                     |
| <a href="#">Review ACA Merged Messages Page</a>     | ACA_MESSAGES       | To view online the error messages generated during the merge process.                                |
| <a href="#">Review Merged Transmittal Data Page</a> | ACA_EMP_MO_CH4_MRG | To review the merged ACA employee transmittal data and the original CI loaded data for verification. |

## Merge Other Data Sources Page

Use the Merge Other ACA Data Sources page (ACA\_DTMRG\_RUNCTL) to merge other source data to the ACA employee transmittal data.

Navigation:

**Benefits**, and then **ACA Annual Processing**, and then **Create ACA Form Data**, and then **Merge Other Data Sources**

This example illustrates the fields and controls on the Merge Other Data Sources page.

### Merge Other Data Sources

Run Control ID QAE Report Manager Process Monitor Run

**Process Request Parameter(s)**

\*Data Extract ID

\*Applicable Large Employer

\*Calendar Year

\*Processing Options

| Field or Control                 | Description                                                   |
|----------------------------------|---------------------------------------------------------------|
| <b>Data Extract ID</b>           | Enter the Data Extract ID that defines the data to be merged. |
| <b>Applicable Large Employer</b> | Select the ALE Member for the data to be merged.              |
| <b>Calendar Year</b>             | The calendar year for which data is being reported.           |

| Field or Control          | Description                                                                                                                                                                                                                                                                                                                            |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Processing Options</b> | <p>The options available are:</p> <ul style="list-style-type: none"> <li>• <b>Merge Data</b> – Merge the CI loaded data to the employee extracted transmittal data for Forms 1095-C.</li> <li>• <b>Remove Merged Data</b> – Select this option to delete all merged data which has the process status “<b>Data Merged</b>”.</li> </ul> |

## Review ACA Merged Messages Page

Use the Review ACA Merged Messages page (ACA\_MESSAGES) to view online the error messages generated during the merge process. You can correct these errors and rerun the merge process.

Navigation:

**Benefits**, and then **ACA Annual Processing**, and then **Create ACA Form Data**, and then **Review ACA Merged Messages**

This example illustrates the fields and controls on the Review ACA Merged Messages page.

### Review ACA Merged Messages

Data Extract ID 1094C1095C  
Applicable Large Employer GBI  
Calendar Year 2015

#### Merge Messages

|  |  |           |             | 1-1 of 1 |  |  |  |  |  |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------|-------------|----------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Empl ID                                                                             | First Name                                                                          | Last Name | Status      |          |                                                                                       |                                                                                       |                                                                                       |                                                                                       |                                                                                       |
| KU0170                                                                              | Cindy                                                                               | Bryson    | Data Merged |          |                                                                                       |                                                                                       |                                                                                       |                                                                                       |                                                                                       |

## Review Merged Transmittal Data Page

Use the Review Merged Transmittal Data page (ACA\_EMP\_MO\_CH4\_MRG) to review the merged ACA employee transmittal data and the original CI loaded data for verification. The ACA Employee Transmittal Data grid will show the merged data and the ACA Employee Other Source Data grid will show the original loaded data.

If data is not merged as expected, run Merge Other Data Sources with Process Option ‘Remove Merged Data’, correct the data from the CI load and then run again with process option ‘Merge Data’.

Navigation:

**Benefits****ACA Annual Processing****Create ACA Form Data****Review Merged Transmittal Data**

This example illustrates the fields and controls on the Review Merged Transmittal Data page.

| Employee Monthly Codes    |            | Employee Monthly Amounts  |  | Covered Dependent Data |  |
|---------------------------|------------|---------------------------|--|------------------------|--|
| Data Extract ID           | 1094C1095C | Forms 1094-C and 1095-C   |  |                        |  |
| Applicable Large Employer | GBI        | Global Business Institute |  |                        |  |
| Calendar Year             | 2015       |                           |  |                        |  |
| Empl ID                   | B-ACA011   | Bono UTWO                 |  |                        |  |

| Sequence Data |  | Find   View All   First 1 of 1 Last |  |  |  |  |  |  |  |  |  |  |  |
|---------------|--|-------------------------------------|--|--|--|--|--|--|--|--|--|--|--|
| Sequence 0    |  |                                     |  |  |  |  |  |  |  |  |  |  |  |

| ACA Employee Transmittal Data  |                      | Personalize   Find   View All   First 1-2 of 2 Last |     |     |     |     |     |     |     |     |     |     |     |     |
|--------------------------------|----------------------|-----------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Employee Monthly Data          | ACA Data Source Type | All Months                                          | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Offer of Coverage Code         | PeopleSoft Generated |                                                     | 1E  | 1E  | 1E  | 1E  | 1E  | 1E  | 1E  | 1E  | 1E  | 1E  | 1E  | 1E  |
| SafeHarbor & OtherRelief Codes | PeopleSoft Generated |                                                     | 2C  | 2C  | 2C  | 2C  | 2C  | 2C  | 2C  | 2C  | 2C  | 2C  | 2C  | 2C  |

| ACA Employee Other Source Data |                 | Personalize   Find   View All   First 1-2 of 2 Last |            |     |     |     |     |     |     |     |     |     |     |     |     |
|--------------------------------|-----------------|-----------------------------------------------------|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Employee Monthly Data          | ACA Data Status | ACA Data Source                                     | All Months | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Offer of Coverage Code         | Merged          | ABC Co. Ltd                                         |            | 1C  | 1C  | 1C  | 1C  | 1C  | 1C  | 1C  | 1C  | 1C  | 1C  | 1C  |     |
| SafeHarbor & OtherRelief Codes | Merged          | ABC Co. Ltd                                         |            | 2E  | 2E  | 2E  | 2E  | 2E  | 2E  | 2E  | 2E  | 2E  | 2E  | 2E  |     |

## Setting Up File Transmittal and Form 1095-C Printing

This section provides an overview of the set up tables for the file transmittal and Form 1095-C printing.

### Pages Used for File Transmittal and Form 1095-C Printing

| Page Name                                          | Definition Name    | Usage                                                                                                                                       |
|----------------------------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">ACA Transmittal Parameters Page</a>    | ACA_XMIT_PARAMS    | To define parameters required for generating the transmittal file                                                                           |
| <a href="#">ACA Form Options Page</a>              | ACA_FORM_OPTS      | To define the various Self Service options for Form 1095-C.                                                                                 |
| <a href="#">ACA Form BI Publisher Options Page</a> | ACA_YE_XMLP_OPTION | To define the annual parameters of the Form 1095-C XML.                                                                                     |
| <a href="#">Create ACA XML Files Page</a>          | ACA_RUN_BAC020     | To generate the ACA transmittal files and the PDF version of Form 1095-C.                                                                   |
| <a href="#">View Form 1095-C Page</a>              | ACA_SS_YE_FORM     | To view Form 1095-C as Administrator.                                                                                                       |
| <a href="#">ACA Transmission History Page</a>      | ACA_XMIT_HIST      | To review a history of when the Create Transmittal File processes were run and to enter the Receipt IDs received from IRS after submission. |

## ACA Transmittal Parameters Page

Use the ACA Transmittal Parameters page (ACA\_XMIT\_PARAMS) to define parameters required to generate the transmittal request file and manifest file.

Navigation:

**Benefits**, and then **ACA Annual Processing**, and then **ACA Preparation**, and then **ACA Transmittal Parameters**

This example illustrates the fields and controls on the ACA Transmittal Parameters page.

ACA Transmittal Parameters

Calendar Year 2015

Transmittal Details

Form Type Code 1094/1095C

Number of Records Per File

\*Default File Type

| Field or Control           | Description                                                                                                                                                                                                                                                              |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Calendar Year              | The calendar year for which data is being reported.                                                                                                                                                                                                                      |
| Form Type Code             | This is a protected field; it defaults to 1094/1095C.                                                                                                                                                                                                                    |
| Number of Records Per File | This field defaults to 10000. Due to an IRS transmittal file size limitation, each file may not exceed 100 MB. The IRS estimates that 100MB represents about 10,000 employee records. You can adjust this default value based on your specific business and environment. |
| Default File Type          | <p>This field defaults to AATS. The valid values are <b>AATS</b> and <b>Production</b>.</p> <p>AATS stands for generating test-data submissions to the IRS. Production stands for generating real-data submissions to the IRS.</p>                                       |

ACA Form Options Page

Use the ACA Form Options page (ACA\_YE\_XMLP\_OPTION) to define the various Self Service options for ACA forms. An Administrator can use this page to enable the electronic option for Form 1095-C, and to release the forms for viewing and printing.

Navigation:

**Benefits**, and then **ACA Annual Processing**, and then **ACA Preparation**, and then **ACA Form Options**

This example illustrates the fields and controls on the ACA Form Options page.

## ACA Form Options

ALE Member GBI Global Business Institute

Self Service Options Find | View All First 1 of 1 Last

\*Calendar Year 2015

Last Update Date/Time 10/22/2015 7:43:52PM Updated By User PS

**Electronic Forms Option**

☒ Enable Electronic ACA Forms In Self Service

**ACA Form Options** Find | View All First 1 of 1 Last

Form ID 1095-C

**Self Service Availability**

Availability Date 10/22/2015 Availability Notification

Date Notified 10/22/2015

**Report Definitions** Personalize | Find | View All First 1-2 of 2 Last

| Report Name | Report Description        | Template ID   | Template Description  | Copy Type     | Burst?                              | Batch Size |
|-------------|---------------------------|---------------|-----------------------|---------------|-------------------------------------|------------|
| ACA95C15_EE | 1095C Employee Print 2015 | ACA95C15_EE_1 | 1095C EE Print        | Employee Copy | <input type="checkbox"/>            | 100        |
| ACA95C15_ES | 1095C Employee SS 2015    | ACA95C15_ES_1 | 1095C EE Self-Service | Employee Copy | <input checked="" type="checkbox"/> |            |

**Field or Control****Description****Enable Electronic ACA Forms In Self Service**

Select this check box to release the ACA forms for viewing in Self Service.

**Availability Date**

Specify the date when the current ACA forms will be released for viewing through Self Service.

**Availability Notification**

Click the Availability Notification button to send notification to employees that Form 1095-C is available in Self Service. Email notification will be sent only to employees who have consented to receive Form 1095-C electronically.

**Note:** During the reissuing of forms, when you click the Availability Notification button, email notifications are sent only to those employees who receive a Reissue form.

## ACA Form BI Publisher Options Page

Each filing year, Forms 1095-C and the Instructions for Form 1095-C may change. When these change, the PeopleSoft delivered XML templates will also change correspondingly. An annual parameter setup page is required to keep track of these templates and the location of where the form data items are stored.

Use the ACA Form BI Publisher Options page (ACA\_YE\_XMLP\_OPTION) to define the annual parameters of the Form 1095-C XML.

Navigation:

**Benefits**, and then **ACA Annual Processing**, and then **ACA Preparation**, and then **ACA Form BI Publisher Options**

This example illustrates the fields and controls on the ACA Form BI Publisher Options page.

### ACA Form BI Publisher Options

Calendar Year 2015  
Last Update Date/Time 10/06/2015 3:44:47PM Updated By PS

ACA Form Options Find | View All First 1 of 1 Last

\*Form ID 1095-C

**XML Data Files**

URL Identifier ACA\_YE\_XML\_DATA 1095C XML Data

**Filing Instructions**

URL Identifier ACA\_YEAR\_END\_ATTACH Year End Filing Instructions

Attached File ACA95C15\_INSTR.pdf

Add Attachment Delete Attachment View Attachment

**Data Format Options**

☒ SSN Masking

**Report Definitions** Personalize | Find | View All First 1-2 of 2 Last

| Report Name | Report Description        | Template ID   | Template Description  | Copy Type     | Burst?                              | Batch Size |
|-------------|---------------------------|---------------|-----------------------|---------------|-------------------------------------|------------|
| ACA95C15_EE | 1095C Employee Print 2015 | ACA95C15_EE_1 | 1095C EE Print        | Employee Copy | <input type="checkbox"/>            | 100        |
| ACA95C15_ES | 1095C Employee SS 2015    | ACA95C15_ES_1 | 1095C EE Self-Service | Employee Copy | <input checked="" type="checkbox"/> |            |

| Field or Control                          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Calendar Year</b>                      | The year for which data is to be reported.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Form ID</b>                            | The valid Form ID is 1095-C.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>XML Data Files: URL Identifier</b>     | Define a URL address to store the filing data.                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Filing Instructions:URL Identifier</b> | Define a URL address to store the filing instructions that correspond to the forms for the year for which data is to be reported.                                                                                                                                                                                                                                                                                                                                                |
| <b>Filing Instructions:Attached File</b>  | Displays the filename of the filing instructions for the filing year for which data is to be reported.                                                                                                                                                                                                                                                                                                                                                                           |
| <b>SSN Masking</b>                        | <p>Select the SSN Masking checkbox to turn on the masking option.</p> <p>On Form 1095-C statements furnished to employees, the Social Security Number can be truncated to show only the last four digits of the SSN and replace the first five digits with Xs. By default the masking option is turned on (i.e. checkbox selected).</p>                                                                                                                                          |
| <b>Report Name</b>                        | <p>The Report Name identifies each form option for Form 1095-C. Three form options are supported for 2015 reporting:</p> <ul style="list-style-type: none"> <li>ACA95C15_EE – 2015 Form 1095-C cut form print copy.</li> <li>ACA95C15_ES – 2015 Form 1095-C electronic copy.</li> <li>ACA95C15_SM – 2015 Form 1095-C pressure-seal print copy.</li> </ul> <p><b>Note:</b> Replace ACA95C15_EE with ACA95C15_SM if you choose to use pressure-seal form instead of cut-sheet.</p> |

| Field or Control   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Template ID</b> | <p>The Template ID is used in conjunction with Report Name; each Report Name has a corresponding Template ID:</p> <ul style="list-style-type: none"> <li>• ACA95C15_EE_1</li> <li>• ACA95C15_ES_1</li> <li>• ACA95C15_SM_1</li> </ul>                                                                                                                                                                                                                                                                                           |
| <b>Copy Type</b>   | There is only one copy type: <b>Employee Copy</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Burst?</b>      | <p>Select this checkbox to indicate that the report is using the bursting feature.</p> <p>Bursting key is defined in BI publisher Report Definition setup.</p>                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Batch Size</b>  | <p>Batch Size is used for printing hardcopy forms. The user can control how many employees are to be printed in each PDF file. The default is blank, meaning that forms for all employees will be generated in one PDF file.</p> <p><b>Note:</b> There is a file size limitation on BI Publisher. If the PDF file is too big, it cannot be opened up for printing. A batch size field is included on the options pages to define the size of each print file in order to group the forms into smaller batches for printing.</p> |

## Create ACA XML Files Page

Use the Create ACA XML Files page (ACA\_RUN\_BAC020) to generate the ACA transmittal file(s) and the PDF version of Form 1095-C.

