Oracle Global Human Resources Cloud
Implementing Benefits

19C
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Preface

This preface introduces information sources that can help you use the application.

Using Oracle Applications

Using Applications Help

Use help icons 🤔 to access help in the application. If you don't see any help icons on your page, click your user image or name in the global header and select Show Help Icons. Not all pages have help icons. You can also access Oracle Applications Help.

Watch: This video tutorial shows you how to find help and use help features.

You can also read Using Applications Help.

Additional Resources

- **Community:** Use Oracle Cloud Customer Connect to get information from experts at Oracle, the partner community, and other users.

- **Guides and Videos:** Go to the Oracle Help Center to find guides and videos.

- **Training:** Take courses on Oracle Cloud from Oracle University.

Conventions

The following table explains the text conventions used in this guide.

<table>
<thead>
<tr>
<th>Convention</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>boldface</strong></td>
<td>Boldface type indicates user interface elements, navigation paths, or values you enter or select.</td>
</tr>
<tr>
<td><strong>monospace</strong></td>
<td>Monospace type indicates file, folder, and directory names, code examples, commands, and URLs.</td>
</tr>
<tr>
<td>&gt;</td>
<td>Greater than symbol separates elements in a navigation path.</td>
</tr>
</tbody>
</table>

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website.

Videos included in this guide are provided as a media alternative for text-based help topics also available in this guide.
Contacting Oracle

Access to Oracle Support
Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit My Oracle Support or visit Accessible Oracle Support if you are hearing impaired.

Comments and Suggestions
Please give us feedback about Oracle Applications Help and guides! You can send an e-mail to: oracle_fusion_applications_help_ww_grp@oracle.com.
1 Benefits Implementation Overview

Overview of Implementing Benefits

To start an implementation of benefits, a user with the Application Implementation Consultant role (ORA_ASM_APPLICATION_IMPLEMENTATION_CONSULTANT_JOB) must opt into the Compensation Management offering in the Setup and Maintenance work area. Use the Benefits functional area in that offering to view and access tasks. Users with the Benefits Administrator job role perform each setup task.

Getting Started

Before you begin, review the following documents available in the Benefits functional area:

- Lists of setup tasks
- Descriptions of the options and features you can select when you configure the offering
- Lists of business objects and enterprise applications associated with the offering

If you already implemented Oracle Fusion Global Human Resources, which is required for Benefits processing, you completed many prerequisite tasks.

Enabling Benefits

As an implementor, you enable and configure the Benefits feature for the Compensation Management offering in the Offerings work area.

Related Topics

- Best Practices for Designing Benefits Hierarchies
- Objects to Configure Before Creating a Benefits Hierarchy
- Update Existing Setup Data
- Configuring Offerings: Procedure
How You Implement Benefits

A benefits hierarchy organizes the objects of a benefits program, plan types, benefit plans, and options. Depending on the outcome of your planning decisions, you have the flexibility to configure most aspects of a benefits package at more than one level.

Setting Up Benefits

Users with the Benefits Administrator job role perform each Benefits setup task. The following table describes the basic setup tasks that you must perform. Relevant chapters included in this guide cover the details of these tasks.
<table>
<thead>
<tr>
<th>Sequence</th>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Manage Eligibility Profiles</td>
<td>Create and edit combinations of required and optional criteria to evaluate eligibility for benefit objects, Eligibility profiles are not required, but they are recommended.</td>
</tr>
<tr>
<td>2</td>
<td>Manage Benefit Life Events</td>
<td>Configure employment, personal, and family changes for eligibility evaluation, enrollment, and disenrollment.</td>
</tr>
<tr>
<td>3</td>
<td>Manage Year Periods</td>
<td>Define the time periods that programs or plans are in effect.</td>
</tr>
<tr>
<td>4</td>
<td>Manage Benefit Plan Types</td>
<td>Define and edit plan types to group benefit plans according to the type of benefit provided, such as medical, dental, or life insurance.</td>
</tr>
<tr>
<td>5</td>
<td>Manage Benefit Options</td>
<td>Create reusable plan options, associate the allowable plan types with each option, and specify dependent and beneficiary designation requirements. Benefit options are not required in all cases, and it’s entirely possible to have a freestanding plan with no options beneath it.</td>
</tr>
<tr>
<td>6</td>
<td>Manage Benefit Plans</td>
<td>Create and edit packages of benefit plan offerings and establish administrative procedures and rules for the plans.</td>
</tr>
<tr>
<td>7</td>
<td>Manage Benefit Programs</td>
<td>Create and edit packages of benefit program offerings and establish administrative procedures and rules for the programs. Benefit programs are not required, but are helpful because they enable you to group many plans and plan types together for easier administration.</td>
</tr>
<tr>
<td>8</td>
<td>Manage Rates</td>
<td>Create and edit rules for administering a periodic fixed or variable rate amount to be distributed to, or contributed by, participants.</td>
</tr>
<tr>
<td>9</td>
<td>Manage Elements</td>
<td>Define benefit elements.</td>
</tr>
</tbody>
</table>

**Related Topics**
- Ways to Create Programs
- Ways to Create Plans
- Overview of Managing Benefits Objects in Integrated Workbooks
2 Effective Dates in Benefits

Date Effectivity

Date effectivity preserves a history of changes made to the attributes of some objects. Professional users can retrieve and edit past and future versions of an object.

Many Human Capital Management (HCM) objects, including person names, assignments, benefits plans, grades, jobs, locations, payrolls, and positions are date-effective.

Logical and Physical Records

Date-effective objects include one or more physical records. Each record has effective start and end dates. One record is current and available to transactions. Others are past or take effect in the future. Together, these records constitute the logical record or object instance.

This table shows changes to the department manager attribute in a department business object. Each row represents a single physical record.

<table>
<thead>
<tr>
<th>Physical Record</th>
<th>Effective Start Date</th>
<th>Effective End Date</th>
<th>Department Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>18 January, 2011</td>
<td></td>
<td>C. Woods</td>
</tr>
<tr>
<td>3</td>
<td>15 October, 2010</td>
<td>17 January, 2011</td>
<td>A. Chan</td>
</tr>
<tr>
<td>2</td>
<td>13 June, 2009</td>
<td>14 October, 2010</td>
<td>T. Romero</td>
</tr>
<tr>
<td>1</td>
<td>22 March, 2007</td>
<td>12 June, 2009</td>
<td>G. Martin</td>
</tr>
</tbody>
</table>

Note: The physical record number doesn’t appear in the record.

Effective End Dates in Physical Records

Every physical record except the last has an effective end date. The update process adds this date, which is the day before the effective start date of the next record, whenever you update the object.

Object End Dates

You can enter a final effective end date for some date-effective objects. For example, terminating an assignment adds a final effective end date to the assignment. Alternatively, the End Date action may be available. If you end date a date-effective object, then it isn’t available to transactions after that date. However, the object’s history is retrievable.
Status Values in Date-Effective Objects

Some date-effective objects, such as grades and jobs, have both effective dates and status values. When the object status is Inactive, the object isn’t available to transactions, regardless of its effective dates. Setting the status to Inactive makes objects unavailable to transactions. If you can’t enter an effective end date for an object, then changing its status has the same effect.

Future-Dated Changes

For date-effective objects, you can enter future changes. For example, you enter the worker promotion shown in this table on 25 October, 2011 to take effect on 18 January, 2012.

<table>
<thead>
<tr>
<th>Physical Record</th>
<th>Effective Start Date</th>
<th>Effective End Date</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>18 January, 2012</td>
<td></td>
<td>IC2</td>
</tr>
<tr>
<td>1</td>
<td>14 October, 2010</td>
<td>17 January, 2012</td>
<td>IC1</td>
</tr>
</tbody>
</table>

Physical record 2 becomes current on 18 January, 2012. From 14 October, 2010 until 17 January, 2012 physical record 1 is current and available to transactions. Users who can access the object history can see physical record 2 before it takes effect.

When future-dated changes exist, other actions may be limited. For example, to end this worker’s assignment before the promotion takes effect, you must first delete the promotion.

Date-Enabled Objects

Some objects, such as work relationships, are date-enabled rather than date-effective. They have start and end dates that define when they’re available, but they have no history of changes. New attribute values overwrite existing attribute values.

Related Topics

- Examples of Updating Date-Effective Objects
- How You Make Multiple Updates to Date-Effective Objects in One Day
- How You Delete Physical Records from Date-Effective Objects

Examples of Correcting Date-Effective Objects

You can correct most attributes of date-effective objects, regardless of whether they occur in current, past, or future physical records.

If you correct the effective start date of an object’s first physical record, then the revised date must be before the current effective start date. For the second and subsequent records, the revised date must be between the record’s current effective start and end dates.
Correcting a Current Error

On 11 March, 2011 you create a location definition but enter the wrong phone. On 21 March, 2011, you search for the definition and select the Correct action. Before correction, the object history is as shown in this table.

<table>
<thead>
<tr>
<th>Physical Record</th>
<th>Effective Start Date</th>
<th>Effective End Date</th>
<th>Location Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>11 March, 2011</td>
<td></td>
<td>650.555.0175</td>
</tr>
</tbody>
</table>

After correction, the object history is as shown in this table.

<table>
<thead>
<tr>
<th>Physical Record</th>
<th>Effective Start Date</th>
<th>Effective End Date</th>
<th>Location Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>11 March, 2011</td>
<td></td>
<td>650.555.0176</td>
</tr>
</tbody>
</table>

Because you corrected the object, no change history exists.

Correcting a Past Error

A worker’s assignment history is as shown in this table.

<table>
<thead>
<tr>
<th>Physical Record</th>
<th>Effective Start Date</th>
<th>Effective End Date</th>
<th>Job</th>
<th>Working at Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>20 October, 2010</td>
<td></td>
<td>Line Manager</td>
<td>No</td>
</tr>
<tr>
<td>3</td>
<td>18 August, 2010</td>
<td>19 October, 2010</td>
<td>Senior Administrator</td>
<td>No</td>
</tr>
<tr>
<td>2</td>
<td>10 May, 2010</td>
<td>17 August, 2010</td>
<td>Senior Administrator</td>
<td>Yes</td>
</tr>
<tr>
<td>1</td>
<td>25 July, 2009</td>
<td>9 May, 2010</td>
<td>Administrator</td>
<td>Yes</td>
</tr>
</tbody>
</table>

You learn that the worker’s job was actually Project Leader from 10 May to 19 October, 2010. As this period spans physical records 2 and 3, you must correct both.

To retrieve physical record 2, you set the effective as-of date in the person search to any date between 10 May and 17 August, 2010. You select the assignment from the search results and make the correction.

You then retrieve physical record 3 and make the same correction.

FAQs for Dates in Benefits
What's the session effective date?

An effective start date that applies to all date-effective interactions in the current session.

Professional users, such as benefits administrators, can set the session effective date for all actions that they perform on date-effective objects, such as benefits plans, life events, and reporting groups, in a single session. Setting the session effective date is an efficient way of ensuring that related objects have the same effective dates. By default, the session effective date is today’s date in the user’s time zone.

What's the effective as-of date?

A date value that filters search results. For any date-effective object that matches the other search criteria, the search results include the physical record for the specified effective as-of date. The effective as-of date is one of the search criteria. Therefore, objects with effective dates that don’t include the specified date don’t appear in the search results. By default, the effective as-of date is today’s date.
# Benefits Relationships, Lookups, Regulations, and Reporting Groups

## Overview of Objects That Support a Benefits Implementation

Define general benefits objects, including lookups, regulations, groups, balances, carriers, benefits relationships, regulatory bodies, and providers

<table>
<thead>
<tr>
<th>Benefits Object</th>
<th>Purpose</th>
<th>Setup Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lookups</td>
<td>Provide choice lists for fields such as Certification Type and Override Reason.</td>
<td>Manage Benefit Lookups</td>
</tr>
<tr>
<td>Regulations</td>
<td>Identify statutory requirements by regulatory body; associate with reporting groups.</td>
<td>Manage Regulations</td>
</tr>
<tr>
<td>Benefit groups</td>
<td>Assign to workers and use as eligibility criteria for benefits objects.</td>
<td>Manage Benefit Groups</td>
</tr>
<tr>
<td>Reporting groups</td>
<td>Support administrative and regulatory reporting requirements.</td>
<td>Manage Benefit Reporting Groups</td>
</tr>
<tr>
<td>Benefit balances</td>
<td>Assign to workers and enter the balance amount.</td>
<td>Manage Benefit Balances</td>
</tr>
<tr>
<td>Organizations</td>
<td>Provide contact and tax identification information for organizations that benefits participants can designate as beneficiaries.</td>
<td>Manage Beneficiary Organizations</td>
</tr>
<tr>
<td>Carriers</td>
<td>Provide contact information for external benefit carriers associated with benefits offerings.</td>
<td>Manage Benefit Carriers</td>
</tr>
<tr>
<td>Default benefits relations</td>
<td>Configure the default assignment of benefits relationships for each legal entity.</td>
<td>Configure Default Benefits Relationships</td>
</tr>
<tr>
<td>Third-party administrators</td>
<td>Provide contact information for third-party organizations that process claims or administer other aspects of benefit plans.</td>
<td>Manage Third Party Administrators</td>
</tr>
<tr>
<td>Regulatory bodies</td>
<td>Provide contact information for regulatory bodies that approve or govern plans; associate these bodies with reporting groups.</td>
<td>Manage Regulatory Bodies</td>
</tr>
<tr>
<td>Benefits Object</td>
<td>Purpose</td>
<td>Setup Task</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Providers</td>
<td>Provide contact and tax identification information for providers of benefit coverage and services under plans and programs.</td>
<td>Manage Benefit Providers</td>
</tr>
<tr>
<td>Enrollment action items</td>
<td>Configure the display name of enrollment action items required to complete enrollment in a benefits offering</td>
<td>Configure Enrollment Action Items</td>
</tr>
<tr>
<td>Fast formulas</td>
<td>Configure your plan design to the requirements of your enterprise using a flexible alternative to delivered business rules.</td>
<td>Manage Fast Formulas</td>
</tr>
</tbody>
</table>

If you intend to use any of these general benefit objects:

1. Complete the corresponding Define General Benefits tasks.
2. Complete the Manage Benefit Programs and Plans tasks.

## Commonly Used Lookups in Benefits

This topic identifies the benefits lookups that are most commonly user-defined. Review these lookups, and edit them as appropriate to meet your enterprise requirements. Use the Manage Benefit Lookups task in the Setup and Maintenance work area.

Relevant benefits lookups are categorized as follows:

- Benefits relationships
- Person factors
- Process name
- Regulations
- Health care services and primary care physician
- Certification

### Benefits Relationships Lookup

This table describes the benefits relationships lookup used when configuring default benefits relationships on the Configure Default Benefits Relationships page. You also use the lookup when overriding default benefits relationships on the Manage Benefits Relationship page in the Enrollment work area.

<table>
<thead>
<tr>
<th>Lookup Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEN_BENEFIT_RELATION_NAME</td>
<td>Name of a benefits relationship, such as default or unrestricted</td>
</tr>
</tbody>
</table>

### Person Factors Lookups

This table describes the person factors lookups used when adding or editing contacts for benefits.
Benefits Relationships, Lookups, Regulations, and Reporting Groups

Groups

<table>
<thead>
<tr>
<th>Lookup Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEN_STUDENT_STATUS</td>
<td>Student type, such as full-time or part-time</td>
</tr>
<tr>
<td>REGISTERED_DISABLED</td>
<td>Registered disabled values, such as yes, yes-fully disabled, yes-partially disabled, or no</td>
</tr>
</tbody>
</table>

Process Name Lookups

This table describes the process name lookup used when running evaluation processing and reports.

<table>
<thead>
<tr>
<th>Lookup Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEN_PROCESS</td>
<td>Benefits process name, such as Evaluate Scheduled Event Participation or Close Enrollment</td>
</tr>
</tbody>
</table>

Regulations Lookups

This table describes the regulations lookups used when setting up regulations in the Manage Regulations task. You also use the lookups when associating regulations with benefits plan basic details.

<table>
<thead>
<tr>
<th>Lookup Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEN_REGN_ADMIN</td>
<td>The type of regulatory administration by a governing agency, such as enforced by or issued by</td>
</tr>
<tr>
<td>BEN_REGY_PL_TYP</td>
<td>The type of regulatory plan, such as fringe, other, pension, or welfare</td>
</tr>
<tr>
<td>BEN_REGY_PRPS</td>
<td>The purpose of a regulatory body associated with a benefits object, such as audit, enforces, qualifies, or requires plan disclosure</td>
</tr>
</tbody>
</table>

Health Care Services and Primary Care Physician Lookups

This table describes the health care services type and primary care physician lookups used in the primary care physician step of the plan configuration process. You also use these lookups on the self-service enrollment pages.

<table>
<thead>
<tr>
<th>Lookup Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEN_PRDCT</td>
<td>Provider category, such as exclusive provider organization, medium, point of service, or premium</td>
</tr>
<tr>
<td>BEN_PCP_CD</td>
<td>Requirement or ability of participants to select a primary care physician during enrollment, such as optional</td>
</tr>
<tr>
<td>BEN_PCP_DSGN</td>
<td>Primary care physician designation status for a plan, such as none, optional, or required</td>
</tr>
<tr>
<td>BEN_PCP_SPCLTY</td>
<td>Primary care physician specialty, such as emergency medicine</td>
</tr>
</tbody>
</table>
Oracle Global Human Resources Cloud
Implementing Benefits

Chapter 3
Benefits Relationships, Lookups, Regulations, and Reporting Groups

Groups

<table>
<thead>
<tr>
<th>Lookup Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEN_PCPSRTDt</td>
<td>Primary care physician started date, such as first of next month, first of</td>
</tr>
<tr>
<td></td>
<td>next month occurring after 15 days, later of enrollment start or when designated</td>
</tr>
<tr>
<td>BEN_PRMRY_CARE_PRVDR_TYP</td>
<td>Primary care physician type, such as dentist, general practitioner, cardiologist, or pediatric</td>
</tr>
</tbody>
</table>

Certification Lookups

This table describes the certification lookups used during plan configuration, when configuring certification action items for enrollments, dependent and beneficiary designations, and benefits or coverage restrictions.

<table>
<thead>
<tr>
<th>Lookup Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEN_BNFCTFN_TYP</td>
<td>Beneficiary certification type, such as adoption or birth certificate, as well as notarized spousal consent</td>
</tr>
<tr>
<td>BEN_PRTN_CTFN_TYP</td>
<td>Participation certification type, such as a canceled check or proof of timely payment</td>
</tr>
<tr>
<td>BEN_ENRT_CTFN_TYP</td>
<td>Enrollment certification type, such as domestic partner affidavit as well as proof of external coverage, good health, or other coverage</td>
</tr>
<tr>
<td>BEN_DPNT_CVG_CTFN_TYP</td>
<td>Dependent coverage certification type, such as adoption, birth, domestic partner, legal custody, or marriage certificate</td>
</tr>
</tbody>
</table>

Related Topics

- Overview of Lookups
- Example of a Standard Lookup
- What’s the difference between a lookup type and a value set

Manage Benefit Regulations in the Integrated Workbook

You can record multiple regulations, including rules, policies, and statutory requirements enacted by regulatory bodies governing benefit plans, in a single integrated Microsoft Excel workbook. Then, upload the regulations and associate them with benefit reporting groups for reporting purposes.

The basic process for managing benefit regulations using the workbook is:

1. Generate the workbook.
2. Record regulations and associate them with benefit reporting groups.
3. Upload edits.
4. Resolve errors.
Generating the Workbook

In the Plan Configuration work area:

1. In the Tasks panel drawer, click **Manage Regulations** to open the Manage Regulations page.
2. In the Search Results section, click **Prepare in Workbook**.

Creating and Associating Regulations in the Workbook

The workbook columns are the same as the fields in the Create Regulations dialog boxes.

1. In the Regulation section, create rules, policies, or statutory requirements.
2. In the Regulatory Body section, associate regulations with regulatory bodies.

Uploading Edits

After you complete your edits, click **Upload** to load into the application table those rows that are marked as **Changed**.

> **Note:** You can’t edit regulations in the workbook after they upload successfully. However, you can edit regulations on the Manage Regulations page.

Resolving Errors

The upload process automatically updates the **Status** field in each workbook row. If there are errors that require review, the process:

1. Rolls back the change in the application
2. Sets the workbook row status to **Upload Failed**
3. Continues to the next workbook row

To view and resolve an error:

1. Double-click **Update Failed** in the **Status** field.
2. Fix any data issues in the workbook.
3. Upload the latest changes.

**Related Topics**

- What’s the difference between Export to Excel and desktop integration for Excel
- Guidelines for Using Desktop Integrated Excel Workbooks
- Set Up Desktop Integration for Excel

Guidelines to Configure Default Benefits Relationships

Benefits relationships group worker assignments for benefits enrollment and processing. Configure default assignment of benefits relationships to workers at the time of hire or when you add additional assignments.
Using the **Configure Default Benefits Relationships** task in the Setup and Maintenance work area, make the following choices for each combination of country or legal entity, and benefits usage:

- Default benefits relationship
- Unrestricted event processing usage
- Multiple assignment processing configuration

For example, define default values for assigning a benefits relationship for processing life events of workers who belong to the Vision US legal entity. You can also define default values at the country level, USA, to encompass all legal entities in that country.

Benefits professionals can update or modify the default relationships assigned to individual workers in the Enrollment work area.

**Default Benefits Relationship**

Every worker has at least one benefits relationship because of the predefined default configuration.

You can use the predefined configuration if you don’t use either:

- Unrestricted processing
- Multiple assignment processing for benefits relationships

**Unrestricted Event Processing Usage**

If you use unrestricted event processing, then you must specify the default benefits relationship at the legal entity level or country level for both:

- Unrestricted events processing
- Life events processing

**Multiple Assignment Processing Configuration**

Initially, you must make one choice between two mutually exclusive options for each combination of usage and legal entity, or usage and country, within the enterprise:

- Disable multiple assignment processing for benefits processing.
- Enable and configure multiple assignment processing for benefits processing.

**Disabling Multiple Assignment Processing for Benefits**

If you don’t enable multiple assignment processing for benefits processing, then all worker assignments are associated with the default benefits relationship that you select. In this configuration, benefits professionals can’t select alternative benefits relationships because each worker has only one benefits relationship.

**Enabling and Configuring Multiple Assignment Processing for Benefits**

If you enable multiple assignment processing for benefits, configure the default pattern of associating the benefits relationships with additional worker assignments.
Select one default option for new assignments from among these choices:

- Include new assignments in the configured default benefits relationship.
- Don't include new assignments in any benefits relationship.
- Include new assignments in the primary benefits relationship for the worker. This may be the default benefits relationship or another benefits relationship designated as primary.

If you include the new assignment in a benefits relationship, configure whether it becomes the primary assignment in that benefits relationship, replacing the current primary assignment.

Effect on the User Experience of Enabling Multiple Assignment Processing

When you enable multiple assignment processing, you can filter the worker’s data by benefits relationship in the Enrollment work area pages.

Pages with this filter option include:

- Participant benefits summary
- Override enrollment
- Manage person life events
- Process open enrollment
- Process life event

Only administrators can make enrollment for participants with multiple benefits relationships using the Enrollment work area. These participants can't enroll in benefits using the self-service pages.

**Related Topics**

- How Benefits Relationships Impacts Benefits Processing

Manage Reporting Groups in the Integrated Workbook

You can create and upload reporting groups using the integrated Microsoft Excel workbook.

The basic process for managing reporting groups using the integrated workbook is:

1. Generate the workbook.
2. Create reporting groups and add details to existing groups.
3. Upload edits.
4. Resolve errors.

Generating the Workbook

In the Plan Configuration work area:

1. In the Tasks panel drawer, click **Manage Reporting Groups** to open the Manage Reporting Groups page.
2. In the Search Results section, click **Prepare in Workbook**.
Creating Reporting Groups and Adding Details

The workbook columns and choice lists are the same as the fields and choice lists on the Edit Reporting Groups page.

- Create a reporting group.
  - a. Associate benefit programs and plans with the reporting group.
  - b. Select which regulatory bodies and regulations govern the reporting group.

- Add details to existing reporting groups. For example, associate an additional program with an existing reporting group.
  - a. Enter the name of the reporting group in the Component Program section.
  - b. Select the program.
  - c. Enter the effective start date.

**Note:** You can't edit existing data for a reporting group in the workbook. However, you can edit existing reporting group data on the Manage Regulations page.

Uploading Edits

After you complete your edits, click **Upload** to load into the application database those rows that are marked as **Changed**.

Resolving Errors

The upload process automatically updates the **Status** field in each workbook row. If there are errors that require review, the process:

1. Rolls back the change in the application database
2. Sets the workbook row status to **Upload Failed**
3. Continues to the next workbook row

To view and resolve an error:

1. Double-click **Update Failed** in the **Status** field.
2. Fix any data issues in the workbook.
3. Upload the latest changes.

Related Topics

- What’s the difference between Export to Excel and desktop integration for Excel
- Guidelines for Using Desktop Integrated Excel Workbooks
- Set Up Desktop Integration for Excel

FAQs for General Benefits
How can I create benefits lookups?

In the Setup and Maintenance work area:

- Use the Manage Common Lookups task to create and edit benefit lookup types for benefits features and eligibility profiles.
- Use the Manage Benefit Lookups task to edit the lookup codes for existing lookup types that start with BEN.

You cannot use this task to create new lookup types.

How can I add document types to the Benefits document category?

Use the Manage Document Types task in the Setup and Maintenance work area.

What happens to existing benefits if workers transfer to another legal entity?

Eligible workers continue to receive benefits that they elected in the previous legal entity.

Before a global transfer, administrators must ensure that default benefits relationship assignment rules for the destination legal entity or country exist on the Configure Default Benefits Relationships page.

How can I ensure that a worker's benefits relationship is accurate?

The following table lists scenarios and actions to ensure accuracy:

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>For a specific worker</td>
<td>Click <strong>Refresh</strong> on the Benefits Relationship tab of the Manage Benefits Relationship page in the Enrollment work area.</td>
</tr>
<tr>
<td></td>
<td>Ensure that the default benefits relationship configuration for the worker’s legal entity or country exists.</td>
</tr>
<tr>
<td>For multiple workers</td>
<td>Use the Assign and Update Benefits Relationship process in the Evaluation and Reporting work area.</td>
</tr>
</tbody>
</table>

**Related Topics**

- How You Get the Latest Benefits Relationship Information for a Worker
- The Assign and Update Benefits Relationships Process
4 Eligibility Criteria for Benefits Eligibility Profiles

How Eligibility Works With Other Objects

You add eligibility criteria to an eligibility profile, and then associate the profile with an object that restricts eligibility. The following figure shows the relationships between eligibility components.

Eligibility Criteria

You can add different types of eligibility criteria to an eligibility profile. For many common criteria, such as gender or employment status, you can select from a list of predefined criteria values. However, you must create user-defined criteria and derived factors before you can add them to an eligibility profile.
Eligibility Profile

When you add an eligibility criterion to a profile, you define how to use it to determine eligibility. For example, when you add gender as a criterion, you must specify a gender value (male or female) and whether to include or exclude persons who match that value.

Associating the Profile with Objects

This table describes associating eligibility profiles with different kinds of objects and whether you can attach more than one profile.

<table>
<thead>
<tr>
<th>Object that Uses an Eligibility Profile</th>
<th>Purpose</th>
<th>Whether You Can Attach More Than One Profile?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variable rate or variable coverage profile</td>
<td>Establish the criteria required to qualify for that rate or coverage</td>
<td>No</td>
</tr>
<tr>
<td>Checklist task</td>
<td>Control whether that task appears in an allocated checklist</td>
<td>No</td>
</tr>
<tr>
<td>Total compensation statement</td>
<td>Apply additional eligibility criteria after statement generation population parameters</td>
<td>No</td>
</tr>
<tr>
<td>Benefits object</td>
<td>Establish the eligibility criteria for specific programs, plans, and options</td>
<td>Yes</td>
</tr>
<tr>
<td>Compensation object</td>
<td>Establish the eligibility for specific plans and options</td>
<td>Yes</td>
</tr>
<tr>
<td>Performance documents</td>
<td>Establish the eligibility for performance documents</td>
<td>Yes</td>
</tr>
<tr>
<td>Goal plans or goal mass assignments</td>
<td>Establish eligibility for the goal</td>
<td>Yes</td>
</tr>
<tr>
<td>Absence plan</td>
<td>Determine the workers who are eligible to record an absence that belongs to that plan</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Related Topics

- Eligibility Profiles

Derived Factors

Derived factors define how to calculate certain eligibility criteria that change over time, such as a person’s age or length of service. You add derived factors to eligibility profiles and then associate the profiles with objects that restrict eligibility.
Derived Factor Types

Using the **Manage Derived Factors** task, you can create six different types of derived factors:

- Age
- Length of service
- A combination of age and length of service
- Compensation
- Hours worked
- Full-time equivalent

Determination Rules and Other Settings

For each factor that you create, you specify one or more rules about how eligibility is determined. The following table provides example settings for two factors.

<table>
<thead>
<tr>
<th>Factor</th>
<th>Example Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age derived</td>
<td>Select a determination rule to specify the day on which to evaluate the person's calculated age for eligibility.</td>
</tr>
<tr>
<td></td>
<td>Example: If the determination rule is set to the first of the year, then the person's age as of the first of the year is used to determine eligibility.</td>
</tr>
<tr>
<td>Full-time equivalent</td>
<td>Specify the minimum and maximum full-time equivalent percentage and whether to use the primary assignment or the sum of all assignments when evaluating eligibility.</td>
</tr>
<tr>
<td></td>
<td>Example: If 90 to 100 percent is the percentage range for the sum of all assignments, then a person who works 50 percent full-time on two different assignments is considered eligible.</td>
</tr>
</tbody>
</table>

For derived factors pertaining to time and monetary amounts, you can also set the following rules:

- Unit of measure
- Rounding rule
- Minimum and maximum time or amount

Related Topics

- Eligibility Profiles
Examples of Derived Factors

The following scenarios illustrate how to define different types of derived factors:

Age

Benefits administrators frequently use age factors to determine:

- Dependent eligibility
- Life insurance rates

Age factors typically define a range of ages, referred to as age bands, and rules for evaluating the person’s age. The following table illustrates a set of age bands that could be used to determine eligibility for life insurance rates that vary based on age.

<table>
<thead>
<tr>
<th>Derived Factor Name</th>
<th>Greater Than or Equal To Age Value</th>
<th>Less Than Age Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age Under 25</td>
<td>1</td>
<td>25</td>
</tr>
<tr>
<td>Age 25 to 34</td>
<td>25</td>
<td>35</td>
</tr>
<tr>
<td>Age 35 to 44</td>
<td>35</td>
<td>45</td>
</tr>
<tr>
<td>Age 45 to 54</td>
<td>45</td>
<td>55</td>
</tr>
<tr>
<td>Age 55 to 64</td>
<td>55</td>
<td>65</td>
</tr>
<tr>
<td>Age 64 or Older</td>
<td>65</td>
<td>75</td>
</tr>
</tbody>
</table>

The determination rule and other settings for each age band can use the same values, as shown in the following table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determination Rule</td>
<td>First of calendar year</td>
</tr>
<tr>
<td>Age to Use</td>
<td>Person's</td>
</tr>
<tr>
<td>Units</td>
<td>Year</td>
</tr>
<tr>
<td>Rounding</td>
<td>None</td>
</tr>
</tbody>
</table>
Length of Service

You use the length of service derived factor to determine eligibility based on an employee’s length of service. For example, you can create a derived factor to determine if an employee has completed 10 years of service. You can specify the start date of the length of service period using any rule in the Period Start Date Rule list:

- Adjusted service date
- Date of hire
- Original hire date
- Seniority date

If you select Seniority Date, you use the Seniority Date list to select the specific configuration rule, such as the grade seniority date, to determine the date. If you have other special requirements to calculate the length of service, you can use a formula.

You indicate the end of the length of service period by using a determination rule, such as end of month, first of month, as of event date, or end of pay period. The following table shows an example of a set of length-of-service bands.

A derived factor for length of service defines a range of values and rules for calculating an employee’s length of service. The following table shows an example of a set of length-of-service bands. You can use the length-of-service bands to determine eligibility for compensation objects such as bonuses or severance pay.

<table>
<thead>
<tr>
<th>Derived Factor Name</th>
<th>Greater Than or Equal To Length of Service Value</th>
<th>Less Than Length of Service Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Less Than 1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Service 1 to 4</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Service 5 to 9</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>Service 10 to 14</td>
<td>10</td>
<td>15</td>
</tr>
<tr>
<td>Service 15 to 19</td>
<td>15</td>
<td>20</td>
</tr>
<tr>
<td>Service 20 to 24</td>
<td>20</td>
<td>25</td>
</tr>
<tr>
<td>Service 25 to 29</td>
<td>25</td>
<td>30</td>
</tr>
<tr>
<td>Service 30 Plus</td>
<td>30</td>
<td>999</td>
</tr>
</tbody>
</table>

The determination rule and other settings for each length-of-service band are the same:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period Start Date Rule</td>
<td>Date of hire</td>
</tr>
<tr>
<td></td>
<td>This sets the beginning of the period being measured.</td>
</tr>
</tbody>
</table>
## Eligiability Criteria for Benefits Eligibility Profiles

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Determination Rule</strong></td>
<td>End of year</td>
</tr>
<tr>
<td></td>
<td>This sets the end of the period being measured.</td>
</tr>
<tr>
<td><strong>Age to Use</strong></td>
<td>Person's</td>
</tr>
<tr>
<td><strong>Units</strong></td>
<td>Year</td>
</tr>
<tr>
<td><strong>Rounding</strong></td>
<td>None</td>
</tr>
</tbody>
</table>

## Compensation

A derived factor for compensation defines a range of values and rules for calculating an employee's compensation amount. The following table shows an example of a set of compensation bands. You can use the compensation bands to determine eligibility for compensation objects such as bonuses or stock options.

<table>
<thead>
<tr>
<th>Derived Factor Name</th>
<th>Greater Than or Equal To Compensation Value</th>
<th>Less Than Compensation Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 20000</td>
<td>0</td>
<td>20,000</td>
</tr>
<tr>
<td>Salary 20 to 34000</td>
<td>20,000</td>
<td>35,000</td>
</tr>
<tr>
<td>Salary 35 to 49000</td>
<td>35,000</td>
<td>50,000</td>
</tr>
<tr>
<td>Salary 50 to 75000</td>
<td>50,000</td>
<td>75,000</td>
</tr>
<tr>
<td>Salary 75 to 99000</td>
<td>75,000</td>
<td>100,000</td>
</tr>
<tr>
<td>Salary 100 to 200000</td>
<td>100,000</td>
<td>200,000</td>
</tr>
<tr>
<td>Salary 200000 Plus</td>
<td>200,000</td>
<td>999,999,999</td>
</tr>
</tbody>
</table>

The determination rule and other settings for each compensation band are the same:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Determination Rule</strong></td>
<td>First of year</td>
</tr>
<tr>
<td><strong>Unit of Measure</strong></td>
<td>US Dollar</td>
</tr>
<tr>
<td><strong>Source</strong></td>
<td>Stated compensation</td>
</tr>
</tbody>
</table>
Options for Using Age to Determine Eligibility

The **Age to Use** value that you select for an age derived factor determines whose birth date is used to calculate the derived age. The most common value is Person’s.