Navigation:

**Benefits**, and then **ACA Annual Processing**, and then **Transmittal and Forms**, and then **Create ACA Transmittal Files**

This example illustrates the fields and controls on the Create ACA XML Files page.



## Create ACA XML Files

Run Control ID 1

[Report Manager](#)[Process Monitor](#)

| Report Request Parameter(s)                     |                                            |
|-------------------------------------------------|--------------------------------------------|
| Data Extract ID                                 | 1094C1095C  Forms 1094-C and 1095-C        |
| Applicable Large Employer                       | GBI  Carrtestseven                         |
| Calendar Year                                   | 2015                                       |
| Processing Options                              |                                            |
| *Sort By                                        | None                                       |
| *Within Sort, Order By                          | Employee ID                                |
| *Process Type                                   | Reissue <input type="checkbox"/> Final Run |
| Transmittal File Creation                       |                                            |
| File Type                                       | AATS                                       |
| Number of Records Per File                      | 10,000                                     |
| <input type="checkbox"/> Blank Plan Start Month |                                            |
| Test Scenario Parameters                        |                                            |
| Test Scenario ID                                | 7                                          |
| Total Forms Filed for ALE                       | 103                                        |

| Field or Control                 | Description                                                                                                                                                         |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Data Extract ID</b>           | Enter the Data Extract ID that was used to run the data extract. Data extracted using this rule will be used to generate the transmittal file(s) and the PDF forms. |
| <b>Applicable Large Employer</b> | The Applicable Large Employer for which data is being reported.                                                                                                     |
| <b>Calendar Year</b>             | The calendar year for which data is being reported.                                                                                                                 |
| <b>Sort By</b>                   | First sort option of the employees being reported.                                                                                                                  |
| <b>Within Sort, Order By</b>     | Second sort option within the <b>Sort By</b> option, of the employees being processed.                                                                              |

| Field or Control                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Process Type</b>               | <p>The options available are:</p> <ul style="list-style-type: none"> <li>• <b>Original</b> – This is the default value.</li> <li>• <b>Re-Issue</b> – Select this option to correct a Form 1095-C that was previously furnished to an employee, but not filed with the IRS. When this option is selected, the word “CORRECTED” will be printed on the new Form 1095-C to be furnished to the employee.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Final Run</b>                  | <p>Select this check box to process the final run.</p> <p>For a preliminary run (when the Final Run checkbox is not selected), the Request file will be generated with a temporary file name. No Manifest file will be generated. Only the Benefits Administrator can view Form 1095-C records which are created in a preliminary run.</p> <p>For the final run, the Request file will be generated with the file name specified by the IRS. The Manifest file will be generated. Form 1095-C records which are created in the final run will be available for viewing in Self Service.</p> <p><b>Note:</b> Perform Final Run only when the preliminary runs have been satisfactory and results have been verified. Once Final Run is processed for selected ALE employer and ACA employee data, the same data cannot be reprocessed in a subsequent Final Run. An exception to this is before the transmittal files from the Final Run have been transmitted to IRS and the reissue of Form 1095-C is required. In which case, new sequenced data can be added to prepare the employee data for reissue.</p> |
| <b>File Type</b>                  | Displays the File Type selection on the ACA Transmittal Parameters page.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Number of Records Per File</b> | <p>Each file transmitted to the IRS must not exceed the 100MB file size limit imposed by the IRS. If the submission is larger than 100MB, it must be split into two or more separate file transmissions. The default Number of Records Per File is set at the ACA Transmittal Parameters page.</p> <p><b>Note:</b> If the generated file exceeds 100MB during preliminary runs, reduce the number of records and re-generate the files.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Blank Plan Start Month</b>     | Select to print blank Plan Start Month on Form 1095-C and to omit the data element equivalent in the transmittal file. This option is only visible when Calendar Year is 2015, when reporting of Plan Start Month is optional.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Test Scenario ID</b>           | Enter the number of a test scenario as prescribed by IRS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Total Form Filed for ALE</b>   | Enter Total Form Filed for ALE that corresponds to the Test Scenario ID selected.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

**Note**

Test Scenario Parameters group box is only visible when the File Type is "AATS".

The following files are created when the Create ACA XML Files process (Job ACA1095C) is run with the Final Run checkbox deselected:

1. PREXMIT<TCC><Date>T<TimeStamp>Z.xml,  
where <TCC> is the TCC code of the ALE Member, <Date> and <TimeStamp> are the date/time of when the file was created. This is a preliminary transmittal file that should not be submitted to IRS. The date in the file name is in the YYYYMMDD format.
2. ACA95C15\_EE.pdf. The print file of 1095C PDF forms to be sent to employees.
3. ACA95C15\_ES.pdf. The Self-Service 1095C PDF form for an employee that can be viewed by an employee via Self-Service who has given his/her consent on or before the Self Service Availability date of the ACA form.

The following files are created when the Create ACA XML Files process (Job ACA1095C) is run with the Final Run check box selected:

1. 1094C\_Manifest\_<Submission>\_<TCC>\_<Date>T<TimeStamp>Z.xml, where <Submission> is the Submission ID of the transmittal file, <TCC> is the TCC code of the ALE Member, <Date> and <TimeStamp> are the date/time of when the file was created.
2. 1094C\_Request\_<TCC>\_<Date>T<TimeStamp>Z.xml, and  
PREXMIT<TCC><YYYYMMDD>T<TimeStamp>Z.xml,  
where <TCC> is the TCC code of the ALE Member, <Date> and <TimeStamp> are the date/time of when the file was created. The Manifest and Request files, as a set of files, can be transmitted to the IRS using the AIR UI Channel.
3. ACA95C15\_EE.pdf. The print file of 1095C PDF forms to be sent to employees.
4. ACA95C15\_ES.pdf. The Self-Service 1095C PDF form for an employee that can be viewed by an employee via Self-Service who has given his/her consent on or before the Self Service Availability date of the ACA form.

## View Form 1095-C Page

Use the View Form 1095-C page (ACA\_SS\_YE\_FORM) to view Form 1095-C. A Benefits Administrator can view all employees' Form 1095-Cs, irrespective of whether or not they are finalized.

Navigation:

**Benefits**, and then **ACA Annual Processing**, and then **Transmittal and Forms**, and then **View Form 1095-C**

This example illustrates the fields and controls on the View Form 1095-C page.

[View Form 1095-C](#)

Douglas Lewis

| Form 1095-C   |            |            |         |             |                          |                                     | Personalize    | 1-2 of 2 |
|---------------|------------|------------|---------|-------------|--------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------|----------|
| Calendar Year | ALE Member | Issue Date | Form ID | Form Status | Tax Form                 | Filing Instructions                 | Final Print                                                                                       |          |
| 2015          | GBI        | 10/22/2015 | 1095-C  | Original    | <a href="#">Tax Form</a> | <a href="#">Filing Instructions</a> | <input checked="" type="checkbox"/>                                                               |          |
| 2015          | GBI        | 11/23/2015 | 1095-C  | Original    | <a href="#">Tax Form</a> | <a href="#">Filing Instructions</a> | <input checked="" type="checkbox"/>                                                               |          |

| Field or Control           | Description                                                                                         |
|----------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Tax Form</b>            | Click the <b>Tax Form</b> link to open a PDF version of Form 1095-C.                                |
| <b>Filing Instructions</b> | Click the <b>Filing Instructions</b> link to open a PDF document containing filing instructions.    |
| <b>Final Print</b>         | A selected check box is displayed to identify forms which are final and which are preliminary only. |

## ACA Transmission History Page

Use the ACA Transmission History page (ACA\_XMIT\_HIST) to review a history of when the Create Transmittal File processes were run. This page is also used for entering the Receipt IDs and the transmittal status of the files as received in the acknowledgement file from the IRS.

Navigation:

**Benefits**, and then **ACA Annual Processing**, and then **Transmittal and Forms**, and then **ACA Transmission History**

This example illustrates the fields and controls on the ACA Transmission History page.

ACA Transmission History

Data Extract ID: 1094C1095C  
Calendar Year: 2015

| Form 1094-C/1095-C Transmittal File History |                           |                           |              |          |               |                           |                                             |            | Personalize   Find   View All    | First  1 of 1  Last |
|---------------------------------------------|---------------------------|---------------------------|--------------|----------|---------------|---------------------------|---------------------------------------------|------------|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Final Run Date/Time                         | Applicable Large Employer | Name                      | Process Type | Sequence | Submission ID | Authoritative Transmittal | Transmittal File Name                       | Receipt ID | Transmittal Status                                                                                                    |                                                                                                                                                                                               |
| 09/12/2016 3:58:16AM PDT                    | GBI                       | Global Business Institute | Original     | 1        | 1             | 1                         | 1094C_Request_GBI28_20160911T205516240Z.xml |            | Not Transmitted                                                                                                       |                                                                                                          |

| Field or Control    | Description                                                                                                                            |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Process Type</b> | The Process Type field indicates whether the transmittal file is an original file, reissue file, replacement file, or correction file. |
| <b>Receipt ID</b>   | Enter the Receipt ID received from the IRS on submission of the files.                                                                 |

| Field or Control          | Description                                                                                                                                                                                                                                                                                            |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Transmittal Status</b> | <p>Enter the Transmittal Status of the files as mentioned in the Acknowledgement file from the IRS.</p> <p>The options available are: <b>Accepted, Accepted with Error, Created in Error, Not Transmitted, Rejected</b>. By default the Transmittal Status is displayed as <b>Not Transmitted</b>.</p> |

## Tips for Printing PDF Files

If you encounter alignment problems printing a PDF file, investigate the following possible sources of the problem:

- **Page Scaling:** You may need to change this setting to “Shrink oversized pages” or “Actual size”.
- **Page Size:** Verify that the page size is correct (letter or legal) for the form you are printing.
- **Print on Both Sides:** Verify that this feature is *not* selected.

The following settings are suggested based on test-printing PDF files (where “xx” represents the last two digits of the tax year for which data is to be reported):

- XMLP – ACA95Cxx\_EE  
Page Scaling = Shrink oversized pages  
Page Size = Letter
- XMLP – ACA95Cxx\_SM  
Page Scaling = Actual size  
Page Size = Legal

## Setting Up and Managing Correction/Replacement of Forms 1094-C and 1095-C

PeopleSoft Benefits generates transmission ACA data to the IRS as two XML transmittal files: Request file and Manifest file. If these files are rejected by the IRS, then the Manifest file and a Correction Request file has to be re-generated as replacement files for re-submission. If the file is accepted by the IRS but there is error to a form, then a Correction Form 1095-C will be issued to the employee, and the Correction Request file along with a Manifest file will be submitted to the IRS.

## Pages Used to Set Up and Manage Correction/Replacement of Forms 1094-C and 1095-C

| Page Name                                                    | Definition Name | Usage                                                |
|--------------------------------------------------------------|-----------------|------------------------------------------------------|
| <a href="#">Import ACA Transmission Acknowledgement Page</a> | ACA_IMPORT_ACK  | To upload the IRS Transmission Acknowledgement file. |

| Page Name                                           | Definition Name                                                | Usage                                                                              |
|-----------------------------------------------------|----------------------------------------------------------------|------------------------------------------------------------------------------------|
| <a href="#">ACA Transmission Errors Page</a>        | ACA_XMIT_ACK                                                   | To view the ACA transmittal errors.                                                |
| <a href="#">ACA Transmission History Page</a>       | ACA_XMIT_HIST                                                  | To review a history of when the Create Transmittal File processes were run.        |
| <a href="#">ACA Employer Transmittal Data Pages</a> | ACA_ALE_XMIT_PART1<br>ACA_ALE_XMIT_PART2                       | To view or modify the employer transmittal data after the data extraction process. |
| <a href="#">ACA Employee Transmittal Data Pages</a> | ACA_EMP_XMIT_PART1<br>ACA_EMP_XMIT_PART2<br>ACA_EMP_XMIT_PART3 | To view or modify the employee transmittal data after the extraction process.      |
| <a href="#">Create ACA XML Files Page</a>           | ACA_RUN_BAC020                                                 | To generate the ACA transmittal files and the PDF version of Form 1095-C.          |
| <a href="#">View Form 1095-C Page</a>               | ACA_SS_YE_FORM                                                 | To view Form 1095-C as Administrator.                                              |

## Import ACA Transmission Acknowledgement Page

Use the Import ACA Transmission Acknowledgement page (ACA\_IMPORT\_ACK) to upload the IRS Transmission Acknowledgement file.

Navigation:

**Benefits**, and then **ACA Annual Processing**, and then **Transmittal and Forms**, and then **Import ACA Transmission Acknowledgement**

This example illustrates the fields and controls on the Import ACA Transmission Acknowledgement page.

### Import ACA Transmission Acknowledgement

Run Control ID 1      Report Manager    Process Monitor    Run

Report Request Parameter(s)

File Name     Select File

Receipt ID

## ACA Transmission Errors Page

Use the ACA Transmission Errors Page (ACA\_XMIT\_ACK) to view the ACA transmittal errors.

Navigation:

**Benefits**, and then **ACA Annual Processing**, and then **Transmittal and Forms**, and then **ACA Transmission Errors**

This example illustrates the fields and controls on the ACA Transmission Errors page.

## ACA Transmission Errors

Receipt ID 1095C-16-00000561  
Data Extract ID 1094C1095C  
Applicable Large Employer GBI  
Calendar Year 2015

| Errors        |           |             |                 |            |                                                                                    | Personalize   Find   View All | First | 1-6 of 6                  | Last |
|---------------|-----------|-------------|-----------------|------------|------------------------------------------------------------------------------------|-------------------------------|-------|---------------------------|------|
| Submission ID | Record ID | Employee ID | Name            | Error Code | Error Description                                                                  | Data Element                  |       | ACA Transmittal Data Link |      |
| 1             |           |             |                 | AIREX126   | Rejected submission - TIN Validation Failed for ALE Member's EIN                   | EmployerEIN                   |       | Correct Data              |      |
| 1             |           |             |                 | AIREX127   | Rejected submission - TIN Validation Failed for Designated Government Entity's EIN | EmployerEIN                   |       | Correct Data              |      |
| 1             | 1         | KU0001      | Douglas Lewis   | AIRTN500   | TIN Validation Failed                                                              |                               |       | Correct Data              |      |
| 1             | 2         | KU0002      | Charles Baran   | AIRTN500   | TIN Validation Failed                                                              |                               |       | Correct Data              |      |
| 1             | 3         | KU0003      | Jean Parsons    | AIRTN500   | TIN Validation Failed                                                              |                               |       | Correct Data              |      |
| 1             | 4         | KU0004      | Kenneth Grafton | AIRTN500   | TIN Validation Failed                                                              |                               |       | Correct Data              |      |

## ACA Transmission History Page

Use the ACA Transmission History page (ACA\_XMIT\_HIST) to review a history of when the Create Transmittal File processes were run. This page is also used for entering the Receipt IDs received from IRS after submission.

Navigation:

**Benefits**, and then **ACA Annual Processing**, and then **Transmittal and Forms**, and then **ACA Transmission History**

This example illustrates the fields and controls on the ACA Transmission History page.

## ACA Transmission History

Data Extract ID 1094C1095C  
Calendar Year 2015

| Form 1094-C/1095-C Transmittal File History |                           |                           |              |          |               |                           |                                             |            |                    | Personalize   Find   View All | First | 1 of 1 | Last |
|---------------------------------------------|---------------------------|---------------------------|--------------|----------|---------------|---------------------------|---------------------------------------------|------------|--------------------|-------------------------------|-------|--------|------|
| Final Run Date/Time                         | Applicable Large Employer | Name                      | Process Type | Sequence | Submission ID | Authoritative Transmittal | Transmittal File Name                       | Receipt ID | Transmittal Status |                               |       |        |      |
| 09/12/2016 3:59:16AM PDT                    | GBI                       | Global Business Institute | Original     | 1        | 1             | 1                         | 1094C_Request_GBI28_20160911T205916Z40Z.xml |            | Not Transmitted    |                               |       |        |      |

## Field or Control

## Description

## Process Type

The **Process Type** field indicates whether the transmittal file is an original file, reissue file, replacement file, or correction file.

## Receipt ID

Enter the Receipt ID received from the IRS on submission of the files

## Transmittal Status

Enter the Transmittal Status of the files as mentioned in the Acknowledgement file from the IRS.

The options available are: **Accepted**, **Accepted with Error**, **Created in Error**, **Not Transmitted**, **Rejected**. By default the Transmittal Status is displayed as **Not Transmitted**.

## ACA Employer Transmittal Data Pages

Use the ACA Employer Transmittal Data pages (ACA\_ALE\_XMIT\_PART1 and ACA\_ALE\_XMIT\_PART2) to view or modify the employer transmittal data after the data extraction process.

Navigation:

**Benefits**, and then **ACA Annual Processing**, and then **Create ACA Form Data**, and then **ACA Employer Transmittal Data**

This example illustrates the fields and controls on the ACA Employer Transmittal Data page.

ALE Member

ALE Monthly Data

Data Extract ID 1094C1095C

Forms 1094-C and 1095-C

Applicable Large Employer GBI

Global Business Institute

Calendar Year 2015

Sequence Data

Find | View All

First

1 of 2

Last

Sequence 1

\*Process Status Transmittal Created

Correct Form 1094-C

Part I Applicable Large Employer Member

Find | View All

First

1 of 1

Last

ACA Entity Type ALE

Name Global Business Institute

\*Federal EIN XXXXXXXXX

\*Country USA

\*Address Line 1 500 George Washington Pkway

Address Line 2

City New York

State NY

Postal Code 07666

1094-C Contact

First Name Allan

Middle Name

Last Name Martin

Suffix

Phone 646/350-1111

Updated By User PS

Updated on 05/06/16 5:13:56PM

| Field or Control    | Description                                                                                                                                                                                                                                                                                       |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Process Status      | Defines the status of Data Extract, such as, <b>PeopleSoft Extracted, User Modified, Merged with Data Load, Created In Error, Merge Error, Finalized for Transmittal, and Transmittal Created</b> . You can add a 'User Modified' row to modify data before creating the 1094-C transmittal file. |
| Correct Form 1094-C | Select this checkbox to make a correction to the Form 1094-C.                                                                                                                                                                                                                                     |

**Note**

Address is extracted based on the country format.



This example illustrates the fields and controls on the ACA Employer Transmittal Data page - ALE Monthly Data tab.

**ALE Member** | **ALE Monthly Data**

Data Extract ID 1094C1095C Forms 1094-C and 1095-C  
Applicable Large Employer OBI Global Business Institute  
Calendar Year 2015

Sequence Data Find | View All First 1 of 2 Last

Sequence 1

**Part II Certifications of Eligibility** Personalize | Find | View All | First 1 of 1 Last

Certification of Eligibility  
Qualify Offer Transit Relief

**Part III ALE Member Monthly Flags & Codes** Personalize | Find | View All | First 1-3 of 3 Last

| Box ID | ALE Member Monthly Data        | All Months | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Data Source Type     |
|--------|--------------------------------|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------------------|
| (d)    | Aggregated Group Indicator     |            | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | PeopleSoft Generated |
| (a)    | Minimum Essential Coverage ID  |            | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   | PeopleSoft Generated |
| (e)    | Sec 4980H Transition Relief ID |            |     |     |     |     |     |     |     |     |     |     |     |     | PeopleSoft Generated |

**Part III ALE Member Monthly Counts** Personalize | Find | View All | First 1-3 of 3 Last

| Box ID | ALE Member Monthly Data  | All Months | Jan  | Feb  | Mar  | Apr  | May  | Jun  | Jul  | Aug  | Sep  | Oct  | Nov  | Dec  | Data Source Type     |
|--------|--------------------------|------------|------|------|------|------|------|------|------|------|------|------|------|------|----------------------|
| (c)    | Total Employee Count     |            | 1318 | 1318 | 1318 | 1318 | 1318 | 1318 | 1318 | 1323 | 1330 | 1330 | 1330 | 1330 | PeopleSoft Generated |
| (b)    | Full-Time Employee Count |            | 14   | 14   | 13   | 13   | 13   | 13   | 13   | 13   | 14   | 14   | 14   | 14   | PeopleSoft Generated |
|        | MEC Employee Offer Count |            |      |      |      |      |      |      |      |      |      |      |      |      | PeopleSoft Generated |

**Part IV Other ALE Members of Aggregated ALE Group** Personalize | Find | View All | First 1 of 1 Last

Applicable Large Employer  
WCH

## ACA Employee Transmittal Data Pages

Use the ACA Employee Transmittal Data pages (ACA\_EMP\_XMIT\_PART1, ACA\_EMP\_XMIT\_PART2 and ACA\_EMP\_XMIT\_PART3) to view or modify the employee transmittal data after the extraction process.

Navigation:

**Benefits**, and then **ACA Annual Processing**, and then **Create ACA Form Data**, and then **ACA Employee Transmittal Data**

This example illustrates the fields and controls on the ACA Employee Transmittal Data page - ACA Employee tab.

| ACA Employee              | Employee Monthly Data | Covered Individual Data   |
|---------------------------|-----------------------|---------------------------|
| Data Extract ID           | 1094C1095C            | Forms 1094-C and 1095-C   |
| Applicable Large Employer | GBI                   | Global Business Institute |
| Calendar Year             | 2015                  |                           |
| Employee ID               | KU0003                | Jean Parsons              |

Sequence Data

Find | View All First 1 of 1 Last

Sequence 0

Process Status Transmittal Created

Submission ID 1

Record ID 3

1095-C Contact Phone 646/350-2222

Form Type

☒ Original
 ☐ Reissue
 ☐ Correction
 ☐ Void

Part I Employee

\*Format Using English

Display Name Jean Parsons Edit Name

Social Security # XXX-XX-XXXX

\*Country USA

\*Address Line 1 8775 Osler Place

Address Line 2

\*City Rochester

\*State NY

\*Postal Code 14619

Updated By User PS

Updated on 05/04/2016 5:46:26PM

**Field or Control****Description****Process Status**

Defines the process status of data transmittal, such as, **Created in Error**, **Finalized for Transmittal**, **Merge Error**, **Merged with Data Load**, **PeopleSoft Extracted**, **Transmittal Created**, and **User Modified**.

**Note:** The **Created in Error** option is used to remove data that were entered in error, before the form is transmitted.

**Submission ID**

Represents the system assigned Submission ID in an IRS transmission file. It is generated by the Create XML File Process during the Final run.

**Record ID**

Represents the system assigned Record ID within the above Submission ID, as referenced in an IRS transmission file. An IRS transmission file may contain one or more records in one submission. This is generated by the Create XML File Process during Final run.

| Field or Control | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Form Type</b> | <p>The options available are:</p> <ul style="list-style-type: none"> <li>• <b>Original</b></li> <li>• <b>Reissue</b> – Between the time when Form 1095-C are furnished to employees but the Transmittal file has not been submitted to IRS, administrator can reissue Form 1095-C to their employees. Add a user modified row with the changes required and select the Reissue radio button to indicate that this data row is for issuing a reissue form. Once changes are verified, set the Process Status to 'Finalized for Transmittal' and run the Create XML File (Reissue) process.</li> <li>• <b>Correction</b>– After the Transmittal file is submitted to the IRS, if any correction needs to be made to the Form 1095-C, the administrator can choose to run the Correction process. Add a user modified row with the corrections and select the <b>Correction</b> radio button to indicate that this data row is for correcting a form. Once changes are verified, set the Process Status to 'Finalized for Transmittal' and run the Create XML File (Correction) process.</li> </ul> |
| <b>VOID</b>      | To void a Form 1095-C, select the <b>Reissue</b> or <b>Correction</b> radio button and select the <b>Void</b> checkbox.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

This example illustrates the fields and controls on the ACA Employee Transmittal Data page - Employee Monthly Data tab.

ACA Employee | **Employee Monthly Data** | Covered Individual Data

Data Extract ID 1094C1095C      Forms 1094-C and 1095-C  
 Applicable Large Employer GBI      Global Business Institute  
 Calendar Year 2015  
 Empl ID KU0020      Christelle Stevenson

Sequence Data Find | View All    First 1 of 1 Last

Sequence 0

**Employee Data**  
 Plan Start Month 0

| Part II Employee Monthly Codes |                                  |            |     |     |     |     |     |     |     |     |     |     |     | Personalize   Find   View All   1-2 of 2   Last |                      |
|--------------------------------|----------------------------------|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------------------------------------------|----------------------|
| Box ID                         | Employee Monthly Data            | All Months | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec                                             | Data Source Type     |
| 14                             | Offer of Coverage Code           |            | 1H  | 1H  | 1H  | 1H  | 1H  | 1H  | 1H  | 1H  | 1H  | 1H  | 1H  | 1H                                              | PeopleSoft Generated |
| 16                             | Safe-Harbor & Other Relief Codes |            | 2C  | 2C  | 2C  | 2C  | 2C  | 2C  | 2C  | 2C  | 2C  | 2C  | 2C  | 2C                                              | PeopleSoft Generated |

| Part II Employee Monthly Amounts |                               |            |     |     |     |     |     |     |     |     |     |     |     | Personalize   Find   View All   1 of 1   Last |                      |
|----------------------------------|-------------------------------|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----------------------------------------------|----------------------|
| Box ID                           | Employee Monthly Data         | All Months | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec                                           | Data Source Type     |
| 15                               | Self-Only Lowest Premium Cost |            |     |     |     |     |     |     |     |     |     |     |     |                                               | PeopleSoft Generated |
|                                  | Self Low Cost Base Benefits   |            |     |     |     |     |     |     |     |     |     |     |     |                                               | PeopleSoft Generated |
|                                  | Self Low Cost BA No Credit    |            |     |     |     |     |     |     |     |     |     |     |     |                                               | PeopleSoft Generated |
|                                  | Self Low Cost BA With Credit  |            |     |     |     |     |     |     |     |     |     |     |     |                                               | PeopleSoft Generated |

| Field or Control        | Description                                                         |
|-------------------------|---------------------------------------------------------------------|
| <b>Plan Start Month</b> | This is an optional field for 2015. The system defaults it to '00'. |

| Field or Control                        | Description                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Box ID 15: Employee Monthly Data</b> | <p>The data from the first row <b>Self Only Lowest Premium Cost</b> populates the corresponding box in the Form 1095-C.</p> <p>The <b>Self Low Cost Base Benefits</b>, <b>Self Low Cost BA No Credit</b> and <b>Self Low Cost BA With Credit</b> are three working rows used to calculate cost and credits.</p> |

This example illustrates the fields and controls on the ACA Employee Transmittal Data page - Covered Individual Data tab.