Use the **Manage Derived Factors** task to configure age derived factors.

### Person's Age

You usually use **Person's** as the **Age to Use** setting. With this setting, each person’s own birth date is used to calculate age for eligibility evaluation, as shown in the following table.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>You select <strong>Person's</strong> as the <strong>Age to Use</strong> value, and associate the</td>
<td>Each dependent’s eligibility is evaluated based on the age calculated</td>
</tr>
<tr>
<td>age derived factor with a dependent eligibility profile.</td>
<td>from his or her own birth date.</td>
</tr>
</tbody>
</table>

### Other Age to Use

To evaluate participant or dependent eligibility or rates based on another person’s age, such as a spouse or child, select a value other than Person’s.

The following table provides examples.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>You select <strong>Person’s oldest child</strong> as the <strong>Age to Use</strong> value, and</td>
<td>Eligibility for all dependents is based on the age of the participant’s</td>
</tr>
<tr>
<td>associate this derived factor with a dependent eligibility profile.</td>
<td>oldest child. For example, all dependents become ineligible when the</td>
</tr>
<tr>
<td></td>
<td>oldest child reaches the maximum age of eligibility.</td>
</tr>
<tr>
<td>You select <strong>Inherited Age</strong> as the <strong>Age to Use</strong> value, and associate</td>
<td>Eligibility for all dependents is based on the date of birth as defined</td>
</tr>
<tr>
<td>this derived factor with a dependent eligibility profile.</td>
<td>in the person extra information flexfield.</td>
</tr>
</tbody>
</table>
Examples of User-Defined Criteria

The following scenarios illustrate how you can create different types of user-defined criteria for use in eligibility profiles associated with benefits and compensation objects. In each example, you must:

1. Create the user-defined criteria using the Manage User-Defined Criteria task in the Plan Configuration work area.
2. Add the user-defined criteria to an eligibility profile using the Manage Eligibility Profile task.
3. Set the criteria values to use in the eligibility profile.
4. Associate the eligibility profile with the relevant benefits or compensation object.

Base Eligibility on a User-Defined Attribute

Your commercial diving company wants to offer different benefit rates to employees who dive to depths greater than 330 feet.

1. On either the create or edit page for user-defined criteria, set the following values.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table</td>
<td>Person Attributes</td>
</tr>
<tr>
<td>Column</td>
<td>BEN_DIVE_DEPTH</td>
</tr>
<tr>
<td>Lookup</td>
<td>BEN_DIVE_DEPTH</td>
</tr>
<tr>
<td>Enable range validation one</td>
<td>Selected</td>
</tr>
</tbody>
</table>

2. On either the create or edit page for the eligibility profile, add the user-defined criteria to an eligibility profile.
3. On the Other tab, User-Defined Criteria subtab, set the following values.

You might have to refresh the Meaning list before you see the choice that you want. To do so, click another subtab, such as Formula, and then click the User-Defined Criteria tab again.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set 1 Meaning</td>
<td>330</td>
</tr>
<tr>
<td>Set 1 To Meaning</td>
<td>9999</td>
</tr>
<tr>
<td>Exclude</td>
<td>Clear</td>
</tr>
</tbody>
</table>

4. Associate the eligibility profile with a benefit variable rate profile.
Base Eligibility on a Formula

Your company wants to offer a spot incentive bonus to hourly employees who worked 100 percent of their scheduled shift hours in a three-month period. In the Setup and Maintenance work area, you used the Manage Fast Formula task to create the formula that calculates Scheduled Hours minus Worked Hours for each week in the previous three months. If the result of successive calculations is less than or equal to zero, then the formula returns a result of Yes.

1. On the create or edit page for user-defined criteria, enter the following values.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access One Formula</td>
<td>Worked_Sched_Hours_Pct</td>
</tr>
<tr>
<td>Enable range validation</td>
<td>Clear</td>
</tr>
</tbody>
</table>

2. On either the create or edit page for the eligibility profile, add the user-defined criteria to an eligibility profile.

3. On the Other tab, User-Defined Criteria subtab, set the following values.

   You might have to refresh the Meaning list before you see the choice that you want. To do so, click another subtab, such as Formula, and then click the User-Defined Criteria tab again.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set 1 Meaning</td>
<td>Yes</td>
</tr>
<tr>
<td>Exclude</td>
<td>Clear</td>
</tr>
</tbody>
</table>

4. Associate the eligibility profile with the bonus compensation object.

Tip: For very complex scenarios, your organization or implementation team can write a company-defined program to evaluate eligibility.

Use Eligibility to Exclude

Your organization wants to exclude workers with a work-at-home assignment from a transportation allowance.

1. On the create or edit page for user-defined criteria, set the following values.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table</td>
<td>Assignment</td>
</tr>
<tr>
<td>Column</td>
<td>Work_at_home</td>
</tr>
<tr>
<td>Lookup</td>
<td>YES_NO</td>
</tr>
</tbody>
</table>
2. On either the create or edit page for the eligibility profile, add the user-defined criteria to an eligibility profile.

3. On the Other tab, User-Defined Criteria subtab, set the following values.

You might have to refresh the Meaning list before you see the choice that you want. To do so, click another subtab, such as Formula, and then click the User-Defined Criteria tab again.

4. Associate the eligibility profile with the transportation allowance compensation object.

### User-Defined Criteria

You can define your own eligibility criteria that meet any special requirements of your organization. Associate your criteria with eligibility profiles.

This topic provides an example and discusses creating and using a user-defined criteria.

### Example

Your organization wants to use work-at-home assignment as the eligibility criteria for a monthly telecommunications allowance. The table and column already exist, but the data is not available from existing eligibility criteria tabs on the Create Eligibility Profile page. Therefore, you must first create the work-at-home criteria so that you can then use it with an eligibility profile.

### Creating the Criteria

Use the **Manage User-Defined Criteria** task in the Plan Configuration work area. The data for the eligibility criterion that you create must be stored in a table that is accessible to the application. The procedure varies depending on the table.

<table>
<thead>
<tr>
<th>Data Table</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| Person Attributes or Assignments table | 1. Select the table and table column from lists. You must understand the basic structure of these tables.  
2. Select the lookup type to use to validate input values, including user-defined lookup types that you created for either table.  
For details, see the Setting Up Lookup-Based User-Defined Criteria: Worked Example topic.  
3. If the field stores a numeric value or a date, specify a range of valid values.  |
| Other tables                | 1. Use the **Manage Fast Formulas** task in the Setup and Maintenance work area.  
2. Select your formula on the Create User-Defined Criteria page.                      |
Using the Criteria

You can define one or two sets of criteria on the Create User-Defined Criteria page. The participant must meet the criteria defined in either set to be considered eligible or ineligible.

After you create your user-defined criteria, you can add it to an eligibility profile on the User-Defined Criteria tab in the Other category.

Related Topics

- Eligibility Profiles

Example of Using Range of Scheduled Hours

This example illustrates how to define eligibility criteria based on the number of hours a worker is scheduled to work within a specified period.

Weekly and Monthly Ranges

You want to limit eligibility for a benefits offering to workers who were scheduled to work either of the following ranges. Both ranges are as of the end of the previous quarter:

- Between 30 and 40 hours each week
- Between 130 and 160 hours each month

To do this, add two different ranges on the Range of Scheduled Hours subtab under the Employment tab of the create or edit eligibility profile pages. Set the values for the weekly range as shown in the following table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sequence</td>
<td>1</td>
</tr>
<tr>
<td>Minimum Hours</td>
<td>30</td>
</tr>
<tr>
<td>Maximum Hours</td>
<td>40</td>
</tr>
<tr>
<td>Scheduled Enrollment Periods</td>
<td>Weekly</td>
</tr>
<tr>
<td>Determination Rule</td>
<td>End of previous quarter</td>
</tr>
</tbody>
</table>

Set the values for the monthly range as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sequence</td>
<td>2</td>
</tr>
</tbody>
</table>
Eligibility Criteria for Benefits Eligibility Profiles

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Hours</td>
<td>130</td>
</tr>
<tr>
<td>Maximum Hours</td>
<td>160</td>
</tr>
<tr>
<td>Scheduled Enrollment Periods</td>
<td>Monthly</td>
</tr>
<tr>
<td>Determination Rule</td>
<td>End of previous quarter</td>
</tr>
</tbody>
</table>

Related Topics
- Eligibility Profiles
- Create a Participant Eligibility Profile

Configure Your Own Criteria Based on Lookups

This example demonstrates how you create user-defined criteria based on user-defined lookups and associate the user-defined criteria with benefits eligibility profiles.

Scenario: A commercial diving company wants to offer different benefits rates to divers who dive deeper than 330 feet.

Summary of Tasks

To create lookup-based user-defined criteria for benefits eligibility profiles, you first perform these tasks in the Setup and Maintenance work area.

1. Create the benefit lookup.
2. Create the benefit value set.
3. Create the additional global segment on the descriptive flexfield.
4. Deploy the modified descriptive flexfield.

Next, you perform these tasks in the Plan Configuration work area.

1. Create the lookup-based user-defined criteria.
2. Create the eligibility profile and associate the new user-defined criteria.

Create Benefit Lookup

While you can use the Manage Benefit Lookups task to edit existing benefits lookups, you must use the Manage Common Lookups task in the Setup and Maintenance work area to create benefits lookups.

1. Create the lookup type, as shown in this table. Start the Lookup Type value with BEN_ for easy searching. This also ensures that the lookup is available in the Manage Benefit Lookups task.
2. Click **Save**.

You must create the lookup type before you can add lookup codes.

3. In the Lookup Codes section, add and enable the lookup codes that you want to use for the lookup, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Values for Code 1</th>
<th>Values for Code 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lookup Code</td>
<td>SHALLOW</td>
<td>DEEP</td>
</tr>
<tr>
<td>Display Sequence</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Enabled</td>
<td>Select</td>
<td>Select</td>
</tr>
<tr>
<td>Start Date</td>
<td>1/1/2000</td>
<td>1/1/2000</td>
</tr>
<tr>
<td>Meaning</td>
<td>Shallow</td>
<td>Deep</td>
</tr>
<tr>
<td>Description</td>
<td>Dives 330 feet or less</td>
<td>Dives deeper than 330 feet</td>
</tr>
</tbody>
</table>

4. Click **Save and Close** to return to the Overview page.

**Create Benefit Value Set**

Use the Manage Value Sets task of the Setup and Maintenance work area to complete this task with the default values for fields unless the steps specify other values.

1. Complete the initial fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value Set Code</td>
<td>BEN_DIVE_DEPTH</td>
</tr>
<tr>
<td>Module</td>
<td>Eligibility Profiles</td>
</tr>
</tbody>
</table>
2. Complete the Definition fields, which appear after you select the validation type, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM Clause</td>
<td>HCM_LOOKUPPS</td>
</tr>
<tr>
<td>Value Column Name</td>
<td>MEANING</td>
</tr>
<tr>
<td>ID Column Name</td>
<td>LOOKUP_CODE</td>
</tr>
<tr>
<td>WHERE Clause</td>
<td>LOOKUP_TYPE='BEN_DIVE_DEPTH'</td>
</tr>
</tbody>
</table>

Create Global Segment

Use the Manage Descriptive Flexfields task in the Setup and Maintenance work area. Use the default values for fields unless the steps specify other values.

1. Search for the Persons Attributes descriptive flexfield. To add more attributes to the Assignments table, you search for and edit the Assignment Attributes descriptive flexfield.
2. In the Search Results section, select the **Person Attributes** row.
3. On the Search Results toolbar, click the **Edit** button.
4. On the Global Segments toolbar, click the **Create** button.
5. Complete the general fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Dive Depth</td>
</tr>
<tr>
<td>Code</td>
<td>BEN_DIVE_DEPTH</td>
</tr>
</tbody>
</table>

6. Complete the Column Assignment fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Type</td>
<td>Character</td>
</tr>
<tr>
<td>Table Column</td>
<td>The next available attribute, such as ATTRIBUTE1</td>
</tr>
</tbody>
</table>

7. In the Validation section **Value Set** field, select **BEN_DIVE_DEPTH**.
8. In the Display Properties section Display Type field, select Drop-down List.
9. Click Save and Close to return to the Edit Descriptive Flexfield page.
10. Click Save and Close to return to the Manage Descriptive Flexfields page.

Deploy Modified Descriptive Flexfield

You deploy the edited descriptive flexfield to expose the field in the application and make it available for use when creating user-defined criteria.

1. On the Search Results toolbar, click Deploy Flexfield.
2. Click Done to return to the Overview page.

Create Lookup-Based User-Defined Criteria

Use the Plan Configuration work area to complete this task with the default values for fields unless the steps specify other values.

1. In the Tasks panel drawer, click Manage User-Defined Criteria to open the Manage User-Defined Criteria page.
2. On the Search Results toolbar, click Create.
3. Complete the User-Defined Criteria fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Ben Dive Depth</td>
</tr>
<tr>
<td>Short Code</td>
<td>BEN_DIVE_DEPTH</td>
</tr>
</tbody>
</table>

4. Complete the Set 1 fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table</td>
<td>Person Attributes</td>
</tr>
<tr>
<td>Column</td>
<td>Attribute that you selected for your global segment, for example ATTRIBUTE1</td>
</tr>
<tr>
<td>Lookup</td>
<td>BEN_DIVE_DEPTH</td>
</tr>
</tbody>
</table>

5. Click Save and Close to return to the Manage User-Defined Criteria page.

Create Eligibility Profile and Associate User-Defined Criteria

Use the Plan Configuration work area to complete this task with the default values for fields unless the steps specify other values.

1. In the Tasks panel drawer, click Manage Eligibility Profiles to open the Manage Eligibility Profiles page.
2. On the Search Results toolbar Create menu, select Create Participant Profile.
3. In the Eligibility Profile Definition section Name field, enter Ben Dive Depth.
4. In the User-Defined Criteria tab Eligibility Criteria section, add your user-defined criteria as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sequence</td>
<td>1</td>
</tr>
<tr>
<td>User-Defined Criteria</td>
<td>Ben Dive Depth</td>
</tr>
<tr>
<td>Exclude</td>
<td>Clear</td>
</tr>
<tr>
<td>Set 1 Meaning</td>
<td>Deep</td>
</tr>
</tbody>
</table>

5. Be sure that you select the value in the Set 1 Meaning field.
   You might have to refresh the list before you see the choice that you want:
   a. Select another tab, such as Formula.
   b. Select the User-Defined Criteria tab again.
6. Click Save and Close to return to the Manage Eligibility Profiles page.

**Manage Benefits Derived Factors in the Integrated Workbook**

Use the integrated Microsoft Excel workbook available in the Manage Derived Factors page to create, edit, and delete multiple derived factors simultaneously.

The workbook contains the following tabs with each tab enabling you to configure derived factors belonging to a particular type:

- Age
- Length of Service
- Age and Service
- Compensation
- Hours Worked
- Full-Time Equivalent

You perform these basic steps to configure derived factors using the workbook:

1. Generate and populate the workbook.
2. Create, edit, or delete derived factors in multiple tabs.
3. Upload edits.
4. Resolve errors if required.

Repeat these steps as many times as required to accommodate revisions.
Generating and Populating the Workbook

Perform these steps:

1. Navigate to the Plan Configuration work area, Manage Derived Factors page.
2. Click **Prepare in Workbook**.

Creating Derived Factors

For example, if you want to enter derived factors for Age:

1. Select the Age worksheet.
2. Click **Search** on the Derived Factors tab that is available as part of the Excel ribbon toolbar.
3. Insert a row at the end of the search results and enter the data for the new derived factor.
4. Click **Upload**. You can enter data in multiple workbooks.

Making Changes to Existing Derived Factors

For example, to make changes to a Compensation derived factor:

1. Select the required worksheet and enter the name of the specific derived factor you want to make changes to.
2. Click **Search**.
3. Make the required changes to the derived factors.
4. Click **Upload**.

Resolving Errors

The upload process automatically updates the **Status** field in each workbook row. If there are errors that require review, the process:

1. Rolls back the change in the application database
2. Sets the workbook row status to **Upload Failed**
3. Continues to the next workbook row

To view and resolve an error:

1. Double-click **Update Failed** in the **Status** field.
2. Fix any data issues in the workbook.
3. Upload the latest changes.

FAQs for Eligibility Criteria

What happens if I include multiple criteria in an eligibility profile?

If you define multiple values for the same criteria type, such as two postal code ranges, a person must satisfy at least one of the criteria to be considered eligible. For example, a person who resides in either postal range is eligible.

If you include multiple criteria of different types, such as gender and age, a person must meet at least one criterion defined for each criteria type.
What happens if I don't select the Required option when I add an eligibility profile to an object?

If you add only one eligibility profile to an object, then the criteria in that profile must be satisfied, even if the Required option isn’t selected.

If you add multiple eligibility profiles, the following rules apply:

- If all profiles are optional, then at least one of the profiles must be satisfied.
- If all profiles are required, then all of the profiles must be satisfied.
- If some but not all profiles are required, then all required profiles must be satisfied and at least one optional profile must also be satisfied.

How can I use a workbook to link participant eligibility profiles with a benefit offering?

When you create or edit programs or plans, in the Eligibility step, click Prepare in Workbook. In the spreadsheet that appears, you create a row for each participant eligibility profile that you want to associate with the offering.

You can delete existing participant eligibility profiles that are associated with an offering. Double-click the Mark for Deletion column of the participant eligibility profile row that you want to delete, and upload the workbook.

You can find all the workbook actions, such as upload, search, end date, and delete, in the Manage Eligibility Profiles ribbon tab on the spreadsheet toolbar.
5 Eligibility Profiles for Benefits and Other Objects

How Eligibility Works With Other Objects

You add eligibility criteria to an eligibility profile, and then associate the profile with an object that restricts eligibility. The following figure shows the relationships between eligibility components.

Eligibility Criteria

You can add different types of eligibility criteria to an eligibility profile. For many common criteria, such as gender or employment status, you can select from a list of predefined criteria values. However, you must create user-defined criteria and derived factors before you can add them to an eligibility profile.
Eligibility Profile

When you add an eligibility criterion to a profile, you define how to use it to determine eligibility. For example, when you add gender as a criterion, you must specify a gender value (male or female) and whether to include or exclude persons who match that value.

Associating the Profile with Objects

This table describes associating eligibility profiles with different kinds of objects and whether you can attach more than one profile.

<table>
<thead>
<tr>
<th>Object that Uses an Eligibility Profile</th>
<th>Purpose</th>
<th>Whether You Can Attach More Than One Profile?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variable rate or variable coverage profile</td>
<td>Establish the criteria required to qualify for that rate or coverage</td>
<td>No</td>
</tr>
<tr>
<td>Checklist task</td>
<td>Control whether that task appears in an allocated checklist</td>
<td>No</td>
</tr>
<tr>
<td>Total compensation statement</td>
<td>Apply additional eligibility criteria after statement generation population parameters</td>
<td>No</td>
</tr>
<tr>
<td>Benefits object</td>
<td>Establish the eligibility criteria for specific programs, plans, and options</td>
<td>Yes</td>
</tr>
<tr>
<td>Compensation object</td>
<td>Establish the eligibility for specific plans and options</td>
<td>Yes</td>
</tr>
<tr>
<td>Performance documents</td>
<td>Establish the eligibility for performance documents</td>
<td>Yes</td>
</tr>
<tr>
<td>Goal plans or goal mass assignments</td>
<td>Establish eligibility for the goal</td>
<td>Yes</td>
</tr>
<tr>
<td>Absence plan</td>
<td>Determine the workers who are eligible to record an absence that belongs to that plan</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Related Topics

- User-Defined Criteria
- Derived Factors

Eligibility Profiles

Create eligibility profiles to define criteria that determine whether a person qualifies for objects that you associate the profile with. You can associate eligibility profiles with objects in a variety of business processes.
The following are key aspects of working with eligibility profiles:

- Planning and prerequisites
- Specifying the profile type, usage, and assignment usage
- Defining eligibility criteria
- Excluding from eligibility
- Assigning sequence numbers
- Adding multiple criteria
- Viewing the criteria hierarchy

**Planning and Prerequisites**

Before you create an eligibility profile, consider the following:

- If an eligibility profile uses any of the following to establish eligibility, you must create them before you create the eligibility profile:
  - Derived factors
  - User-defined formulas
  - User-defined criteria

- Consider whether to combine criteria into one profile or create separate profiles depending on:
  - Whether the object for which you're creating eligibility accepts only one eligibility profile or more than one
  - Performance considerations

- Use names that identify the criteria being defined rather than the object with which the profile is associated, because eligibility profiles are reusable.
  
  Example: Use Age20-25+NonSmoker rather than Supplemental Life-Minimum Rate.

**Specifying Profile Type, Usage, and Assignment Usage**

This table describes the basic profile attributes that you specify when you create an eligibility profile:

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Profile Type**  | Use only dependent profiles for Benefits plans or plan types when determining eligibility of participants’ spouses, family members, or other individuals who qualify as dependents.  
All other profiles are participant profiles. |
| **Usage**         | Determines the type of objects the participant profile can be associated with, such as benefits offerings and rates, compensation plans, checklist tasks, goal plans or mass goal assignments, or performance documents.  
Selecting **Global** makes the profile available to multiple business process usages. |
| **Assignment to Use** | Determines the assignment that the eligibility process evaluates for the person  
- Select **Specific assignment** when the usage is Compensation or Performance. |
Setting | Description
--- | ---
• Select a value that includes **benefit relationship** when the usage is Benefits. You select this value to restrict eligibility evaluation to active assignments that are associated with the benefits relationship of the person on a given date. If you select other values, then you might need to include eligibility criteria to exclude inactive assignments.
• Select one of the following values for all other usages, such as total compensation statements:
  ◦ Any assignment - enterprise
  ◦ Employee assignment only - enterprise
  ◦ Primary employee assignment only - enterprise

**Defining Eligibility Criteria**
Criteria defined in an eligibility profile are divided into categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td>Includes gender, person type, postal code ranges, and other person-specific criteria.</td>
</tr>
<tr>
<td>Employment</td>
<td>Includes assignment status, hourly or salaried, job, grade, and other employment-specific criteria.</td>
</tr>
<tr>
<td>Derived factors</td>
<td>Includes age, compensation, length of service, hours worked, full-time equivalent, and a combination of age and length of service.</td>
</tr>
<tr>
<td>Other</td>
<td>Other: Includes miscellaneous and user-defined criteria.</td>
</tr>
<tr>
<td>Related coverage</td>
<td>Includes criteria based on whether a person is covered by, eligible for, or enrolled in other benefits offerings.</td>
</tr>
</tbody>
</table>

Some criteria, such as gender, provide a fixed set of choices. The choices for other criteria, such as person type, are based on values defined in tables. You can define multiple criteria for a given criteria type.

**Excluding from Eligibility**
For each eligibility criterion that you add to a profile, you can indicate whether persons who meet the criterion are considered eligible or are excluded from eligibility. For example, an age factor can include persons between 20 and 25 years old or exclude persons over 65.

If you:
- Exclude certain age bands, then all age bands not explicitly excluded are automatically included.
- Include certain age bands, then all age bands not explicitly included are automatically excluded.

**Assigning Sequence Numbers**
You must assign a sequence number to each criterion. The sequence determines the order in which the criterion is evaluated relative to other criteria of the same type.
Adding Multiple Criteria

If you define multiple values for the same criteria type, such as two postal code ranges, a person must satisfy at least one of the criteria to be considered eligible. For example, a person who resides in either postal range is eligible.

If you include multiple criteria of different types, such as gender and age, a person must meet at least one criterion defined for each criteria type.

Viewing the Criteria Hierarchy

Select the View Hierarchy tab to see a list of all criteria that you have saved for this profile. The list is arranged by criteria type.

Related Topics

- Derived Factors
- User-Defined Criteria

Types of Assignments You Can Use in Eligibility Profiles

When you create a participant eligibility profile, you specify which of a worker’s assignments is evaluated to determine eligibility. This topic explains each value in the Assignment to Use field and helps you decide which value might work best for your product.

Each value includes the following components:

- Type of assignment
- Organizational level of the assignment

Type of Assignment

The available assignment values relate to the three types of work relationships:

- Employee
- Contingent worker
- Nonworker

All work relationships, regardless of type, have at least one assignment. When a worker has multiple assignments within a work relationship, one of them is designated as primary. When a worker has multiple work relationships, one of them is designated as a primary work relationship.
The overall primary assignment is the primary assignment in the primary work relationship, as shown in this figure.

According to the example in the figure, the overall primary assignment of the worker is Assignment C.

This table describes the type of assignment options when you select an assignment to use for an eligibility profile.

<table>
<thead>
<tr>
<th>Type of Assignment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any assignment</td>
<td>Evaluates assignments that are associated with any of the three work relationships: employee, contingent worker, or nonworker</td>
</tr>
<tr>
<td>Employee assignment only</td>
<td>Evaluates assignments that are associated with an employee work relationship only</td>
</tr>
<tr>
<td>Primary employee assignment only</td>
<td>Evaluates only the employee work relationship assignment that is designated as primary</td>
</tr>
<tr>
<td>Benefit nonworker assignment</td>
<td>Evaluates assignments with nonworker work relationship only. Applies only to Benefits participant profiles. Typically used for continuation of benefits after employment terminates</td>
</tr>
<tr>
<td>Specific assignment</td>
<td>Evaluates only the selected assignment or the assignment ID that was passed to eligibility evaluation processing at runtime. For example, when you select a person record from the person search page, a product might pass the corresponding assignment ID to eligibility evaluation processing.</td>
</tr>
</tbody>
</table>

Organizational Level

Assignments to Use values also enable you to evaluate the selected type of assignment within one of these levels:

- Benefits relationship
- Legal employer
- Enterprise

This table describes the Assignment to Use values that are applicable to each organizational level.
Note: Values that include Enterprise or Legal employer also include inactive assignments in the eligibility evaluation. If you want to exclude inactive assignments, you add necessary eligibility criteria when you create or edit the eligibility profile. For example, you can use the Assignment Status eligibility criteria.

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits relationship</td>
<td>Evaluates only active assignments that are associated with the worker’s benefits relationship effective on a particular date. Select one of these values:</td>
</tr>
<tr>
<td></td>
<td>• Any assignment - benefit relationship</td>
</tr>
<tr>
<td></td>
<td>• Benefit nonworker assignment - benefits relationship</td>
</tr>
<tr>
<td></td>
<td>• Employee assignment only - benefits relationship</td>
</tr>
<tr>
<td></td>
<td>• Primary employee assignment only - benefits relationship</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Employer</td>
<td>Evaluates assignments that exist at the legal employer level. Select one of these values:</td>
</tr>
<tr>
<td></td>
<td>• Any assignment - legal employer</td>
</tr>
<tr>
<td></td>
<td>• Employee assignment only - legal employer</td>
</tr>
<tr>
<td></td>
<td>• Primary employee assignment only - legal employer</td>
</tr>
</tbody>
</table>

To use these values, ensure that a benefits relationship configuration exists at the worker’s legal employer level. Ensure that that benefits relationship is currently assigned to the assignments you want to evaluate for eligibility.

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enterprise</td>
<td>Evaluates assignments that exist at the enterprise level. Select one of these values:</td>
</tr>
<tr>
<td></td>
<td>• Any assignment - enterprise</td>
</tr>
<tr>
<td></td>
<td>• Employee assignment only - enterprise</td>
</tr>
<tr>
<td></td>
<td>• Primary employee assignment only - enterprise</td>
</tr>
</tbody>
</table>

Recommended Assignment to Use Values
This table describes the recommended Assignment to Use values for products that use eligibility profiles.

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefit programs, plan types, plans, options, variable rate profiles, and variable coverage profiles</td>
<td>Select one of these values:</td>
</tr>
<tr>
<td></td>
<td>• Any assignment - benefit relationship</td>
</tr>
<tr>
<td></td>
<td>• Benefit nonworker assignment - benefit relationship</td>
</tr>
<tr>
<td></td>
<td>• Employee assignment only - benefit relationship</td>
</tr>
<tr>
<td></td>
<td>• Primary assignment only - benefit relationship</td>
</tr>
</tbody>
</table>

| Workforce compensation plans, individual compensation plans, and performance documents | Select Specific assignment. |
|                                                                                       | Workforce compensation plans, individual compensation plans, and performance documents automatically pass a specific assignment value to eligibility evaluation processing at runtime. |

| Absence plans, absence types, check lists, goals, total compensation statement | Select one of these values: |
|                                                                                  | • Any assignment - enterprise |
### Purpose

**Description**

- Employee assignment only - enterprise
- Primary employee assignment only - enterprise

You can use other values, such as those that include **Legal employer**, but you must set up a benefits relationship first. If you don’t want to set up a benefits relationship, you can use these values and define additional eligibility criteria to consider assignments in specified legal entities.

### Single or Multiple Eligibility Profiles

You can define multiple criteria in an eligibility profile or create separate profiles for individual criterion. To determine the best approach, consider the following:

- Does the object for which you are defining eligibility allow multiple eligibility profiles?
- What is the best approach in terms of efficiency and performance?
- Are your criteria both inclusive and exclusive?

### Allowable Number of Eligibility Profiles

If an object permits only one eligibility profile, you must include all criteria in a single profile.

The following table shows which objects permit only one profile and which permit more.

<table>
<thead>
<tr>
<th>Only One Profile</th>
<th>One or More Profiles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checklist tasks</td>
<td>Benefits offerings</td>
</tr>
<tr>
<td>Variable rate profiles</td>
<td>Individual and workforce compensation plans</td>
</tr>
<tr>
<td>Variable coverage profiles</td>
<td>Performance documents</td>
</tr>
<tr>
<td>Total compensation statements</td>
<td>Goal plans or mass goal assignments</td>
</tr>
<tr>
<td>Absence types</td>
<td>Absence plans</td>
</tr>
</tbody>
</table>

### Efficiency and Performance in the Benefits Hierarchy

For optimum performance and efficiency, attach profiles at the highest possible level in the benefits object hierarchy and avoid duplicating criteria at lower levels. For example, to be eligible for a plan type, a person must satisfy eligibility profiles defined at the program and plan type in program levels.

The following objects inherit the eligibility criteria associated with the program:

- Plan types in program
- Plans in program
- Plans
- Options in plans that are in programs

However, it’s sometimes more efficient to create more than one profile and attach the profiles at various levels in the hierarchy. The following table illustrates applying successively restrictive exclusion criteria at different levels in the hierarchy:
Level | Eligibility Profile Criteria
--- | ---
Program | Exclude employees who do not have an active assignment.
Plan type in program | Exclude employees who do not have a full-time assignment.
Plan | Exclude employees whose primary address is not within a defined service area.

Using Both Inclusive and Exclusive Criteria
Eligibility criteria can be used to include or exclude persons from eligibility. Sequencing of criteria is more complicated when you mix included and excluded criteria in the same profile. For ease of implementation, keep excluded criteria in a separate eligibility profile.

Related Topics
- How Eligibility Works With Other Objects
- What happens if I include multiple criteria in an eligibility profile
- Best Practices for Setting Up Eligibility in a Benefits Hierarchy

Create a Participant Eligibility Profile
This example demonstrates how to create a participant eligibility profile used to determine eligibility for variable life insurance rates. Use the Plan Configuration work area to complete these tasks.

The following table summarizes key decisions for this scenario.

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In this Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the profile type?</td>
<td>Participant</td>
</tr>
<tr>
<td>What type of object is associated with this profile?</td>
<td>Variable rate for benefits offering</td>
</tr>
<tr>
<td>What types of eligibility criteria are defined in this profile?</td>
<td>Age derived factor (must have been previously defined)</td>
</tr>
<tr>
<td>Uses Tobacco criteria</td>
<td>Uses Tobacco criteria</td>
</tr>
<tr>
<td>Should persons meeting these criteria be included or excluded from eligibility?</td>
<td>Included</td>
</tr>
</tbody>
</table>
The following figure shows the tasks to complete in this example:

![Diagram showing the tasks to complete](image)

In this example, you create one eligibility profile that defines the requirements for a single variable rate.

- Typically, you create a set of eligibility profiles, one for each variable rate.
- Create a separate profile for each additional rate by repeating the steps in this example, varying the age and tobacco use criteria.

**Prerequisites**

1. Create an age derived factor for ages less than 30.

**Creating the Eligibility Profile**

Use default values for fields unless the steps specify other values.

1. In the Tasks panel drawer, click **Manage Eligibility Profiles** to open the Manage Eligibility Profiles page.
2. On the Create menu, select **Create Participant Profile**.
3. In the Eligibility Profile Definition section, complete the fields as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Age Under 30+ Non-Smoking</td>
</tr>
<tr>
<td>Profile Usage</td>
<td>Benefits</td>
</tr>
<tr>
<td>Status</td>
<td>Active</td>
</tr>
<tr>
<td>Assignment to Use</td>
<td>Any assignment - benefit relationship</td>
</tr>
</tbody>
</table>
Adding the Derived Factor for Age

Use default values for fields unless the steps specify other values.

1. In the Eligibility Criteria section, select the Derived Factors tab.
2. On the Age tab, click Create.
3. Complete the fields as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sequence</td>
<td>1</td>
</tr>
<tr>
<td>Age</td>
<td>Select the derived factor that you previously defined for ages under 30</td>
</tr>
<tr>
<td>Exclude</td>
<td>Make sure that it is not selected</td>
</tr>
</tbody>
</table>

Adding the Criteria for Tobacco Use

Use default values for fields unless the steps specify other values.

1. Select the Personal tab.
2. On the Uses Tobacco tab, click Create.
3. Complete the fields as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sequence</td>
<td>1</td>
</tr>
<tr>
<td>Tobacco Use</td>
<td>None</td>
</tr>
<tr>
<td>Exclude</td>
<td>Make sure that it is not selected</td>
</tr>
</tbody>
</table>

4. Click Save and Close.

Associating the Eligibility Profile with a Variable Rate Profile

Use default values for fields unless the steps specify other values.

1. In the Tasks panel drawer, click Manage Benefits Rates to open the Manage Benefits Rates page.
2. Select the Variable Rates tab.
3. Click Create.
4. In the **Eligibility Profile** field, select the eligibility profile you just created.
5. Complete other fields as appropriate for the rate.
6. Click **Save and Close**.

**Related Topics**

- Create a Benefit Variable Rate
- Derived Factors

**Examples of Eligibility Profiles**

The following examples show how to use eligibility profiles to determine which workers are eligible for a plan, compensation object, and checklist task.

In each case, you:

1. Create the eligibility profile using the Manage Eligibility Profiles task, which is available in several work areas, including the Setup and Maintenance work area and the Plan Configuration work area.
2. Associate the eligibility profile with the relevant object, such as a benefit plan.

**Savings Plan Eligibility**

A savings plan, such as a 401k plan, is restricted to full-time employees under 65 years of age. Create an eligibility profile to associate with your plan.

The following table provides the values for the eligibility profile definition.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Profile Usage</strong></td>
<td>Benefits</td>
</tr>
<tr>
<td><strong>Profile Type</strong></td>
<td>Participant</td>
</tr>
<tr>
<td>Criteria Type</td>
<td>Name</td>
</tr>
<tr>
<td>Employment</td>
<td>Assignment Category</td>
</tr>
<tr>
<td>Derived Factor</td>
<td>Age</td>
</tr>
</tbody>
</table>
Bonus Eligibility

You offer a bonus to all employees who received the highest possible performance rating in all rating categories. Create an eligibility profile to associate with your Bonus compensation object.

The following table provides the values for the eligibility profile definition.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile Usage</td>
<td>Compensation, or Global</td>
</tr>
<tr>
<td>Profile Type</td>
<td>Participant</td>
</tr>
<tr>
<td>Assignment to Use</td>
<td>Specific Assignment</td>
</tr>
</tbody>
</table>

The following table provides the values for the eligibility criteria for each rating category.

<table>
<thead>
<tr>
<th>Criteria Type</th>
<th>Name</th>
<th>Values</th>
<th>Select Exclude Check Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment</td>
<td>Performance Rating</td>
<td>Select the performance template and rating name, and then select the highest rating value</td>
<td>No</td>
</tr>
</tbody>
</table>

Checklist Task Eligibility

A new hire checklist contains tasks that don’t apply to employees who work in India. Create an eligibility profile to associate with each checklist task that doesn’t apply to workers in India.

The following table provides the values for the eligibility profile definition.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile Usage</td>
<td>Checklist</td>
</tr>
<tr>
<td>Profile Type</td>
<td>Participant</td>
</tr>
</tbody>
</table>

The following table provides the values for the eligibility criteria.

<table>
<thead>
<tr>
<th>Criteria Type</th>
<th>Name</th>
<th>Values</th>
<th>Select Exclude Check Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment</td>
<td>Work Location</td>
<td>India</td>
<td>Yes</td>
</tr>
</tbody>
</table>
How to Configure Grandfathered Benefits

Configure grandfathered eligibility to enable already enrolled participants to retain eligibility for a benefit that they would otherwise not be able to elect. For example, continue a benefit for only those employees of an acquired company who were already enrolled on the acquisition date.

The following are the steps to configure grandfathered benefits eligibility:

1. Set the Grandfathered Benefit Group as the criterion for the Grandfathered Eligibility Profile.
2. Associate the Grandfathered Eligibility Profile to the associated benefit offering.
3. Assign the Grandfathered Benefit Group to the participants who are eligible for the associated benefit offering.

Creating and Assigning a Benefit Group

1. In the Plan Configuration work area Tasks panel drawer, click Manage Benefit Groups to open the Manage Benefits Group page.
2. Create a benefit group using a descriptive name, such as Grandfathered Eligibility with the name of the offering.
3. Use one of the following tasks to assign the benefit group to workers who qualify for the benefit:

<table>
<thead>
<tr>
<th>Task</th>
<th>Work Area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Person Habits and Benefit Groups</td>
<td>Enrollment</td>
<td>Search for individuals and assign the benefit group</td>
</tr>
<tr>
<td>Manage Processes and Uploads</td>
<td>Evaluation and Reporting</td>
<td>Assign benefit groups using the Upload Person Benefit Groups integrated workbook</td>
</tr>
</tbody>
</table>

Creating and Using an Eligibility Profile

1. In the Plan Configuration work area, use the Manage Eligibility Profiles task to create an eligibility profile using these criteria:

<table>
<thead>
<tr>
<th>Criteria Type</th>
<th>Criteria Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>Benefit Groups</td>
<td>Select the grandfathered benefit group that you created.</td>
</tr>
</tbody>
</table>

2. In the Plan Configuration work area, attach the eligibility profile to the benefit offering using these steps in the program or plan configuration guided process:
   a. After searching for the program or plan, select the appropriate offering in the hierarchy table on the Eligibility step of the guided process.
   b. In the Eligibility Profiles section, select the grandfathered eligibility profile that you created and set the Required value as appropriate.
Manage Postal Code Ranges and Service Areas in the Integrated Workbook

You can define postal code ranges and service areas for use as eligibility criteria using a single integrated Microsoft Excel workbook. Then, upload them into the application database. Repeat these steps as many times as required to accommodate revisions.

The basic process for managing postal code ranges and services areas using the workbook is:

1. Generate the workbook.
2. Edit postal code ranges and service areas in their respective worksheets.
3. Upload edits.
4. Resolve errors.

Generating the Workbook

In the Plan Configuration work area:

1. In the Tasks panel drawer, click Manage Benefit Service Areas to open the Manage Benefit Service Areas page.
2. In the Search Results section of either the Postal Code Ranges or Service Areas tab, click Prepare in Workbook.

Editing Postal Code Ranges and Service Areas in the Workbook

The worksheet columns in each section are the same as fields in the corresponding application dialog box, as shown in this table.

<table>
<thead>
<tr>
<th>Worksheet Section</th>
<th>Dialog Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal Code Ranges</td>
<td>Create Postal Code Ranges</td>
</tr>
<tr>
<td>Service Areas</td>
<td>Create Service Area</td>
</tr>
</tbody>
</table>

In the respective worksheet:

1. Create the postal code ranges.
2. Upload the postal ranges if you plan to add them to service areas.
3. Create the service areas and edit existing ones.
4. Enter the postal code ranges that comprise the service area for each added service area.
   You can enter multiple postal code ranges for a single service area. To do so, name the service area in the first column of the Postal Code Ranges section for eachpostal code row.

*Note:* The postal code ranges must exist in the application database before you can enter them in the worksheet rows. Upload any new postal code ranges first, before you upload your service area edits.
Uploading Edits

After you complete your edits, click **Upload**.

The process:

- Uploads to the application tables only those rows marked as changed
- Updates the Worksheet Status field only if the server or database becomes inaccessible during upload

When you upload the service area worksheet with postal code ranges that weren’t successfully uploaded, the data in the Service Area section might upload successfully. However, an error status indicates invalid postal code range for any rows in the Postal Code Ranges section with values not yet uploaded.

> **Note:** You can’t edit postal code ranges in the worksheet if they uploaded successfully. To edit the postal code ranges after upload, use the Manage Postal Code Ranges and Service Areas page in the Plan Configuration work area.

Resolving Errors

The upload process automatically updates the **Status** field in each workbook row. If there are errors that require review, the process:

1. Rolls back the change in the application database
2. Sets the workbook row status to **Upload Failed**
3. Continues to the next workbook row

To view and resolve an error:

1. Double-click **Update Failed** in the **Status** field.
2. Fix any data issues in the workbook.
3. Upload the latest changes.

**Related Topics**

- What’s the difference between Export to Excel and desktop integration for Excel
- Guidelines for Using Desktop Integrated Excel Workbooks
- Set Up Desktop Integration for Excel

FAQs for Eligibility Profiles

How can I restrict benefits enrollment opportunities based on provider location?

Create an eligibility profile with the Employment criteria type and Work Location criteria using the Manage Eligibility Profiles task in the Plan Configuration work area.
If the work location definition doesn’t correspond to the provider location:

1. Define the provider’s service area by listing the relevant postal codes using the Manage Benefit Service Area task.
2. Use that service area to define an eligibility profile that uses the Service Area criteria in the Personal criteria type.

Assign the eligibility profile to the benefits offering that you want to restrict.
6 Life Events for Enrollment Opportunities

Overview of Benefits Life Events

Use life events to determine when a participant can make or change benefits elections. A life event is a change to person data or a scheduled event that can potentially result in an enrollment opportunity. Some unrestricted events can provide virtually perpetual opportunity.

This topic introduces these aspects of benefits life events:

- Using life event types
- Creating and editing life events
- Associating scheduled and explicit events with enrollment
- Processing life events
- Reporting on life events

Using Life Event Types

The following table describes the four categories of life event types with examples.

<table>
<thead>
<tr>
<th>Type Category</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explicit</td>
<td>A person's personal or work change that affects benefits participation. You configure explicit life events and their triggers during implementation.</td>
<td>Address change</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Marriage</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assignment transfer</td>
</tr>
<tr>
<td>Temporal</td>
<td>Temporal life events occur with the passage of time and are predefined based on derived factors. Attach eligibility criteria based on the derived factors to the benefits objects associated with the event.</td>
<td>Age 65</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sixth month of employment</td>
</tr>
<tr>
<td>Scheduled</td>
<td>Scheduled life events are assigned periods of enrollment opportunity initiated by the employer organization.</td>
<td>Open enrollment periods</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Administrative event due to adding a new benefit</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>Unrestricted life events enable participants to make enrollment changes at any time.</td>
<td>Savings plan enrollment and contribution changes</td>
</tr>
</tbody>
</table>
Creating and Editing Life Events

Life events are date effective. To avoid errors, check and adjust the session effective date before you create or update life events. Use the Manage Life Events task in the Plan Configuration work area to:

- Create explicit life events of type Work or Personal.
- Update existing and predefined life events.

You can configure these settings:

- Type. Select a type when you create a life event. You can’t edit the type after you save the life event.
- General information, such as:
  - Name, description and short identifiers
  - Override and global indicators

- Additional information, such as:
  - Occurred date
  - Temporal detection rule
  - Timeliness period evaluation
  - Related person and self-assigned indicators

For explicit life events, configure the table and column changes that trigger the event:

- Create data changes in advance and add them as person or related person data changes.
- Create the data changes when you create or edit the life event.

Associating Scheduled and Explicit Events with Benefits Objects

You must associate scheduled and explicit life events with benefits objects and configure enrollment period, coverage, and other details. Use the Enrollment step of program or plan configuration.

Enrollment Setup Considerations

In the Enrollment step when you create or edit a benefits object, ensure that you:

- Check the session effective date before updating enrollment.
- Select the appropriate hierarchy level at the top of the enrollment step.
- Use the correct tab for the scheduled or explicit life event type.
- Select the event on the tab before configuring the enrollment period, coverages, and other details.
### Processing Life Events

To determine enrollment opportunities, participation processing evaluates the life event against eligibility requirements and other configuration of the associated benefit object.

You can evaluate participation using:

- Batch processes in the Evaluation and Reporting work area
- Processing tasks for individual participants in the Enrollment work area
- Temporal processing options on the life event and in participation processing parameters

### Reporting on Life Events

To view life events by status, use one of these resources:

- Participant Enrollment Results report in the Reports and Analytics work area. Click More.
- Configurable report on the Life Events tab in the Evaluation and Reporting work area. Search by specifying the event status and other report parameters.
- Use the Enrollment work area to view life events for individual participants.

### Unrestricted Life Events

Use unrestricted life events for benefit enrollments that aren’t dependent on time or data change. For example, use unrestricted event processing for savings plan enrollment, where participants can make contribution rate changes at any time.

This topic explains:

- Unrestricted event types
- Prerequisite benefits relationship configuration
- Unrestricted processing considerations
- Unrestricted processing during open enrollment period

### Unrestricted Event Types

The following table describes predefined types of unrestricted life events:

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted</td>
<td>Unrestricted life events have a one day enrollment period and remain in the started status until the next unrestricted life event starts.</td>
</tr>
<tr>
<td>Unrestricted Open</td>
<td>You can configure the enrollment period start and end dates and when the elections become effective.</td>
</tr>
</tbody>
</table>
Prerequisite Benefits Relationship Configuration

To use unrestricted event processing, you must specify the default benefits relationship at the legal entity level. Use the **Configure Default Benefits Relationships** task in the Setup and Maintenance work area. If you configure the default benefits relationship for unrestricted processing, you must also configure it for life event processing.

Unrestricted Processing Considerations

Consider these points when planning to use unrestricted processing:

- Every attempt to alter the benefits enrollment:
  - Closes any previous unrestricted event
  - Starts a new unrestricted life event
  - Creates the effect of perpetual enrollment opportunity
- Processing an unrestricted life event with an effective date that is prior to existing unrestricted events backs out the later unrestricted events.
- Unrestricted processing does not affect other types of life events.

Unrestricted Processing During Open Enrollment Period

To enable enrollment in unrestricted plans during open enrollment, you must disable the regular unrestricted processing:

- Use the **Manage Self-Service Configuration** task in the Plan Configuration work area.
- Set unrestricted processing enablement to **Not during open enrollment**.
- Otherwise, the regular unrestricted processing backs out the unrestricted open enrollments.

Unrestricted programs and plans run on different business relationships than the life event driven programs and plans. This means that you can process an unrestricted life event on the same day that you process a regular life event.

Scheduled Life Events

Assign opportunity for elections to a defined population using predefined scheduled event types.

The following table describes the two predefined scheduled event types and provides examples.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
</table>
| Open enrollment | Scheduled period when enrollment is open to participants for reevaluation and election of benefits, typically on a recurring basis. | • Annual health and welfare benefits enrollment  
• Quarterly savings plan enrollment |
| Administrative | Assign opportunity for elections when the terms and conditions of an offering change significantly and participants must be allowed to reevaluate their elections. | • Renegotiation of contract rates  
• Addition of a new benefit |
Temporal Life Events

Six predefined temporal life event types detect data changes that occur with the passage of time, such as an age threshold or anniversary of hire.

Consider these aspects of temporal life event configuration:

- Temporal event types
- Detection rule configuration
- Related implementation steps

Temporal Event Types

Participation evaluation processing detects a life event when the related derived factor value crosses a threshold.

The predefined temporal life events are:

- Derived age
- Derived combination of age and length of service
- Derived compensation
- Derived hours worked in period
- Derived length of service
- Derived total percentage of full time

Detection Rule Configuration

When you create or edit a life event, you can select from among the options for the temporal detection rule shown in this table:

<table>
<thead>
<tr>
<th>Detection Rule</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do not detect past or future temporal events</td>
<td>Prevents temporal event detection while processing this life event. Use this rule with open, administrative, or explicit events, when you don’t want to detect temporal events.</td>
</tr>
<tr>
<td>Do not detect past temporal events</td>
<td>Prevents the detection of past temporal events while processing this life event.</td>
</tr>
<tr>
<td>Never detect this temporal life event</td>
<td>Prevents the automatic detection of a predefined temporal event.</td>
</tr>
</tbody>
</table>
Related Implementation Steps

This table describes related implementation steps for the predefined temporal life event types, with the corresponding tasks in the Plan Configuration work area.

<table>
<thead>
<tr>
<th>Setup Step</th>
<th>Task in the Plan Configuration work area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define derived eligibility factors</td>
<td>Manage Derived Factors</td>
</tr>
<tr>
<td>Use derived factors in eligibility profiles</td>
<td>Manage Eligibility Profiles</td>
</tr>
<tr>
<td>Attach eligibility profiles to benefits offerings, variable rates, and variable coverages.</td>
<td>Manage Program and Plan Configuration Details: Eligibility step</td>
</tr>
<tr>
<td></td>
<td>Manage Variable Rate Profiles</td>
</tr>
<tr>
<td></td>
<td>Manage Variable Coverage Profiles</td>
</tr>
</tbody>
</table>

How You Configure Data Changes for Explicit Life Events

Create explicit life events and configure the data changes that trigger them for the person or the participant’s related persons. Use the Manage Life Events task in the Plan Configuration work area.

This topic discusses:

- Explicit life event types
- Person and related person changes
- Data change definitions
- Data change associations with other life events

Explicit Life Event Types

Explicit life events use the Personal or Work life event types. Work and personal data change criteria are similar to those that define eligibility profiles.

Person and Related Person Data Changes

This table describes the types of data changes that you can associate with an explicit life event:

<table>
<thead>
<tr>
<th>Type of Data Change</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person change</td>
<td>A change to a person’s personal or work data that triggers a life event for that person</td>
</tr>
<tr>
<td>Related person change</td>
<td>A change to the primary participant’s personal or work data that might generate a life event for a person related to the primary participant</td>
</tr>
</tbody>
</table>
Example: You define a termination life event and associate two data changes:

- Person change to end benefits coverage for a terminated employee
- Related person change to end coverage for the dependents of the primary participant upon termination of the participant

Data Change Definitions

When you configure a data change, you select the table and column, and then define the data change that signifies occurrence of a life event.

Data column changes can include:

- A change from no value to any value
- Any change from any value to any other value
- Specific values, such as a marital status change from Married to Divorced

You can use a formula to define more complex conditions for detecting a life event.

Data Change Associations with Life Events

When associating data changes you can:

- Link multiple data changes to a single life event
- Link a single data change to more than one life event

The following table describes the processing when you associate multiple data changes with an event:

<table>
<thead>
<tr>
<th>Configuration</th>
<th>Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changes to more than one table</td>
<td>Detects a life event when a data change in one of the tables meets the person change criteria.</td>
</tr>
<tr>
<td>Multiple changes to the same table</td>
<td>Detects a life event if the person satisfies all person change criteria associated with the table.</td>
</tr>
</tbody>
</table>

How You Create Life Events in Quick Create Program

To make new enrollment life events available to associate with the quick create program, click Create Life Events in the Enrollment section of the Quick Create Program page. Attach enrollment life events to a program to trigger program enrollment opportunities when those life events occur.

You can:

- Create one user-defined life event at a time.
- Select one or more predefined life event configurations.
Creating User-Defined Life Events

In the User Defined Life Event section of the Create Life Event dialog box:

- Enter the life event name.
- Select the type.

You must use the Manage Benefit Life Events task to either:

- Associate user-defined events to already existing person or related person data changes.
- Create person or related person data changes and link the data changes to the life event.

Selecting Available Life Event Configurations

Each check box in the Available Life Event Configurations section of the Create Life Event dialog box represents a commonly used life event configuration.

Each predefined life event configuration contains:

- Triggering mechanism setup
- Ties to the tables and columns required to automatically generate that life event when corresponding personal or work data changes

You can optionally select one or more of these life events to make them available for attachment to a program.

- Selected life events appear in the enrollment life event available list with the name displayed on the check box label.
- Disabled life events are already activated in this implementation.
- A uniqueness check prevents you from creating life events that rely on an existing set of table and column designations for triggering an event. Each set of life event triggers must be unique across the same implementation.

Related Topics

- Quick Create for Plans

Options to Configure Timeliness of Life Event Reporting

If participants don’t report life events within a reasonable time period, your enterprise might want to prevent them from enrolling in benefits. You can use a timeliness evaluation rule to set up such a policy. For example, you want participants to report a childbirth life event within 30 days of the event date. If they take more than 30 days to report the event, you want an administrator to investigate before deciding to process that life event for enrollment opportunities.

This topic describes the different rules you can use to set up timeliness. You configure these rules on the create or edit life event pages, in the Additional Information section.

Decide Which Rule to Apply When Events Are Reported Too Late or Too Early

If the participant doesn’t report the life event within a specific time period, you can determine how the application should process the life event. Select one of these rules in the Timeliness Evaluation field:
Chapter 6

Life Events for Enrollment Opportunities

<table>
<thead>
<tr>
<th>Rule</th>
<th>What the Rule Does</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Potential Life Event Manually</td>
<td>It sets the life event to <strong>Manual</strong>. Then, an administrator can investigate and decide what to do next. They might decide to void the life event or make an exception in some cases.</td>
</tr>
<tr>
<td>Void Potential Life Event</td>
<td>It voids the life event straightaway.</td>
</tr>
</tbody>
</table>

**Determine When a Life Event Reporting is Timely**

You have several ways to define the time period. Pick the one that suits your requirements the best.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>How to Configure</th>
</tr>
</thead>
<tbody>
<tr>
<td>You want to set a time period for participants to report the event</td>
<td>In the <strong>Timeliness Days</strong> field, enter the number of days.</td>
</tr>
<tr>
<td></td>
<td>The value you enter indicates that participants need to report the life event within that period, for example, 30 days. If they report outside this period, the application processes the life event according to a timeliness evaluation rule you select. This time period applies even if participants report too early. For example, in case of an adoption event, if they report the event before 30 days of the actual event, the timeliness rule applies.</td>
</tr>
<tr>
<td></td>
<td>If you set the timeliness days to 0, the application uses the timeliness evaluation rule straightaway to process the life event. You use this configuration in situations when you want administrators to intervene each time a participant records a life event.</td>
</tr>
<tr>
<td>You don’t want to set a specific time period, but you want to check that the event occurred in the current year</td>
<td>In the <strong>Timeliness Period Rule</strong> field, select <strong>Prior to Calendar Year</strong>.</td>
</tr>
<tr>
<td></td>
<td>Participants can report any life event that’s occurred during the current calendar year, but not before.</td>
</tr>
<tr>
<td></td>
<td>For example, if a participant moved to a new address in Dec 2017, but reported the move only in April 2018, the selected timeliness evaluation rule applies. That’s because the move happened in the previous calendar year.</td>
</tr>
<tr>
<td>You have other requirements</td>
<td>If you want the application to consider other special requirements and set the status of the life event accordingly, write a formula. Then, in the <strong>Timeliness Evaluation Formula</strong> field, select that formula.</td>
</tr>
</tbody>
</table>

**FAQs for Life Events for Enrollment Opportunities**

**How can I enable participants to report life events on the self-service pages?**

Select the **Self-assigned** check box on the create or edit life event pages in the Plan Configuration work area.

When you select the **Self-assigned** check box, the **Self Service Grouping** list appears. Use this list to display the life event in a predefined category on the self-service pages.
How do I configure reporting of past events on the life event page??

The **Past-Reporting Limit in Days** field enables you to control how far back in the past a participant can self-report a life event. You typically use this field to minimize the possibility of backing out processed events when participants report older events.

For example, if you enter 10 in this field, participants can self-report a life event that has occurred up to 10 days before the current date. Entering a value in this field has no impact on existing life event configuration, such as the event determination date or any existing timeliness rules.

Irrespective of the value you enter in this field, participants cannot self-report a life event that occurred before their hire date.

How do I handle instances when employees self-report multiple life events in a short time span?

Set up collapsing life event rules to handle such life events. Create collapsing life event rules in the Collapsing Rules tab of the Manage Life Events page in the Plan Configuration work area.
Collapsing Life Events to Filter Enrollment Opportunities

Collapsing Life Events

Multiple life events might occur within a specified number of days. Use collapsing rules to collapse them into one event for processing. Normally, you can process only one life event for a person on a given day within the same benefits relationship. This topic explains:

- When you typically use collapsing rules for life events
- Where you can process collapsing rules to collapse life events
- How these rules work with benefits relationships

Create collapsing rules in the Collapsing Rules tab of the Manage Life Events page in the Plan Configuration work area. You can include a maximum of 10 life events in a collapsing rule.

Example of Collapsing Rules

Define a collapsing rule to determine the winning life event out of a combination of life events.

Scenario: When an HR specialist enters information for a newly hired employee, multiple life events might occur, such as New Hire, Marriage, and Gain Dependent.

You can:

- Define a collapsing rule to collapse all those events into a resulting event called New Hire.
- Process that event for enrollment opportunities.

If you don’t use a collapsing rule, you must manually void or delete all other events before you process the New Hire event. Alternatively, you can configure the New Hire event to override other events if two or more are detected on the same day. Use the Override check box when you create or edit the life event on the Manage Life Events page.

Life Event Collapsing Rule Processing

The following table lists and describes locations for processing collapsing rules:

<table>
<thead>
<tr>
<th>Work Area and Task</th>
<th>Description</th>
</tr>
</thead>
</table>
| Evaluation and Reporting work area: Collapse Life Events batch process | The Collapse Life Events batch process:  
  - Applies the collapsing rules on detected potential life events for multiple participants.  
  - Collapses the life events to the winning event.  
  - Doesn’t evaluate the winning event for enrollment opportunities. |
| Evaluation and Reporting work area: Any participation evaluation batch process | By default, participation evaluation processing:  
  - Automatically runs the Collapse Life Events process, which collapses events to one winning life event using the rules that you defined. |
Benefits Relationships and Collapsing Life Events

The Collapse Life Events process doesn't collapse life events that occur across benefits relationships. Even if you set up events globally, the process collapses events within a single benefits relationship of a person at any point in time.

Collapsing Rules and Timeliness Days

If you configured life events with a timeliness rule, participation evaluation processing evaluates the timeliness rule before the collapsing rule.

Guidelines to Select Occurred Date in a Collapsing Rule

You must select a date to assign as the occurred date of the winning life event of a collapsing rule. Select a date rule from the Life Event Occurred Date list.

You create collapsing rules using the Manage Life Events task in the Plan Configuration work area.

Effective Date of the Batch Process Run

This rule sets the occurred date of the resulting life event to the effective date on which you run the Collapse Life Events process.

Example:

1. New Hire life event occurred on November 1, 2015
2. Grade Change life event occurred on November 3, 2015
3. You run the Collapsing Life Events process on November 5, 2015.
4. The process collapses these events to a New Hire life event according to the collapsing rule logic that you defined.
5. The collapsing rule sets the occurred date of the New Hire life event to November 5, 2015.

Earliest Life Event Occurred Date

Use this rule to set the occurred date of the resulting life event to the earliest occurred date of the evaluated life events.

In the previous example, if you used this rule, the process sets the occurred date of the New Hire event to November 1, 2015.
Latest Life Event Occurred Date
The collapsing process sets the occurred date of the resulting life event to the latest occurred date of the evaluated life events.

In the previous example, if you used this rule, the process sets the occurred date of the New Hire event to November 3, 2015.

Earliest Life Event Date or Resulting Event Date
If the resulting event is among the collapsing events in the rule, the collapsing process uses the same event date as the occurred date. Otherwise, the process sets the resulting event occurred date to the earliest date of the evaluated events.

Example:
1. Grade Change life event occurred on November 1, 2015
2. Address Change life event occurred on November 3, 2015
3. The Collapsing Life Events process collapses these events to a resulting life event according to the collapsing rule logic that you defined.

This table shows how the rule sets the occurred date depending on the resulting life event.

<table>
<thead>
<tr>
<th>Resulting Life Event</th>
<th>Occurred Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Change</td>
<td>November 3, 2015</td>
</tr>
<tr>
<td></td>
<td>The Address Change event, which is the resulting event, is one of the events that you selected in the collapsing rule. Therefore the occurred date of that event applies.</td>
</tr>
<tr>
<td>Location Change (new life event)</td>
<td>November 1, 2015</td>
</tr>
<tr>
<td></td>
<td>The Location Change event is not in the collapsing rule event list. Therefore, the occurred date of the earliest event, which is the Grade Change event in this case, applies.</td>
</tr>
</tbody>
</table>

Latest Life Event Date or Resulting Event Date
If the resulting event is among the collapsing events in the rule, the collapsing process uses the same event date as the occurred date. Otherwise, the process sets the resulting event occurred date to the latest date of the evaluated events.

In the previous example, if you used this rule, the following table shows the occurred date depending on the resulting event.

<table>
<thead>
<tr>
<th>Resulting Life Event</th>
<th>Occurred Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Change</td>
<td>November 3, 2015</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Location Change (new life event)</td>
<td>November 3, 2015</td>
</tr>
</tbody>
</table>
Formula

If you want to consider other employment information to determine the event occurred date, create a formula using the Life Event Occurred Date formula type.

For example, create a formula if you want to determine the life event occurred date depending on the location of the worker.

Proximity Days

In a collapsing rule, you specify the number of days within which, if the selected events occur, the process must apply the collapsing rule. There is no limit to the number of days that you can specify for the tolerance.

You set proximity day values to collapsing rules using the Collapsing Rules tab of the Manage Life Events task in the Plan Configuration work area.

Examples of Proximity Days Usage

Example 1: If the Rehire event and the Transfer event occur within five days apart, you want the events to collapse to an appropriate event. In this example, you enter 5 in the Proximity Days field.

Example 2: If the Marriage event and Gain Dependent event occur on the same day, you want to collapse the events to an appropriate event. In this example, you enter 0 in the Proximity Days field.

Collapsing Life Event Rules Formula Types

Use formulas in collapsing life event rules if you want to define rules other than the predefined ones on the Create Collapsing Rule page. This topic lists the contexts, database items, inputs, and outputs for these formulas.

The following table shows which collapsing rule aspects on the Create Collapsing Rule page enable use of formulas:

<table>
<thead>
<tr>
<th>Collapsing Rule Aspect</th>
<th>Formula Type to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Configuration Approach</td>
<td>Collapse Configuration</td>
</tr>
<tr>
<td>Life Event Occurred Date</td>
<td>Life Event Occurred Date</td>
</tr>
<tr>
<td>Handling of Losing Events</td>
<td>Handling of Non-Winning Events</td>
</tr>
</tbody>
</table>

Contexts

The following contexts are available to all the formula types:

- LC_DATE_FROM: Date from when database items are available
- LC_DATE_TO: Date until when database items are available
- BUSINESS_GROUP_ID
Database Items
Columns from BEN_PTNL_LER_FOR_PER and BEN_LER_F are available to all the formula types. These columns are related to the person's potential life events.

Input Variables
You don't need to define any input variables for any of the formula types.

Return Values
The following table describes the return variables that are available for each formula type:

<table>
<thead>
<tr>
<th>Formula Type</th>
<th>Return Variables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collapse Configuration</td>
<td>• WINNING_LER_ID: Winning life event.</td>
</tr>
<tr>
<td></td>
<td>• VOID_PTNL_ID1: Losing life event. For multiple losing life events, use another</td>
</tr>
<tr>
<td></td>
<td>variable of the same name, but with a different ID value. Example: VOID_PTNL_ID2,</td>
</tr>
<tr>
<td></td>
<td>VOID_PTNL_ID3.</td>
</tr>
<tr>
<td>Life Event Occurred Date</td>
<td>LIFE_EVENT_OCCURRED_DATE: Occurred date of the winning life event.</td>
</tr>
<tr>
<td>Handling of Non-Winning Events</td>
<td>ACTION_TO_TAKE: Contains one of these values:</td>
</tr>
<tr>
<td></td>
<td>• VOID</td>
</tr>
<tr>
<td></td>
<td>• DELETE</td>
</tr>
</tbody>
</table>

Sample Formula
This sample formula collapses the Marriage event and Address Change event to a new Location Change event if the events occur 10 days apart. The sample formula applies the collapsing logic only to workers in California.

```
DEFAULT_DATA_VALUE for BEN_PPL_LER_NAME_TN is 'Default'
DEFAULT_DATA_VALUE for BEN_PPL_PTNL_LER_FOR_PER_ID_NN is 0
DEFAULT_DATA_VALUE for BEN_PPL_LER_ID_NN is 0
DEFAULT for PER_ASG_ADD_COUNTRY is 'U'
DEFAULT for PER_ASG_ADD_REGION2 IS 'C'

i=1
WINNING_LER_ID = 0
VOID_PTNL_ID1 = 0
VOID_PTNL_ID2 = 0
L_PER_PER_ADD_COUNTRY = PER_ASG_ADD_COUNTRY
L_PER_PER_ADD_REGION2 = PER_ASG_ADD_REGION2
if(L_PER_PER_ADD_COUNTRY = 'US' AND L_PER_PER_ADD_REGION2='CA') then (  
  WHILE BEN_PPL_LER_NAME_TN.exists(i) loop (   
    if(BEN_PPL_LER_NAME_TN[i] = 'Marriage') then ( 
      VOID_PTNL_ID1 = BEN_PPL_PTNL_LER_FOR_PER_ID_NN[i] 
    )   
    if(BEN_PPL_LER_NAME_TN[i] = 'Address Change') then ( 
      VOID_PTNL_ID2 = BEN_PPL_PTNL_LER_FOR_PER_ID_NN[i]  
    )  
  )
)```
This sample formula checks if the occurred date for a life event is later than January 1, 1999. If the condition is true, then the formula returns that date as the life event occurred date to assign to the winning event.

```
DEFAULT_DATA_VALUE for BEN_PPL_LER_NAME_TN is 'My-Default'
DEFAULT_DATA_VALUE for BEN_PPL_PF_EVT_OCRD_DT_DN is '1999/01/01 12:00:00' (date)
i=1
LIFE_EVENT_OCCURRED_DATE = to_date('1999-01-01', 'yyyy-mm-dd')
while BEN_PPL_LER_NAME_TN.exists(i) loop
    if(BEN_PPL_PF_EVT_OCRD_DT_DN[i] > LIFE_EVENT_OCCURRED_DATE) then
        LIFE_EVENT_OCCURRED_DATE = BEN_PPL_PF_EVT_OCRD_DT_DN[i]
        i=i+1
    end if
end loop
return LIFE_EVENT_OCCURRED_DATE
```

This sample formula returns the value that was assigned to the ACTION_TO_TAKE variable for handling losing events.