ACA Employee Employee Monthly Data Covered Individual Data

Data Extract ID 1094C1095C Forms 1094-C and 1095-C  
Applicable Large Employer GBI Global Business Institute  
Calendar Year 2015  
Empl ID KU0003 Jean Parsons

Sequence Data Find | View All First 1 of 1 Last  
Sequence 0 Process Status Transmittal Created  
Submission ID 1 Record ID 3

Form Type  
☒ Original ☐ Reissue ☐ Correction ☐ Void

Part III Covered Individuals Find | View All First 1 of 1 Last  
Dependent ID 00  
Display Name Jean Parsons Edit Name  
Social Security # XXX-XX-XXXX Date of Birth

Covered Individual Monthly Flags Personalize | Find | View All | First 1 of 1 Last

| Box ID | Individual Monthly Data | All Months | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Data Source Type     |
|--------|-------------------------|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------------------|
| (e)    | Months of Coverage      |            | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | PeopleSoft Generated |

## Create ACA XML Files Page

Use the Create ACA XML Files page (ACA\_RUN\_BAC020) to generate the ACA transmittal file(s) and the PDF version of Form 1095-C.

Navigation:

**Benefits ACA Annual Processing Transmittal and Forms Create ACA Transmittal Files**

This example illustrates the fields and controls on the Create ACA XML Files page (Page 1 of 2).

Create ACA XML Files

Run Control ID

BEN

Report Manager

Process Monitor

Run

Report Request Parameter(s)

Data Extract ID

1094C1095C

Forms 1094-C and 1095-C

Applicable Large Employer

GBI

Global Business Institute

Calendar Year

2025

Processing Options

\*Sort By

None

\*Within Sort, Order By

Employee ID

\*Process Type

Correction

Final Run

Landing Page Announcement Options

Generate Announcement

Expire After(days)

10

Rerun Parameters

Rerun

ACA ALE Sequence

0

This example illustrates the fields and controls on the Create ACA XML Files page (Page 2 of 2).

Transmittal File Creation

File Type

AATS

Number of Records Per File

10,000

Override Parameters

Test Scenario ID

Total Forms Filed for ALE

| Field or Control          | Description                                                                                                                                                         |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Data Extract ID           | Enter the Data Extract ID that was used to run the data extract. Data extracted using this rule will be used to generate the transmittal file(s) and the PDF forms. |
| Applicable Large Employer | The Applicable Large Employer for which data is being reported.                                                                                                     |
| Calendar Year             | The calendar year for which data is being reported.                                                                                                                 |
| Sort By                   | First sort option of the employees being reported.                                                                                                                  |

| Field or Control                         | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Within Sort, Order By</b>             | Second sort option within the <b>Sort By</b> option, of the employees being processed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Process Type</b>                      | <p>The options available are:</p> <ul style="list-style-type: none"> <li>• <b>Original</b> – This is the default value.</li> <li>• <b>Reissue</b> – Select this option to correct a Form 1095-C that was previously furnished to an employee, but not filed with the IRS. Also use this option to correct Form 1094-C information. When this option is selected, the word “CORRECTED” will be printed on the new Form 1095-C to be furnished to the employee. The Manifest and Request files will be re-generated for all the employees from the original file and replaced with the latest information.</li> <li>• <b>Correction</b> – Select this option to correct an information return that was previously filed and <b>Accepted</b> (with or without errors) by the IRS, but contained erroneous or incorrect information.</li> <li>• <b>Replace Submission</b> - Select this option to replace a rejected submission by the IRS.</li> <li>• <b>Replace Transmission</b> - Select this option to replace a rejected transmission by the IRS.</li> </ul> |
| <b>Landing Page Announcement Options</b> | <p>This section is enabled when the <b>Final Run</b> check box is selected.</p> <p>Select the <b>Generate Announcement</b> check box to enable the Form 1095-C Announcement on the employee Landing page.</p> <p>The <b>Expire Suggestion After(days)</b> field is displayed when the <b>Generate Announcement</b> check box is enabled. Enter the number of days for which the announcement is available on the Landing page. After the specified number of days, the administrator runs the <i>Dismiss In App Notifications</i> process to dismiss the announcement. The default value is blank, which indicates no expiration date for the announcement.</p>                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Receipt ID</b>                        | If Replace Submission or Replace Transmission is selected, select the Receipt ID of the file to be replaced.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| Field or Control                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Final Run</b>                  | <p>Select this check box to process the final run.</p> <p>For a preliminary run (when the Final Run checkbox is not selected), the Request file will be generated with a temporary file name. No Manifest file will be generated. Only the Benefits Administrator can view Form 1095-C records which are created in a preliminary run.</p> <p>For the final run, the Request file will be generated with the file name specified by the IRS. The Manifest file will be generated. Form 1095-C records which are created in the final run will be available for viewing in Self Service.</p> <p><b>Note:</b> Perform Final Run only when the preliminary runs have been satisfactory and results have been verified. Once Final Run is processed for selected ALE employer and ACA employee data, the same data cannot be reprocessed in a subsequent Final Run. An exception to this is before the transmittal files from the Final Run have been transmitted to IRS and the reissue of Form 1095-C is required. In which case, new sequenced data can be added to prepare the employee data for reissue.</p> |
| <b>Rerun</b>                      | <p>Select this check box to rerun an Original, Reissue, or Correction process in Final Run. The Manifest and Request files will be re-generated with identical information.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>ACA ALE Sequence</b>           | <p>For Rerun and Original or Correction process, select the ACA ALE Sequence to which the rerun is to be processed. The ACA ALE Sequence is located on the ACA Transmission History.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>File Type</b>                  | <p>Displays the File Type selection on the ACA Transmittal Parameters page. Once communication test is passed and IRS moved the ALE to production, file type should be changed from AATS to Production.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Number of Records Per File</b> | <p>Each file transmitted to the IRS must not exceed the 100MB file size limit imposed by the IRS. If the submission is larger than 100MB, it must be split into two or more separate file transmissions. The default Number of Records Per File is set at the ACA Transmittal Parameters page.</p> <p><b>Note:</b> If the generated file exceeds 100MB during preliminary runs, reduce the number of records and re-generate the files.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Blank Plan Start Month</b>     | <p>Select this check box to print blank Plan Start Month on Form 1095-C and to omit the data element equivalent in the transmittal file. This option is only visible when Calendar Year is 2015, when reporting of Plan Start Month is optional.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

| Field or Control                | Description                                                                                                                |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>Test Scenario ID</b>         | Enter the number of a test scenario as prescribed by IRS. (This is only used with File Type AATS.)                         |
| <b>Total Form Filed for ALE</b> | Enter Total Form Filed for ALE that corresponds to the Test Scenario ID selected. (This is only used with File Type AATS.) |

## View Form 1095-C Page

Use the View Form 1095-C page (ACA\_SS\_YE\_FORM) to view Form 1095-C. A Benefits Administrator can view all employees' Form 1095-Cs, irrespective of whether or not they are finalized.

Navigation:

### Benefits ACA Annual Processing Transmittal and Forms View Form 1095-C

This example illustrates the fields and controls on the View Form 1095-C page.

#### View Form 1095-C

Charles Baran

| Form 1095-C   |            |            |         |             |          |                     | Personalize    | 1 of 1 |
|---------------|------------|------------|---------|-------------|----------|---------------------|-----------------------------------------------------------------------------------------------------|--------|
| Calendar Year | ALE Member | Issue Date | Form ID | Form Status | Tax Form | Filing Instructions | Final Print                                                                                         |        |
| 2015          | GBI        | 10/22/2015 | 1095-C  | Original    | Tax Form | Filing Instructions | <input checked="" type="checkbox"/>                                                                 |        |

| Field or Control           | Description                                                                                      |
|----------------------------|--------------------------------------------------------------------------------------------------|
| <b>Form Status</b>         | Form Status is either Original, Reissue, or Correction.                                          |
| <b>Tax Form</b>            | Click the <b>Tax Form</b> link to open a PDF version of Form 1095-C.                             |
| <b>Filing Instructions</b> | Click the <b>Filing Instructions</b> link to open a PDF document containing filing instructions. |
| <b>Final Print</b>         | This check box identifies forms which are final and which are preliminary only.                  |

## Managing ACA Annual Processing

This topic provides an overview on how benefits administrator can review and reset 1095-C preference for employees.

## Pages Used to Review and Reset 1095-C Preference

This table lists the pages used to review and reset 1095-C preference.



| Page Name                                           | Definition Name    | Usage                                                   |
|-----------------------------------------------------|--------------------|---------------------------------------------------------|
| <a href="#">1095-C Preference Report Page</a>       | ACA_RC_BAC010      | Run report to view employee's 1095-C preference status. |
| <a href="#">Reset 1095-C Preference Status Page</a> | ACA_RESET_RCNTL    | Reset employee's 1095-C preference status.              |
| <a href="#">Review 1095-C Preferences Page</a>      | ACA_REVIEW_CONSENT | Review employee's 1095-C preferences.                   |

## 1095-C Preference Report Page

Use the 1095-C Preference Report page (ACA\_RC\_BAC010) for administrators to run the 1095-C Preference Report (BAC010), which lists employees' most current 1095-C Preference status based on dates and status type that you specify in the report request parameters.

Navigation:

- Select **Benefits WorkCenter** from the My Work section of the Application Fundamentals: PeopleSoft (My Home) Landing Page. Then select **Links**, and then **ACA Setup**, and then **1095-C Preference Report**
- **Benefits**, and then **ACA Annual Processing**, and then **Preference Process**, and then **1095-C Preference Report**
- **Workforce Administrator**, and then **Manage Benefits**, and then **Benefits WorkCenter**, and then **Links**, and then **ACA Setup**, and then **1095-C Preference Report**

This example illustrates the fields and controls on the 1095-C Preference Report Page.

1095-C Preference Status Report

Run Control ID 11

Report Manager Process Monitor

Run

Report Request Parameter(s)

From Date 2025/11/01

Thru Date 2025/11/27

\*Status Type All Statuses Summary

If blank, defaults to today's date.

| Field or Control               | Description                                                     |
|--------------------------------|-----------------------------------------------------------------|
| <b>From Date and Thru Date</b> | Select the date range to generate the 1095-C Preference Report. |

| Field or Control | Description                                                                                                                                                                                                                                                                                                            |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Status Type      | Select the employee's 1095-C Preference status to be included in the report. Available values are:<br><br><ol style="list-style-type: none"><li>1. All Statuses Summary</li><li>2. Paper Form Requested</li><li>3. Request Reset Electronic</li><li>4. Request Reset Paper Form</li><li>5. Request Withdrawn</li></ol> |
| Run              | Select to generate the 1095-C Preference Report for the selected date range and employee's preference status.                                                                                                                                                                                                          |

## Reset 1095-C Preference Status Page

- Use the Reset 1095-C Preference Status page (ACA\_RESET\_RCNTL) for administrators to reset the employee's 1095-C Preference status.
- Navigation:
- Select **Benefits WorkCenter** from the My Work section of the Application Fundamentals: PeopleSoft (My Home) Landing Page. Then select **Links**, and then **ACA Setup**, and then **Reset 1095-C Preference Status**
  - **Benefits**, and then **ACA Annual Processing**, and then **Preference Process**, and then **Reset 1095-C Preference Status**
  - **Workforce Administrator**, and then **Manage Benefits**, and then **Benefits WorkCenter**, and then **Links**, and then **ACA Setup**, and then **Reset 1095-C Preference Status**
- The benefits administrator can use this page to reset the ACA preference status for both active and terminated employees.

This example illustrates the fields and controls on the Reset 1095-C Preference Status page. The fields that appear on this page vary based on the type of processing.

Reset 1095-C Preference Status

Run Control ID11

Report ManagerProcess Monitor

Run

Processing Parameters

Reset Preference forAll Employees

Reset Preference toElectronic Delivery

| Field or Control            | Description                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reset Preference for</b> | Select the type of processing to reset the 1095-C preference status. Available options are: <i>All Employees</i> , <i>Employees from File</i> , <i>Employees from Group ID</i> , <i>Selected ALE Members</i> (Applicable Large Employer), and <i>Selected Employees</i> .<br><b>Note:</b> Based on the option you select for <b>Reset Preference for</b> , the fields that appear on the page varies. |
| <b>Browse File</b>          | Select to upload a .csv or .txt file containing employee IDs to reset the 1095-C preference status. This field is displayed when the administrator selects <i>Employees from File</i> for <b>Reset Preference for</b> . Once a valid file is uploaded, the page displays the file name as a link. Select the link to open the file in a new browser tab.                                              |
| <b>Group ID</b>             | Select the Group ID of employees to reset the 1095-C preference status. This field is displayed when the administrator selects <i>Employees from Group ID</i> for <b>Reset Preference for</b> . Once the Group ID is selected, the <b>View Employees List</b> link appears. Select the link to open a modal and view the list of employees for whom the reset process is to be run.                   |
| <b>ALE Member</b>           | Select the ALE member(s) to reset the 1095-C preference status. This field is displayed when the administrator selects <i>Selected ALE Members</i> for <b>Reset Preference for</b> .                                                                                                                                                                                                                  |
| <b>Empl ID</b>              | Select the employee IDs to reset the 1095-C preference status. This field is displayed when the administrator selects <i>Selected Employees</i> for <b>Reset Preference for</b> .                                                                                                                                                                                                                     |
| <b>Reset Preference to</b>  | Select the delivery preference for 1095-C form. Available options are: <i>Electronic Delivery</i> , <i>Paper Form</i> .                                                                                                                                                                                                                                                                               |
| <b>Run</b>                  | Select to run the process to reset the 1095-C preference status for selected employees. This process resets the preference for all the employees who had opted to receive the Form 1095-C electronically. Once the process is run successfully, the employees whose preference was reset will receive an email notification.                                                                          |

## Review 1095-C Preferences Page

Use the Review 1095-C Preferences page (ACA\_REVIEW\_CONSENT) for administrators to monitor employee preference and review the history of each employee's preference and email notification status.