```
ACTION_TO_TAKE = 'VOID'
return ACTION_TO_TAKE
```

### Example of Using Formulas to Collapse Life Events

The example in this topic shows collapsing life event rules that use formulas to collapse life events.

In the Plan Configuration work area, you create:

- Formulas using the Manage Fast Formulas task
- Collapsing rules using the Collapsing Rules tab of the Manage Life Events task

### Using Formulas to Create Collapsing Rules

If a Marriage event and Address Change event occur within 10 days apart, you want to collapse the events to a new Location Change event. The rule must apply only to workers in California. For workers located in the rest of the United States, these events can occur within a space of 30 days.

To achieve this scenario:

1. Create two formulas of the Collapsing Rule formula type using the Manage Fast Formulas task:
   - The first formula should contain the logic to collapse the Marriage and Address Change events to the Location Change event. The events should collapse only if the employee is located in California, as shown in the following formula text:

```
DEFAULT_DATA_VALUE for BEN_PPL_LER_NAME_TN is 'Default'
DEFAULT_DATA_VALUE for BEN_PPL_PFNL_LER_FOR_PER_ID_NN is 0
```
DEFAULT_DATA_VALUE for BEN_PPL_LER_ID_NN is 0
DEFAULT for PER_ASG_ADD_COUNTRY is 'U'
DEFAULT for PER_ASG_ADD_REGION2 IS 'C'

i=1
WINNING_LER_ID = 0
VOID_PTNL_ID1 = 0
VOID_PTNL_ID2 = 0
L_PER_PER_ADD_COUNTRY = PER_ASG_ADD_COUNTRY
L_PER_PER_ADD_REGION2 = PER_ASG_ADD_REGION2

if(L_PER_PER_ADD_COUNTRY = 'US' AND L_PER_PER_ADD_REGION2='CA') then ( WHILE BEN_PPL_LER_NAME_TN.exists(i) loop (
if(BEN_PPL_LER_NAME_TN[i] = 'Marriage') then ( VOID_PTNL_ID1 = BEN_PPL_PTNL_LER_FOR_PER_ID_NN[i] )
if(BEN_PPL_LER_NAME_TN[i] = 'Address Change') then ( VOID_PTNL_ID2 = BEN_PPL_PTNL_LER_FOR_PER_ID_NN[i] )
i=i+1 )
if(VOID_PTNL_ID1 != 0 AND VOID_PTNL_ID2 != 0) then ( WINNING_LER_ID = 316
return WINNING_LER_ID,VOID_PTNL_ID1,VOID_PTNL_ID2 )
return VOID_PTNL_ID1,VOID_PTNL_ID2

Note: In the formula text, 316 is the ID of the Location Change life event. Replace the ID with an appropriate one that applies for your implementation.

The second formula should contain the logic to collapse the events if the worker is located anywhere in the US:

DEFAULT_DATA_VALUE for BEN_PPL_LER_NAME_TN is 'Default'
DEFAULT_DATA_VALUE for BEN_PPL_PTNL_LER_FOR_PER_ID_NN is 0
DEFAULT_DATA_VALUE for BEN_PPL_LER_ID_NN is 0
DEFAULT for PER_ASG_ADD_COUNTRY is 'U'
DEFAULT for PER_ASG_ADD_REGION2 IS 'C'
i=1

WINNING_LER_ID = 0
VOID_PTNL_ID1 = 0
VOID_PTNL_ID2 = 0
L_PER_PER_ADD_COUNTRY = PER_ASG_ADD_COUNTRY
L_PER_PER_ADD_REGION2 = PER_ASG_ADD_REGION2

WHILE BEN_PPL_LER_NAME_TN.exists(i) loop ( if(BEN_PPL_LER_NAME_TN[i] = 'Marriage') then ( VOID_PTNL_ID1 = BEN_PPL_PTNL_LER_FOR_PER_ID_NN[i] )
if(BEN_PPL_LER_NAME_TN[i] = 'Address Change') then ( VOID_PTNL_ID2 = BEN_PPL_PTNL_LER_FOR_PER_ID_NN[i] )
i=i+1 )
if(VOID_PTNL_ID1 != 0 AND VOID_PTNL_ID2 != 0) then ( WINNING_LER_ID = 316
return WINNING_LER_ID,VOID_PTNL_ID1,VOID_PTNL_ID2 )

Note: In the formula text, 316 is the ID of the Location Change life event. Replace the ID with an appropriate one that applies for your implementation.
2. Create two collapsing rules using the Create Collapsing Rule page:

- Assign a lower sequence number to the first collapsing rule and associate with it the formula that collapses events for workers located in California. The following table shows the configuration:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sequence</td>
<td>1</td>
</tr>
<tr>
<td>Configuration approach</td>
<td>Use formula for rule logic</td>
</tr>
<tr>
<td>Proximity days</td>
<td>10</td>
</tr>
<tr>
<td>Collapsing Formula</td>
<td>California Workers Collapsing Rule</td>
</tr>
<tr>
<td>Life Event Occurred Date</td>
<td>Effective date of the batch process run</td>
</tr>
</tbody>
</table>

- Assign a higher sequence number to the second collapsing rule. Associate with this rule the formula that collapses events for workers located in the rest of the US. The following table shows the configuration:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sequence</td>
<td>2</td>
</tr>
<tr>
<td>Configuration approach</td>
<td>Use formula for rule logic</td>
</tr>
<tr>
<td>Proximity days</td>
<td>30</td>
</tr>
<tr>
<td>Collapsing Formula</td>
<td>Rest of US Workers Collapsing Rule</td>
</tr>
<tr>
<td>Life Event Occurred Date</td>
<td>Effective date of the batch process run</td>
</tr>
</tbody>
</table>

You assign a lower sequence number to the rule that processes the California workers because you want the process to evaluate that rule first. The California workers rule is more restrictive than the rule that processes workers who reside elsewhere in the US. It is good practice to assign a higher sequence number to more restrictive rules for faster process performance.

How Participation Processing Evaluates Collapsing Rules and Timeliness Rules

If you configured life events with a timeliness rule, participation evaluation processing evaluates the timeliness rule before the collapsing rule. This topic uses a sample configuration of a collapsing rule and a timeliness rule to explain how the participation evaluation process evaluates such events.
Collapsing Rule Events and Timeliness Evaluation Rule Event

You configured the following:

- Collapsing rule that collapses the Transfer and Location Change events to a resultant Location Change event if they occur within five days apart. You configured the occurred date of the resultant event to the date of the earliest life event
- Timeliness evaluation rule for the Marriage event. You want to set the event status to Manual if it occurs outside 90 days from the process run date

The following table uses different scenarios to show how participation evaluation processing evaluates life events.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Events</th>
</tr>
</thead>
</table>
| Life event that was configured with a timeliness rule occurs before the collapsing rule life event combination | 1. A benefits administrator enters a Marriage event on May 1, 2015. The life event originally occurred on January 1, 2015.  
2. The Transfer event occurs on January 10, 2015.  
3. The Location Change event occurs on January 12, 2015.  
4. The participation evaluation process runs on May 5, 2015. The process does not evaluate the Marriage event or collapse any events. This is because:  
  o The Marriage event has occurred before the Transfer and Location Change events.  
  o The process doesn’t evaluate other events that occur later than the Marriage event until you decide what action to take for that event. |
| Life event that was configured with a timeliness rule occurs after the collapsing rule life event combination | 1. The Transfer event occurs on January 1, 2015.  
2. The Location Change event occurs on January 3, 2015.  
3. A benefits administrator enters a Marriage event on May 1, 2015. The life event originally occurred on January 10, 2015.  
4. The participation evaluation process runs on May 5, 2015. The process:  
  o Sets the status of the Marriage event to Manual according to the timeliness rule.  
  o Voids the Transfer event according to the collapsing rule.  
  o Processes the Location Change event. |

Examples of Collapsing Rules Using AND Operator

The example in this topic shows you a sample configuration of a collapsing rule that uses the AND operator. The example also shows how that rule evaluates corresponding potential life events during processing.

You create collapsing rules using the Manage Life Events task in the Plan Configuration work area.

Life Event Combination Using the AND Operator

If the following events occur on the same day, you want to collapse them to the Gain Dependent event.

- Marriage
• Gain Dependent

You provide the following key information to create the collapsing rule on the Create Collapsing Rule page:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selected Life Events</td>
<td>Select these values:</td>
</tr>
<tr>
<td></td>
<td>• Marriage</td>
</tr>
<tr>
<td></td>
<td>• Gain Dependent</td>
</tr>
<tr>
<td>Operator</td>
<td>AND</td>
</tr>
<tr>
<td>Resulting Event Name</td>
<td>Gain Dependent</td>
</tr>
<tr>
<td>Life Event Occurred Date</td>
<td>Earliest Life Event Occurred Date</td>
</tr>
<tr>
<td>Proximity Days</td>
<td>0</td>
</tr>
<tr>
<td>Handling of Losing Events</td>
<td>Void any matching life events</td>
</tr>
</tbody>
</table>

The following table uses different scenarios to show how participation evaluation processing evaluates the collapsing rule.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Process Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Marriage event occurs on August 1, 2015</td>
<td>The process:&lt;br&gt;• Voids the Marriage event&lt;br&gt;• Evaluates the Gain Dependent event and assigns its occurred date to August 1, 2015.</td>
</tr>
<tr>
<td>• Gain Dependent event occurs on August 1, 2015</td>
<td>The collapsing rule doesn’t apply in this scenario as both the events don’t occur on the same day.</td>
</tr>
<tr>
<td>• Marriage event occurs on August 1, 2015&lt;br&gt;• Gain Dependent event occurs on August 5, 2015</td>
<td>The process evaluates the Marriage event.&lt;br&gt;The Gain Dependent event continues to be in Detected status.</td>
</tr>
<tr>
<td>• Marriage event occurs on August 1&lt;br&gt;• Gain Dependent event doesn’t occur</td>
<td>The collapsing rule doesn’t apply in this scenario as one of the events doesn’t occur.&lt;br&gt;The process evaluates the Marriage event.</td>
</tr>
</tbody>
</table>
Examples of Collapsing Rules Using OR Operator

The example in this topic shows you a sample configuration of a collapsing rule that uses the OR operator. The example also shows how that rule evaluates corresponding potential life events during processing.

You create collapsing rules using the Manage Life Events task in the Plan Configuration work area.

Life Event Combination Using the OR Operator

Consider this scenario:

- When an HR specialist enters information for a newly hired employee, multiple life events might occur, such as New Hire, Marriage, and Gain Dependent.
- If these events occur within 10 days apart, you want to collapse the events to the New Hire event and void the other events.
- You want to use the earliest life event date as the occurred date of the resulting event.

You provide the following key information to create the collapsing rule on the Create Collapsing Rule page:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selected Life Events</td>
<td>Select these values:</td>
</tr>
<tr>
<td></td>
<td>• New Hire</td>
</tr>
<tr>
<td></td>
<td>• Marriage</td>
</tr>
<tr>
<td></td>
<td>• Gain Dependent</td>
</tr>
<tr>
<td>Operator</td>
<td>OR</td>
</tr>
<tr>
<td>Resulting Event Name</td>
<td>New Hire</td>
</tr>
<tr>
<td>Life Event Occurred Date</td>
<td>Earliest Life Event Occurred Date</td>
</tr>
<tr>
<td>Proximity Days</td>
<td>10</td>
</tr>
<tr>
<td>Handling of Losing Events</td>
<td>Void any matching life events</td>
</tr>
</tbody>
</table>

The following table uses different scenarios to show how participation evaluation processing evaluates the collapsing rule.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Process Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scenario:</td>
<td>The process:</td>
</tr>
<tr>
<td>1. New Hire event occurs on September 13, 2015</td>
<td>1. voids the Marriage event and the Gain Dependent event</td>
</tr>
<tr>
<td></td>
<td>2. Sets the occurred date of the New Hire event to September 13, 2015</td>
</tr>
</tbody>
</table>
### Examples of Collapsing Rules that Process Sequentially

The example in this topic shows a sample configuration of two collapsing rules that process sequentially. The example also shows how these rules evaluate corresponding potential life events during processing.

You create collapsing rules using the Collapsing Rules tab of the Manage Life Events task in the Plan Configuration work area.

### Using the Create Collapsing Rule page to Create Sequential Rules

When a Location Change event occurs, you want to delete other events that might occur on the same day, such as birthdays and employment anniversaries. You don't want to track these events as they don't provide enrollment opportunities according to your plan configuration.

To achieve this scenario:

1. Create three collapsing rules using the AND operator.

---

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Process Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Marriage event occurs on September 16, 2015</td>
<td>3. Processes the New Hire event</td>
</tr>
<tr>
<td>3. Gain Dependent event occurs on September 18, 2015</td>
<td></td>
</tr>
<tr>
<td>4. Participation evaluation process runs on September 19, 2015</td>
<td></td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Scenario:</th>
<th>Process Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. New Hire event occurs on September 13, 2015</td>
<td>1. Sets the occurred date of the New Hire life event to September 13, 2015 2. Processes the New Hire event</td>
</tr>
<tr>
<td>2. Gain Dependent event occurs on September 25, 2015</td>
<td></td>
</tr>
<tr>
<td>3. Marriage Event occurs on September 29, 2015</td>
<td></td>
</tr>
<tr>
<td>4. Participation evaluation process runs on September 30, 2015</td>
<td></td>
</tr>
</tbody>
</table>

The collapsing rule doesn't process the following events because they didn’t occur within 10 proximity days of the earliest event:

- Gain Dependent event
- Marriage event

These events continue to be in the Detected status.

<table>
<thead>
<tr>
<th>Scenario:</th>
<th>Process when run on September 14, 2015:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. New Hire event occurs on September 13, 2015</td>
<td>1. Sets the occurred date of the New Hire life event to September 13, 2015 2. Processes the New Hire event</td>
</tr>
<tr>
<td>2. Participation evaluation process runs on September 14, 2015</td>
<td></td>
</tr>
<tr>
<td>3. Gain Dependent event occurs on September 16, 2015</td>
<td></td>
</tr>
<tr>
<td>4. Marriage event occurs on September 19, 2015</td>
<td></td>
</tr>
<tr>
<td>5. Participation evaluation process runs on September 20, 2015</td>
<td></td>
</tr>
</tbody>
</table>

The process when run on September 20, 2015:

1. Voids the Marriage event and the Gain Dependent event
2. Creates the New Hire event and assigns its occurred date to September 16, 2015
2. Use unique sequence numbers for each rule.
3. Include in each rule the winning event and a losing life event, such as the Birthday event.

The following table shows the configuration of the first rule:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sequence</td>
<td>1</td>
</tr>
<tr>
<td>Selected Life Events</td>
<td>Select these values:</td>
</tr>
<tr>
<td></td>
<td>• Location Change</td>
</tr>
<tr>
<td></td>
<td>• Birthday</td>
</tr>
<tr>
<td>Operator</td>
<td>AND</td>
</tr>
<tr>
<td>Resulting Event Name</td>
<td>Location Change</td>
</tr>
<tr>
<td>Life Event Occurred Date</td>
<td>Earliest Life Event Occurred Date</td>
</tr>
<tr>
<td>Proximity Days</td>
<td>0</td>
</tr>
<tr>
<td>Handling of Losing Events</td>
<td>Delete any matching life events</td>
</tr>
</tbody>
</table>

For the second and third rule, follow the same configuration as the first rule. However, ensure that you enter a different sequence number and losing life event for each rule, as shown in this table:

<table>
<thead>
<tr>
<th>Configuration for Rule 2</th>
<th>Configuration for Rule 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sequence: 2</td>
<td>Sequence: 3</td>
</tr>
<tr>
<td>Select these life events:</td>
<td>Select these life events:</td>
</tr>
<tr>
<td>• Location Change</td>
<td>• Location Change</td>
</tr>
<tr>
<td>• 5 Year Anniversary</td>
<td>• 10 Year Anniversary</td>
</tr>
</tbody>
</table>

The following table uses different scenarios to show how participation evaluation processing evaluates the collapsing rule.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Process Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consider this scenario:</td>
<td>The process:</td>
</tr>
<tr>
<td>1. Location Change event occurs on August 1, 2015</td>
<td>1. Applies the first rule, which voids the Birthday event and collapses to the resulting Location Change event</td>
</tr>
<tr>
<td>2. Birthday event occurs on the same day</td>
<td>2. Applies the second rule, which voids the 5-Year Anniversary event and collapses to the resulting Location Change event</td>
</tr>
<tr>
<td>3. 5-Year Anniversary event occurs on the same day</td>
<td>3. Doesn’t consider the third rule as the 10-Year Anniversary event doesn’t occur</td>
</tr>
<tr>
<td></td>
<td>4. Processes the Location Change event</td>
</tr>
</tbody>
</table>
### Scenario | Process Action
--- | ---
Consider this scenario: | The process:

1. Location Change event occurs on August 1, 2015
2. 10-Year Anniversary event occurs on the same day

1. Doesn’t consider the first collapsing rule in the sequence as the Birthday event doesn’t occur
2. Doesn’t consider the second collapsing rule as the anniversary event doesn’t occur.
3. Applies the third rule, which voids the 10-Year Anniversary event and collapses to the resulting Location Change event.
4. Processes the Location Change event.
8 Benefits Hierarchy

Overview of Objects in a Benefits Hierarchy

You assemble benefit programs, plan types, plans, and options to create benefit offerings.

**Program**
A package of related benefits. The program level is the top level in its benefits object hierarchy and sets general boundaries that all descendant objects inherit.

**Plan Type**
A category, such as medical or dental insurance, that you use to group and maintain related benefit plans. The plan type level is subordinate to the program level in the benefits object hierarchy unless the plan type isn't associated with a program. Unassociated plan types form the top level of the hierarchy.

**Plan**
A specific offering within a plan type that is associated with a program. The plan level is subordinate to the plan type level in the benefits object hierarchy.
Plan Not In Program
A specific offering within a plan type that isn’t associated with a program. The plan level is subordinate to the plan type level, which is the top level of this benefits object hierarchy.

Option
An electable choice within a plan or plan type, such as coverage for an employee or employee plus spouse. You can associate an option with one or more plans and plan types. The option level is the lowest level in the benefits object hierarchy.

Best Practices for Designing Benefits Hierarchies
Use one or more benefit object hierarchies to organize your benefits offerings and take advantage of inheritance for easier setup and maintenance. Hierarchies contain from two to four levels.

While determining trade-offs such as processing time versus ongoing maintenance effort, consider whether to control characteristics, such as eligibility requirements, costs, and coverage limits, at a:

- General level
- Detailed level
- Combination of general and detailed levels

Descendant objects inherit higher-level characteristics unless you override the characteristics with more specific rules at a lower level in the hierarchy.

The icons shown in the following two figures also appear next to benefits objects on various benefits pages. The icons identify the benefits object function: program, plan type, plan, or option.
Full, Four-Level Benefits Object Hierarchy

This figure shows a benefits object hierarchy for a health insurance benefits offering that is populated at all four available levels: program, plan type, plan, and option.

The health insurance program comprises two plan types: medical and dental. Each plan type comprises two unique plans. The fourth level comprises enrollment options, which you can reuse. For example:

- Both of the medical plans include the Employee Plus Spouse option.
- All of the medical and dental plans include the Employee option.

At the fourth level are options to enroll the employee plus family, employee plus spouse, or employee only. Once defined, options can be reused. For example, the Employee Plus Spouse option:

- Is associated with both the health maintenance organization and the preferred provider organization medical plans
- Isn’t associated with either dental plan
The Employee option is associated with all plans in this hierarchy.

Benefits Object Hierarchy with Plan Type as Top Level
This figure shows a benefits object hierarchy with either two or three levels.

When you identify a benefits offering, such a savings plan, as a plan not in program, the plan type comprises the top level of the hierarchy. When plans and plans not in program do not include options, the plan or plan not in program comprises the lowest level of the hierarchy.

Plan in Program Vs. Not in Program
When you define a benefits plan in the Plan Configuration work area, you don’t have to place it in a program. However, there are advantages to associating a plan with a program.

Plans in Program
In general, associate a plan with a program when:

- Participants typically enroll in the plan at the same time that they enroll in other plans in the program.
- Participation eligibility requirements defined for the program also apply to the plan.
Plans Not in Program

Plans not in a program enable participants to enroll and disenroll multiple times throughout the year.

Example: A retirement savings plan not in program that allows unlimited, unrestricted enrollment changes

In general, do not associate a plan with a program when:

- Participants typically enroll in the plan at a different time than other plans in the program.
- Participation eligibility requirements defined for the program differ substantially from those defined for the plan.
- Benefits that the plan provides differ substantially from the benefits provided by other plans in the program.

Objects to Configure Before Creating a Benefits Hierarchy

You typically set up several prerequisite or optional components that you add or associate with plans or programs during implementation and maintenance. You can create these components or edit existing components at any time in the Setup and Maintenance and Plan Configuration work areas.
This figure shows a typical component setup sequence and component relationships in the plan or program configuration.

Because you use some components while defining other components, set up preliminary components first as illustrated in this list:

1. Enrollment action items
2. Derived factors
3. Life events
4. Eligibility profiles
5. Variable rate profiles and variable coverage profiles
6. Standard rates and coverages
7. Variable rates and coverages

**Enrollment Action Items**

Use the Configure Enrollment Action Items task to edit the text for any of the nineteen delivered enrollment action items, as required. You can’t create additional enrollment action items.
Configure enrollment action items when you define program and plan certification and designation requirements using these tasks:

- Manage Benefit Program Details
- Manage Benefit Plan Details

Derived Factors
You can use:

- Any of the available derived factors as decision criteria in participant eligibility profiles
- The Age derived factor in dependent eligibility profiles

Create and edit derived factors using the Manage Derived Factors task.

Life Events
Use the Manage Benefit Life Events task to define life events that you can use for multiple purposes, as identified and described in the following table.

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment requirements</td>
<td>You can link qualifying life event definitions to the enrollment requirements for a benefits object. Subsequent occurrence of a life event causes participation evaluation processing to consider the person’s eligibility for that object.</td>
</tr>
<tr>
<td>Enrollment coverage</td>
<td>You can vary the amount of coverage available for a plan based on a life event. Define the standard coverage amount for the plan or option in plan and the coverage level available for those participants who experience the life event. You can also restrict coverage level changes for enrolled participants.</td>
</tr>
</tbody>
</table>

💡 Tip: You can set up life events based on derived factors.

Eligibility Profiles
Administer policies regarding who can participate in benefits offerings by attaching participant and dependent eligibility profiles at the appropriate level of the benefits object hierarchy. Create and edit eligibility profiles using the Manage Eligibility Profiles task.

- You must associate one eligibility profile with each variable rate profile and variable coverage profile.
- You can associate multiple eligibility profiles with most objects.

You can associate dependent eligibility profiles with only plan types and plans in program. You can associate only one eligibility profile with each variable rate profile and variable coverage profile.
Variable Rate Profiles and Variable Coverage Profiles

You can associate one or more variable rate profiles and variable coverage profiles with standard rates and coverage, respectively. Use the tasks described in the following table.

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Benefit Plan Coverage</td>
<td>Create and edit variable coverage profiles and associate them with standard coverage.</td>
</tr>
<tr>
<td>Manage Benefit Rates</td>
<td>Create and edit variable rate profiles and associate them with standard rates.</td>
</tr>
</tbody>
</table>

Standard Rates and Coverage

You attach standard rates to a benefits object to specify the monetary contributions and distributions that the employee and employer make.

- When a participant enrolls in a plan, participation evaluation processing enters the calculated result on a payroll element for the employee.
- Informational rates, which you typically use for additional reporting, do not use payroll elements.

Create and edit:

- Standard rates using the Manage Benefit Rates task
- Coverage using the Manage Benefit Plan Coverage task

Variable Rates and Coverage

Associate variable:

- Rate profiles with standard rates to create variable rates
- Coverage profiles with standard coverage to create variable coverage

Related Topics

- Derived Factors
- Examples of Eligibility Profiles
- Overview of Benefits Life Events
- Variable Rates Options

Best Practices for Setting Up Eligibility in a Benefits Hierarchy

Setup effort and operating performance vary depending on where you define eligibility requirements within the benefits object hierarchy. This example illustrates best practices.
You can use the eligibility pages in the Setup and Maintenance and Plan Configuration work areas to define eligibility requirements at:

- Three levels when configuring programs: program, plan type in program, and plan in program
- Two levels when configuring plans: plan not in program and option in plan

The following figure shows the eligibility determination hierarchy with components organized from top to bottom, general to detail.

When evaluating eligibility requirements, detail-level requirements augment general-level requirements, rather than overriding them. Therefore, you associate successively restrictive requirements as you move down the hierarchy.
Wellness Program Example Scenario

Your organization is creating a wellness program that is for current and retired employees only. The program hierarchy includes the following configuration:

- Two plan types: medical and recreational.
- Two plans within the recreational plan type:
  - A headquarters plan that provides access to an on-campus recreation facility.
  - A field plan that includes options for three national franchises. One franchise restricts membership to the female workers.

You want to set up eligibility to achieve the following results:

- Only retired and current workers can participate in the Wellness program.
- All retired and current workers who live near headquarters can use the on-campus fitness facilities.
- All retired workers and any current workers who don’t live near headquarters can join off-campus fitness facilities.
- Only retired and current female workers who don’t live near headquarters can join Fitness Franchise C.

Eligibility Requirement Setup

You create the Wellness benefit offering and attach eligibility for the program, plans, and options based on the following criteria:

- Employment status
- Location
- Gender
The following figure shows the resulting eligibility determination hierarchy for your Wellness benefit offering.

The following table identifies the specific eligibility requirements at each level in the hierarchy.

<table>
<thead>
<tr>
<th>Level</th>
<th>Eligibility Profile Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Employment status that includes only current and retired workers for the Wellness program</td>
</tr>
<tr>
<td>Plan type in program</td>
<td>None for either plan type, Medical or Recreational</td>
</tr>
<tr>
<td>Plan in program</td>
<td>• None for the HMO and PPO medical plans</td>
</tr>
<tr>
<td></td>
<td>• Location that includes persons living near headquarters for the Headquarters recreational plan</td>
</tr>
<tr>
<td></td>
<td>• Location that excludes current workers living near headquarters for the Field recreational plan</td>
</tr>
</tbody>
</table>
Level | Eligibility Profile Criteria
--- | ---
Applying the location filter any higher in the hierarchy causes the criteria to affect medical plan participants, which you don’t want.

Option in plan
- None for the Fitness Franchise A and Fitness Franchise B options
- Gender that includes only females for the Fitness Franchise C option

Positioning the gender filter at this level ensures that it affects only the Fitness Franchise C.

Analysis

This strategy reduces processing time because the eligible population for consideration diminishes as eligibility evaluation proceeds down the hierarchy. While you can attach an eligibility profile to each individual plan or option, that approach is much less efficient in terms of setup and performance.

Resulting Eligibility

John is a retired worker who still lives near headquarters who meets the criteria described in the following table.

<table>
<thead>
<tr>
<th>Level</th>
<th>Criteria</th>
<th>Resulting Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Employment status</td>
<td>John can participate in the Wellness program.</td>
</tr>
<tr>
<td>Plan in program</td>
<td>Location on the Headquarters plan</td>
<td>John can use the on-campus fitness facility.</td>
</tr>
<tr>
<td>Plan in program</td>
<td>Location on the Field plan</td>
<td>John can join a national fitness franchise</td>
</tr>
</tbody>
</table>

John doesn’t meet the option in plan level gender criteria, so he can’t join Fitness Franchise C.

Related Topics
- Eligibility Profiles
- Create a Participant Eligibility Profile
Best Practices for Setting Up Enrollment Criteria in a Benefits Hierarchy

Setup effort and operating performance vary depending on where you define enrollment requirements within the benefits object hierarchy. This example illustrates best practices. Use the enrollment step in the Plan Configuration guided process and decide at which levels you want to define the enrollment requirements.

- Three levels when configuring programs: program, plan type in program, and plan in program
- Two levels when configuring plans: plan not in program and option in plan

Use the General, Scheduled, and Life Events tabs to configure enrollment at any of the available program and plan hierarchy levels. You can associate enrollment requirements with one or more explicit life events.

The following figure shows the enrollment determination hierarchies with components organized from top to bottom, general to detail.

When evaluating enrollment configuration, requirements at lower levels in the hierarchy override higher-level requirements. If a plan or option has specific requirements that are not common to the levels above it, then it is appropriate to configure enrollment at that lower level. Further, life event enrollment configuration overrides corresponding general plan or program enrollment configuration. For example, life event requirements for option in plan override general enrollment requirements for option in plan.
Wellness Program Example Scenario

Your organization is creating a wellness program that is for current and retired employees only.

The program hierarchy includes:

- Two plan types: medical and recreational.
- Two plans within the medical plan type: HMO and PPO
- Three options for both medical plans: Employee Only, Employee Plus Spouse, and Employee Plus Family

You want to set up enrollment to achieve the following results:

- Enable all eligible persons to make benefit elections within this program during a specific annual period.
- Enable participants to review and revise elections when they add a child or spouse to their families.

Enrollment Setup

You create the Wellness benefit offering and attach life events at the highest hierarchy level for open enrollment and explicit life event enrollment.
The following figure shows the resulting enrollment determination hierarchy for your Wellness benefit offering.

The following table identifies the enrollment requirements that you configure at each level in the hierarchy.

<table>
<thead>
<tr>
<th>Level</th>
<th>Enrollment Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Attach the Scheduled Open event and configure the November enrollment period for the Wellness program</td>
</tr>
<tr>
<td>Plan type in program</td>
<td>Attach the Add a Child life event and Marriage life event to the Medical plan type and configure the enrollment period and other settings for each event. This configuration provides medical plan enrollment opportunity at any time during the year for Wellness program participants who add a child or spouse to the family. None for the recreational plan type</td>
</tr>
<tr>
<td>Plan in program</td>
<td>None for any of the plans. Enrollment requirements for the Medical plan type cascade down to the plans under that plan type.</td>
</tr>
<tr>
<td>Option in plan</td>
<td>None for any of the options. Enrollment requirements for the Medical plan type cascade down to the options in plans under that plan type.</td>
</tr>
</tbody>
</table>
Analysis

This strategy reduces maintenance and processing time because of the following factors:

- Program level criteria controls enrollment for all persons
- Life event in plan level criteria provides an exception for a specific life event

Resulting Enrollment

Jane is a current worker participating in the Employee Plus Spouse option of the PPO medical plan.

When Jane adopts a child into her family during June:

- She can immediately review her current PPO plan elections and switch to the Employee Plus Family option.
- She cannot change her elections within the recreational plan type.

FAQs for Benefits Hierarchy

How can I view current program configuration?

In the Plan Configuration work area:

1. Use the Manage Benefit Program Details task to search for the program.
2. In the Search Results table row containing the program, click the **Hierarchy** button or the **Summary** button to view the corresponding page.
9 Program and Plan Creation and Validation

Create and Validate Your Benefits Hierarchy

The most efficient way to create benefit offerings is to create benefits plan types and options first, then plans, and finally programs. After configuring a program or plan, generate a validation report to diagnose common mistakes during setup. You can also use the report to verify integrity after setup completion and before manual testing.

Benefits Object Creation Sequence

The following figure illustrates the most efficient sequence for creating benefits objects given how certain benefits objects reference other benefits objects. You can create benefits objects, as required.

In the Plan Configuration work area:

1. Create one or more plan types using the Manage Plan Types task.
2. Create one or more options using the Manage Benefit Options task.
   
   You can optionally associate one or more existing plan types when you define the option. This association restricts the availability of the option to plans that belong to the specified plan types.
3. Create plans using any of the methods provided by the Manage Benefit Plan Details task.
When defining benefit plan details, you must associate the plan with one existing plan type and can associate it with existing options.

4. Create programs using any of the methods provided by the Manage Benefit Program Details task.
   When defining program details, you can associate existing plan types and plans with the program.

If you create plans and programs using the Quick Create features, as part of those tasks, you can create and immediately associate:

- Plan types and options with plans
- Plan types, plans, and options with programs

### Program and Plan Validation

In the Plan Configuration work area:

1. In the Tasks panel drawer, click either Manage Benefit Program Details or Manage Benefit Plan Details.
2. In the search results row for the program or plan not in program that you want to validate, click Validate.
   The Validate button isn’t present for plans that are in program.
3. Make the required selections.
   - On the Program Hierarchy page, select a plan and option.
   - On the Plan Hierarchy page, select an option.
   If the plan not in program doesn’t have associated options, the list is empty.
4. Click Validate.

The generated Validation Results page displays the output of the validation process.

**Related Topics**

- Best Practices for Designing Benefits Hierarchies
- Ways to Enforce Benefits Restrictions

### Ways to Create Plans

Create benefits plans with one of the following methods, which are available in the Plan Configuration work area using the Manage Benefit Plan Details task.

- Complete the Quick Create Plan page.
- Prepare and upload an integrated Microsoft Excel workbook.
- Complete the plan configuration process.
  This method is the only one that enables you to edit plan configurations.
- Complete the Create Plan page accessed from the Quick Create Program page.
  Use the Manage Benefit Program Details task to open the Quick Create Program page.

After creating a plan not in program, you can validate the completeness of the plan and options configuration.
Quick Create Plan
The Quick Create Plan page is useful when you want to set up the essential framework of a benefit plan configuration quickly.

You can associate or create and immediately associate the following in one place:

- One plan type
- Multiple options
- Rates that use the flat amount calculation method

You can quickly configure essential characteristics for a plan, in or not in program. Quick Create automatically sets several plan characteristics to commonly used values.

You can't use this method to edit any existing object.

Integrated Microsoft Excel Workbook
Use the integrated workbook method when you want to create one or more benefit plans quickly. You can't use this method to edit an existing benefit plan.

1. Enter basic plan details using the workbook.
2. Save the file locally to share the plan designs with others.
3. Upload the finalized plans to the application database.
4. Edit and add configuration details using the Plan Configuration work area tasks.

Plan Configuration Process
The plan configuration process provides the complete set of benefit plan characteristics, and therefore the greatest flexibility for setting up and maintaining plans. This method is the only way to edit an existing plan. Use it to edit plans created by any method.

If you are midway through the process and discover that you didn't completely set up an object that you require for your plan configuration, you must:

1. Leave this process.
2. Go to the relevant task for setting up the missing object.
3. Complete that auxiliary setup.
4. Return to this process and complete the plan configuration.

Create Plan Page Accessed from the Quick Create Program Page
While setting up the essential framework of a program configuration using the Quick Create Program page, use this method to create a plan in program.

1. Click Create Plan to open the Create Plan Basic Details dialog box.
2. Specify the essential characteristics of a plan in program, including associate the new plan with an existing plan type and multiple existing options.
3. Return to the Quick Create Program page and immediately associate the new plan with the program.

Validation of Plans Not in Program
The validation process identifies errors early in the setup process and enables you to resolve quickly any issues that might occur. Validate plans in program as part of your program validation.

1. In the Plans tab Search Results section, select a plan not in program
2. Click **Validate**.
3. On the Plan Hierarchy page, select an option.
4. Click **Validate**.

You can hover over those fields with icons to view a description of the status.

**Related Topics**
- Objects to Configure Before Creating a Benefits Hierarchy
- Guidelines for Using Desktop Integrated Excel Workbooks

## Quick Create for Plans

Quick create plan functionality defines essential configuration for benefits plans. You can quickly set up basic details of options with rates within the plan setup, saving significant time.

Consider the following aspects of quick create plan functionality while deciding whether this method is appropriate for configuring a particular benefits plan:

- Advantages of Quick Create Plan
- Automatic plan settings
- About editing saved plans

### Advantages of Quick Create Plan

Click **Quick Create Plan** on the Manage Benefit Plan Details page of the Plan Configuration work area to:

- Set up essential plan configuration.
- Set up temporary plans for:
  - Testing and proof of concepts
  - Confirming understanding of plan configuration requirements
  - Supporting agile development techniques
  - Presales customer demonstrations
- Create and attach objects without exiting to other tasks, as shown in the following table.

<table>
<thead>
<tr>
<th>Object</th>
<th>Outside Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan type</td>
<td>Manage Plan Types</td>
</tr>
<tr>
<td>Options</td>
<td>Manage Plan Options</td>
</tr>
<tr>
<td>Option in plan level employee and employer standard rate flat amount</td>
<td>Manage Benefit Rates</td>
</tr>
<tr>
<td>Option in plan level coverage flat amount</td>
<td>Manage Benefit Plan Coverage</td>
</tr>
</tbody>
</table>
Automatic Plan Settings
The quick create plan configuration includes the following automatic settings.

<table>
<thead>
<tr>
<th>Field</th>