### Navigation

- Select **Benefits WorkCenter** from the My Work section of the Application Fundamentals: PeopleSoft (My Home) Landing Page. Then select **Links**, and then **ACA Setup**, and then **Review 1095-C Preferences**

- **Benefits**, and then **ACA Annual Processing**, and then **Preference Process**, and then **Review 1095-C Preferences**
- **Workforce Administrator**, and then **Manage Benefits**, and then **Benefits WorkCenter**, and then **Links**, and then **ACA Setup**, and then **Review 1095-C Preferences**

This example illustrates the fields and controls on the Review 1095-C Delivery Preferences page.

#### Review 1095-C Delivery Preferences

Emmylou Dell Employee ID KU0114

**Preference Information**  | < < 1 of 5 > > | [View All](#)

Effective Date 2025/11/27 Effective Sequence 4  
Last Update Date/Time 2025/11/27 10:09:10PM Updated By User EDELL

**Preference Status**

☐ Default: Provide electronic forms. No paper form requested.  
☐ Paper form requested. Print paper forms.  
☒ Request withdrawn. Provide electronic forms.  
☐ Request reset to paper form by employer. Print paper forms.  
☐ Request reset to electronic delivery by employer. Provide electronic forms.

**Email Notification Status**

☐ Confirmation Sent

| Field or Control                 | Description                                                                                                                                       |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Preference Status</b>         | Displays the 1095-C Delivery Preference Status for the employee based on the preference selected by employee or preference reset by the employer. |
| <b>Email Notification Status</b> | The check box is shown as checked if a confirmation email was sent to the employee for the 1095-C preference reset.                               |

# Benefits Assistant

## Understanding Benefits Assistant

A chatbot is a computer program that maintains a conversation with a user in natural language, understands the intent of the user, and sends a response based on business rules and data of the organization. The Benefits Assistant is a PeopleSoft chatbot created for the Benefits users. This chatbot is designed to assist employees in looking up basic information about their current enrolled benefits, dependents and beneficiaries, vendor/provider information and administrator contacts. Apart from what PeopleSoft delivers, you can configure additional utterances for the chatbot based on your company's requirements.

The Benefits Assistant is available for all Benefits users as a tile and/or as a widget at the lower right-hand corner of fluid Benefits pages. Click the tile or widget to open a chat window. The employee may begin interacting with the chatbot via a simple greeting, or start directly with a question in a conversational way. This feature is available for both desktop and mobile users.

## Working with Benefits Assistant using ODA

With the Benefits Assistant tile, Benefits users can access the Benefits Assistant for quick answers to queries related to benefits using Oracle Digital Assistant (ODA), the Oracle chatbot technology platform. ODA allows enterprises to create and deploy digital assistants for their users. With ODA, you create:

- **Digital Assistants**, which are artificial intelligence (AI)-driven interfaces that help users accomplish a variety of tasks in natural language conversations. For each digital assistant, you assemble one or more skills.
- **Skills**, which are individual bots that are focused on specific types of tasks, such as changing your dependants/beneficiaries, tracking inventory, submitting time cards, and creating expense reports.

You can add skills to digital assistants or deploy them to a channel on their own. Intents allow your skill to understand what the user wants it to do. An intent categorizes typical user requests by the tasks and actions that your skill performs.

For details, refer to [Oracle Digital Assistants and Skills](#).

For Benefits Assistant, the Benefits Assistant skill consists of the following intents:

- EntryGreeting
- GetAdminContactInfo
- GetDependentBeneficiary
- GetLifeEventInfo
- GetMainMenu
- GetOpenEnrollmentInfo
- GetPlanCost
- GetPlanDetail

- GetPlanProvider
- UpdateBenefitSummary
- ExitAssistant
- unresolvedIntent

The entities associated with each intent are defined within the skill.

| Entities        | Associated Intents      |
|-----------------|-------------------------|
| LIFEEVENT_TYPE  | GetLifeEventInfo        |
| PLAN_CATEGORY   | GetDependentBeneficiary |
|                 | GetPlanCost             |
|                 | GetPlanProvider         |
|                 | GetPlanDetail           |
| PLANTYPE        | GetDependentBeneficiary |
|                 | GetPlanCost             |
|                 | GetPlanProvider         |
|                 | GetPlanDetail           |
|                 | UpdateBenefitSummary    |
| SUMM_UPD_FLAG   | UpdateBenefitSummary    |
| SUMM_UPD_ACTION |                         |

These services can be used to call relevant application functionality as part of a query. The Chatbot Integration Framework delivers some services that can be used to help the chatbot carry out various tasks that these services allow to perform. To integrate the chatbot with the application services, you need to create a proxy user. This proxy user is used for the chatbot to communicate with the application services.

The dialog flow definition is the model for the conversation itself, one that lets you choreograph the interaction between a skill and its users.

The Services used in Benefits Assistant are:

- HCM.benefit.Services
- HCM.benefit.GetChildNode

If users need to create new service, then they can use the Application Service Framework to create custom services.

For more information please refer the documentation on Application Service Framework <https://support.oracle.com/epmos/faces/DocumentDisplay?id=2557046.1>

For details, refer [Configure a Component Service](#)

Enterprise Components: Understanding Application Service for Chatbot Integration Framework

### PeopleSoft Employee Digital Assistant

PeopleSoft Intelligent Chatbot ASsistant from Oracle (PeopleSoft PICASO) is a consolidated, single-point access chatbot where your employees can ask questions spanning multiple PeopleSoft applications like Absence, Benefits, Employee Directory, Expenses, North American Payroll, and more. For information on PeopleSoft PICASO, see Enterprise Components: Understanding PeopleSoft PICASO.

## Benefits Assistant Interface

The Benefits Assistant helps employees with their queries on benefits-related information such as their plan details, plan costs, administrator contacts, provider/vendor contacts, life events and open enrollment dates.

### Note

The Benefits Assistant provides answers for queries related to Open Enrollment only for organizations with the PeopleSoft Benefits Administration.

The Benefit Details Navigation Collection users can access the Benefits Assistant as a widget. The Benefit Details Tile dashboard users get the tile system delivered on the Benefit Details Tile dashboard and as a widget on all the fluid Benefits pages.

### Note

The roles and permission lists are part of the standard PeopleTools security administration, used to grant access to components and pages. The roles and permission lists are discussed in detail in the PeopleTools: Security Administration documentation.

| Examples of Use Cases                                                                                                                                                                                                                                                                           | Benefits component from which the chatbot retrieves information |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Tell me about my life insurance.</li> <li>I want to know about my short term disability plan.</li> <li>I want to know the plan detail for savings plan/ 401(K) plan/profit sharing/retirement/pension plans/vacation benefits/legal services?</li> </ul> | Benefit Plan Detail                                             |
| <ul style="list-style-type: none"> <li>What is my insurance?</li> <li>What is my health plan?</li> <li>Tell me about my benefits.</li> <li>I want to know the benefit plans I am enrolled in.</li> <li>Show me my benefits summary.</li> </ul>                                                  | Benefit Plan Category<br>Benefit Plan Type                      |
| <ul style="list-style-type: none"> <li>List my Dependents</li> <li>Who all have I enrolled as beneficiaries?</li> </ul>                                                                                                                                                                         | Dependents/Beneficiaries                                        |
| <ul style="list-style-type: none"> <li>I want to know the provider for my medical plan.</li> <li>Tell me my provider details.</li> </ul>                                                                                                                                                        | Benefit Vendor Information                                      |
| <ul style="list-style-type: none"> <li>I need an Admin contact</li> <li>Health admin contact details</li> <li>Ben admin</li> <li>Contact details</li> </ul>                                                                                                                                     | Administrator Contacts                                          |

## Setting Up Benefits Assistant

This topic discusses how to configure the Benefits Assistant for the Benefits users.

### Pages Used to Configure Benefits Assistant as an Administrator Using the PeopleSoft Fluid User Interface

| Page Name                                                                                                                                                                                                     | Definition Name    | Usage                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Content Ref Administration Page</a><br>For details, refer topic in<br>Enterprise Components:<br>Enterprise Components:<br>Adding the Chatbot for a New<br>Skill to a PeopleSoft Page as a<br>Tile | PORTAL_CREF_ADM    | Add the Benefits Assistant tile to the Benefit Details Tile dashboard.                                                   |
| <a href="#">Bot Definitions Page</a><br>For details, refer topic in<br>Enterprise Components:<br>Enterprise Components: Bot<br>Definition Page                                                                | EOCB_BOTSRCH_FL    | View, edit or add a new bot definition.                                                                                  |
| Enterprise Components: Add Bot Definition Page                                                                                                                                                                | EOCB_ADDBOTDEFN_FL | Add a new Bot Definition.                                                                                                |
| <a href="#">Maintain Bot Definition page</a><br>For details, refer topic in<br>Enterprise Components:<br>Enterprise Components:<br>Maintain Bot Definition Page                                               | EOCB_BOTDEFN_FL    | View the existing definitions for a chatbot.                                                                             |
| Enterprise Components: Maintain Branding Template Page                                                                                                                                                        | EOCB_BRNDTMPL_FL   | Control the branding aspects of the bot definition.                                                                      |
| <a href="#">Component Mapping Page</a><br>For details, refer topic in<br>Enterprise Components:<br>Enterprise Components:<br>Adding the Chatbot to a<br>PeopleSoft Page as a Widget                           | EOCB_COMPSRCH_FL   | Choose the component (that is, the Benefits fluid page) on which the Benefits Assistant widget should be made available. |

#### Configuring the Benefits Assistant Tile

The Benefit Details Navigation Collection users with the appropriate roles can access the Benefits Assistant as a widget.

#### Note

Roles and permission lists are part of standard PeopleTools security administration, used to grant access to components and pages. For details, refer PeopleTools: Security Administration documentation.



The Benefit Details Tile dashboard users get the tile system delivered on the Benefit Details Tile dashboard and as a widget on all the fluid Benefits pages. The Administrator has to follow the steps below to set the tile up on the dashboard for their organization:

1. Using the *BEN\_CHAT\_ASST* that is delivered with the system, edit and add the bot app ID from the ODA channel.
  - a. Navigate to **Enterprise Components** , and then **Chatbot Configurations**, and then **Bot Definitions**.
  - b. Click the **Edit** button for *BEN\_CHAT\_ASST* (Benefits Assistant) and enter the Bot App ID value from the ODA channel.

Oracle delivers a default branding template for the Benefits Assistant:

PS\_ORWEBSDK\_DEFAULT\_V1. You can choose to use this template without making any changes.

2. Your employees need access to the Benefits fluid pages and the Benefit Details Tile dashboard, along with the Benefit Chatbot role to access the Benefits Assistant. For this, ensure all employees have the appropriate roles.

**Note**

For details on roles and permission lists, refer PeopleTools: Security Administration documentation.

**Related Topics**

- Enterprise Components: Creating Bot Definitions
- Enterprise Components: Understanding the Chatbot Architecture

## Content Ref Administration Page

Use the Content Ref Administration (PORTAL\_CREF\_ADM) page — Fluid Attributes tab (PORTAL\_GROUPLET), to add the Benefits Assistant tile to the Benefit Details dashboard.

Navigation:

**PeopleTools**, and then **Portal**, and then **Structure and Content**.

Then select **Self Service** , and then **HR Fluid Components**.

Under Content References, select **Edit** for the label **Benefits Assistant** and select **Fluid Attributes** tab.

For details, refer the topic: Enterprise Components: Adding Chatbot to Application pages.

This example illustrates the fields and controls on the Content Ref Administration page (1 of 2).

< Folders and CRefs

Content Ref Administration

Help | Personalize Page

General

Security

Fluid Attributes

Root > Self Service > HR Fluid Components >

Content Ref Administration

Name

HC\_BEN\_CHATBOT\_FLU

CreatedBy

PS

\*Label

Benefit Assistant

Parent Folder

HR Fluid Components

Copy object

Select New Parent Folder

Long Description

(254 Characters)

Benefit ChatBot Assistant

Product

HC

Sequence number

95

\*Valid from date

01/01/1900

Valid to date

Owner ID

HBN

Base Benefits

Usage Type

Target

Creation Date

05/20/2020

Storage Type

Remote by URL

☐ WSRP Producible

☒ No Template

☒ Fluid Mode

☒ Display on Small Form Factor

Create Content Reference Link

Add Content Reference

Test Content Reference

This example illustrates the fields and controls on the Content Ref Administration page (2 of 2).

URL Information

Node Name

HRMS

URL Type

PeopleSoft Generic URL

\*Portal URL

c/EOCB\_MENU\_FL.EOCB\_CLIENT\_FL.GBL?BOTID=BEN\_CHAT\_ASST

☐ Hide from portal navigation

☐ Hide from MSF navigation

[IWC Message Events](#)

Content Reference Attributes

Name

DASHBOARD\_TILE

Label

Attribute value

true

☐ Translate

+

-

Links

Portal Name

Label

Link Definition

EMPLOYEE

Benefit Assistant

[Link Definition](#)

Select the **Fluid Attributes** tab to open the **Tile Repository** section.

This example illustrates the fields and controls on the Fluid Attributes tab.

< Folders and CRefs Structure and Content Help | Personalize Page

General Security **Fluid Attributes**

[Root](#) > [Self Service](#) > [HR Fluid Components](#) >

**Tile Information**

Image Name   ☐ Interactive

Display In  ☐ Disable Main Hotspot

Modal Parameters

Height  ☐ Autosize

Width  ☐ Resizable

Refresh Timer  Event Name

**Dynamic Tile Content**

URL Type

**Tile Repository**

Select a folder below to create a link to the Tile Repository. If the folder selection is disabled, this Tile is already available in the Tile Repository.

Folder

Folder Label Employee Self Service  
[View Definition](#)

**Include In Repository**

☐ Homepage  
☒ Dashboard  
☐ NavBar

Select the **Dashboard** checkbox under **Include In Repository** to enable the **Benefits Assistant** tile to the Benefit Details Tile dashboard.