<th>Default Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status (plan)</td>
<td>Pending</td>
</tr>
<tr>
<td>Status (associated options)</td>
<td>Active</td>
</tr>
<tr>
<td>Type (associated rates)</td>
<td>Standard</td>
</tr>
<tr>
<td>Type (associated coverage)</td>
<td>Standard</td>
</tr>
<tr>
<td>Year Periods</td>
<td>Range of two years before and one year after the current year</td>
</tr>
<tr>
<td>Year Period Type</td>
<td>Calendar</td>
</tr>
<tr>
<td>Required (associated eligibility profile)</td>
<td>Not selected</td>
</tr>
<tr>
<td>Enrollment Rule</td>
<td>Current - can keep or choose; new - can choose</td>
</tr>
<tr>
<td>Plan Function</td>
<td>Regular</td>
</tr>
</tbody>
</table>

If Usage is **in program**
Enable unrestricted enrollment is clear

If Usage is **Not in program**
Enable unrestricted enrollment is selected

Enabling unrestricted enrollment sets the following field values automatically.

<table>
<thead>
<tr>
<th>Field</th>
<th>Default Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate Start Date</td>
<td>Event</td>
</tr>
<tr>
<td>Coverage Start Date</td>
<td>Event</td>
</tr>
<tr>
<td>Previous Rate Start Date</td>
<td>One day before event</td>
</tr>
<tr>
<td>Previous Coverage Start Date</td>
<td>One day before event</td>
</tr>
<tr>
<td>Life Event (on Enrollment page)</td>
<td>Unrestricted</td>
</tr>
<tr>
<td>Enrollment Period Start Date</td>
<td>As of Event Date</td>
</tr>
<tr>
<td>Enrollment Period End Date</td>
<td>As of Event Date</td>
</tr>
</tbody>
</table>
The following aren’t set automatically:

- Dependent or beneficiary designation
- Primary care physician designation

About Editing Saved Plans

To edit existing plan configurations, use the Manage Benefit Plan Details configuration guided process. With this process, you can also add definitions that you didn’t or couldn’t specify during the quick create process.

After retrieving a quick create plan, you can:

- Change plan status.
- Add predefined options and change option status.
- Add plan year periods for fiscal years.
- Add or remove standard rates, and add imputed rates and variable rates.
- Add or remove standard coverages, and add variable coverages.
- Add or remove eligibility profiles.
- Configure requirements for:
  - Scheduled and life event enrollment
  - Certifications
  - Dependent and beneficiary designation
  - Primary care physician designation

Ways to Create Programs

Create benefits programs by using one of these methods, which are available on the Manage Programs page:

- Complete the Quick Create Program page.
- Prepare and upload the integrated Microsoft Excel workbook.
- Complete the program configuration guided process. This method is the only way that you can edit plan configurations.

After creating a program, you can validate the completeness of the configuration.

Quick Create Program

The Quick Create Program page is useful when you want to set up the essential framework of a benefit program configuration quickly.
You can associate or create and immediately associate the following in one place:

- Plans in program
- Life events with those plans

You can quickly configure essential characteristics for a program. Several program characteristics are automatically set to commonly used values.

You can’t use this method to edit any existing program.

Integrated Microsoft Excel Workbook

Use the integrated workbook method when you want to create one or more benefit programs quickly. You can’t use this method to edit an existing benefit program.

1. Enter basic program details using the workbook.
2. Save the file locally to share the program designs with others.
3. Upload the finalized programs to the application database.
4. Edit and add program configuration details using the Plan Configuration work area.

Program Configuration Guided Process

The program configuration process provides the complete set of program characteristics, and therefore the greatest flexibility for setting up and maintaining benefits programs. This method is the only way to edit an existing program. Use it to edit programs created by any method.

If you’re midway through the program configuration process and discover that you didn’t completely set up an object required for your program configuration, you must:

1. Leave this process.
2. Open the relevant task for setting up the missing object.
3. Complete that auxiliary setup.
4. Return to this process and complete the program configuration.

Program Configuration Validation

The validation process identifies errors early in the setup process and enables you to resolve quickly any issues that might occur.

1. In the Program tab Search Results section, select the program to validate.
2. Click Validate.
3. On the Program Hierarchy page, select a plan and option.
4. Click Validate to open the Validation Results page, which displays the output of the validation process.

You can hover over those fields with icons to view a description of the status.

Related Topics

- Guidelines for Using Desktop Integrated Excel Workbooks
How You Create Life Events in Quick Create Program

To make new enrollment life events available to associate with the quick create program, click **Create Life Events** in the Enrollment section of the Quick Create Program page. Attach enrollment life events to a program to trigger program enrollment opportunities when those life events occur.

You can:

- Create one user-defined life event at a time.
- Select one or more predefined life event configurations.

Creating User-Defined Life Events

In the User Defined Life Event section of the Create Life Event dialog box:

- Enter the life event name.
- Select the type.

You must use the Manage Benefit Life Events task to either:

- Associate user-defined events to already existing person or related person data changes.
- Create person or related person data changes and link the data changes to the life event.

Selecting Available Life Event Configurations

Each check box in the Available Life Event Configurations section of the Create Life Event dialog box represents a commonly used life event configuration.

Each predefined life event configuration contains:

- Triggering mechanism setup
- Ties to the tables and columns required to automatically generate that life event when corresponding personal or work data changes

You can optionally select one or more of these life events to make them available for attachment to a program.

- Selected life events appear in the enrollment life event available list with the name displayed on the check box label.
- Disabled life events are already activated in this implementation.
- A uniqueness check prevents you from creating life events that rely on an existing set of table and column designations for triggering an event. Each set of life event triggers must be unique across the same implementation.

**Related Topics**

- How You Configure Data Changes for Explicit Life Events
How can I diagnose any issues with delivered data required for benefits plan configuration?

To verify existing predefined data and formula compilation, you can run the Benefits Setup Diagnostic Test if you have access to the Diagnostic Dashboard. On the Setting and Actions menu in the global area, select Run Diagnostic Tests.

Program and Plan Validation Statuses

Validation results provide statuses for a range of setup objects, such as year periods, life events, action items, and rates, in the program or plan not in program hierarchy.

Examples of issues discovered during validation include:

- Programs or plans with no associated plan years
- Programs with no included plans
- Incomplete configuration where required values are missing

Validation results appear in a tabular display, with the following indicators for each setup object and each level in the specified hierarchy path.

<table>
<thead>
<tr>
<th>Description of the Cell Contents</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green with check mark</td>
<td>Required setup exists.</td>
</tr>
<tr>
<td>Green with red x</td>
<td>Required setup doesn’t exist.</td>
</tr>
<tr>
<td>White with green check mark</td>
<td>Optional setup exists.</td>
</tr>
<tr>
<td>White with question mark</td>
<td>Optional setup doesn’t exist.</td>
</tr>
<tr>
<td></td>
<td>No error, informational.</td>
</tr>
<tr>
<td>Plain green</td>
<td>Optional level not configured.</td>
</tr>
<tr>
<td></td>
<td>Setup is required if the level is added.</td>
</tr>
<tr>
<td>Plain white</td>
<td>Optional level not configured.</td>
</tr>
<tr>
<td></td>
<td>Setup would be optional if the level is added.</td>
</tr>
<tr>
<td>Gray</td>
<td>Setup isn’t applicable.</td>
</tr>
</tbody>
</table>
FAQs for Program and Plan Creation

How can I diagnose any issues with a benefit program setup?

After setting up a benefits program, you can:

- Run the Program Information Diagnostic Test if you have access to the Diagnostic Dashboard. On the Setting and Actions menu in the global area, select **Run Diagnostic Tests**.
- Validate the program setup on the Manage Programs page using the **Validate** button.

How can I diagnose any issues with delivered data required for benefits plan configuration?

To verify existing predefined data and formula compilation, you can run the Benefits Setup Diagnostic Test if you have access to the Diagnostic Dashboard. On the Setting and Actions menu in the global area, select **Run Diagnostic Tests**.

How can I create multiple program or plan designs at one time?

In the Plan Configuration work area, on the program or plan Search Results section toolbar:

1. Click **Prepare in Workbook**.
2. Enter basic program or plan details using the integrated workbook.
3. Save the file locally to share the program or plan designs with others.
4. Upload the finalized programs or plans to the application database.

The default characteristics of the programs or plans that you upload from the workbook are the same as those created using the Quick Create program and plan methods.

How can I associate images with offerings in self-service?

The following table lists the locations to upload images for relevant self-service pages.

<table>
<thead>
<tr>
<th>Self-Service Page that Displays Images</th>
<th>Upload Location in Plan Configuration Work Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program selection page</td>
<td>To associate an image with a program, go to the create or edit program pages, Additional Details step, Image section</td>
</tr>
<tr>
<td></td>
<td>To associate an image with a plan not in program, go to the create or edit plan pages, Additional Details step, Image section</td>
</tr>
<tr>
<td>Confirmation page</td>
<td>Create or edit plan type pages, Image section</td>
</tr>
<tr>
<td>View Current and Future Benefits option on the Overview page</td>
<td></td>
</tr>
</tbody>
</table>
If you don’t add images, blank placeholders for images appear on the self-service pages.
10 Program and Plan Basic Details

Guidelines to Select a Benefits Program Type

The program type determines whether you want the program and its offerings to work with a flex credit shell plan. You select the program type when you create a program.

Core
Select this program type if you want to create a program that is independent of a flex credit shell plan.

Flex-Credits Program Type
Select this program type if you want to associate a flex credit shell plan with the program. You can associate with this program only those plans and options that involve flex credits.

Flex-Credits-Plus-Core Program Type
Select this program type if you want to associate a flex credit shell plan with the program. However, you can also associate with this program plans and options that do not involve flex credits.

Waive Plans and Waive Options

You can provide waive plans and options so that your workers can explicitly decline enrollment opportunities for which they are otherwise eligible.

Consider the following aspects:

- Advantages of including waive plans and options in plan configurations
- Waive plan setup and use
- Waive option setup and use
- Waive plan and option configuration considerations

Advantages of Waive Plans and Options

You typically define a waive plan or option to:

- Provide clear choices and avoid misunderstandings.
  - Example: You enroll workers automatically into a basic medical insurance plan unless the workers explicitly opt out of all medical insurance plans.
  - You can quickly address any medical coverage issues arising later because it is clear that the workers explicitly waived enrollment with knowledge of available alternatives.
• Leverage reports for planning purposes.
  ◦ You can use delivered reports to review enrollment results for workers who elect to waive plans and options.
  ◦ Correlate demographic data with waive enrollments to help you discern benefits pricing and coverage issues with current offerings.

Waive Plan Setup and Use

Create a waive plan at the plan type level in the Plan Configuration work area using the Manage Benefit Plan Details task.

Make the selections shown in the following table:

<table>
<thead>
<tr>
<th>Selection</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Waive as the plan function.</td>
<td>Plan Basic Details page</td>
</tr>
<tr>
<td>Select and add the waive plan to the correct plan type.</td>
<td>Plans and Plan Types section of the Program Basic Details page</td>
</tr>
</tbody>
</table>

When an eligible worker elects the waive plan, that worker declines enrollment in all plans associated with that plan type.

Waive Option Setup and Use

Create a waive option at the plan level in the Plan Configuration work area using the Manage Benefit Options task.

Make the selections shown in the following table:

<table>
<thead>
<tr>
<th>Selection</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select the Waive option check box.</td>
<td>Basic Details section</td>
</tr>
<tr>
<td>Select and add the waive option to the plan.</td>
<td>Options section of the Plan Basic Details page</td>
</tr>
</tbody>
</table>

When an eligible worker elects the waive option, that worker declines enrollment in all options within that plan.

Waive Plan and Option Configuration Considerations

If a plan type contains only one active plan, consider attaching a waive option to the plan instead of adding a waive plan to the plan type.

>Note: Do not attach a waive plan or waive option to plan configurations where eligible workers must elect at least:

• One regular option from a group of options
• One regular plan from a group of plans
What's the difference between defined rate frequency and communicated rate frequency?

Defined rate frequency is the time basis of rates used in calculations or stored for other internal use, such as monthly. Communicated rate frequency is the time basis of rates that appear to participants, such as per pay period. When these frequencies are different, the rate communicated to participants differs from the defined rate.

How Defined Rate Frequency Works with Communicated Rate Frequency

The defined rate frequency and communicated rate frequency values establish the time basis for rate amounts that are either used internally or displayed to participants.

- The defined rate frequency determines the time basis of rates used in calculations or stored for other internal use.
- The communicated rate frequency determines the time basis of rates that appear to participants.

Defined rate frequency, communicated rate frequency, and program default currency are program-level attributes. An exception occurs in plan configuration. Setting the plan usage field to Not in program causes the defined rate frequency, communicated rate frequency, and plan default currency fields to appear. In that special case, these attributes are required to be specified as part of the plan-not-in-program configuration. First, configure the defined rate frequency, communicated rate frequency, and currency for benefits programs or plans not in program. Then, you can use the Create Rates page to define named rates for specific objects within those hierarchies.

Defined Rate Frequency

The time basis of costs defined in the Additional Information section of the Create Rates page is always determined by the relevant defined rate frequency.
The following figure shows an example partial benefits offering. The health and welfare program includes the dental plan type. The dental plan type includes the dental preferred provider organization (PPO) plan and the dental health maintenance organization (HMO) plan. The dental PPO plan includes options for covering the employee, employee plus spouse, and so on.

The default program currency for the health and welfare program, is set to **US Dollars**. The defined rate frequency of the health and welfare program is **Monthly**. On the calculation tab of the Create Standard Rates page for the dental PPO plan, employee plus spouse option, the calculation method is set to **Flat amount**. That flat amount value is set to **32.50**.

The rate inherits the currency defined for the programs or plans not in program with which the benefits object is associated. In this example, the currency for the health and welfare program is **US Dollars**. Therefore the defined rate is the flat amount: **32.50 USD monthly**. That defined rate is stored for use in subsequent calculations.

### Communicated Rate Frequency

The communicated rate frequency determines the time basis of costs that appears to participants. The rate communicated to participants differs from the defined rate if the communicated rate frequency is different from the defined rate frequency. For example, the defined rate frequency is monthly, with 12 monthly periods in a year. The communicated rate has the frequency of the participant’s payroll period, such as 26 biweekly periods in a year.

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Calculation</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$(32.50 \text{ US Dollars per month}) \times (12 \text{ months per year}) = 390 \text{ US Dollars per year}$</td>
<td>To convert from the defined rate to the communicated rate, the annual cost is first calculated. This calculation is for the annual cost for employee plus spouse participation in the dental insurance plan.</td>
</tr>
</tbody>
</table>
Options to Configure Dependent Designation Level

You define dependent designation requirements at one of these benefits object hierarchy levels on the Program Basic Details page:

- Blank
- Plan type in program
- Plan

Blank

Disables the Program Designation Requirements page and you can’t specify designation requirements.

Plan Type in Program

The plan types currently attached to this program appear as rows in the table of the header section on the Program Designation Requirements page.

To define designation requirements for a particular plan type in this program:

- Select the plan type row in the table.
- Configure the designation requirements in the tabbed section of the page.

Plan

Disables the Program Designation Requirements page. You must use the Plan Designation Requirements page to configure designation requirements at the plan level.

How You Can Enable Social Networking for Benefit Plans

If the benefit plan’s configuration page has a Social link, you can invite others to collaborate about the design while you create or edit it. You can create one or more conversations tied to the benefit plan and invite others to join in. The conversations remain with the plan as a historical record.
Collaborating with Others

In the Plan Configuration work area, click Social on the benefit plan’s configuration pages to collaborate. Click the Share button, or click Join if collaboration has already begun.

About the Plan Wall

Click the plan name to open its wall, where you can start conversations and add members. After collaboration begins for a plan, anyone at your company can be invited to participate in a conversation about it. On the benefit plan wall, everyone invited can view basic attributes of the plan and post documents and comments that all members can see. Only those who can edit benefit plans can share a plan, begin a conversation, and invite members. Use the presence indicators to identify who is available to answer your questions.

Related Topics
- What does social networking have to do with my job

FAQs for Plan and Program Basic Details

What's an unrestricted enrollment?

An enrollment that enables participants to submit updates throughout the year, such as a savings plan. They don’t require a prerequisite occurrence of a formal personal or work-related life event. Scheduled unrestricted open life events are exceptions as they do have specified enrollment windows.

You can’t enable unrestricted enrollment and use life event processing in the same plan.

How can I add a flex credit shell plan to the program?

You use the Manage Flex Credit Configuration pages in the Plan Configuration work area to add the program to the flex shell plan.
11 Program and Plan Eligibility at Different Hierarchy Levels

Best Practices for Setting Up Eligibility in a Benefits Hierarchy

Setup effort and operating performance vary depending on where you define eligibility requirements within the benefits object hierarchy. This example illustrates best practices.

You can use the eligibility pages in the Setup and Maintenance and Plan Configuration work areas to define eligibility requirements at:

- Three levels when configuring programs: program, plan type in program, and plan in program
- Two levels when configuring plans: plan not in program and option in plan
The following figure shows the eligibility determination hierarchy with components organized from top to bottom, general to detail.

When evaluating eligibility requirements, detail-level requirements augment general-level requirements, rather than overriding them. Therefore, you associate successively restrictive requirements as you move down the hierarchy.

Wellness Program Example Scenario

Your organization is creating a wellness program that is for current and retired employees only. The program hierarchy includes the following configuration:

- Two plan types: medical and recreational.
- Two plans within the recreational plan type:
  - A headquarters plan that provides access to an on campus recreation facility.
A field plan that includes options for three national franchises. One franchise restricts membership to the female workers.

You want to set up eligibility to achieve the following results:

- Only retired and current workers can participate in the Wellness program.
- All retired and current workers who live near headquarters can use the on-campus fitness facilities.
- All retired workers and any current workers who don't live near headquarters can join off-campus fitness facilities.
- Only retired and current female workers who don't live near headquarters can join Fitness Franchise C.

Eligibility Requirement Setup

You create the Wellness benefit offering and attach eligibility for the program, plans, and options based on the following criteria:

- Employment status
- Location
- Gender
The following figure shows the resulting eligibility determination hierarchy for your Wellness benefit offering.

The following table identifies the specific eligibility requirements at each level in the hierarchy.

<table>
<thead>
<tr>
<th>Level</th>
<th>Eligibility Profile Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Employment status that includes only current and retired workers for the Wellness program</td>
</tr>
<tr>
<td>Plan type in program</td>
<td>None for either plan type, Medical or Recreational</td>
</tr>
</tbody>
</table>
| Plan in program            | • None for the HMO and PPO medical plans  
                                • Location that includes persons living near headquarters for the Headquarters recreational plan  
                                • Location that excludes current workers living near headquarters for the Field recreational plan |
Implementing Benefits

Chapter 11

Program and Plan Eligibility at Different Hierarchy Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Eligibility Profile Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Applying the location filter any higher in the hierarchy causes the criteria to affect medical plan participants, which you don’t want.</td>
</tr>
<tr>
<td>Option in plan</td>
<td>• None for the Fitness Franchise A and Fitness Franchise B options</td>
</tr>
<tr>
<td></td>
<td>• Gender that includes only females for the Fitness Franchise C option</td>
</tr>
<tr>
<td></td>
<td>Positioning the gender filter at this level ensures that it affects only the Fitness Franchise C.</td>
</tr>
</tbody>
</table>

Analysis

This strategy reduces processing time because the eligible population for consideration diminishes as eligibility evaluation proceeds down the hierarchy. While you can attach an eligibility profile to each individual plan or option, that approach is much less efficient in terms of setup and performance.

Resulting Eligibility

John is a retired worker who still lives near headquarters who meets the criteria described in the following table.

<table>
<thead>
<tr>
<th>Level</th>
<th>Criteria</th>
<th>Resulting Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Employment status</td>
<td>John can participate in the Wellness program.</td>
</tr>
<tr>
<td>Plan in program</td>
<td>Location on the Headquarters plan</td>
<td>John can use the on-campus fitness facility.</td>
</tr>
<tr>
<td>Plan in program</td>
<td>Location on the Field plan</td>
<td>John can join a national fitness franchise</td>
</tr>
</tbody>
</table>

John doesn’t meet the option in plan level gender criteria, so he can’t join Fitness Franchise C.

Related Topics

• Best Practices for Setting Up Enrollment Criteria in a Benefits Hierarchy
• Eligibility Profiles
• Create a Participant Eligibility Profile

Configure Dependent and Beneficiary Designations

You can configure participant dependent or beneficiary designations at these levels:

• Option in plan
• Plan, if the plan doesn’t have options
In the Plan Configuration work area:

1. Open the Configuring Allowable Dependent or Beneficiary Designees dialog box by clicking **Create** on one of the following locations.

<table>
<thead>
<tr>
<th>Location</th>
<th>Task to Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create or edit page, Allowable Dependent or Beneficiary Designees section</td>
<td>Manage Benefit Options</td>
</tr>
<tr>
<td>Create or edit Plan Eligibility page, Allowable Dependent or Beneficiary Designees tab</td>
<td>Manage Benefit Plan Details</td>
</tr>
</tbody>
</table>

2. Select the group relationship that you’re defining designation requirements for. For example, select **Family** when you plan to add child, parent, nephew, and domestic partner relationship types.

3. Select the designation type, **Dependent or Beneficiary**.

   By default, benefits processing considers the following relationship types as personal relationships that you can designate as dependents.
   
   - Adopted child
   - Step child
   - Child
   - Domestic partner
   - Foster child
   - Domestic partner child
   - Spouse

4. Enter the minimum and maximum number of designees that this option or plan covers.

   **Note:** If the plan allows no designees, you enter 0 in both fields or select **No Minimum** and **No Maximum**. If you enter a minimum or maximum or both, the application ignores the Cover all eligible field even if set to Yes.

5. For options, in the **Cover All Eligible** field, select **Yes** to provide coverage to all designees who meet the eligibility profile criteria.

6. Add at least one relationship type that corresponds to the selected group relationship. For example, if you selected the group relationship **Child**, then you would add at least one of the following relationship types:
   
   - Adopted child
   - Step child
   - Child
   - Domestic partner child
   - Foster child

   You wouldn’t add a relationship type of Nephew or Niece.
Related Topics

- Example of Beneficiary Designation Requirements
- Example of Dependent Designation Requirements

Display Only Eligible Offerings for Enrollment

Using settings on the plan configuration Eligibility page, you can restrict enrollment display to only the plans and options for which the participant is eligible.

Example: If a participant has no spouse or dependents:

- Show the Employee Only option
- Hide the Employee Plus Spouse and Employee Plus Family options

Selecting Eligibility Overrides

You override standard enrollment display using these two settings, which work together:

- Family Member Rule
- Participant Eligibility Verification

In the Plan Configuration work area:

1. In the Tasks panel drawer, click the Manage Benefit Plan Details task.
2. Search for and click the plan.
3. Open the Plan Eligibility page.
4. In the Plan and Option Eligibility section, select the plan or option.
5. In the Further Details section, select the Configuration tab.
6. In the Family Member Rule field, select the appropriate rule.

The following table explains the options.

<table>
<thead>
<tr>
<th>Option</th>
<th>Effect on Enrollment Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check designation requirements</td>
<td>Hides the plan or option if the participant doesn’t have any contacts with the relationship type specified in the allowable designees requirements.</td>
</tr>
<tr>
<td>Do not check designation requirements</td>
<td>None</td>
</tr>
<tr>
<td>Formula</td>
<td>Specified in the formula, which you select in the Family Member Formula field. Before you can select the formula, you must create it using the Manage Fast Formulas task in the Setup and Maintenance work area.</td>
</tr>
</tbody>
</table>

7. In the Participant Eligibility Verification field, select the appropriate rule.

The following table explains the options.
<table>
<thead>
<tr>
<th>Participant Eligibility Verification</th>
<th>Requirement for Participant to be Eligible</th>
<th>What’s Ignored</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank</td>
<td>Participant meets the eligibility requirements of the participant eligibility profile.</td>
<td>Dependent eligibility or allowable designees requirements</td>
</tr>
<tr>
<td>Dependent only</td>
<td>Participant’s dependents meet both the eligibility and allowable designees requirements.</td>
<td>Participant eligibility profiles</td>
</tr>
<tr>
<td>Participant and dependent</td>
<td>Participant and dependents meet both the eligibility and allowable designees requirements associated with the plan or option.</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

### FAQ for Program and Plan Eligibility

**What happens if I enable participation eligibility override?**

Benefits managers can override eligibility requirements for plan participation under special circumstances, such as negotiated benefits packages for new hires. All plans and options in this program inherit this setting unless you specify differently at the plan or option in plan levels.

⚠️ **Caution:** Enabling participation eligibility override can affect performance. Run a trial in a test instance to monitor and benchmark performance times.

**What happens if I track ineligible persons?**

You must track ineligible persons if you determine benefits eligibility based on length of service temporal factors. Specify this setting in the Eligibility Overrides section of the Configuration tab on the Eligibility page for the plan or option.

Tracking ineligible persons:

- Causes person eligibility records to appear in the Enrollment work area Eligibility Override page.

  If you use eligibility override to make a person eligible, a corresponding electable record appears in the Benefits Status Summary section, Electable tab.

- Enables a benefits administrator to make an ineligible person eligible without the need for reprocessing.

⚠️ **Caution:** Tracking ineligible persons can impact performance. Run a trial in a test instance for ineligible participants to monitor and benchmark performance times.
12 Program and Plan Enrollment Criteria, Rules, and Validation

Best Practices for Setting Up Enrollment Criteria in a Benefits Hierarchy

Setup effort and operating performance vary depending on where you define enrollment requirements within the benefits object hierarchy. This example illustrates best practices. Use the enrollment step in the Plan Configuration guided process and decide at which levels you want to define the enrollment requirements.

- Three levels when configuring programs: program, plan type in program, and plan in program
- Two levels when configuring plans: plan not in program and option in plan

Use the General, Scheduled, and Life Events tabs to configure enrollment at any of the available program and plan hierarchy levels. You can associate enrollment requirements with one or more explicit life events.

The following figure shows the enrollment determination hierarchies with components organized from top to bottom, general to detail.
When evaluating enrollment configuration, requirements at lower levels in the hierarchy override higher-level requirements. If a plan or option has specific requirements that are not common to the levels above it, then it is appropriate to configure enrollment at that lower level. Further, life event enrollment configuration overrides corresponding general plan or program enrollment configuration. For example, life event requirements for option in plan override general enrollment requirements for option in plan.

Wellness Program Example Scenario

Your organization is creating a wellness program that is for current and retired employees only.

The program hierarchy includes:

- Two plan types: medical and recreational.
- Two plans within the medical plan type: HMO and PPO
- Three options for both medical plans: Employee Only, Employee Plus Spouse, and Employee Plus Family

You want to set up enrollment to achieve the following results:

- Enable all eligible persons to make benefit elections within this program during a specific annual period.
- Enable participants to review and revise elections when they add a child or spouse to their families.

Enrollment Setup

You create the Wellness benefit offering and attach life events at the highest hierarchy level for open enrollment and explicit life event enrollment.
The following figure shows the resulting enrollment determination hierarchy for your Wellness benefit offering.

The following table identifies the enrollment requirements that you configure at each level in the hierarchy.

<table>
<thead>
<tr>
<th>Level</th>
<th>Enrollment Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Attach the Scheduled Open event and configure the November enrollment period for the Wellness program</td>
</tr>
<tr>
<td>Plan type in program</td>
<td>Attach the Add a Child life event and Marriage life event to the Medical plan type and configure the enrollment period and other settings for each event. This configuration provides medical plan enrollment opportunity at any time during the year for Wellness program participants who add a child or spouse to the family. None for the recreational plan type</td>
</tr>
<tr>
<td>Plan in program</td>
<td>None for any of the plans. Enrollment requirements for the Medical plan type cascade down to the plans under that plan type.</td>
</tr>
<tr>
<td>Option in plan</td>
<td>None for any of the options. Enrollment requirements for the Medical plan type cascade down to the options in plans under that plan type.</td>
</tr>
</tbody>
</table>
Analysis

This strategy reduces maintenance and processing time because of the following factors:

- Program level criteria controls enrollment for all persons
- Life event in plan level criteria provides an exception for a specific life event

Resulting Enrollment

Jane is a current worker participating in the Employee Plus Spouse option of the PPO medical plan.

When Jane adopts a child into her family during June:

- She can immediately review her current PPO plan elections and switch to the Employee Plus Family option.
- She cannot change her elections within the recreational plan type.

Related Topics

- Best Practices for Setting Up Eligibility in a Benefits Hierarchy

Best Practices for Pairing Start and End Date Rules

To help with plan configuration and reduce processing errors due to overlapping dates, consult the following guidelines on compatibility between start and end date rules:

- General guidelines for start dates
- General guidelines for end dates
- Formulas
- Rates and coverage
- Enrollment periods

Start and end date rule pairings are recommendations only; the application doesn’t enforce them.

General Guidelines for Start Dates

Benefits rules always compute start dates using the occurred on date of the life event being processed, unless the rule specifies otherwise.

Example: The rule Later of event or notified computes the start date using the later of either the life event:

- Occurred on date
- Notification date
General Guidelines for End Dates
Most end date rules are also based on the event being processed, with the exception of rules starting with 1 prior.

- 1 prior is the day before the new rate or coverage start date.
- For rates or coverage that end completely, rather than being superseded by others, the part of the rule that follows 1 prior applies.

Example: A health insurance participant voluntarily terminates employment. Although no new coverage period follows, the **1 prior, or month end** rule causes health insurance coverage to remain in effect until the end of that month.

Formulas
You can define formulas to derive any end date, as required. However, the end date returned by your formula must not overlap the corresponding start date. Start and end date rule pairings are recommendations only; the application doesn’t enforce them.

Rates and Coverages
You can pair all rate and coverage start date rules, with the exception of Elections, with any previous end date rule that starts with 1 prior. A commonly used rule is 1 prior, or month end. Common practice is to:

- Extend coverage to the end of the month if no new rate or coverage starts
- End the rate with the pay period following the event

You can only use 1 prior rules when computing the start date during the Evaluate Life Event Participation process.

Start and end date pairs where the previous rates and coverage periods end one day before the new rates and coverage start are generally compatible. The following table provides examples of compatible start and end date rules:

<table>
<thead>
<tr>
<th>Rate Start Date Rule</th>
<th>Compatible Previous Rate Period End Date Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event</td>
<td>One day before event date</td>
</tr>
<tr>
<td>As of event</td>
<td>One day before event</td>
</tr>
<tr>
<td>First of month</td>
<td>End of month</td>
</tr>
<tr>
<td>First of next month</td>
<td>End of month</td>
</tr>
<tr>
<td>First of month after later event or notified</td>
<td>End of month using later of event or notified</td>
</tr>
<tr>
<td>First of month on or after event</td>
<td>End of month using later of event or notified</td>
</tr>
<tr>
<td>First of month after enrollment start</td>
<td>End of month after enrollment end</td>
</tr>
<tr>
<td>First of quarter</td>
<td>End of quarter</td>
</tr>
</tbody>
</table>
Enrollment Period

Enrollment periods are windows of time during which workers have enrollment opportunities.

- You can pair all start date rules with any one of the end date rules that specify:
  - Forty-five days after enrollment period start
  - Sixty days after enrollment period start
  - Ninety days after enrollment period start

- You must pair start date rules that start with **First of next** with an end date rule that ends with after enrollment period start or is a formula.

- You can pair the following start date rules with end date rules that specify a number of days after the later of the event date or notification date:
  - As of event date
  - First of next half year, month, pay period, year, or semi-month after later event or notified
  - Later event or notified
  - Later of thirty or sixty days before later event or notified

How Enrollment Rules Are Calculated

Enrollment rules limit enrollment elections based on current participant enrollment.

Settings That Affect Enrollment Rules

Two settings affect enrollment rules:

- The person’s enrollment status
- The selected enrollment option

The following table lists and describes the enrollment statuses.

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>Participants who are enrolled in the benefits object</td>
</tr>
<tr>
<td>New</td>
<td>Persons who aren’t currently enrolled</td>
</tr>
</tbody>
</table>

The following table lists and describes the enrollment options, which determine whether enrollment is possible for the next period.
<table>
<thead>
<tr>
<th>Enrollment Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can choose</td>
<td>Persons can make new elections.</td>
</tr>
<tr>
<td>Can keep</td>
<td>Participants can keep their current elections.</td>
</tr>
</tbody>
</table>
| Can keep or choose| Participants can:  
|                   | • Keep their current elections  
|                   | • Make new elections |
| Keep or choose, starts new | Participants can:  
|                      | • Keep their current elections  
|                      | They must explicitly reelect coverage amounts, even if the coverage amount remains the same.  
|                      | • Make new elections  
|                    | Coverage ends at the configured end date for the processed life event and restarts the next day. |
| Choose only       | Participants must make an explicit election to remain enrolled. |
| Keep only         | Participants must keep their current elections. |
| Lose only         | Participants must disenroll from their current elections. |
| Assign automatically | Enroll participants automatically. Participants can’t disenroll. |
| Nothing           | Persons can’t make elections for the benefit object. |
| Formula           | Use a formula that you defined previously to determine electability based on enrollment status. The formula must be of the type Enrollment Opportunity. |

**How Enrollment Rules Are Interpreted**

Each enrollment rule represents a combination of options.

The following table provides two examples.

<table>
<thead>
<tr>
<th>Enrollment Rule</th>
<th>Option Combination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current - keep only; new - nothing</td>
<td>Current participants must retain their set of elections to stay enrolled. Unenrolled persons can’t make elections for this benefits object.</td>
</tr>
<tr>
<td>Current - nothing; new - assign automatically</td>
<td>Current participants can’t make elections for the benefits object. Unenrolled persons are enrolled automatically and can’t disenroll.</td>
</tr>
</tbody>
</table>
How Default Enrollment Rules Are Calculated

Default enrollment rules limit enrollment elections based on current participant enrollment.

Settings That Affect Default Enrollment Rules

Two settings affect default enrollment rules:

- The person’s enrollment status
- The selected default enrollment option

The following table lists and describes the enrollment statuses.

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>Participants who are enrolled in the benefits object</td>
</tr>
<tr>
<td>New</td>
<td>Persons who aren’t currently enrolled</td>
</tr>
</tbody>
</table>

The following table lists and describes the default enrollment options, which determine whether enrollment is possible for the next period.

<table>
<thead>
<tr>
<th>Default Enrollment Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defaults</td>
<td>Enroll in the default enrollment for the benefit object.</td>
</tr>
<tr>
<td>Same enrollment and rates</td>
<td>Don’t change enrollment or rate.</td>
</tr>
<tr>
<td>Same enrollment but default rates</td>
<td>Don’t change enrollment but assign the default rate.</td>
</tr>
<tr>
<td>Nothing</td>
<td>Use a formula that you defined previously for this default treatment. The formula must be of the type Default Enrollment.</td>
</tr>
</tbody>
</table>

How Default Enrollment Rules Are Interpreted

Each default enrollment rule pairs each of the two enrollment statuses with a feasible enrollment option, as shown in the following table.

<table>
<thead>
<tr>
<th>Example Rule</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>New - nothing; current - default</td>
<td>For persons not enrolled in a given benefit, don’t make a default enrollment for those persons.</td>
</tr>
</tbody>
</table>
Example Rule | Meaning
--- | ---
For participants in a given benefit, automatically enroll the participants in the designated default enrollment.

---

Examples of Validating Enrollment Across Plans

This topic provides examples for setting up enrollment validation across plans when enrollment in one plan depends upon enrollment in one or more other plans.

Enrollment in One Plan Requires Enrollment in Another Plan

Scenario: You require enrollment in both a high-deductible health plan (HDHP) and a health savings account plan (HSA).

Setup: Use one of the following methods to enforce enrollment in both plans.

- If the entire worker population must enroll in HSA with HDHP, you can enforce enrollment using one of these methods:
  - Set up both plans for default enrollment upon new hire.
  - Configure the automatic enrollment method on both plans.

For either method, you must set up each plan type with a minimum plan enrollment of 1.

- Create an eligibility profile tied to one of the plans, such as the HDHP, using either method 1 or 2 values. Don’t select Exclude.

<table>
<thead>
<tr>
<th>Field</th>
<th>Method 1 Value</th>
<th>Method 2 Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criteria Type</td>
<td>Other</td>
<td>Related Coverage</td>
</tr>
<tr>
<td>Criteria</td>
<td>Participation in Another Plan</td>
<td>Covered in Another Plan</td>
</tr>
<tr>
<td>Criteria Value</td>
<td>Other plan, such as HSA</td>
<td>Other plan, such as HSA</td>
</tr>
</tbody>
</table>

- Create a post election coverage calculation formula that enforces coverage in both plans. On the Plan Enrollment page of the plan configuration process:
  - a. Select the plan in the plan hierarchy.
  - b. Select the post election formula in the Further Details section of the General tab.

Tip: You can also control enrollments by selecting the post election formula at the plan type or the option level of the program or plan hierarchy.
Enrollment in One Plan Excludes Enrollment in Another Plan

Scenario: You exclude enrollment in a flexible spending account plan (FSA) for participants electing the health savings account plan (HSA).

Setup:

1. Create an eligibility profile using these values:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criteria Type</td>
<td>Other</td>
</tr>
<tr>
<td>Criteria</td>
<td>Participation in Another Plan</td>
</tr>
<tr>
<td>Criteria Value</td>
<td>FSA plan</td>
</tr>
</tbody>
</table>

2. Select **Exclude**.
3. Assign this eligibility profile to the HSA plan.

Enrollment in One Plan is Contingent on Enrollment in Another Plan

Scenario: You don’t permit enrollment in spouse and child supplemental life insurance unless the worker is enrolled in the employee supplemental life insurance.

Setup: Use one of the following methods to enforce this requirement.

- Create a participant eligibility profile tied to the spouse and dependent plans, using the following values. Don’t select **Exclude**.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criteria Type</td>
<td>Related Coverage</td>
</tr>
<tr>
<td>Criteria</td>
<td>Covered in Another Plan</td>
</tr>
<tr>
<td>Criteria Value</td>
<td>Employee supplemental life plan</td>
</tr>
</tbody>
</table>

- Create a post election coverage calculation formula that enforces coverage in the employee plan.

On the Plan Enrollment page of the plan configuration process:

- Select the spouse and dependent plans in the plan hierarchy.
- Select the post election formula in the Further Details section of the General tab.
Guidelines to Configure Enrollment Suspensions

You configure plan enrollment suspension in the Plan Configuration work area using the Manage Benefit Plan Details task.

1. Select the plan or option in the Plan and Options Certifications section of the plan Certifications page.
2. Configure enrollment suspension in the Enrollment Certifications and Benefit Certifications tabs, General Configuration and Life Event subtabs.

Suspend Enrollment Check Box

If you select the Suspend enrollment check box for an action item, then event processing:

- Displays a suspension reminder to the participant or benefits administrator during enrollment
- Suspends enrollment in the benefit offering until the participant completes the action item
- Applies interim coverage, if any was configured on the Plan Enrollment page

Impact of Suspended Enrollments

You can’t process any life events, except terminations, for the participant during enrollment suspension. If the participant doesn’t complete the action item by its due date, the action item appears in the following until the participant does complete it:

- Close action item audit log
- Close enrollment audit log
- Participation evaluation error report

Configuration of Suspensions for Multiple Certifications

You can’t select Suspend enrollment for an individual certification. You configure suspension for a certification requirement action item, which may include multiple individual certifications. If you configure suspended enrollment for a certification requirement with multiple certifications, participants must provide both of the following to avoid enrollment suspension:

- All required certifications
- At least one optional certification

Example: You create a certification requirement with two required and five optional certifications.

- The participant must provide the two required certifications and at least one of the optional ones to satisfy the certification requirement.
- If you configure this certification requirement for suspended enrollment, and the participant provides only one of the required certifications, event processing:
  - Considers the action item incomplete
  - Suspends enrollment

Related Topics

- Options to Configure Certifications and Other Action Items
Guidelines to Configure Unsuspend Rules

Unsuspend rules define the coverage and rate start dates to use when a suspended enrollment becomes unsuspended. Define unsuspend rules in the Enrollment step when you create or edit benefit plans in the Plan Configuration work area.

You can set up:

- One unsuspend rule for a coverage
- A different unsuspend rule for the corresponding rate

When a participant completes a required action item and there are no other incomplete action items, the relevant elections unsuspend. Use the information in the following sections to help you select the right unsuspend rules for your benefits offerings:

- Commonly Used Unsuspend Rules
- Other Predefined Unsuspend Rules
- Impact of Unsuspend Rules on Enrollment Start Date
- Interim Coverage During Suspension

Commonly Used Unsuspend Rules

The predefined rule selections are identical for **Unsuspend Enrollment Rule** and **Unsuspend Rate Rule**. The following table lists and describes the rules.

<table>
<thead>
<tr>
<th>Rule Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>As of completed date</td>
<td>Sets the enrollment coverage or rate start date equal to the effective date on which the enrollment is unsuspended.</td>
</tr>
<tr>
<td>Recalculate with completed date and enrollment start</td>
<td>If the computed start date is earlier than the unsuspend effective date, recompute the start date. Use the unsuspended date as the life event or notification date, depending on your life event definition. Recalculates the rate start and end dates based on the coverage start date of the unsuspended enrollment.</td>
</tr>
<tr>
<td>Use existing enrollment start date</td>
<td>Uses the original coverage or rate start date, even if this date is before the suspension end date.</td>
</tr>
</tbody>
</table>

Other Predefined Unsuspend Rules

The following are descriptions and examples of some commonly used unsuspend rules.
<table>
<thead>
<tr>
<th>Unsuspend Rule</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>First of month after completed</td>
<td>The start date is the first day of the next month that follows the date that required action items are completed.</td>
<td>If the action completed on March 10, the start date is April 1.</td>
</tr>
<tr>
<td></td>
<td>Similar rules are predefined for start dates to occur on the first day of the next year, half year, quarter, and semi-month.</td>
<td></td>
</tr>
<tr>
<td>First of month on or after completed</td>
<td>This rule is similar to the previous rule, with one exception. If the participant completes the action on the first day of the period, then the start date occurs on the same day.</td>
<td>If the action completed on:</td>
</tr>
<tr>
<td></td>
<td>Similar rules are predefined for start dates to occur on the first day of the year, half year, quarter, and semi-month.</td>
<td>• July 1, the start date is July 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• July 2, the start date is August 1</td>
</tr>
<tr>
<td>First of pay period after completed</td>
<td>The start date is the first day of the next payroll period to occur after the participant completes the action.</td>
<td>None</td>
</tr>
<tr>
<td>First of last pay period plan year after completed</td>
<td>The start date is the first day of the last complete payroll period in the plan year.</td>
<td>Scenario: A calendar year period with biweekly pay periods starting on December 6 and December 20.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If the action completes on November 10, the start date is December 6, the first day of the last complete pay period for the plan year.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• The payroll period starting on December 20 is the first pay period of the next plan year.</td>
</tr>
<tr>
<td>First of last month plan year after completed</td>
<td>Assuming a calendar plan year, the start date would typically be December 1 of the plan year in which the participant completes the required actions.</td>
<td>None</td>
</tr>
<tr>
<td>Formula</td>
<td>Use a formula that you define to derive an unsuspend start date when the predefined rules don’t fit your requirements.</td>
<td>None</td>
</tr>
</tbody>
</table>

**Impact of Unsuspend Rules on Enrollment Start Date**

The unsuspend rule controls the start date of the enrollment if the unsuspend date is equal to or later than the original start date. If you don’t select an unsuspend rule, the start date is the date on which the enrollment is unsuspended.

**Interim Coverage During Suspension**

If you assign interim coverage while an enrollment is suspended, the interim enrollment ends one day before the coverage start date of the unsuspended enrollment.
Related Topics

- Overview of Benefits Certifications and Other Action Items

Restart Coverage for Flexible Spending Accounts

This topic covers how to configure flexible spending accounts (FSA), which might have requirements to start new on a certain date. For example, FSA plans in the US, such as health care and dependent care reimbursement, typically must start new every calendar year.

FSA plans also typically require explicit entry of the enrollment amount, even if the participant:

- Enrolled in the previous year
- Plans to continue the same coverage level for the following year

The coverage of a currently enrolled participant should end on December 31 and restart on January 1.

Configure the FSA Plan

In the Plan Configuration work area:

1. On the Edit Program Enrollment page, select the FSA plan from the program hierarchy.
2. On the Scheduled tab, select the Open event.
3. In the Session Effective Date field, select the first day of the new benefit year, typically January 1.
4. In the Enrollment Method field, select Explicit.
5. In the Enrollment Rule field, select Current - keep or choose, starts new; new - can choose. This rule ensures that current participants must explicitly reelect coverage amounts, even though their coverage amounts might stay the same. The coverage ends at the configured end date for the processed life event and restarts the next day.
6. Select one of the following default enrollment rules, depending on your plan configuration.

<table>
<thead>
<tr>
<th>Default Enrollment Rule</th>
<th>Usage Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>New - nothing; current - nothing</td>
<td>Typical default enrollment rule to force participants with current year coverage to reelect coverage for the new plan year.</td>
</tr>
<tr>
<td>New - default; current - default</td>
<td>If your FSA plan configuration includes a waive plan or option, select this default enrollment rule on the waive plan or option.</td>
</tr>
<tr>
<td>New - default; current - same enrollment but default rate</td>
<td>If the standard rate for the FSA object has a default of zero.</td>
</tr>
</tbody>
</table>

7. In the Reports and Analytics work area, check the setup using the Participant Enrollment Results Report.
   
   a. View the report results as of one day before processing the open event. The results provide a list of current enrollees in each FSA plan, and their current elected amount.
   
   b. Run the same report after the open enrollment period ends to verify that coverage was reelected, or ended, according to participant elections.
Test Procedure in a Test Instance

Follow these steps after you set up the enrollment rules in a test instance:

1. Process the open event in the Evaluation and Reporting work area as of the first day of your new plan year.
2. Search for the enrollment information of a current FSA plan participant. Select Enrollment under Benefits on the Navigator menu to search for and select the participant and open the Enrollment work area.
3. For this date, verify that the Enrollment Results page:
   - Doesn’t display the existing enrollment in the FSA plan
   - Does display existing enrollment in other benefit plans, which is expected
4. On the Enrollment page, explicitly select the FSA plan and specify the coverage amount, to enroll again for the new plan year.
5. Verify that the coverage start date is the first day of your plan year and the original coverage start date is as expected.
6. Select the first day of your new plan year as the session effective date.
7. Verify that the Enrollment Results page shows that coverage:
   - Ended on the last day of the previous plan year
   - Restarted on the first day of the new plan year

You can follow the same procedure to test the self-service enrollment for a worker by using this method to open the worker’s self-service enrollment pages:

1. On the Manage Self-Service Enrollment Configuration page, verify that Parameter Display is selected.
2. Select Benefits under My Information on the Navigator menu.
3. Search for and select the person.
4. Click Continue.

Reinstatement Rules

Reinstatement Rules

Use reinstatement rules to control how life event processing restores participant elections when you back out and reprocess a life event. You select reinstatement rules on the Life Event tab of the Enrollment page when you create or edit a program or plan in the Plan Configuration work area.

Example: You back out an open enrollment event for a participant to make changes to some benefit offerings and then you reprocess the open event. Reprocessing restores the original participant elections, depending on the reinstatement rule that you configured for the open event.

Note: Reprocessing a backed out life event restores participant elections only if you backed out the life event using the Unprocessed status.

Reinstatement Rules

The following table identifies and describes each reinstatement rule as well as when to use it.
<table>
<thead>
<tr>
<th>Rule</th>
<th>Description</th>
<th>When to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reinstall All If No Electability Change In Life Event</td>
<td>Restore elections if there is no change in the electable choice data between the dates when you backed out and reprocessed the life event. Example: If a rate value or definition changes, reprocessing doesn’t restore the elections.</td>
<td>When changes in electable choices might influence the participant’s election decisions and you want the participant to review and make new elections. Reprocessing uses this rule if you don’t make a selection.</td>
</tr>
<tr>
<td>Reinstall If No Change for the Backed Out Enrollment</td>
<td>Restore elections if the participant’s original elections remain the same after you reprocess the life event.</td>
<td>When participants don’t have to reconsider their original election decisions because of new electable choices or changes to electable choices that they didn’t choose originally.</td>
</tr>
</tbody>
</table>
| Reinstall If Electability Exists for the Backed Out Result | Restore elections as long as the participant is eligible for the electable choices. Example: You changed the value of an activity rate that the participant originally elected. Reprocessing the life event restores those elections with the new rate, as long as the participant is eligible for that electable choice. | When you:  
- Want to apply any changes to the participant’s original elections without providing an opportunity for participants to review the changes  
- Don’t want participants to review any new electable choices |
| Never Reinstall | Doesn’t restore elections. | When you:  
- Don’t want to restore participant elections after reprocessing the life event  
- Want to use a specific life event to make adjustments or corrections to a benefit offering and you want participants to reevaluate their original elections |

Reinstatement Rules to Restore Participant Elections with Overridden Rates

Use reinstatement override rules to control how you want to restore elections with overridden rates when subsequently backing out and reprocessing the corresponding life event.

- Use the Manage Benefit Program Details and Manage Benefit Plan Details tasks in the Plan Configuration work area.
- Select the reinstatement override rules on the Life Event tab of the Enrollment page when you create or edit a program or plan.
Example:

1. You override the benefit rate value of a participant-elected offering during an open enrollment period using the Enrollment Override task in the Enrollment work area.
2. You back out the open event in the Enrollment work area.
3. You make configuration changes to the rate in the Plan Configuration work area.
4. You reprocess the open event in the Enrollment work area, which:
   - Restores the participant’s elections
   - Applies the corresponding rates based on the selected reinstatement override rule

This topic describes the effects of selecting each of the following reinstatement override rules:

- Override the rates if no change
- Always use overridden rates

Restore Elections with Rates Overridden Before Reprocessing Life Event

To restore elections, you must use an override rule and the **Reinstate if electability exists for the backed out result** rule.

Override the Rates If No Change

Reinstate overridden rates only if the configuration of the rates remains the same between the dates when you backed out and reprocessed the life event.

Example: After a participant makes elections, you override the activity rate, back out the life event, and make changes to the rate configuration.

When you reprocess the life event, the rule:

- Restores the elections using the newly calculated rate, not the override value that you used for the rate
- Restores the elections with the override rate value if the rate configuration or value is unchanged

Always Use Overridden Rates

Reinstate overridden rates even if there are differences in the rate configurations between the dates when you backed out and reprocessed the life event.

Example: After a participant makes elections, you override the rate with a different value, back out the life event, and make changes to the rate configuration. When you reprocess the life event, this rule restores the elections using your override value even though the rate configuration changed.

Examples of Reinstatement Rules

Use reinstatement rules to control restoration of participant elections when you back out and reprocess a life event. The examples in this topic show how each reinstatement rule works in different scenarios.

Main Scenario Dates and Events

The following main dates and events apply to all examples in this topic:
November 1 to 28, 2015

Open enrollment period for the new plan year that starts on January 1, 2016.

Worker experiences the open event with the following electable choices:

- InFusion Medical: 5000 USD per year
- InFusion Dental: 100 USD per year
- InFusion Vision: 200 USD per year

November 15, 2015

Worker enrolls in the InFusion Medical offering

November 20, 2015

Administrator backs out and reprocesses the open event.

Reprocessing restores worker elections based on the reinstatement rule and the generated electable choice data.

Reinstate All If No Electability Change for Life Event

This table shows how the reinstatement rule restores elections based on different scenarios.

<table>
<thead>
<tr>
<th>Scenario After Reprocessing Open Event</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Same electable choices and rates</td>
<td>Reinstates elections because there is no change in the electable choices</td>
</tr>
<tr>
<td>Same electable choices, but different rates:</td>
<td>Doesn’t reinstate elections because the electable dental and vision choices have different rates, even though the participant didn’t elect those offerings originally</td>
</tr>
<tr>
<td>• InFusion Medical: 5000 USD per year</td>
<td></td>
</tr>
<tr>
<td>• InFusion Dental: 90 USD per year</td>
<td></td>
</tr>
<tr>
<td>• InFusion Vision: 150 USD per year</td>
<td></td>
</tr>
<tr>
<td>Different electable choice:</td>
<td>Doesn’t reinstate elections because the new InFusion Vision Plan B electable choice replaced the previous InFusion Vision electable choice, even though the participant didn’t select that offering</td>
</tr>
<tr>
<td>• InFusion Medical: 5000 USD per year</td>
<td></td>
</tr>
<tr>
<td>• InFusion Dental: 100 USD per year</td>
<td></td>
</tr>
<tr>
<td>• InFusion Vision Plan B: 200 USD per year</td>
<td></td>
</tr>
<tr>
<td>Additional electable choices:</td>
<td>Doesn’t reinstate elections because InFusion Vision Premium is a new electable choice</td>
</tr>
<tr>
<td>• InFusion Medical: 5000 USD per year</td>
<td></td>
</tr>
<tr>
<td>• InFusion Dental: 100 USD per year</td>
<td></td>
</tr>
<tr>
<td>• InFusion Vision: 200 USD per year</td>
<td></td>
</tr>
<tr>
<td>• InFusion Vision Premium: 320 USD per year</td>
<td></td>
</tr>
</tbody>
</table>
Reinstate If No Change for the Backed Out Enrollment

This table shows how each reinstatement rule restores elections based on different scenarios.

<table>
<thead>
<tr>
<th>Scenario After Reprocessing Open Event</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>New electable choices:</td>
<td></td>
</tr>
<tr>
<td>• InFusion Medical: 5000 USD per year</td>
<td></td>
</tr>
<tr>
<td>• InFusion Dental: 100 USD per year</td>
<td></td>
</tr>
<tr>
<td>• InFusion Vision: 200 USD per year</td>
<td></td>
</tr>
<tr>
<td>• InFusion Vision Premium: 320 USD per year</td>
<td>Reinstates elections because even though there is a new electable choice, there is no change in the electable choice that the participant elected originally</td>
</tr>
<tr>
<td>Same electable choices, but different rates:</td>
<td>Doesn't reinstate elections because the electable choice, InFusion Medical, which the participant originally elected has a different rate value</td>
</tr>
<tr>
<td>• InFusion Medical: 5500 USD per year</td>
<td></td>
</tr>
<tr>
<td>• InFusion Dental: 100 USD per year</td>
<td></td>
</tr>
<tr>
<td>• InFusion Vision: 200 USD per year</td>
<td></td>
</tr>
<tr>
<td>Different electable choice:</td>
<td>Doesn't reinstate elections because the new InFusion Vision Plan B electable choice replaced the previous InFusion Vision electable choice, even though the participant didn't elect that offering</td>
</tr>
<tr>
<td>• InFusion Medical: 5000 USD per year</td>
<td></td>
</tr>
<tr>
<td>• InFusion Dental: 100 USD per year</td>
<td></td>
</tr>
<tr>
<td>• InFusion Vision Plan B: 200 USD per year</td>
<td></td>
</tr>
<tr>
<td>Same electable choices, but different rates:</td>
<td>Reinstates elections because even though some offerings have different rates, the rate of InFusion Medical, which the participant elected originally, is unchanged</td>
</tr>
<tr>
<td>• InFusion Medical: 5000 USD per year</td>
<td></td>
</tr>
<tr>
<td>• InFusion Dental: 75 USD per year</td>
<td></td>
</tr>
<tr>
<td>• InFusion Vision: 200 USD per year</td>
<td></td>
</tr>
</tbody>
</table>

Reinstate If Electability Exists for the Backed Out Result

This table shows how each reinstatement rule restores elections based on different scenarios.
Scenario After Reprocessing Open Event | Result
--- | ---
Same electable choices, but different rates: | Reinstates elections with the changed rates for InFusion Medical, which the participant originally elected
- InFusion Medical: 5500 USD per year
- InFusion Dental: 100 USD per year
- InFusion Vision: 200 USD per year

Different rates for existing electable choices, and a new electable choice: | Reinstates original participant elections with the changed rate for InFusion Medical, even though there is also a new electable choice, InFusion Vision Premium
- InFusion Medical: 5500 USD per year
- InFusion Dental: 100 USD per year
- InFusion Vision: 200 USD per year
- InFusion Vision Premium: 320 USD per year

Fewer electable choices: | Doesn’t reinstate elections because InFusion Medical, which the participant originally elected, is no longer an electable choice
- InFusion Dental: 100 USD per year
- InFusion Vision: 200 USD per year

**Never Reinstall**
This reinstatement rule ensures that reprocessing doesn’t restore elections under any condition.

**Examples of How Intervening Life Events Impact Reinstatement Rules**
Use reinstatement rules to control restoration of participant elections when you back out and reprocess an event. If an intervening life event occurs that requires you to back out the original life event, later reprocessing reinstates elections:
- If the participant didn’t make any new elections or change existing elections in the intervening life event
- If no action items or certifications were created

**Main Scenario Dates and Events**
The following main dates and events apply to all examples in this topic:

<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 1 to 28, 2015</td>
<td>Open enrollment period for the new plan year that starts on January 1, 2016.</td>
</tr>
</tbody>
</table>
The participant experiences the open event with the following electable choices:

- InFusion Medical: 5000 USD per year
- InFusion Dental: 100 USD per year
- InFusion Vision: 200 USD per year

Date | Events
--- | ---
November 5, 2015 | Worker enrolls in InFusion Medical for Employee Only, which costs 5000 USD effective for the new plan year.
November 20, 2015 | Participant experiences a marriage life event. Administrator backs out the open event to process the marriage life event. The life event provides the InFusion Medical for Employee Plus Spouse electable choice, which costs 7500 USD per year.
November 21, 2015 | Administrator reprocesses the open event

Reinstatement of Elections after Processing an Intervening Event

This table shows how each reinstatement rule restores elections based on different scenarios.

<table>
<thead>
<tr>
<th>Scenario After Reprocessing Open Event</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>The participant makes no elections in the intervening life event.</td>
<td>Reinstates elections if you selected one of the following reinstatement rules for the open event:</td>
</tr>
<tr>
<td>The electable choices for the open event remain unchanged.</td>
<td>Reinstall all if no electability change in life event</td>
</tr>
<tr>
<td></td>
<td>Reinstall if no change for the backed out enrollment</td>
</tr>
<tr>
<td></td>
<td>Reinstall if electability exists for the backed out result</td>
</tr>
<tr>
<td>The participant makes no elections in the intervening life event.</td>
<td>Reinstates elections only if you selected the <strong>Reinstall if electability exists for the backed out result</strong> reinstatement rule for the open event</td>
</tr>
<tr>
<td>New electable choices are available for the open event and the rates of some existing electable choices changed:</td>
<td></td>
</tr>
<tr>
<td>- InFusion Medical: 5500 USD per year</td>
<td></td>
</tr>
<tr>
<td>- InFusion Medical Employee Plus Spouse: 7500 USD per year</td>
<td></td>
</tr>
<tr>
<td>- InFusion Dental: 120 USD per year</td>
<td></td>
</tr>
<tr>
<td>- InFusion Vision: 200 USD per year</td>
<td></td>
</tr>
<tr>
<td>The participant elects to enroll in the InFusion Medical for Employee Plus Spouse offering during the intervening life event.</td>
<td>Doesn’t reinstall elections even if you selected a reinstatement rule because the participant made elections in the intervening life event</td>
</tr>
</tbody>
</table>
Examples of Override and Reinstatement Rules

Use combinations of override and reinstatement rules to control restoration of participant elections when you back out and reprocess a life event. The examples in this topic show how each override rule works in various scenarios when the reinstatement rule is Reinstate if electability exists for the backed out result.

Main Scenario Dates and Events

The following main dates and events apply to all examples in this topic:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 1 to 28, 2015</td>
<td>Open enrollment period for the new plan year that starts on January 1, 2016.</td>
</tr>
<tr>
<td></td>
<td>Worker experiences the open event with the following electable choices:</td>
</tr>
<tr>
<td></td>
<td>• InFusion Medical: 5000 USD per year</td>
</tr>
<tr>
<td></td>
<td>• InFusion Dental: 100 USD per year</td>
</tr>
<tr>
<td></td>
<td>• InFusion Vision: 200 USD per year</td>
</tr>
<tr>
<td>November 15, 2015</td>
<td>Worker enrolls in the InFusion Medical offering</td>
</tr>
</tbody>
</table>
Override the Rates If No Change

The administrator set up this override rule along with the **Reinstate if electability exists for the backed out result** rule. Before making changes to the rate definition and reprocessing the open event, the administrator overrides the rate of the InFusion Medical offering to 5250 USD.

This table shows how the configured rule combination restores elections based on different scenarios.

<table>
<thead>
<tr>
<th>Scenario After Reprocessing Open Event</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Same electable choices and rates</td>
<td>Reinstates elections with the override value of 5250 USD for InFusion Medical because the electable choice data is unchanged</td>
</tr>
<tr>
<td>Same electable choices, but with different rates:</td>
<td>Reinstates elections, applying the new rate value of 5500 USD rather than the override value of 5250 USD</td>
</tr>
<tr>
<td>• InFusion Medical: 5500 USD per year</td>
<td></td>
</tr>
<tr>
<td>• InFusion Dental: 90 USD per year</td>
<td></td>
</tr>
<tr>
<td>• InFusion Vision: 220 USD per year</td>
<td></td>
</tr>
</tbody>
</table>

Always Use Overridden Rates

The administrator set up this rule along with the **Reinstate if electability exists for the backed out result** rule. Before making changes to the rate definition and reprocessing the open event, the administrator overrides the rate of the InFusion Medical offering to 5250 USD.

This table shows how the configured rule combination restores elections based on different scenarios.

<table>
<thead>
<tr>
<th>Scenario After Reprocessing Open Event</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Same electable choices and rates</td>
<td>Reinstates elections with the override value of 5250 USD for InFusion Medical</td>
</tr>
<tr>
<td>Same electable choices, but with different rates:</td>
<td>Reinstates elections with the override value of 5250 USD for InFusion Medical even though the rate of the benefit offering that the participant elected originally changed to 5500 USD</td>
</tr>
<tr>
<td>• InFusion Medical: 5500 USD per year</td>
<td></td>
</tr>
<tr>
<td>• InFusion Dental: 90 USD per year</td>
<td></td>
</tr>
<tr>
<td>• InFusion Vision: 220 USD per year</td>
<td></td>
</tr>
</tbody>
</table>
Fewer electable choices:

- InFusion Dental: 90 USD per year
- InFusion Vision: 220 USD per year

Result: Doesn’t reinstate elections because InFusion Medical, the participant’s original election, is no longer an electable choice

FAQs for Program and Plan Enrollment

How can I limit spouse and dependent insurance coverage to a percentage of participant's coverage?

Follow these steps:

1. On the enrollment step in the program configuration process, select the program level row of the hierarchy.
2. On the General tab, enter a percentage in each of these fields:
   - Spouse Insurance Coverage Maximum
   - Dependents Insurance Coverage Maximum
3. On the enrollment step, select the appropriate insurance plan type row in the program hierarchy and scroll to the plan type further details below.
4. In the enrollment section of the General tab, select both of these check boxes:
   - Subject to dependent’s insurance coverage maximum percentage
   - Subject to spouse's insurance coverage maximum percentage
13 Designation Requirements for Dependents and Beneficiaries

Options to Configure Dependent Designation Level

You define dependent designation requirements at one of these benefits object hierarchy levels on the Program Basic Details page:

- Blank
- Plan type in program
- Plan

Blank
Disables the Program Designation Requirements page and you can’t specify designation requirements.

Plan Type in Program
The plan types currently attached to this program appear as rows in the table of the header section on the Program Designation Requirements page.

To define designation requirements for a particular plan type in this program:

- Select the plan type row in the table.
- Configure the designation requirements in the tabbed section of the page.

Plan
Disables the Program Designation Requirements page. You must use the Plan Designation Requirements page to configure designation requirements at the plan level.

Configure Dependent and Beneficiary Designations

You can configure participant dependent or beneficiary designations at these levels:

- Option in plan
- Plan, if the plan doesn’t have options

In the Plan Configuration work area:

1. Open the Configuring Allowable Dependent or Beneficiary Designees dialog box by clicking Create on one of the following locations.
Designation Requirements for Dependents and Beneficiaries

2. Select the group relationship that you’re defining designation requirements for. For example, select Family when you plan to add child, parent, nephew, and domestic partner relationship types.

3. Select the designation type, Dependent or Beneficiary.

By default, benefits processing considers the following relationship types as personal relationships that you can designate as dependents.

- Adopted child
- Step child
- Child
- Domestic partner
- Foster child
- Domestic partner child
- Spouse

4. Enter the minimum and maximum number of designees that this option or plan covers.

**Note:** If the plan allows no designees, you enter 0 in both fields or select No Minimum and No Maximum. If you enter a minimum or maximum or both, the application ignores the Cover all eligible field even if set to Yes.

5. For options, in the Cover All Eligible field, select Yes to provide coverage to all designees who meet the eligibility profile criteria.

6. Add at least one relationship type that corresponds to the selected group relationship. For example, if you selected the group relationship Child, then you would add at least one of the following relationship types:

- Adopted child
- Step child
- Child
- Domestic partner child
- Foster child

You wouldn’t add a relationship type of Nephew or Niece.
Example of Beneficiary Designation Requirements

This example shows how to define both kinds of action items for designating beneficiaries:

- Action items that cause enrollment of the entire benefit offering to be suspended if not completed
- Action items that cause enrollment of only the beneficiary to be suspended

Scenario

A participant enrolls in a life insurance plan that requires the participant to designate a beneficiary. The participant designates a beneficiary, but doesn't provide an address.

- The participant receives a reminder about the pending action item.
- Event processing completes the participant's enrollment in the plan but suspends enrollment for the beneficiary until the participant provides an address.

Configure these plan settings in the Plan Configuration work area using the Manage Benefit Plan Details task.

1. On the Plan Designation Requirements page, create an action item for designating a beneficiary.
2. In the Beneficiaries tab Suspending Plan Enrollment section, select the Required and Suspend Enrollment options for the action item.
3. Set a due date.
4. In the Action Items for Suspending Beneficiary Enrollment section, add another action item for the beneficiary's address.
5. Select Required and Suspend enrollment.
6. Set a due date.

Related Topics

- Examples of Configuring Certification Requirements
- Overview of Benefits Certifications and Other Action Items

Example of Dependent Designation Requirements

The following example shows how to associate dependent designation requirements with benefits offerings.

Scenario

When a participant enrolls in the Employee Plus 1 option, the participant must designate a dependent and provide the relevant certificate, such as marriage or birth.

- The administrator informs the participant about the pending certificate.
• Event processing suspends the participant’s enrollment in the Employee Plus 1 plan.
• Employee Only coverage is in effect until the participant provides one of the certification documents.

Configure these plan settings in the Plan Configuration work area:

1. On the Plan Designation Requirements page, create an action item that requires designating a dependent.
2. On the Dependents tab Dependent Action Items section, select the Required and Suspend Enrollment options.
3. Set a due date
4. Add a certification requirement.
5. Select the Required and Suspend Enrollment options for the certification requirement.
6. Add certifications for a marriage certificate, domestic partner affidavit, birth certificate, and adoption certificate. Don’t select Required for the individual certifications, so that participants can satisfy the requirement by providing any one of the documents.
7. On the Edit Plan Enrollment page, define interim coverage for this plan to be the Employee Only option.

Related Topics

• Examples of Configuring Certification Requirements
• Overview of Benefits Certifications and Other Action Items

FAQs for Program and Plan Designation

Can I configure designation requirements for benefit plans with no options?

Yes, in the Plan Configuration work area when you create a plan or edit an existing one.

1. Select the plan in the Plan and Option Eligibility section of either the create or edit page for plan eligibility.
2. Configure which dependent or beneficiary designees are allowed to enroll in that plan, in the Further Details section.
3. Configure action items for the associated certification on the Designation Requirements page.
Plan Certifications and Other Action Items

Overview of Benefits Certifications and Other Action Items

Action items are tasks that participants must complete or documents that they must provide to finish enrollment in a benefits offering. Action items also include optional suspension rules when participants fail to complete the required task or provide the required documentation.

Tasks that participants must complete include designating:

- Dependents
- Beneficiaries
- Primary care providers

Documents that participants must provide include:

- General contact information such as dependent social security numbers, and beneficiary addresses
- Certification documents, such as birth certificates, marriage certificates, proof of good health, evidence of insurability, and proof of student status

You can define certification requirements for any of the following situations using the Manage Benefit Plan Details task.

<table>
<thead>
<tr>
<th>Situation</th>
<th>Configuration Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>General enrollment in a benefits offering</td>
<td>Certifications page, Enrollment Certifications tab, General Configuration subtab</td>
</tr>
<tr>
<td>Enrollment following a specific life event</td>
<td>Certifications page, Enrollment Certifications tab, Life Event subtab</td>
</tr>
<tr>
<td>Restrictions based on coverage or benefits selected</td>
<td>Certifications page, Benefit Certifications tab, General subtab</td>
</tr>
<tr>
<td>Coverage or benefits restrictions for specific life events</td>