## Bot Definitions Page

Use the Bot Definitions (EOCB\_BOTSRCH\_FL) page to view the existing chatbot identifiers and newly define a chatbot.

Navigation:

**Enterprise Components**, and then **Chatbot Configurations**, and then **Bot Definition**

This example illustrates the fields and controls on the Bot Definition Page. You can find definitions for the fields and controls later on this page.

Bot Definitions

Bot Definitions

41

Save

General Configurations

ODA Release Version

On or After 19.10

\*Default Branding Template

Default Branding – ODA or

\*ODA Server URI

idcs-oda-aa2e2347d7584f54a

\* Changing the ODA Release Version value will remove the branding for earlier version, associated with one or more bot definitions. The default branding template for the new ODA release version value will be applied for the bot definitions and can be manually overridden on bot definition page.

Bot Definitions

+ Add

3 rows

| Bot ID           | Bot Name                     | Bot Type | Edit | Delete |
|------------------|------------------------------|----------|------|--------|
| 1 HGA_CHAT_ASST  | Absence Assistant            | Both     |      |        |
| 2 HRCD_CHAT_ASST | Employee Directory Assistant | Both     |      |        |
| 3 BEN_CHAT_ASST  | Benefit Assistant            | Both     |      |        |

| Field or Control       | Description                                                                           |
|------------------------|---------------------------------------------------------------------------------------|
| <div><div></div></div> | Select Add to open the <b>Add Bot Definition</b> page to create a new bot definition. |

## Maintain Bot Definition page

Use the Maintain Bot Definition page (EOCB\_BOTDEFN\_FL) to view the existing definitions for a chatbot.

Navigation:

**Enterprise Components**, and then **Chatbot Configurations**, and then **Bot Definitions**

This example illustrates the fields and controls on the Maintain Bot Definition page. You can find definitions for the fields and controls later on this page.

< Add Bot Definition

Maintain Bot Definition

🏠

🔍

🔔 41

⋮

🔄

Save

Bot Identifier BEN\_CHAT\_ASST

\*Bot Name Benefit Assistant

\*Bot Channel ID a2b891cb-56e7-43fc-8da5-46d05ddf3326

\*Bot Type Both

\*Branding Template

Business Branding

Business Name Benefit Management

Business Icon

Roles

1 row

🔍

🔍

🔄

\*Role Name

1 Benefit Chatbot Employee

+

-

| Field or Control  | Description                                                                                                                                                                  |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bot Identifier    | Displays the root package ID defined in the application server.                                                                                                              |
| Bot Name          | Enter the name of the chatbot.                                                                                                                                               |
| Bot Channel ID    | Specify the channel ID generated by the ODA Skill created for this chatbot. This ID links the chatbot with the skills in the ODA.                                            |
| Bot Type          | Choose whether to deploy the chatbot client as a tile or as a widget in a page or both. Bot types are embedded (for components) and widget (lower right-hand corner button). |
| Branding Template | Choose the Branding template for the bot.                                                                                                                                    |
| Business Name     | Name of the chatbot as it will appear to the users.                                                                                                                          |
| Business Icon     | Choose the bot icon according to your business need. Refer, PeopleTools: Creating Image Definitions, for more information.                                                   |
| Role Name         | Choose the roles that should be given access to this chatbot.                                                                                                                |

For details, refer Enterprise Components Documentation Enterprise Components: Understanding the Chatbot Architecture.

## Component Mapping Page

Use the **Component Mapping** page (EOCB\_COMPSRCH\_FL) to choose the component (that is, the Benefits fluid page) on which the Benefits Assistant widget should be made available.

Navigation:

**Enterprise Components**, and then **Chatbot Configurations**, and then **Component Mapping**

This example illustrates the fields and controls on the Component Mapping Page.

PeopleSoft Human Resources Manage Base Benefits  
G49582-01  
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May 11, 2026  
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Manager Self Service

Component Mapping

Search or Add Component Mapping

Add

Search Results

| Component           | Market | Edit | Delete |
|---------------------|--------|------|--------|
| 1 BEN_SUMM_GRID_FL  | GBL    |      |        |
| 2 BAS_STATMNTS_FL   | GBL    |      |        |
| 3 ACA_SS_CONSENT_FL | GBL    |      |        |
| 4 W3EB_DEPBNSMRY_FL | GBL    |      |        |
| 5 W3EB_SEL_EVNT_FLU | GBL    |      |        |
| 6 ACA_EE_YE_FORM_FL | GBL    |      |        |
| 7 BNE_SEL_EVENT_FL  | GBL    |      |        |

| Field or Control | Description                                                                                                                                 |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Component        | Displays the fluid components or fluid Benefits pages on which the Benefits Assistant widget can be enabled.                                |
| Edit             | Click the <b>Edit</b> button to access the <b>Maintain Component Mapping</b> page and enable the Benefits Assistant on the component pages. |

This example illustrates the fields and controls on the Maintain Component Mapping Page.

Component Mapping

Maintain Component Mapping

Component BEN\_SUMM\_GRID\_FL

Market GBL

Enable Chatbot Yes

Associated Bots

| Order | *Bot ID       | Bot Name           | Parameters                                               |
|-------|---------------|--------------------|----------------------------------------------------------|
| 100   | BEN_CHAT_ASST | Benefits Assistant | <div>Add Details</div> <div><div></div><div></div></div> |

# Communicating with Benefits Assistant

This topic provides an overview of how employees can interact with the Benefits Assistant chatbot.

## Pages Used to Communicate with the Benefits Assistant Chatbot

| Page Name                               | Definition Name                          | Usage                                                                                                                                                                                                                                             |
|-----------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Benefits Assistant Tile</a> | HC_HGA_CHAT_ASST_FLU (cref for the tile) | Launch the Benefits Assistant chatbot from the Benefit Details Tile dashboard.                                                                                                                                                                    |
| <a href="#">Benefits Assistant Page</a> | EOCB_CLIENT_FL                           | Begin the interaction with the Benefits Assistant chatbot for quick answers to queries on benefits-related information such as plan details, plan costs, administrator contacts, provider/vendor contacts, life events and open enrollment dates. |

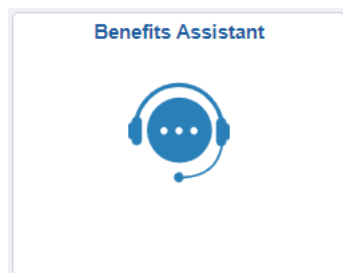
### Benefits Assistant Tile

Use the Benefits Assistant tile (HC\_HGA\_CHAT\_ASST\_FLU - cref for the tile) to launch the Benefits Assistant chatbot from the Benefit Details Tile dashboard.

Navigation:

**Employee Self Service**, and then **Benefit Details Tile**, and then **Benefits Assistant Tile**

This example illustrates the Benefits Assistant tile.



### Benefits Assistant Page

Use the Benefits Assistant page (EOCB\_CLIENT\_FL) to ask queries on benefits-related information such as plan details, plan costs, administrator contacts, provider/vendor contacts, life events and open enrollment dates.

#### Note

The Benefits Assistant provides answers for queries related to Open Enrollment only for organizations with the PeopleSoft Benefits Administration.

Navigation:

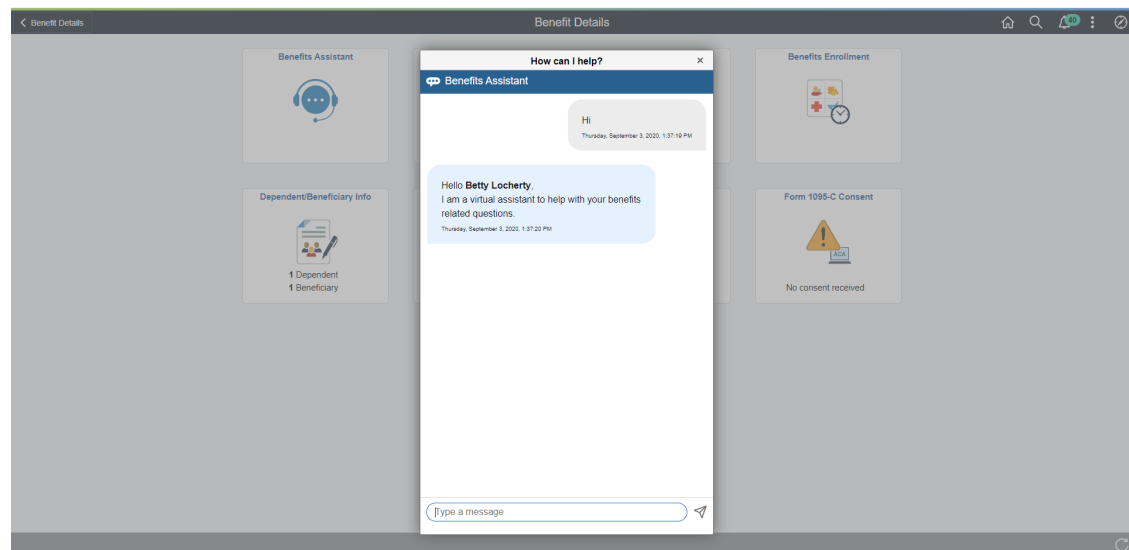
- Benefit Details Tile dashboard users can select the Benefits Assistant tile from the tile dashboard to access the Benefits Assistant chatbot window.
- Benefit Details Tile dashboard users can also click the Benefits Assistant widget at the lower right-hand corner of a fluid Benefits page to open the Benefits Assistant chatbot window.

**Note**

The Benefits Assistant widget is not available on the Open Enrollment page.

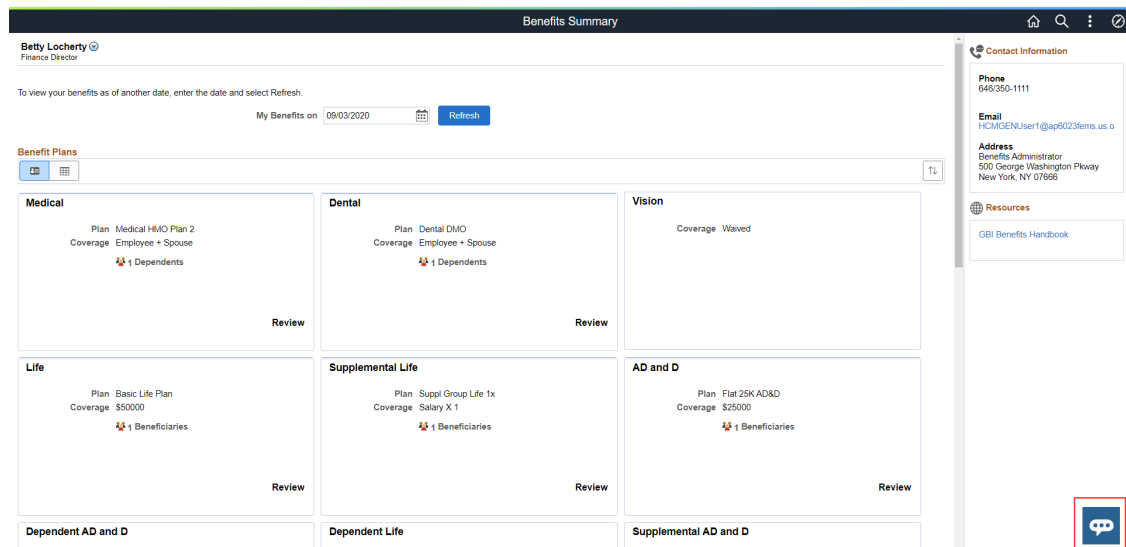
- Benefit Details Navigation Collection users can click the Benefits Assistant widget at the lower right-hand corner of the page to open the Benefits Assistant chatbot window.

This example illustrates the Benefits Assistant page accessed from the Benefits Details Tile dashboard.

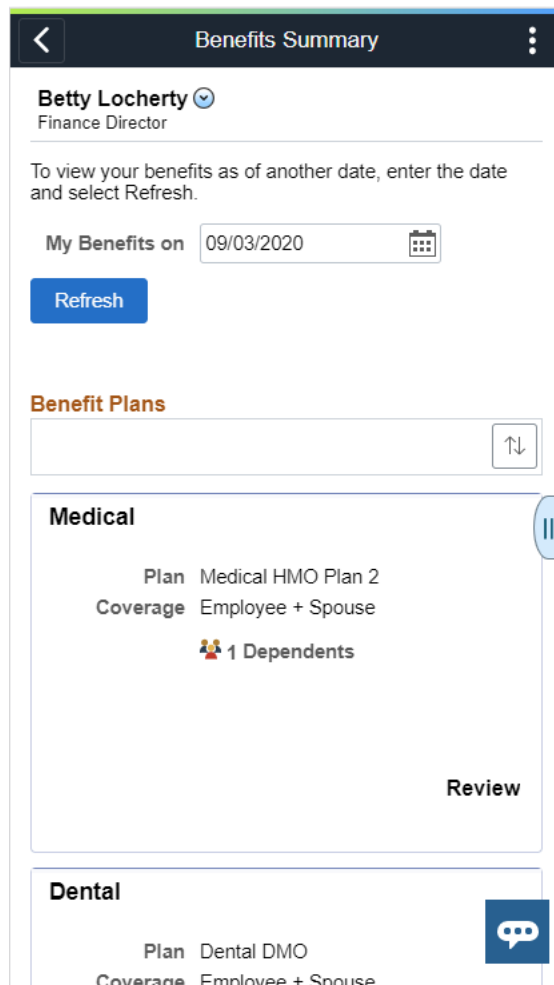


This example illustrates the Benefits Assistant widget as seen in a fluid Benefits Summary page on a laptop device.





This example illustrates the Benefits Assistant widget as seen on a smartphone.



This example illustrates the Benefits Assistant widget for the Navigation Collection users.