<td>Certifications page, Benefit Certifications tab, Life Event tab</td>
</tr>
<tr>
<td>Designation of dependents</td>
<td>Designation Requirements page, Dependents tab, General, Life Event, and Eligibility subtabs</td>
</tr>
<tr>
<td>Designation of beneficiaries</td>
<td>Designation Requirements page, Beneficiaries tab, Requirements and Restrictions subtabs</td>
</tr>
</tbody>
</table>

Related Topics

- Guidelines to Configure Enrollment Suspensions
How Action Items Are Processed

The configuration of action items determines what happens during enrollment processing. For example, failure to provide required action items can result in suspended enrollment or simply cause delinquent items to appear in benefits administration reports.

Settings That Affect Action Item Processing

The following action item settings affect processing:

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suspend Enrollment</td>
<td>When enabled, notifies participant of pending action item during enrollment and causes suspension of enrollment until the item is completed.</td>
</tr>
<tr>
<td>Determination Rule</td>
<td>Determines when the item is required, such as always or only for initial enrollment.</td>
</tr>
<tr>
<td>Due Date</td>
<td>Determines when the item starts appearing on audit and error reports generated by enrollment processing.</td>
</tr>
</tbody>
</table>

Interim coverage setup also affects enrollment processing, as described in the next section. You define interim coverage for a plan or option on the Plan Enrollment page using the Manage Benefit Plan Details task in the Plan Configuration work area.

How Action Items Are Processed

If enrollment processing suspends enrollment due to incomplete action items, it then applies interim coverage, if configured. No further life event processing takes place until the participant completes the action items.

> Note: Incomplete or past-due action items for one benefits relationship don't stop processing of events for another benefits relationship for the same worker.

Reporting of pending action items and certificates occurs as part of enrollment processing. Benefits administrators can use these reports to follow up as required.

<table>
<thead>
<tr>
<th>Process</th>
<th>Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close enrollment action items</td>
<td>The audit log includes any:</td>
</tr>
<tr>
<td></td>
<td>• Past due required action items</td>
</tr>
<tr>
<td></td>
<td>• Incomplete action items that you configured to suspend enrollment</td>
</tr>
</tbody>
</table>
The audit log includes any:
- Past-due required action items
- Incomplete action items that you configured to suspend enrollment

The error report contains any incomplete action items that you configured to suspend enrollment for a participant.

The following scenarios illustrate subsequent life events processing for a participant with an open action item.

### Suspension Results in No Further Life Event Processing

**Scenario:**

1. On January 1, 2015, you process the Add a Child life event with an occurred date of January 1, 2015, and make corresponding elections.
2. An action item, configured for suspension, is generated with a due date of January 30, 2015. The participation evaluation process suspends the enrollment and applies the configured interim coverage.

**Result:**

- The Relocation event can’t process until you resolve the suspension for the Add a Child event.
- The action item associated with the Add a Child event appears on the audit report after action item processing.
- The participant’s name appears on the error report after participation evaluation processing.
- Contact the participant and attempt to resolve the action item. After you mark the action item as complete, enrollment for the Add a Child event completes and you can process the Relocation event.

### Suspension of Beneficiary Designee Only

**Scenario:**

1. On January 1, 2015, you process the Add a Child event with an occurred date of January 1, 2015, and make corresponding elections.
2. An outstanding action item for beneficiary designation, configured for suspension, is generated with a due date of January 30, 2015. The participation evaluation process suspends the enrollment for the beneficiary designee.

**Result:**

- The participation process evaluates the Relocation event for enrollment opportunities even though an outstanding action item exists. This is because the action item exists only for the beneficiary designation, not for the entire offering.
- You can process future life events for the participant.

### Suspension with No Interim Coverage

**Scenario:**

1. On January 1, 2015, you process the Add a Child event with an occurred date of January 1, 2015, and make corresponding elections.
2. An action item, configured for suspension, is generated with a due date of January 30, 2015. The participation evaluation process suspends the enrollment, but no interim coverage exists.
Result: The Relocation event can't process until you resolve the suspension for the Add a Child event.

Subsequent Life Event Processing Causes Previous Life Event to be Backed Out
Scenario:
1. On January 10, 2015, you process the Add a Child event with an occurred date of January 10, 2015 and make corresponding elections.
2. An action item, configured for suspension, is generated with a due date of January 30, 2015. The participation evaluation process suspends the enrollment and applies the configured interim coverage.
Result: Life event processing backs out the Add a Child event, along with any pending action items. It processes the Relocation event, unless the timeliness setup for the life event prevents life events from backing out in this situation.

Termination Processing After Suspension
Scenario:
1. On March 1, 2015, you process the Marriage life event and make corresponding elections.
2. An action item, configured for suspension, is generated with a due date of March 30, 2015. The participation evaluation process suspends the enrollment and applies the configured interim coverage.
Result: The participation process evaluates the Termination event even though there is a pending action item from the Marriage life event.

Related Topics
- Guidelines to Configure Enrollment Suspensions

Options to Configure Certifications and Other Action Items
You can configure a certification requirement action item to include one or more required individual certifications that participants must provide to fulfill the requirement.

You define action items on the Plan Certifications and Plan Designation Requirements pages using the Manage Benefit Plan Details task in the Plan Configuration work area.

This topic explains considerations for the following:
- Determination rule
- Multiple certifications
- Required action items without certification

Determination Rule
If you select the **Required** check box when you add a certification, you also select the determination rule, which specifies the conditions in which the certification is required.
Examples of determination rule conditions requiring certifications:

- Only when a participant is enrolling for the first time
- Only if never produced in the past
- Only if a new dependent is designated
- For every life event

You can create a formula if the existing determination rules do not meet your business requirements.

**Multiple Certifications**

If you select multiple certifications, a participant must provide both of the following to fulfill the requirement:

- All required certifications
- At least one optional certification

Example: You require that the participant provide either a Marriage Certificate or a Domestic Partner Affidavit when designating a spouse dependent.

In this case, you:

- Select **Required** for the certification requirement action item
- Don’t select **Required** for each of the individual certifications

**Required Action Items Without Certifications**

Selecting **Required** for other action items, such as designation of a beneficiary, dependent, or primary care physician:

- Doesn’t affect processing
- Can be useful for tracking an action item in internal reports

**Related Topics**

- Example of Beneficiary Designation Requirements
- Example of Dependent Designation Requirements

**Guidelines to Configure Enrollment Suspensions**

You configure plan enrollment suspension in the Plan Configuration work area using the Manage Benefit Plan Details task.

1. Select the plan or option in the Plan and Options Certifications section of the plan Certifications page.
2. Configure enrollment suspension in the Enrollment Certifications and Benefit Certifications tabs, General Configuration and Life Event subtabs.

**Suspend Enrollment Check Box**

If you select the **Suspend enrollment** check box for an action item, then event processing:

- Displays a suspension reminder to the participant or benefits administrator during enrollment
- Suspends enrollment in the benefit offering until the participant completes the action item
- Applies interim coverage, if any was configured on the Plan Enrollment page

Impact of Suspended Enrollments

You can’t process any life events, except terminations, for the participant during enrollment suspension. If the participant doesn’t complete the action item by its due date, the action item appears in the following until the participant does complete it:

- Close action item audit log
- Close enrollment audit log
- Participation evaluation error report

Configuration of Suspensions for Multiple Certifications

You can’t select **Suspend enrollment** for an individual certification. You configure suspension for a certification requirement action item, which may include multiple individual certifications. If you configure suspended enrollment for a certification requirement with multiple certifications, participants must provide both of the following to avoid enrollment suspension:

- All required certifications
- At least one optional certification

Example: You create a certification requirement with two required and five optional certifications.

- The participant must provide the two required certifications and at least one of the optional ones to satisfy the certification requirement.
- If you configure this certification requirement for suspended enrollment, and the participant provides only one of the required certifications, event processing:
  - Considers the action item incomplete
  -Suspends enrollment

**Related Topics**

- Guidelines to Configure Unsuspend Rules

**Examples of Configuring Certification Requirements**

The following examples illustrate how to associate enrollment and benefits-based certification requirements with benefit offerings.

**General Enrollment Certification Requirement**

Scenario: A life insurance plan requires participants to provide a proof of good health, which they obtain from their physicians.

- The guided enrollment process provides a reminder about the pending certification during enrollment.
• Enrollment processing immediately suspends enrollment and applies the interim coverage, if any.
• The interim coverage remains in effect until the participant provides the certification.

Setup: On the Plan Certifications page in the Plan Configuration work area:

1. On the Enrollment Certifications tab, General Configuration subtab, create a certification requirement.
2. Select the Required and Suspend enrollment check boxes.
3. Set a due date for the certification.
4. Define interim coverage for the plan, if not already defined, on the Plan Enrollments page.

**Life Event Enrollment Certification Requirement**

Scenario: A life insurance plan requires new hires to provide proof of good health or evidence of insurability certification. Existing participants who are updating benefits during open enrollment don’t have to provide proof.

• The guided enrollment process provides a reminder about the pending certification during new hire enrollment.
• Enrollment processing immediately suspends new hire enrollment in the plan, with no interim coverage, until the new hire provides the certification.

Setup: On the Plan Certifications page in the Plan Configuration work area:

1. On the Enrollment Certifications tab, Life Event subtab, create a certification requirement for the New Hire life event.
2. Select the Required and Suspend enrollment check boxes.
3. Set a due date for the certification.

Don’t define interim coverage.

**Benefit Certification Requirement**

Scenario: A life insurance plan exceeding 100,000 USD coverage requires proof of good health or evidence of insurability certification. Plans with coverage below that amount don’t require certification.

• The guided enrollment process provides a reminder about the pending certification during enrollment in the plan with coverage exceeding 100,000 USD.
• Enrollment processing immediately suspends enrollment and applies the interim coverage, if any.
• The interim coverage remains in effect until the participant provides the certification.

Setup: On the Plan Certifications page in Plan Configuration work area:

1. On the Benefit Certifications tab, General Configuration subtab, create a certification requirement.
2. Select the Required and Suspend enrollment check boxes.
3. Set a due date for the certification.
4. Define interim coverage as a plan with coverage equal to 100,000 USD on the Plan Enrollment page.

**Tip:** You can also define benefits certification requirements for a particular life event using the Life Event subtab. For example, you require certification for the Gain Dependent life event if coverage exceeds 100,000 USD.

**Related Topics**

• Example of Dependent Designation Requirements
Ways to Enforce Benefits Restrictions

Setup of benefits certification coverage restrictions at the plan level varies depending on whether the restriction type is Benefit amount or Plan or option sequence. You can set up restrictions for the entire plan or for specific life events for the plan. You can’t set up restrictions based on coverage calculation amounts if you set the Restriction Type to Plan or option sequence. Configure restrictions in the Plan Configuration work area using the Manage Benefit Plan Details task.

Benefit Amount

Use the Benefit Amount Restrictions section of the Plan Certifications page, Benefits Certifications tab, General Configuration subtab, for both first-time enrollments and changes in enrollments.

- For first-time enrollments, you can specify the Minimum, Maximum, and Maximum with Certification coverage amounts.
- For enrollment changes, you can also specify Maximum Increase and Maximum Increase with Certification amounts.

Elections submitted outside of these specifications trigger enrollment suspension and application of interim coverage, if configured on the Plan Enrollment page.

You can impose benefits certification restrictions in plans that have coverage with either of the following calculation methods:

- Flat range
- Flat amount

To see this method, you must first select the Participants enter value at enrollment check box.

Typical scenarios don’t call for simultaneously setting all benefits amount restriction fields.

Plan or Option Sequence

The Plan or Option Sequence Restrictions section targets both first-time enrollments and changes in enrollments. Elections submitted outside of the following specifications trigger enrollment suspension and application of interim coverage, if configured on the Plan Enrollment page.

- For first-time enrollments, you can specify Minimum Sequence Number, Maximum Sequence Number, and Maximum Sequence Number with Certification.
- For enrollment changes, you can also specify Maximum Sequence Number Increase and Maximum Sequence Number Increase with Certification.

Plan configurations that include all of the following aspects can impose option restrictions:

- Options
- Coverages that use the Multiple of compensation calculation method

Selecting Plan or option sequence as the restriction type enables the Restrictions on Changes field. When configured, the selected restriction on changes rule limits the choices that workers see during enrollment. For example, No restrictions allows workers to see all available options. Increase only allows workers to see just those options that are greater than the current election.
Enrollment processing determines whether an option represents an increase or decrease with respect to the currently elected option based on the option sequence numbers. You set the sequence numbers in the Options section table of the Plan Basic Details page. Typical scenarios don't call for simultaneously setting all option restriction fields.

Examples of Enforcing Benefits Restrictions

Some benefits provide options for different levels of coverage, such as life insurance offerings with coverage in multiples of a participant’s annual salary. You can define sequence restrictions to limit the number of levels of increase either:

- From one enrollment period to the next
- Due to occurrence of a life event

You can also set the minimum and maximum sequence levels that workers can select with and without certification. You define sequence number restrictions on the Benefit Certifications tab, General Configuration subtab of the Plan Certifications page.

Sequence Number Increase Restriction

Scenario: A life insurance plan has options for 10k USD, 20k USD, 30k USD, 40k USD, and 50k USD, associated respectively, with sequence numbers 1 through 5. A participant with existing coverage of 10k USD can only jump:

- One level, up to 20k USD, without certification
- Two levels, to 30k USD, with certification of good health or evidence of insurability

Setup:

1. In the Restriction Type field, select **Plan or option sequence**.
2. In the Plan or Option Sequence Restriction section, set the sequence restriction values as shown in the following table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Sequence Number Increase</td>
<td>1</td>
</tr>
<tr>
<td>Maximum Sequence Number Increase with Certification</td>
<td>2</td>
</tr>
</tbody>
</table>

Maximum Sequence Number Restriction

Scenario: A supplemental life insurance plan has four coverage options with sequence numbers 1 through 4. You want to restrict the highest level of coverage, sequence number 4, to only those participants who provide certification.

Setup:

1. In the Restriction Type field, select **Plan or option sequence**.
2. In the Plan or Option Sequence Restriction section, set the sequence restriction values as shown in the following table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Sequence Number</td>
<td>3</td>
</tr>
<tr>
<td>Maximum Sequence Number with Certification</td>
<td>4</td>
</tr>
</tbody>
</table>

**FAQs for Plan Certifications**

**Can I change the name of an action item?**

Yes, you can edit the meaning of the existing certifications lookup codes in the Enrollment Action Items lookup type. This lookup type includes the lookup codes Beneficiary designation, Dependent coverage, Proof of event, and Proof of good health. This change only modifies the display text of the certification. For example, you want to rename Proof of good health to Evidence of insurability. Use the Manage Common Lookups task in the Setup and Maintenance work area.

**Can I configure designation requirements for benefit plans with no options?**

Yes, in the Plan Configuration work area when you create a plan or edit an existing one.

1. Select the plan in the Plan and Option Eligibility section of either the create or edit page for plan eligibility.
2. Configure which dependent or beneficiary designees are allowed to enroll in that plan, in the Further Details section.
3. Configure action items for the associated certification on the Designation Requirements page.
15 Rate Creation and Calculation

Overview of Rates and Coverages

Benefits administrators and managers create and manage benefit rates and coverages using the following tasks in the Plan Configuration work area:

- Manage Benefit Rates
- Manage Benefit Plan Coverage

This topic covers key benefit terms related to rates and coverage:

- Rates
- Coverage
- Calculation methods
- Variable rates and coverage
- Final calculation

Rates

Rates determine costs for purchasing benefit coverage, such as life or health insurance. Rates usually determine an amount of monetary contributions paid by:

- The employee
- The employer
- A combination of both

Rates can also determine amounts distributed from the employer to the employee, such as for tuition reimbursement.

Coverage

Coverage defines monetary amounts available to enrolled participants in the event of a claim, such as for medical expenses.

Calculation Methods

You can calculate standard rates and coverage using a variety of delivered calculation methods, such as flat amount or multiple of coverage. Or, you can create a calculation formula.
Variable Rates and Coverage

To vary a rate or coverage by criteria, you can associate variable rate or coverage profiles that adjust or replace the standard rate or coverage calculation.

Example: You can adjust a rate based on criteria such as location, length of service, and participant's age.

Final Calculation

To derive the final calculation of the rate or coverage, you can apply limits and rounding rules.

Define Elements, Balances, and Formulas: Overview

The Define Elements, Balances, and Formulas task list contains the tasks required for creating payroll elements for compensation and HR management. You can use this task list if you’re recording earnings, deductions, and other payroll data for reporting, compensation and benefits calculations, or transferring data to a third-party payroll provider.

Note: If you’re using Oracle Fusion Global Payroll, use the Define Payroll task list instead. The Define Payroll task list includes additional tasks required to set up payroll processing.

Required Tasks

Your business requirements and product usage determine which required tasks and other payroll-related tasks you perform. The required tasks are:

- Manage Elements
- Manage Payroll Definitions, which is usually required to support elements
- Manage Consolidation Groups, which is required for creating payroll definitions

If you use predefined Payroll Interface extracts to transfer data to a third-party payroll provider, you may need to create element subclassifications, balances, organization payment methods, and object groups. Refer to the Global Payroll Interface documentation for more information.

Prerequisite Tasks

The Workforce Deployment and Compensation Management offerings include the Define Elements, Balances, and Formulas task list. These offerings contain other tasks that you must complete first, as shown in the following table.

<table>
<thead>
<tr>
<th>Task</th>
<th>Use To</th>
<th>Why It's Important</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Legal Entities</td>
<td>Create payroll statutory units.</td>
<td>Ensures that hiring employees automatically creates payroll relationship records.</td>
</tr>
</tbody>
</table>
Configure Legislations for Human Resources

Use this task to create and edit legislative data for a country or territory that doesn't have a predefined country extension. It guides you through configuring some payroll objects and values required for creating elements, including:

- Tax year start date
- Period of service on rehire rules
- Default currency
- Element classifications
- Component groups
- Payment types

> Note: Complete this task before the other tasks in this task list.

Manage Elements

Use elements to communicate payment and distribution information to payroll applications from the source applications listed in the following table.

<table>
<thead>
<tr>
<th>Source Application</th>
<th>Element Purpose</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| Compensation       | • Earnings and deduction elements, such as bonuses, overtime earnings, and voluntary deductions.  
                      • Information elements to load user-defined data to use during a workforce compensation cycle. | Required for compensation plans and base pay, no matter which HR and payroll applications you're using. |
| Benefits           | • Deduction elements to record activity rate calculation results, such as:  
                      • Employee contributions and employer distributions for medical options  
                      • Flex credits for flex benefits  
                      • Earnings elements if you want to disburse unused credits as cash. | Required if you use element entries to communicate benefits rate information to any payroll application.  
> Note: You must select Payroll Relationship as the employment level. |
Manage Payroll Definitions

Employees’ employment terms or assignments include their assigned payrolls. The payroll definition supplies the payroll period frequency and end dates, which some applications use for calculations. The following table shows which Oracle Fusion HCM applications require payroll definitions.

<table>
<thead>
<tr>
<th>Application</th>
<th>Payroll Definition Required?</th>
<th>Usage Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Payroll Interface</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Compensation</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Benefits</td>
<td>Optional</td>
<td>Required to use the payroll period frequency to calculate communicated rates or values passed to payroll.</td>
</tr>
<tr>
<td>Time and Labor</td>
<td>Optional</td>
<td>Required to pass time entries to payroll calculation cards for payroll processing or for extract to a third-party payroll application.</td>
</tr>
<tr>
<td>Absence Management</td>
<td>No</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Manage Consolidation Groups

You must have at least one consolidation group for each legislative data group where you create elements. Payroll definitions require a consolidation group.

Other Payroll-Related Setup Tasks

Your implementation might require other tasks in the Define Elements, Balances, and Formulas task list, as shown in the following table.
# Task Requirements

**Manage Organization Payment Methods**
If you want to record personal payment methods for your employees, you must create organization payment methods and associate them with your payroll definitions. Organization payment methods define the combination of payment type and currency to use for payments to employees or external parties.

**Manage Element Classifications**
Primary element classifications are predefined. If you run the Calculate Gross Earnings process (provided with Global Payroll Interface), you might create subclassifications to feed user-defined balances.

**Manage Fast Formulas**
You can write formulas for a number of uses, including:
- Validating user entries into element input values
- Configuring compensation, benefit, and accrual plan rules
- Calculating periodic values for gross earnings and defining element skip rules for the Calculate Gross Earnings process (provided with Global Payroll Interface)

**Manage Balance Definitions**
If you're using Global Payroll Interface, creating earnings elements creates balances automatically. You can edit these generated balance definitions.

If you're using the Calculate Gross Earnings process, you may want to create additional balances for extracts or reporting.

**Manage Object Groups**
You can create object groups to specify subsets of elements or payroll relationships to include in a report or process, such as the Calculate Gross Earnings process.

## Related Topics
- Overview of Using Formulas
- Payroll Definitions: Explained
- Payroll Balance Definitions
- Implementing Payroll Interface: Procedure
- Elements: How They Hold Payroll Information for Multiple Features

## How Benefit Rates Are Calculated
Rate calculations apply a calculation method to values that you define or values that participants enter during enrollment.

## Settings That Affect Rate Calculations
The following calculation methods are available for computing rates:

<table>
<thead>
<tr>
<th>Calculation Method</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat amount</td>
<td>Predefined or entered during enrollment.</td>
</tr>
<tr>
<td>Calculation Method</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Multiple of compensation</td>
<td>Calculates rate as multiple of participant’s compensation amount</td>
</tr>
<tr>
<td>Multiple of coverage</td>
<td>Calculates rate as multiple of total coverage amount</td>
</tr>
<tr>
<td>Multiple of parent rate</td>
<td>For child rates only, calculates rate as multiple of the parent (primary activity) rate</td>
</tr>
<tr>
<td>Multiple of parent rate and coverage</td>
<td>For child rates only, calculates rate as multiple of both parent rate and coverage amount</td>
</tr>
<tr>
<td>Multiple of coverage and compensation</td>
<td>Calculates rate as multiple of both coverage and compensation</td>
</tr>
<tr>
<td>No standard value used</td>
<td>Uses rate defined in variable rate profiles</td>
</tr>
<tr>
<td>Set annual rate equal to coverage</td>
<td>Uses total coverage as the annual rate amount</td>
</tr>
<tr>
<td>Post enrollment calculation formula</td>
<td>Calculates rate based on election information entered during enrollment using a formula you define</td>
</tr>
<tr>
<td>Calculate for enrollment formula</td>
<td>Calculates rate on enrollment using a formula you define</td>
</tr>
</tbody>
</table>

The calculation method you select works with other settings to compute the final rate.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Related Configuration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculations using multiples</td>
<td>Specify the operation, such as simple multiplication, percentage, or per hundred.</td>
</tr>
<tr>
<td>Calculations based on compensation</td>
<td>Specify the compensation factor that defines the basis for the compensation calculation, such as weekly stated salary or stated annual salary.</td>
</tr>
<tr>
<td>If you enable participant entry</td>
<td>You can set valid ranges, default values, and increment values, as applicable. The default values apply if you recalculate rates and no user entered value is available.</td>
</tr>
<tr>
<td>Partial month enrollment</td>
<td>You can define a prorated rate.</td>
</tr>
<tr>
<td>Rounding</td>
<td>Select a rounding rule.</td>
</tr>
<tr>
<td>Limits</td>
<td>Define high and low limits.</td>
</tr>
<tr>
<td>Variable rates</td>
<td>Attach variable rate profiles to the standard rate.</td>
</tr>
</tbody>
</table>
How Rates Are Calculated

The calculation method and other settings defined for a rate determine how and when the rate is calculated. For example, the rate might be calculated prior to enrollment, upon enrollment, or after enrollment has been completed.

Example: Multiple of Compensation

<table>
<thead>
<tr>
<th>Inputs to Calculation</th>
<th>Calculated Rate</th>
<th>Calculation Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Compensation Amount:</strong> 25,000 (value derived by applying a Compensation Factor of Stated Annual Salary)</td>
<td>2.5</td>
<td>(1/10,000) * 25,000</td>
</tr>
</tbody>
</table>

Multiplier: 1

Operator: Per ten thousand

Example: Multiple of Coverage

<table>
<thead>
<tr>
<th>Inputs to Calculation</th>
<th>Calculated Rate</th>
<th>Calculation Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Coverage Amount:</strong> 200,000</td>
<td>20</td>
<td>(1/10,000) * 200,000</td>
</tr>
</tbody>
</table>

Multiplier: 1

Operator: Per ten thousand

Example: Multiple of Compensation and Coverage

<table>
<thead>
<tr>
<th>Inputs to Calculation</th>
<th>Calculated Rate</th>
<th>Calculation Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Multiplier:</strong> 0.0001</td>
<td>25</td>
<td>[[0.0001 * 25,000] / 10,000] * 100,000</td>
</tr>
</tbody>
</table>

Multiple of Compensation Operator: Multiply by

Compensation Amount: 25,000 (value derived by applying a Compensation Factor of Stated Annual Salary)

Multiple of Coverage Operator: Per ten thousand

Coverage Amount: 100,000
Example: Multiple of Parent Rate

<table>
<thead>
<tr>
<th>Inputs to Calculation</th>
<th>Calculated Rate</th>
<th>Calculation Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiplier: 2</td>
<td>5</td>
<td>2 * 2.5</td>
</tr>
</tbody>
</table>

**Parent Rate Operator**: Multiply by

**Parent Rate**: 2.5 (value derived from selected **Parent Rate Name**)

Example: Multiple of Parent Rate and Coverage

<table>
<thead>
<tr>
<th>Inputs to Calculation</th>
<th>Calculated Rate</th>
<th>Calculation Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiplier: 1</td>
<td>50</td>
<td>[(1 * 2.5) / 10,000] * 200,000</td>
</tr>
</tbody>
</table>

**Coverage Operator**: Per ten thousand

**Coverage Amount**: 200,000

**Parent Rate Operator**: Multiply by

**Parent Rate**: 2.5 (value derived from selected **Parent Rate Name**)

Related Topics

- Variable Rates Options
- Create a Benefit Variable Rate
- How Coverages Are Calculated

Ways to Create Benefit Rates

You can create and edit benefits standard rates using one of these methods:

- Create rates for plans or options during program and plan quick create.
- Create rates using the **Manage Benefit Rates** task in the Plan Configuration work area.
- Create rates in the plan configuration integrated workbook.
- Edit rates in the Edit Rates integrated workbook.
- Copy rates to additional legal employers.
Creating Rates with Quick Create Program and Plan

You can create rates that use the flat amount calculation method for plans with or without options. Enter employer and participant costs using Quick Create Program or Quick Create Plan. Click **Quick Create Program** or **Quick Create Plan** in the programs or plans Search Results section.

When you save the program or plan, the save process:

- Creates the rates based on the cost values that you entered. You can't name the rates using your own naming conventions. With the quick create methods, the save process automatically creates the rate name when it creates the rate.
- Sets the rates usage to **Standard** and the calculation method to **Flat Amount** for each cost.

You can edit these new rates after searching for them on the Manage Benefit Rates page, Standard Rates tab.

Creating Rates with the Manage Benefit Rates Task

You can create standard rates based on flat amounts or other calculation methods. Calculation methods include multiple of coverage or multiple of compensation, as well as calculate for enrollment formula.

Use the **Manage Benefit Rates** task to create the standard rate and specify:

- The calculation method
- Payroll and processing information
- Extra inputs
- Partial month determination
- Annual rates

Creating Rates in the Plan Integrated Workbook

Create rates that use the flat amount calculation method when you create plans with or without options using the benefit plans integrated workbook. Upload processing is the same as when you save the quick create plan. To generate the workbook, click **Prepare in Workbook** on the plans Search Results section. Then enter plan and option details, including employer and participant costs.

Editing Rates in the Edit Rates Integrated Workbook

On the Manage Rates page, use the Edit Rates workbook to edit many existing rates at once, for example, to reflect annual changes in contribution.

- Download and edit standard rates for only one calculation method at a time.
- Edit standard rates only.
- You can’t use the workbook to associate variable rate profiles with standard rates.
Copying Rates for Additional Legal Employers

Rather than creating the same rates for multiple legal employers, you can create them once, then duplicate them for use by additional legal employers.

Use the Manage Benefit Rates task to search for the standard rate that you want to use for additional legal employers:

1. Click the Duplicate button for the rate to open the Duplicate dialog box.
2. Select and add the legal employers to which you want to copy the standard rate.

Related Topics

• How Defined Rate Frequency Works with Communicated Rate Frequency
• Ways to Create Benefit Variable Rates

Benefits Rate Level Options

Use the Rate Level field to define the level at which you want to associate rates with your programs and plans-not-in-program. You can define rates at the following levels:

• Legislative Data Group (LDG) level
• Legal Entity level

You can find the Rate Level field in the Create or Edit Plan or Program pages. You can also find this field in the quick create pages and integrated workbooks. Once you associate a rate level to the program or plan-not-in-program and save it, you can no longer change the rate level.

Rates at LDG Level

If you define your rates at the LDG level, the benefits offerings that span across all legal entities in that LDG use the rate that you defined. For instance, if you want to use a global rate structure for a program, you define the rate structure at the LDG level.

Rates at Legal Entity level

You create rates at legal entity level if they must apply for a particular legal entity. By default, the rate level is set to Legal entity when you create a program or plan.

Other Considerations

You cannot mix and match rates created at different levels. For instance, in programs or plans whose rate level is set to LDG, you can include rates defined at that level only. The application prevents administrators from inadvertently including rates with different rate levels in a program, such as in the regular create or edit plan pages, quick create, and plan copy.

You can define rates at both LDG and legal entity levels for a flex shell plan or imputed shell plan. However, when you associate the plan with a program, the rates must exist at the same level.
Rate Display Configuration Options

Control the display and visibility of a rate value on the enrollment pages. You configure the following display aspects of a rate:

- Display type, defined during rate setup
- Visibility and display name configuration for self-service enrollment

Display Type

The rate display type indicates where the rate value should appear during enrollment. On the Create or Edit Rate page, select one of the display types in the following table:

<table>
<thead>
<tr>
<th>Rate Display Type</th>
<th>Where The Rate Appears</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>Appears in the Primary Rate column during enrollment. Enables rate entry. Typically the employee rate.</td>
</tr>
<tr>
<td>Secondary</td>
<td>Appears in the Secondary rate column during enrollment, but does not enable rate entry. Typically the employer rate.</td>
</tr>
<tr>
<td>Others</td>
<td>On the self-service pages, this rate type appears in one of these columns:</td>
</tr>
<tr>
<td></td>
<td>• Other 1</td>
</tr>
<tr>
<td></td>
<td>• Other 2</td>
</tr>
<tr>
<td></td>
<td>Examples include pretax and after-tax.</td>
</tr>
<tr>
<td></td>
<td>In the Enrollment work area, this rate type appears in the Details window when you make an enrollment.</td>
</tr>
</tbody>
</table>
Default Display
Self-service enrollment pages display a maximum of four rate types for each plan and option. The following figure shows the default display sequence of Primary, Secondary, Other 1, and Other 2 rate types on self-service enrollment pages.

<table>
<thead>
<tr>
<th>Plan and Option</th>
<th>Primary Rate</th>
<th>Secondary Rate</th>
<th>Other Rate 1</th>
<th>Other Rate 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eye-care + 1</td>
<td>180</td>
<td>50</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Eye-care + family</td>
<td>480</td>
<td>120</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Rate Visibility and Display for Self-Service Enrollment
Use the Configure Plan Type Grouping Display page to:

- Show or hide rate types in each plan grouping step on the self-service pages. You can't hide the primary rate type.
- Rename the rate types in each step on the self-service pages.

Revising column names, such as changing Other to Pretax or After-Tax, doesn’t affect taxation.
Vision Rates Example
For example, you rename the primary and secondary rate types on the vision plan enrollment step to Employee Rate and Employer Rate. You also hide the other rates. This figure shows the resulting configuration on the self-service pages, with only the employee and employer rates visible for each vision plan and option.

![Enrollment Guided Process Diagram]

<table>
<thead>
<tr>
<th>Plan and Option</th>
<th>Select</th>
<th>Employee Rate</th>
<th>Employer Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eye-care employee plus one</td>
<td></td>
<td>180</td>
<td>50</td>
</tr>
<tr>
<td>Eye-care employee plus family</td>
<td></td>
<td>480</td>
<td>120</td>
</tr>
</tbody>
</table>

Partial Month Determination Rule Options
The partial month determination rule calculates the contribution or distribution amount when a participant’s enrollment coverage date falls within a month. You can choose from the following options:

- **All**
  - The rule calculates the amount as if the participant were enrolled for the entire month.

- **None**
  - The rule calculates the amount as if the participant wasn’t enrolled at all for the entire month.
Prorate Value
The rule prorates the standard contribution or distribution based on the percentage of the month that the participant was enrolled.

If you select this option, click Add in the Proration Details section to define proration details, including:

- Percentage
- Rounding rule or formula for rounding the calculated prorate value
- Prorate period
- Which months the proration details apply to: for example, months with 28 days, 29 days, and so on.
- Proration formula, if applicable
- Start and stop coverage rule, if applicable

You can define more than one set of proration details if, for example, the details differ depending on the number of days in a month.

Formula
The rule uses your formula to calculate the rate. Select the formula to use. You must define the formula using the Manage Fast Formulas task in the Setup and Maintenance work area before you can select it here.

Wash Formula
The rule applies a wash formula to the rate to determine whether or not participants receive a contribution or distribution.

- Enter the day of the month (1-31) to use as the wash rule day.
- Participants don't receive a contribution or distribution if either is true:
  - Their start date occurs after the wash rule day
  - Their end date occurs before the wash rule day

Value Passed to Payroll Options
In the Value Passed to Payroll field on the create or edit Rates page, select the amount that you want to pass to a participant’s payroll element entry on enrollment.

You can select one of the following amounts:

- Communicated
- Defined
- Estimated per-pay-period
- Per-pay-period
- Annual