The screenshot displays the 'Benefits Details' page in the Oracle PeopleSoft Human Resources Manage Base Benefits application. The interface includes a left-hand navigation menu with options like 'Benefits Summary', 'Life Events', 'Dependent/Beneficiary Info', 'Benefits Enrollment', 'Benefit Statements', and 'Affordable Care Act'. The main content area is titled 'Benefits Plans' and contains a grid of 12 benefit plan cards. Each card displays the plan name, plan details, coverage information, and a 'Review' button. The plans are categorized by type: Medical, Dental, Domestic Partner Medical, Domestic Partner Dental, Domestic Partner Vision, Life, Supplemental Life, AD and D, Dependent Life, Short-Term Disability, Long-Term Disability, and 401(k).

| Plan Name                                               | Coverage                | Beneficiaries   | Action |
|---------------------------------------------------------|-------------------------|-----------------|--------|
| Medical: Kaiser Permanente HMO                          | Employee Only           | 2 Dependents    | Review |
| Dental: Cernerstone Managed Dental                      | Employee Only           | 2 Dependents    | Review |
| Domestic Partner Medical: Kaiser Permanente HMO         | Dom Partner Adult-Child | 2 Dependents    | Review |
| Domestic Partner Dental: Delta Dental                   | Dom Partner Adult-Child | 2 Dependents    | Review |
| Domestic Partner Vision: Standard Vision Service Plan   | Dom Partner Adult-Child | 2 Dependents    | Review |
| Life: Prudential Life 2x Salary                         | \$1000                  | 2 Beneficiaries | Review |
| Supplemental Life: NY Life Supplemental 100K            | \$100,000               | 1 Beneficiaries | Review |
| AD and D: Prudential AD & D Insurance                   | \$100,000               | 2 Beneficiaries | Review |
| Dependent Life: NY Dep Life Spec EE Rec                 | \$1,000                 | 2 Dependents    | Review |
| Short-Term Disability: Blue Cross Short-Term Disability | 40% of Salary           |                 | Review |
| Long-Term Disability: Blue Cross Long-Term Disability   | 70% of Salary           |                 | Review |
| 401(k): Merrill Lynch 401(k)                            | 4% Before Tax           | 2 Beneficiaries | Review |

On the right side of the screen, there is a 'Contact Information' section with the following details:

- Phone: 646/356-1111
- Email: HCM@ENUser1@ap023hms.us.o
- Address: Benefits Administrator, 500 George Washington Pkwy, New York, NY 07102

## Queries on Current Enrollments

When employees ask general benefit questions, the chatbot offers guidance by displaying a list of choices which the employee can select to view additional details.

This example illustrates a general query on benefit plans.

How can I help?

×

Benefits Assistant

Tell me about my benefit plans

Thursday, September 3, 2020, 3:58:09 PM

Please select a benefit plan category for your enrolled benefit plans.

Health Benefits

Life and Accidental Death

Disability Insurance

Savings Plans

Pension Plans

Thursday, September 3, 2020, 3:58:12 PM

Type a message

This example illustrates a general query on benefit plans — Options list 1.

The screenshot displays a chat window titled "How can I help?" with a close button (X). The chat header identifies the "Benefits Assistant" with a speech bubble icon. The first message from the assistant, timestamped "Thursday, September 3, 2020, 3:56:12 PM", lists "Enrolled benefit plans." followed by five buttons: "Health Benefits", "Life and Accidental Death", "Disability Insurance", "Savings Plans", and "Pension Plans". A second message, timestamped "Thursday, September 3, 2020, 3:56:42 PM", is a bubble labeled "Health Benefits". The third message, timestamped "Thursday, September 3, 2020, 3:56:43 PM", prompts the user to "Please select a benefit plan to continue" and provides three buttons: "Medical", "Dental", and "Vision". At the bottom is a text input field with the placeholder "Type a message" and a send icon.

This example illustrates a general query on benefit plans — Options list 2.

How can I help?

Benefits Assistant

Please select a benefit plan to continue

Medical

Dental

Vision

Thursday, September 3, 2020, 3:56:43 PM

Medical

Thursday, September 3, 2020, 3:57:05 PM

Your Medical plan details as of 08/01/2000 are:

Plan Name - Medical HMO Plan 2

Plan Provider - Kaiser Permanente

Coverage - Employee + Spouse

View Dependents Enrolled

View Latest Deductions

View Provider Details

Type a message

**Note**

The options to view the latest deductions are available only for organizations with the PeopleSoft Payroll for North America.

This example illustrates a general query on benefit plans — latest deductions.

How can I help?

Benefits Assistant

Your Medical plan details as of 08/01/2000 are:

Plan Name - Medical HMO Plan 2  
Plan Provider - Kaiser Permanente  
Coverage - Employee + Spouse

View Dependents Enrolled

View Latest Deductions

View Provider Details

View Latest Deductions

Thursday, September 3, 2020, 3:57:49 PM

Your latest deductions for Medical plan, Medical HMO Plan 2 are:

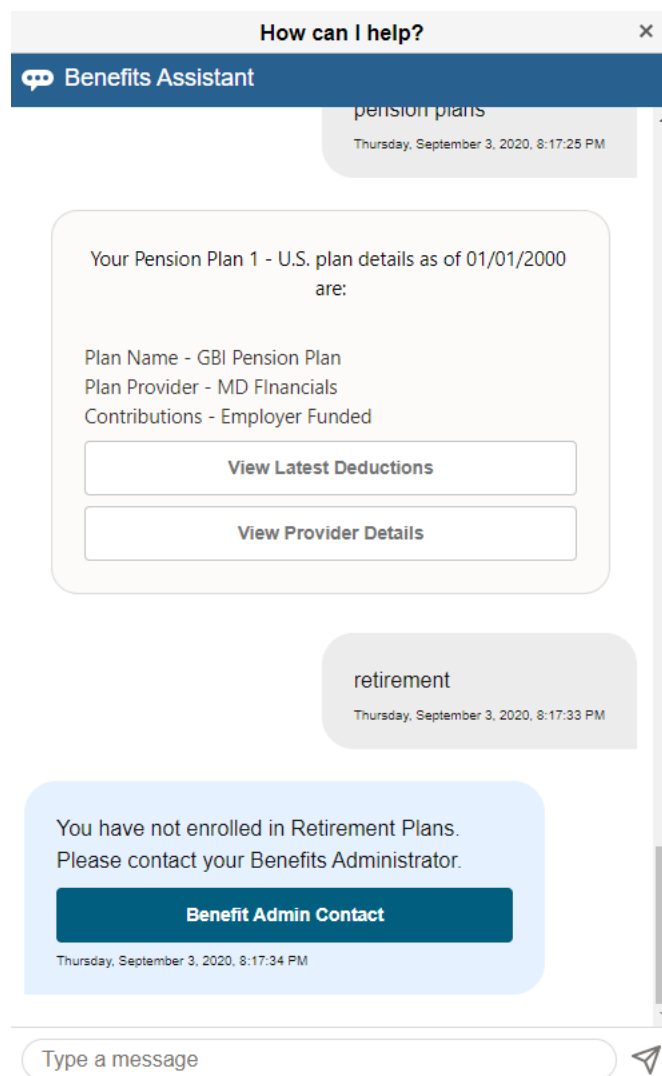
Employee Contribution - \$57.23  
Employer Contribution - \$57.23  
Pay Period End Date - 03/21/2020

Type a message

**Note**

Once the employee has chosen an option from the list, the entire list gets grayed out. The employee cannot go back and select a different option, instead he/she can repeat the question or even ask another one.

This example illustrates a query on a plan not enrolled in.



### Queries on Dependents and Beneficiaries

For queries on dependents and beneficiaries the chatbot returns the details as listed in the employee's profile as well as options to view enrolled dependents and beneficiary designations. For queries on changing or updating beneficiary designation, the chatbot directs the employees to the **Benefits Summary** page from where they can complete the task.

#### Note

Your organization must have the PeopleSoft Benefits Administration product for access to the enrollment features.

Employees are able to change and update beneficiary designations based on the setup on the Benefits Program Table.

This example illustrates a query for Dependents/Beneficiaries.

How can I help?

×

Benefits Assistant

Give me a list of my dependents and beneficiaries

Saturday, September 5, 2020, 1:11:05 PM

Please find details of your dependents and beneficiaries listed on your profile.

To view your enrolled Dependents or Beneficiaries, select the button

Person Name - Erik Mathers

Relationship - Spouse

Date of Birth - 10/12/1951

Dependent - Yes

Beneficiary - Yes

Dependent Enrollment(s)

Beneficiary Designation(s)

Type a message

➤

This example illustrates a query for Dependents/Beneficiaries.



How can I help?

Benefits Assistant

Relationship - Spouse  
Date of Birth - 10/12/1951  
Dependent - Yes  
Beneficiary - Yes

Dependent Enrollment(s)

Beneficiary Designation(s)

Dependent Enrollment(s)  
Saturday, September 5, 2020, 1:14:34 PM

Your dependent enrollment details are:  
  
Medical HMO Plan 2  
Erik Mathers - Spouse  
  
Dental DMO  
Erik Mathers - Spouse

Beneficiary Designation(s)

Type a message

This example illustrates a query for Dependents/Beneficiaries.

How can I help?

×

Benefits Assistant

Dental DMO  
Erik Mathers - Spouse

Beneficiary Designation(s)

Beneficiary Designation(s)  
Saturday, September 5, 2020, 1:15:18 PM

Your beneficiary designation details are:

Basic Life Plan  
Erik Mathers - 100%(Primary)

Suppl Group Life 1x  
Erik Mathers - 100%(Primary)

Flat 25K AD&D  
Erik Mathers - 100%(Primary)

Dependent Enrollment(s)

Type a message

➤

This example illustrates the query to the chatbot updating beneficiary designation.

How can I help?

×

Benefits Assistant

How do I change my beneficiaries for Life Insurance?

Saturday, September 5, 2020, 1:07:49 PM

You can update your Beneficiary Designation in the Benefits Summary page and select plan type Life

Take me there

Maybe later

Saturday, September 5, 2020, 1:07:51 PM

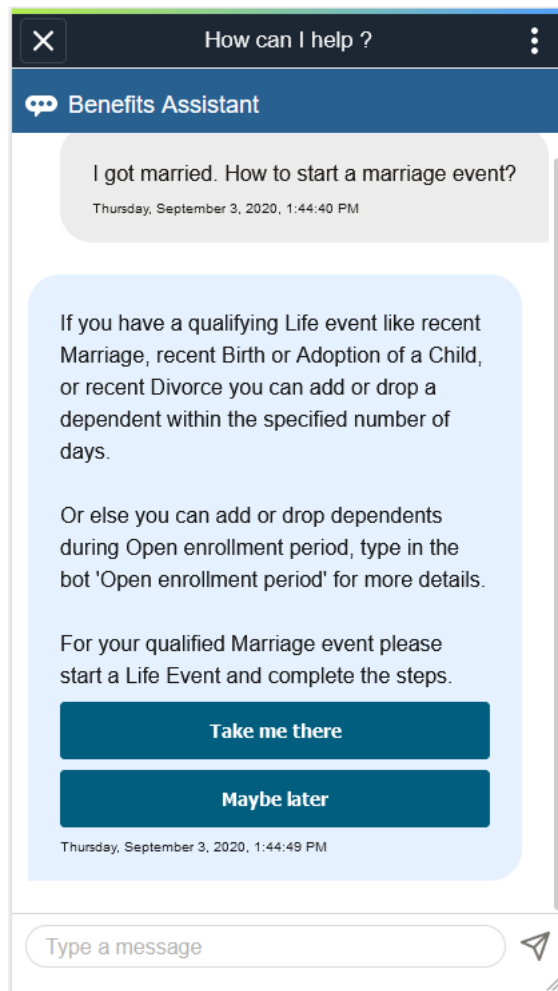
Type a message

➤

### Queries on Life Event

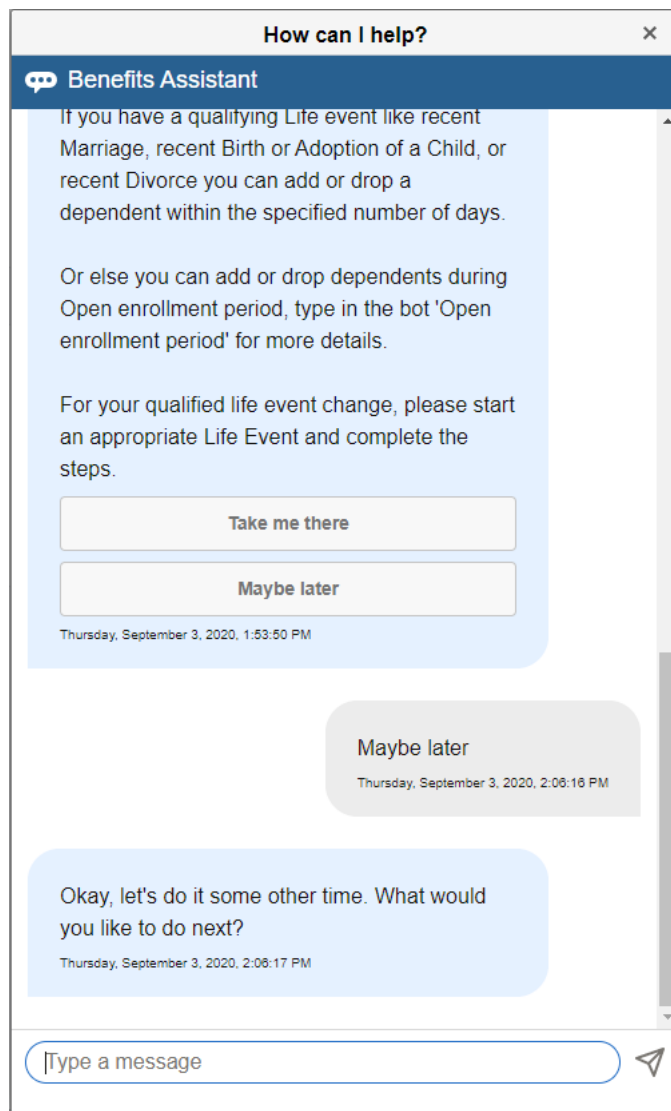
Employees can ask the chatbot how to start life events or how to update their dependents/beneficiaries based on recent life event changes like marriage, childbirth, adoption, divorce etc.

This example illustrates the query to the Benefits Assistant on starting a life event as seen on a smartphone.



For queries related to life event transactions, the chatbot offers two options: **Take me there** and **Maybe later**. The **Take me there** button directs the employee to the relevant page from where he/she can complete the task. The **Maybe later** button, does not direct the employee elsewhere but remains in focus for additional questions.

This example illustrates the Maybe later button.



### Queries on Open Enrollment Periods

Employees can ask the chatbot for the Open Enrollment start or end dates and the chatbot returns the requested information. In case open enrollment is not available at the time, the chatbot offers the **Benefit Administrator Contact** for more information.

This example illustrates an answer to a query on Open Enrollment.

How can I help?

Benefits Assistant

When does the Open Enrollment start?

Friday, September 4, 2020, 2:11:35 PM

Your open enrollment for 2020 starts on 01/01/2020 and ends on 12/31/2020.

You will need to start enrollment and complete steps before 12/31/2020.

Take me there

Maybe later

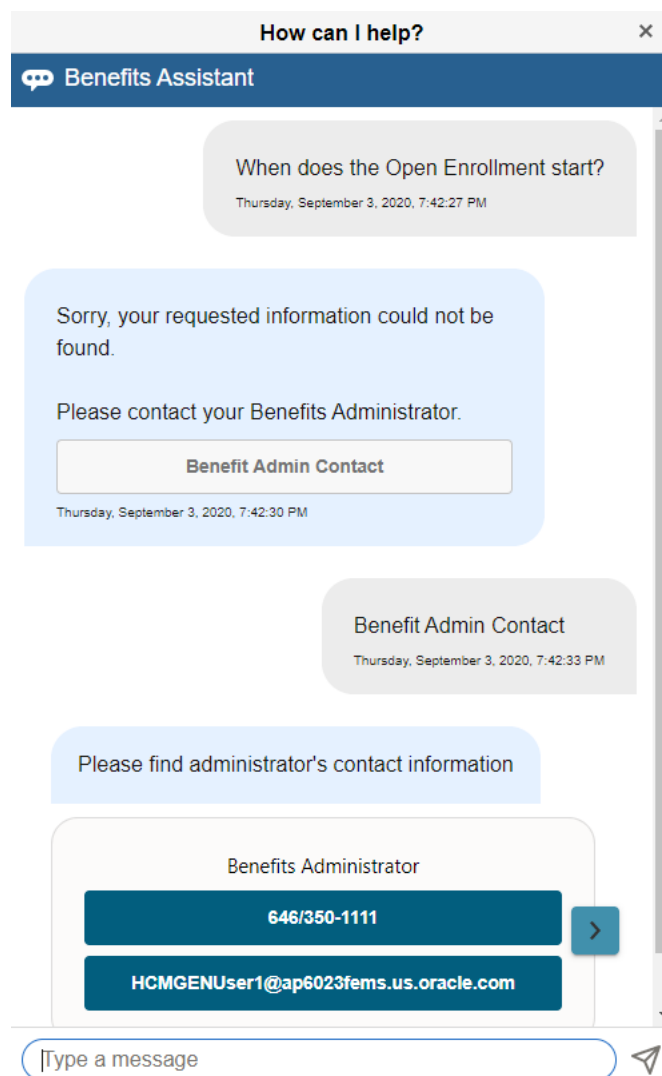
Friday, September 4, 2020, 2:12:12 PM



**Note**

For organizations with only the PeopleSoft Base Benefits product, the Open Enrollment information is not available in the PeopleSoft system.

This example illustrates an answer to a query on Open Enrollment in organizations with only the PeopleSoft Base Benefits product.



A chevron appears at the right side of the contact information box when there are multiple administrator contacts available. Click the chevron to view details of the next administrator contact.

### Queries on Benefit Plan Costs

Employees can ask the chatbot about the costs of their benefit plans. The chatbot offers different lists with options from which the employees can choose to view the desired information.

#### Note

The plan cost information is available only for organizations with the PeopleSoft Payroll for North America.

This example illustrates a query on benefit plan cost.

How can I help?

×

Benefits Assistant

Tell me the cost of my benefit plan

Thursday, September 3, 2020, 5:11:39 PM

Please select a benefit plan category for your enrolled benefit plans.

Health Benefits

Life and Accidental Death

Disability Insurance

Savings Plans

Pension Plans

Thursday, September 3, 2020, 5:11:43 PM

Type a message

This example illustrates a query on benefit plan cost — Options list 1.



How can I help?

Benefits Assistant

enrolled benefit plans.

Health Benefits

Life and Accidental Death

Disability Insurance

Savings Plans

Pension Plans

Thursday, September 3, 2020, 5:20:13 PM

Savings Plans

Thursday, September 3, 2020, 5:21:34 PM

Please select a benefit plan to continue

401(k)

Profit Sharing

Employee Stock Purchase

Thursday, September 3, 2020, 5:21:35 PM

Type a message

This example illustrates a query on benefit plan cost — details

How can I help?

Benefits Assistant

Savings Plans

Thursday, September 3, 2020, 5:13:11 PM

Please select a benefit plan to continue

401(k)

Profit Sharing

Employee Stock Purchase

Thursday, September 3, 2020, 5:13:12 PM

401(k)

Thursday, September 3, 2020, 5:13:13 PM

Your latest deductions for 401(k) plan, 401(k) Employer Pct Match are:

Employee Contribution - \$200.00  
Employer Contribution - \$200.00  
Pay Period End Date - 03/21/2020

Type a message

**Note**

The options to view the latest deductions are available only for organizations with the PeopleSoft Payroll for North America.

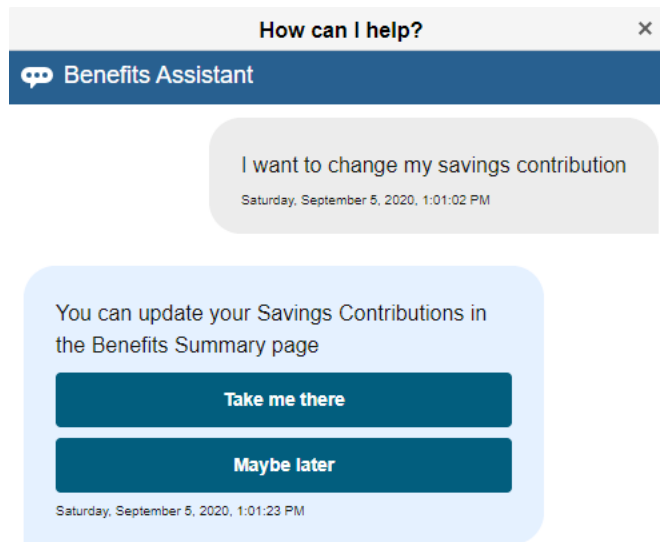
**Queries on Updating Savings Contributions**

When an employee asks the chatbot how to update the savings contribution, the chatbot directs him/her to the **Benefits Summary** page from where he/she can make the updates.

**Note**

Employees are able to change and update their savings contributions based on the setup on the Benefits Program Table.

This example illustrates a query to the chatbot updating savings contribution.

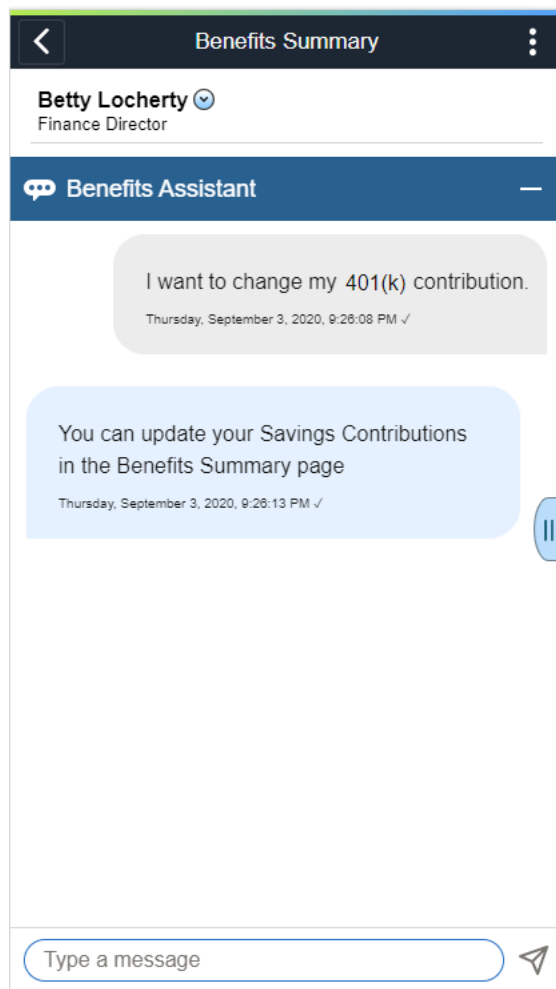


Type a message 

 **Note**

When the employee is already on the **Benefits Summary** page and asks the chatbot a query on updating a benefits-related information, the chatbot simply states that the task can be completed from the **Benefits Summary** page instead of providing a link to the page.

This example illustrates a query on updating a savings contribution on a smartphone, when the employee is already on the Benefits Summary page.



### Queries on Benefit Vendor Information

For general provider/vendor information queries, the chatbot determines the specific benefit plan the employee is seeking and lists the details as available in the **Provider/Vendor Table**.

This example illustrates a query for the medical plan provider info.

How can I help?

×

Benefits Assistant

I want to know the provider for my medical plan.  
Thursday, September 3, 2020, 6:35:28 PM

Your Medical plan, Medical HMO Plan 2 provider is

Provider Name - Kaiser Permanente  
Group Number - M55555

Customer Service Phone: 555/782-1111

Kaiser Permanente

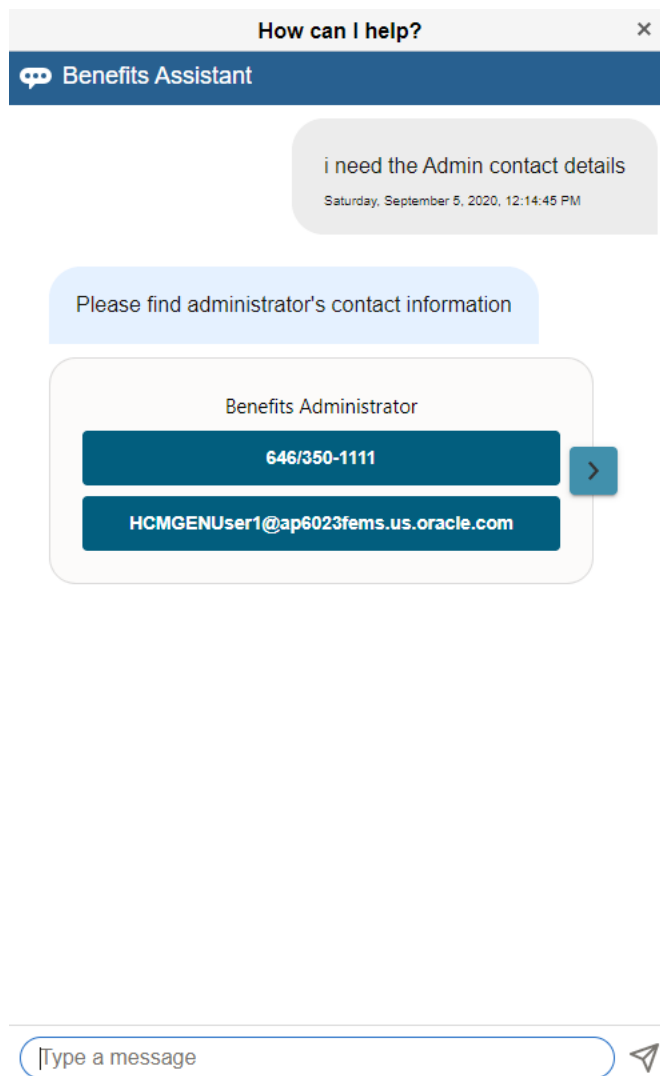
Type a message

In this example, the **Kaiser Permanente** button takes the employee to a third-party website as configured in the Provider/Vendor Table (Application Fundamentals: Policy Information Page).

### Queries for Administrator Contacts

When employees request administrator contacts, the chatbot lists the contact name, email, and phone number as available in the **Administrative Contacts** page. When there are multiple contacts available, a chevron appears at the right side of the contact information box. Employees can click the chevron to view details of the next contact.

This example illustrates the Administrator Contacts.



### Main Menu

When an employee types an ambiguous query, an informal abbreviation or an incorrect spelling (for example Dnt pln or Benfit pln instead of dental plan or benefit plan), the chatbot returns the main menu with options for current enrollments, dependents/beneficiaries and Benefit Administrator contact.

This example illustrates the Main Menu on the Benefits Assistant chatbot.

How can I help?×

Benefits Assistant

I need help  
Friday, September 4, 2020, 9:28:26 PM

I can help you with

- Current Enrollments
- Dependents/Beneficiaries
- Benefit Admin Contact

Friday, September 4, 2020, 9:28:27 PM

Type a message➤

This example illustrates an example for a query with incorrect spelling.

How can I help?

×

Benefits Assistant

Dnt Pln

Tuesday, September 22, 2020, 12:43:01 PM

I could not complete your request. Try rephrasing your request or select your preferred choice below

Tuesday, September 22, 2020, 12:43:03 PM

I can help you with

Current Enrollments

Dependents/Beneficiaries

Benefit Admin Contact

Tuesday, September 22, 2020, 12:43:03 PM

Type a message

➤