Communicated amount
The amount communicated to participants as their expected contribution or distribution.

Defined amount
The amount that you defined for the rate, which may be different from the amount communicated to the participant.

Estimated per-pay-period amount
An estimate based on a fixed number of pay periods.

Example:
- A biweekly payroll might occasionally have 25 or 27 pay periods in a calendar year, depending on the setup.
- Likewise, a weekly payroll might have 51 or 53 periods.

When you select this option, the calculation uses the usual number of pay periods, which are 26 for biweekly or 52 for weekly.

Per-pay-period-amount
The actual per-pay-period amount based on defined calculations.

- If you don’t select a value, the calculation uses the per-pay-period amount.
- You can prorate only per-pay-period amounts.

Annual amount
The defined amount annualized.

Rate Periodization Formula
When you use a rate periodization formula as part of the rate processing, select one of the following as your value to pass to payroll:

- Annual amount
- Defined amount
- Communicated amount

Benefits Rate Frequencies
Specify the rate communicated to participants during enrollment by configuring frequency settings in basic details of the program or plan not in program. Configure the standard rate with the payroll deduction amount. Use the Plan Configuration work area tasks.

Your configuration determines whether the communicated amount in the self-service enrollment pages and Enrollment work area is the same as the payroll amount.
Program or Plan Frequency Settings That Affect Rates

Select a value for each of the following frequencies when you configure the basic details for a program or plan not in program.

- **Defined Rate Frequency**: Time basis specified for the activity rate calculation.
  
  Possible selections are Annually, Biweekly, Monthly, Hourly, Quarterly, Semiannually, Semimonthly, or Weekly.

- **Communicated Rate Frequency**: Time basis used to calculate the rate displayed on the self-service enrollment pages and in enrollment results in the Enrollment work area.
  
  Possible selections are Estimated per pay period, Per month, Per pay period, Per pay period with element frequency rules, or Per year.

The following table defines the pay period values:

<table>
<thead>
<tr>
<th>Frequency Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per pay period</td>
<td>Use the number of pay end dates derived from the payroll definition.</td>
</tr>
<tr>
<td></td>
<td>Example: A weekly payroll might result in 53 end dates in the calendar year.</td>
</tr>
<tr>
<td>Estimated per pay period</td>
<td>Use the standard number of periods corresponding to the period type value selected in the payroll definition, regardless of the number of pay end dates in the calendar year.</td>
</tr>
<tr>
<td></td>
<td>Example: Communicated rate calculations use the fixed number of 52 weekly periods, even for years with the nonstandard 53 weekly periods.</td>
</tr>
<tr>
<td>Per pay period with element frequency rules</td>
<td>Use the frequency rules of the payroll element associated with the standard rate to determine the number of deductions in the calendar year.</td>
</tr>
<tr>
<td></td>
<td>Example: One of your benefit deductions occurs only on the first biweekly payroll in each month.</td>
</tr>
<tr>
<td></td>
<td>If you use this communicated rate frequency, select <strong>Per-pay-period amount</strong> as the value passed to payroll.</td>
</tr>
</tbody>
</table>

If you select one of the pay period choices, you must define a corresponding payroll and assign it to the relevant participants. Use the tasks in the Basic Payroll functional area in the Setup and Maintenance work area.

Standard Rate Frequency Settings That Affect Rates

Select a value for each of the following optional attributes when you configure rate details and payroll information for the standard rate.

<table>
<thead>
<tr>
<th>Optional Rate Attributes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Element Input Value</td>
<td>Used to transfer the benefit rate to payroll through the element entry.</td>
</tr>
</tbody>
</table>
Optional Rate Attributes

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before you can select an element input value, you must first select a payroll element for the standard rate.</td>
</tr>
</tbody>
</table>

**Value Passed to Payroll**

Amount that the application passes to the element entry.

Possible selections are Annual amount, Communicated amount, Defined amount, Estimated per-pay-period amount, or Per-pay-period amount. Leave this field blank if you do not use element entries.

For communicated amount and payroll deduction amounts to be the same, you must coordinate the settings for the communicated rate frequency and the value passed to payroll.

**Rate Periodization Formula**

You can change the annual, defined, and communicated rate calculations for any activity rate. To do so:

1. Create a fast formula using the Rate Periodization formula type.
2. Select the formula on the Processing Information tab of the standard rate.

How Communicated Rate is Calculated

The following table identifies the possible communicated rate values, the calculation used to determine the amount, an example amount, and the example calculation.

The examples represent a family medical plan and use the following values:

- Standard rate: 4,000 USD
- Defined rate frequency: Quarterly
- Payroll period type: Biweekly
- Element frequency rules for this deduction: First pay period in the month only

<table>
<thead>
<tr>
<th>Communicated Rate Frequency</th>
<th>Calculation Used to Derive Communicated Amount</th>
<th>Example Communicated Amount (USD)</th>
<th>Example Calculation Expression</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per year</td>
<td>Standard rate x Number of times defined rate frequency occurs in 1 year</td>
<td>16,000</td>
<td>4,000 x 4</td>
</tr>
<tr>
<td>Per month</td>
<td>Annual amount / Number of times communicated rate frequency occurs in 1 year</td>
<td>1,333.3333</td>
<td>16,000 / 12</td>
</tr>
<tr>
<td>Per pay period</td>
<td>Annual amount / Actual number of pay periods in 1 year based on payroll frequency</td>
<td>One of these two amounts, depending on the year:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Actual number example: Depending on the year, 52 or 53 for weekly and 26 or 27 for biweekly</td>
<td>• 615.3846</td>
<td>• Annual amount / 26 pay periods</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 592.5926</td>
<td>• Annual amount / 27 pay periods</td>
</tr>
<tr>
<td>Estimated per-pay-period</td>
<td>Annual amount / Standard number of pay periods in 1 year based on payroll frequency</td>
<td>615.3846</td>
<td>16,000 / 26</td>
</tr>
</tbody>
</table>
Communicated Rate Frequency | Calculation Used to Derive Communicated Amount | Example Communicated Amount (USD) | Example Calculation Expression
--- | --- | --- | ---
Per-pay-period with element frequency rules | Annual amount / Number of times deduction is taken in 1 year | 1,333.3333 | 16,000 / 12

**How Value Passed to Payroll is Calculated**

The following table identifies the possible values to pass to payroll, the calculation used to determine the amount, an example amount, and the example calculation.

The examples represent a family medical plan and use the following values:

- Standard rate: 4,000 USD
- Defined rate frequency: Quarterly
- Communicated rate frequency: Per month
- Payroll: period:
  - Period type: Biweekly
  - Alternative for illustration purposes: Element frequency rule of first pay period in a month.
  - Reminder: Different years have a different number of biweekly payrolls.

<table>
<thead>
<tr>
<th>Value Passed to Payroll</th>
<th>Calculation Used to Derive Amount</th>
<th>Example Value Passed to Payroll Amount (USD)</th>
<th>Example Calculation Expression</th>
</tr>
</thead>
<tbody>
<tr>
<td>Left blank</td>
<td>None</td>
<td>Not applicable</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Defined amount</td>
<td>Standard rate at the specified defined rate frequency</td>
<td>4,000 (per quarter)</td>
<td>None</td>
</tr>
<tr>
<td>Annual amount</td>
<td>Standard rate x Number of times defined rate frequency occurs in 1 year</td>
<td>16,000</td>
<td>4,000 x 4</td>
</tr>
<tr>
<td>Communicated amount</td>
<td>Annual amount / Number of times communicated rate frequency occurs in 1 year</td>
<td>1,333.3333</td>
<td>16,000 / 12</td>
</tr>
<tr>
<td>Estimated per-pay-period amount</td>
<td>Annual amount / Standard number of pay periods in 1 year based on payroll frequency</td>
<td>615.3846</td>
<td>16,000 / 26</td>
</tr>
</tbody>
</table>
## Value Passed to Payroll

<table>
<thead>
<tr>
<th>Calculation Used to Derive Amount</th>
<th>Example Value Passed to Payroll Amount (USD)</th>
<th>Example Calculation Expression</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per-pay-period amount</td>
<td>Annual amount / Actual number of pay periods in 1 year based on payroll frequency</td>
<td>One of these two amounts, depending on the year:</td>
</tr>
<tr>
<td></td>
<td>Actual number example: Depending on the year, 52 or 53 for weekly and 26 or 27 for biweekly</td>
<td>• 615.3846</td>
</tr>
<tr>
<td></td>
<td>If using element frequency rules: Annual amount / Number of times deduction is taken in 1 year</td>
<td>• 592.5926</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 1,600 / 26 pay periods</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 1,600 / 27 pay periods</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 16,000 / 12</td>
</tr>
</tbody>
</table>

The communicated rate frequency is not coordinated with the value passed to payroll in the preceding examples, which focus on the calculation of each amount.

**Related Topics**

- How Defined Rate Frequency Works with Communicated Rate Frequency

### Examples of Rate Start Date for Flexible Spending Account Plans

This topic provides examples for these rules that you typically use to determine the rate start date for flexible spending account plan (FSA) enrollments:

- First of pay period preceding first check on or after event
- First of pay period preceding first check on or after elections
- Pay period start, before first check, on or after cover start

These date rules are available in the Rate Start Date list in the Enrollment step when you create a benefit plan.

When you select a date rule, consider the enrollment rules of your enterprise. For example, if your enterprise has a waiting period before enrolling new hires in an FSA plan, you might want the rate to start on a date no earlier than the coverage start date. You do this so that the rate element is included in the first pay period of the first check date.

The examples in this topic assume that you want to configure an FSA plan for workers on biweekly payrolls.

**First of Pay Period Preceding First Check on or After Event**

Example: When the worker makes the required elections for FSA, you want the FSA rate to start on the first day of the pay period that precedes the first check date. The date can be on or after the event date.

A worker makes elections on November 14. The first check date after the event date is on November 28. If you use this date rule, the rate starts November 10.
First of Pay Period Preceding First Check on or After Elections

Example: When the worker makes the required elections for FSA, you want the FSA rate to start on the first day of the pay period that precedes the check date on or after the election date. The worker can make elections throughout the month.

A worker makes elections on November 24. The first check date after the elections is December 12. If you use this date rule, the rate starts November 16.

Pay Period Start, Before First Check, on or After Cover Start

Example: Your enterprise enforces a waiting period of 30 days for enrolling new hires into the FSA plan. You want the FSA rate to start on the first day of the pay period that precedes the date of the first pay check on or after the enrollment start date.

You hire a worker on November 1. The worker makes elections on November 12. In this case, the enrollment start date is December 1. The first check date after the enrollment date is December 18. If you use this date rule, the rate starts November 30.

How You Avoid Rounding Discrepancies in Communicated Rates

This topic covers how to avoid rounding the first element entry, and therefore the communicated rate, when it’s different from the remaining element entries. For example, the rate is 592.592592 and you want the first rate to take the offset so that the subsequent rates round evenly. To avoid rounding the first element entry, use either of the following methods.

Using a Rate Periodization Formula

Follow these steps:

1. Create a fast formula of the Rate Periodization type using the Manage Fast Formulas task in the Setup and Maintenance work area.
2. Select the formula on the Processing Information tab of the standard rate in the Plan Configuration work area.

Using Value Passed to Payroll

Set Value Passed to Payroll on the standard rate to either Annual amount, Communicated amount, or Defined amount in the Plan Configuration work area. If you select Estimated per-pay-period amount or Per-pay-period amount, the first element entry is rounded.

Create Imputed Rates

Imputed income refers to certain forms of indirect compensation that US Internal Revenue Service Section 79 defines as fringe benefits. The IRS taxes the recipient accordingly.

Examples include:

- Employer payment of group term life insurance premiums over a certain monetary amount
• Personal use of a company car
• Other noncash awards

If a plan is subject to imputed income:

• You must create an imputed rate, in addition to the standard rates for the plan.
• You must create a shell plan to record the imputed income calculation.
• Typically, you associate variable rate profiles with the imputed rate, because imputed income taxes vary based on a person’s age.

The following figure illustrates the general steps to create imputed rates:

Prerequisites
Perform the following tasks before you create an imputed rate.

• Use the Manage Elements task in the Setup and Maintenance work area to define the payroll element for the rate.
• Define derived factors for each age band (or any other factors) where the rate varies, such as ages 20-25, 26-30, and so on. Use the Manage Derived Factors task in the Plan Configuration work area.
• Define an eligibility profile for each age band and attach the appropriate derived factors. Use the Manage Eligibility Profiles task in the Plan Configuration work area.
• Define any other objects required by the specific rate, such as formulas. To define formulas, use the Manage Fast Formulas task in the Setup and Maintenance work area.

Creating the Imputed Income Plan
Create the benefit plan that is subject to imputed income using the Manage Benefit Plan Details task in the Plan Configuration work area. Set the **Subject To Imputed Income** field to the appropriate person type for this rate, such as participant, spouse, or dependent.
Creating the Shell Plan

Create another plan to hold the results of the imputed income calculation with the following settings. Again, use the Manage Benefit Plan Details task in the Plan Configuration work area.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan Type</td>
<td>Imputed Shell</td>
</tr>
<tr>
<td>Plan Function</td>
<td>Imputed Shell</td>
</tr>
<tr>
<td>Imputed Income Calculation</td>
<td>The person type that is subject to the imputed income:</td>
</tr>
<tr>
<td></td>
<td>• Participant</td>
</tr>
<tr>
<td></td>
<td>• Spouse</td>
</tr>
<tr>
<td></td>
<td>• Dependent</td>
</tr>
</tbody>
</table>

The imputed income calculation assumes that the employer pays 100 percent of the benefit, and doesn’t subtract employee contributions from the calculation.

Creating the Variable Rate Profiles

Create variable rate profiles for each variable rate with the following settings. Use the Manage Benefit Rates task in the Plan Configuration work area.

- Set the activity type to **Imputed Benefit**.
- Select the appropriate eligibility profile for the age band.
- Set the calculation method to **Flat Amount**.
- Enter the rate amount.
- Provide additional information as applicable for the rate.

Creating the Imputed Rate

Create the imputed rate with the following settings. Again, use the Manage Benefit Rates task in the Plan Configuration work area

1. On the Standard Rates tab **Create** menu, select **Create Imputed Rate**.
2. In the **Imputed Shell Plan** field, select the shell plan you created earlier.
3. Provide additional rate information as applicable.

Associating the Variable Rate Profiles with the Imputed Rate

Select and add the variable rate profiles to the imputed rate.

**Related Topics**

- **Create a Benefit Variable Rate**
Manage Standard Benefit Rates in the Integrated Workbook

You can generate the integrated Microsoft Excel workbook in which you can manage standard benefit rates. Then, upload your changes into the application database. The workbook enables you to create, edit, delete, and end-date rates.

You perform these basic steps to manage benefit rates using the workbook:

1. Generate and populate the workbook.
2. Create, edit, delete, or end-date the standard rates. For example, you can edit rates to reflect annual changes in contribution.
3. Upload the workbook.
4. Resolve errors if required.

Repeat these steps as many times as required to accommodate revisions.

Generating and Populating the Workbook

Currently, the application is limited to a maximum of 500 rows when it generates the workbook, to manage application performance.

1. On the Manage Benefit Rates page Standard Rates tab of the Plan Configuration work area, click **Prepare in Workbook** to generate the workbook.
2. In the search section at the top of the workbook, you must select a calculation formula. This acts as a filter for the records that the download process adds as rows in the Search Results section after you click **Search**.
3. Use the **Rate Display Type**, **Effective As-of Date**, and **Status Rule** fields to further filter your search result records.

Managing Standard Rates

After you generate and populate the workbook, to add a rate, insert a blank row after the last populated row, and enter data. When you edit a rate, make sure you enter data only in the search results fields with a white background. The upload process ignores edits in search results fields with a nonwhite background. Edit the following objects in the Plan Configuration work area, rather than in the workbook:

- Variable rate profiles
- Variable formulas
- Extra inputs
- Partial month determination
- Annual rates

Uploading the Workbook

After you complete your edits, click **Upload** to load into the application database those rows marked as **Changed**. The process:

1. End dates the original benefit rate record
   - It sets the effective end date to the day before the effective as-of date that you used as part of your download filter.
2. Adds a new benefit rate record with your edits
   The effective start date is the same as your effective as-of date and the effective end date is the original effective end date.
3. Moves changed rows to the bottom of the workbook.

To validate the changes, return to the Manage Benefit Rates page, Standard Rates tab and search for the changed or newly added rate.

Resolving Errors
The upload process automatically updates the **Status** field in each workbook row. If there are errors that require review, the process:

   1. Rolls back the change in the application database
   2. Sets the workbook row status to **Upload Failed**
   3. Continues to the next workbook row

To view and resolve an error:

   1. Double-click **Update Failed** in the **Status** field.
   2. Fix any data issues in the workbook.
   3. Upload the latest changes.

**Related Topics**

- What’s the difference between Export to Excel and desktop integration for Excel
- Guidelines for Using Desktop Integrated Excel Workbooks
- Set Up Desktop Integration for Excel

**FAQs for Rates**

**How can I configure a rate to apply across all legal entities in an LDG?**

Select **Legislative Data Group** from the **Rate level** field when you create a plan or program in the Plan Configuration work area. The field is available on the plan and program pages as well as quick create and spreadsheet loaders.

**How can I calculate benefit rates per paycheck instead of per pay period?**

In the **Communicated Rate Frequency** field, select **Estimated per pay period** on the program basic details page. In the **Value Passed to Payroll** field, select **Estimated per-pay-period amount** on the standard rates page.

Scenario: Your payroll processes either weekly or biweekly, so some years you have 52 or 26 payroll runs and others you have 53 or 27. Regardless of the number of payroll runs, you always issue 52 or 26 paychecks per year. Also, you want to calculate the rate communicated to participants per those 52 or 26 paychecks.
What's the difference between limiters and ultimate limiters?

Limiters establish the minimum and maximum variable rate or coverage amount before it's added to, subtracted from, or multiplied by the standard rate or coverage.

Ultimate limiters establish the minimum and maximum variable rate or coverage amount after it's added to, subtracted from, or multiplied by the standard rate amount. For example, the ultimate high limit value sets the absolute maximum rate amount when you select the Add to treatment rule. This rule adds the variable rate calculated result to the standard rate calculation.

Can I edit multiple standard benefit rates at one time?

Yes. Use the Edit Rates in Workbook button of the Manage Standard Rates task to generate the workbook. With this workbook you can edit existing rates, not add new ones.

1. Generate the integrated Microsoft Excel workbook in which you download standard benefit rates that match your search criteria
2. Use the integrated workbook to edit those rates, for example, to reflect annual changes in contribution.
3. Upload your changes back into the application database.

How can I use existing rates for additional legal employers?

Follow these steps:

1. Click Manage Standard Rates in the Tasks panel drawer of the Plan Configuration work area.
2. On the Standard Rates tab, search for the rate that you want to use for additional legal employers.
3. On the Search Results toolbar, click the Duplicate button for the rate.
4. Select and add the legal employers to which you want to copy the standard rate.

You can also elect to copy the variable rates associated with the standard rate, as well as their child objects, such as variable rate profiles and formulas.

What happens if I select a 1 prior rule for previous rate or coverage end?

Previous rate and coverage end rules that start with the phrase 1 prior terminate the rate or coverage period one day before the subsequent period starts. For example, the previous coverage ends on the last day of the current month if the previous coverage end is 1 prior or quarter end and coverage start is First of next month.

If you don’t specify a coverage start, or no next rate or coverage starts, then the second part of the rule goes into effect. In this case, the previous coverage would terminate at the end of the quarter. For example, the existing rate or coverage stops at the end of the quarter if a job termination life event with no associated rate start or coverage start occurs.
How can I configure costing for a benefits rate at all tiers?

Use the Costing Method list on the Create Standard Rates page, Additional Information section, Processing Information tab. Select **Primary assignment 100%** if you want to cost 100 percent of the rate of a benefit plan to the participant’s primary assignment in payroll.

You might not want to use the costing option if you haven’t set up cost accounts for employees or you only use payroll to generate element entries, but not process them further. If you don’t want to use this costing option, the cost at the employment level is still set at the payroll relationship level.

How can I view costing distribution details of a benefit rate?

Open the participant’s Enrollment Results page in the Enrollment work area. You can find the distribution details in the General tab, Rates section, Details window. You can also view the element entry values for a participant rate.
16 Variable Rate Profile Creation

Variable Rates Options

Vary standard rates with variable rate profiles that specify eligibility criteria, calculation method, and how the calculation affects the associated standard rate.

This topic discusses:

- Standard rate
- Variable rate profiles
- Multiple eligibility criteria
- Exclusion from the variable rate
- Treatment rule
- Variable formula

Standard Rate

If a rate doesn’t vary based on any factors, define the rate on the standard rate page. For example, if a dental plan rate is a flat amount of 8.00 per month regardless of age or other factors, use a standard rate.

To vary the standard rate, attach variable rate profiles to it.

Variable Rate Profiles

Rates may vary based on certain factors, such as age, smoking status, and compensation amount. You can create a variable rate profile for each rate amount. You can only attach one eligibility profile to a variable rate profile.

Example: If a life insurance plan costs more for a smoker than a nonsmoker, you:

1. Create two eligibility profiles, one for smokers and another for nonsmokers.
2. Create two variable rate profiles and associate each with the corresponding eligibility profile.
3. Specify the rate calculation for each variable rate profile.

Multiple Eligibility Criteria

If a rate varies based on multiple factors, such as age and smoking status, use the same logic to create variable rate profiles and associated eligibility profiles for each set of factors affecting the rate.

This table shows an example of combining two criteria, age and smoking status.

<table>
<thead>
<tr>
<th>Age</th>
<th>Smoking Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>less than 25</td>
<td>nonsmoker</td>
</tr>
<tr>
<td>less than 25</td>
<td>smoker</td>
</tr>
<tr>
<td>26 to 40</td>
<td>nonsmoker</td>
</tr>
</tbody>
</table>
Create the variable profiles first and then add them to the standard rate.

Exclusion From the Variable Rate
You can use the Exclude check box on the eligibility profile to exclude persons who meet the criteria from receiving the variable rate. Excluded persons receive the standard rate. For example, using Smoker as the criteria, exclude smokers from a nonsmoker discount on the standard rate.

Don’t mix include and exclude criteria in a single eligibility profile.

Treatment Rule
The treatment rule specifies how the variable profile calculation acts upon the standard rate calculation. Select from these ways to treat the standard rate:

- Multiply by
- Add to
- Subtract from
- Replace

Variable Formulas
To base a variable rate on a complex calculation, you can:

1. Define one or more fast formulas to compute the rate.
2. Associate the formulas with the standard rate.

You can associate either variable rate profiles or variable formulas to a standard rate; you can’t associate both.

Related Topics
- How Benefit Rates Are Calculated

Ways to Create Benefit Variable Rates
You can create and edit variable rates using one of these methods:

- Create variable rate profiles and attach them to a standard rate.
- Create variable formulas and attach them to a standard rate.
- Use an integrated workbook to create and attach variable rate profiles.
- Copy variable rates when you duplicate the associated standard rates for additional legal employers.
Creating and Attaching Variable Rate Profiles

To create variable rates, you first create variable rate profiles and then associate them with standard rates using the Manage Benefit Rates task.

You can create variable rate profiles based on:

- Flat amounts
- Calculation methods, such as multiple of coverage or compensation and coverage
- Fast formula created with Calculate for Enrollment formula type.

You must also specify:

- A treatment rule to add to, multiple by, replace, or subtract from the standard rate associated with the profile
- An eligibility profile that identifies who is or is not eligible for the variable rate

Creating and Attaching Variable Formulas

Follow these steps:

1. To base a variable rate on a complex calculation: Define one or more fast formulas to compute the rate, using the Rate Value Calculation formula type. Use the Manage Fast Formulas task in the Setup and Maintenance work area.

2. Associate the formulas with the standard rate in the Variable Rates section, Variable Formulas tab.

Creating Variable Rates in the Integrated Workbook

You can use the integrated workbook on the Variable Rate Profiles page to:

- Create and upload multiple variable rate profiles at one time.
- Associate variable rate profiles with existing standard rates and upload the changes.

You must upload new variable rate profiles to the application database before you can associate them with standard rates in the workbook.

Related Topics

- Ways to Create Benefit Rates
- Overview of Rates and Coverages

Create a Benefit Variable Rate

This example demonstrates how to create a benefit rate for an employee payroll contribution to a life insurance plan. The rate varies depending on the participant’s age, so it is associated with multiple variable rate profiles.
The following diagram shows the Plan Configuration work area tasks to complete in this example:

Follow these general steps to create variable coverage:

1. Create variable coverage profiles.
2. Create a base coverage.
3. Associate variable coverage profiles with the base coverage.

**Prerequisites**

1. Create the life insurance plan to which the rate applies.
2. Define a payroll element and input value to associate with the rate.
3. Create derived factors for the age bands associated with each variable rate, such as:
   - Age_20-29
   - Age_30-39
   - Age_40-49
   - Age_50-59
   - Age_60-69
   - Age_70-greater
4. Create the following eligibility profiles and associate each with the appropriate derived factor.
   - Life_Age_20-29
   - Life_Age_30-39
   - Life_Age_40-49
   - Life_Age_50-59
   - Life_Age_60-69
   - Life_Age_70-greater
Creating Variable Rate Profiles

Use default values for fields unless the steps specify other values.

1. Click the **Manage Benefit Rates** task.
2. On the Variable Rate Profiles tab, click **Create**.
3. Complete the fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile Name</td>
<td>Life_Age_20-29</td>
</tr>
<tr>
<td>Tax Type Rule</td>
<td>After Tax</td>
</tr>
<tr>
<td>Activity Type</td>
<td>Employee Payroll Contribution</td>
</tr>
<tr>
<td>Treatment Rule</td>
<td>Replace</td>
</tr>
<tr>
<td>Defined Rate Frequency</td>
<td>Biweekly</td>
</tr>
<tr>
<td>Eligibility Profile</td>
<td>Select the eligibility profile for this age band.</td>
</tr>
<tr>
<td>Status</td>
<td>Active</td>
</tr>
<tr>
<td>Calculation Method</td>
<td>Flat Amount</td>
</tr>
<tr>
<td>Value</td>
<td>4.00</td>
</tr>
</tbody>
</table>

4. Click **Save and Close** to return to the Variable Rate Profiles tab.
5. Repeat steps 2 - 4 to create five additional variable rate profiles, one for each age band. Use the values in the previous table for all fields except **Profile Name** and **Value**.

<table>
<thead>
<tr>
<th>Profile Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life_Age_30-39</td>
<td>6.00</td>
</tr>
<tr>
<td>Life_Age_40-49</td>
<td>8.00</td>
</tr>
<tr>
<td>Life_Age_50-59</td>
<td>10.00</td>
</tr>
<tr>
<td>Life_Age_60-69</td>
<td>15.00</td>
</tr>
<tr>
<td>Life_Age_70-greater</td>
<td>22.00</td>
</tr>
</tbody>
</table>
Creating a Standard Rate

Use default values for fields unless the steps specify other values.

1. Select the **Rates and Coverages** tab.
2. On the Standard Rates subtab Create menu, select **Create Standard Rate**.
3. Complete the fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate Name</td>
<td>Life Rate</td>
</tr>
<tr>
<td>Legal Employer</td>
<td>Select your legal employer.</td>
</tr>
<tr>
<td>Plan</td>
<td>Select the life insurance plan you created for this rate</td>
</tr>
<tr>
<td>Activity Type</td>
<td>Employee payroll contribution</td>
</tr>
<tr>
<td>Tax Type Code</td>
<td>After Tax</td>
</tr>
<tr>
<td>Payroll Element</td>
<td>Select the payroll element associated with this rate</td>
</tr>
<tr>
<td>Element Input Value</td>
<td>Select the input value for this rate</td>
</tr>
<tr>
<td>Calculation Method</td>
<td>No standard values used</td>
</tr>
</tbody>
</table>

**Associating the Variable Rate Profiles to the Standard Rate**

1. In the Variable Rates section of the standard rate page, click **Select and Add** on the Variable Profile Name subtab toolbar.
2. Enter a sequence number and select the first of the six variable profiles you created earlier.
3. Click **OK** to return to the Variable Rate Profile Name subtab.
4. Repeat steps 1 and 2 to add the other five variable profiles to this rate.
5. Click **Save and Close** to return to the Rates and Coverages tab.

**Related Topics**

- How Benefit Rates Are Calculated
- Derived Factors
- Eligibility Profiles
Manage Variable Benefit Rates in the Integrated Workbook

You can create and upload variable rates by defining variable rate profiles and associating them with standard rates using the integrated Microsoft Excel workbook.

The basic process for managing variable rates using the workbook is:

1. Generate the workbook.
2. Create and edit variable rate profiles.
3. Upload edits.
4. Add variable rate profiles to standard rates.
5. Upload edits.
6. Resolve errors.

Repeat these steps as many times as required.

Prerequisites

Before you upload new or edited variable rate profiles, confirm that the following already exist in the application database:

- Any associated benefit eligibility profiles, plans, and options
- Any referenced compensation user-defined factors where Calculation Method is set to Multiple of compensation
- Any referenced fast formulas associated with variable rate profiles where Calculation Method is set to Calculate for enrollment formula

Generating the Workbook

In the Plan Configuration work area:

1. In the Tasks panel drawer, click Manage Benefit Rates to open the Manage Benefit Rates page.
2. On the Search Results section toolbar of the Variable Rate Profiles tab, click Prepare in Workbook.

Creating and Editing Variable Rate Profiles and Adding them to Standard Rates

Use the two worksheets in the workbook to:

- Create and edit your variable rate profiles in the variable rate profiles worksheet.
- Associate existing and newly uploaded variable rate profiles with standard rates in the standard Rates worksheet.

On both worksheets:

1. Select a calculation method. The calculation method for all rows must match the calculation method for the workbook, which you selected in the Search section. Mismatches result in errors when you upload your data.
2. Optionally, enter an effective as-of date. The download process uses the date as a constraint when downloading either the variable rate profiles or the standard rates. The upload process uses it to set the effective date for the new and edited profiles and edited standard rates. If you leave this field blank, the upload process sets the current date, also known as the system date, as the effective date.
3. Search for either the variable rate profiles or standard rates that match your criteria. The Search button and other integrated workbook buttons, such as Upload, Delete, and End-Date are available in the Upload Variable Rate Profiles tab.

4. Depending on the worksheet, either:
   - Create and edit the profiles, as required.
   - Associate the profiles with the relevant standard rates.

5. Upload your edits to the application database.

The variable rate profiles must already exist in the application database before you can associate them with standard rates in the workbook. Upload any new or edited variable rate profiles and associate them with standard rates.

Note: You must associate future-dated profiles with standard rates in the application; you can’t do it in the workbook.

Uploading Edits

After you complete your edits for one of the worksheets, in the Upload Variable Rate Profiles tab, click **Upload** to load into the application tables those rows that are marked as **Changed**.

Randomly test that the upload worked as you expected by searching for one or more of the following in the application:

- New or edited variable rate profiles
- Standard rates with which you associated a variable rate profile

The upload process updates the worksheet **Status** field only if the server or database becomes inaccessible during upload.

Resolving Errors

The upload process automatically updates the **Status** field in each workbook row. If there are errors that require review, the process:

1. Rolls back the change in the application database
2. Sets the workbook row status to **Upload Failed**
3. Continues to the next workbook row

To view and resolve an error:

1. Double-click **Update Failed** in the **Status** field.
2. Fix any data issues in the workbook.
3. Upload the latest changes.

Related Topics

- Set Up Desktop Integration for Excel
- What’s the difference between Export to Excel and desktop integration for Excel
- Guidelines for Using Desktop Integrated Excel Workbooks
17 Benefit Coverages

Overview of Rates and Coverages

Benefits administrators and managers create and manage benefit rates and coverages using the following tasks in the Plan Configuration work area:

- Manage Benefit Rates
- Manage Benefit Plan Coverage

This topic covers key benefit terms related to rates and coverage:

- Rates
- Coverage
- Calculation methods
- Variable rates and coverage
- Final calculation

Rates

Rates determine costs for purchasing benefit coverage, such as life or health insurance. Rates usually determine an amount of monetary contributions paid by:

- The employee
- The employer
- A combination of both

Rates can also determine amounts distributed from the employer to the employee, such as for tuition reimbursement.

Coverage

Coverage defines monetary amounts available to enrolled participants in the event of a claim, such as for medical expenses.

Calculation Methods

You can calculate standard rates and coverage using a variety of delivered calculation methods, such as flat amount or multiple of coverage. Or, you can create a calculation formula.
Variable Rates and Coverage

To vary a rate or coverage by criteria, you can associate variable rate or coverage profiles that adjust or replace the standard rate or coverage calculation.

Example: You can adjust a rate based on criteria such as location, length of service, and participant’s age.

Final Calculation

To derive the final calculation of the rate or coverage, you can apply limits and rounding rules.

How Coverages Are Calculated

Calculate coverages by applying a calculation method to values you define and values that participants enter during enrollment.

Settings That Affect Coverage Calculations

The following determination rules are available for computing coverages:

<table>
<thead>
<tr>
<th>Calculation Method</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat amount</td>
<td>Flat amount is predefined or entered during enrollment.</td>
</tr>
<tr>
<td>Flat range</td>
<td>Flat amount must be within a predefined range.</td>
</tr>
<tr>
<td>Flat amount plus multiple of compensation</td>
<td>Calculates coverage as flat amount plus multiple of compensation.</td>
</tr>
<tr>
<td>Flat amount plus multiple of compensation range</td>
<td>Calculates coverage as flat amount plus multiple of compensation within a predefined range.</td>
</tr>
<tr>
<td>Multiple of compensation</td>
<td>Calculates coverage as multiple of compensation.</td>
</tr>
<tr>
<td>Multiple of compensation plus flat range</td>
<td>Calculates coverage as multiple of compensation plus flat amount that is within a predefined range.</td>
</tr>
<tr>
<td>Multiple of compensation range</td>
<td>Multiple of compensation must be within a predefined range.</td>
</tr>
<tr>
<td>No standard value used</td>
<td>Uses coverage defined in variable coverage profiles.</td>
</tr>
<tr>
<td>Same as annualized elected activity rate</td>
<td>Uses annualized elected activity rate for coverage amount.</td>
</tr>
</tbody>
</table>
The calculation method you select works with other settings to compute the final coverage.

### Calculation Method

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post enrollment calculation formula</td>
</tr>
<tr>
<td>Calculates coverage based on election information entered during enrollment using a formula you define.</td>
</tr>
</tbody>
</table>

### Related Configuration

<table>
<thead>
<tr>
<th>Condition</th>
<th>Related Configuration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculation methods using multiples</td>
<td>Specify the operation, such as simple multiplication, percentage, per hundred, and per thousand.</td>
</tr>
<tr>
<td>Calculations based on compensation</td>
<td>Specify the compensation derived factor that defines the basis for the compensation calculation.</td>
</tr>
<tr>
<td>Rounding</td>
<td>Select a rounding rule.</td>
</tr>
<tr>
<td>Limits</td>
<td>Define high and low limits.</td>
</tr>
<tr>
<td>If you enable participant entry during enrollment</td>
<td>You can set valid ranges and default values. The default values are used if you recalculate coverages and no user entry is available.</td>
</tr>
<tr>
<td>Variable coverage</td>
<td>Attach variable coverage profiles to the base coverage.</td>
</tr>
</tbody>
</table>

## How Coverages Are Calculated

The calculation method and other settings defined for a coverage determine when and how it's calculated. For example, the coverage may be calculated prior to enrollment, upon enrollment, or after enrollment has been completed.

### Example: Multiple of Compensation

<table>
<thead>
<tr>
<th>Inputs to Calculation</th>
<th>Calculated Rate</th>
<th>Calculation Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Multiplier:</strong> 2</td>
<td>50,000</td>
<td>2 * 25,000</td>
</tr>
</tbody>
</table>

**Operator:** Multiply by

**Compensation Amount:** 25,000 (value derived by applying a Compensation Factor of Annual Salary)

### Example: Multiple of Compensation Range

<table>
<thead>
<tr>
<th>Inputs to Calculation</th>
<th>Calculated Coverage</th>
<th>Calculation Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum:</strong> 2</td>
<td>100,000 (using default)</td>
<td>4 * 25,000</td>
</tr>
</tbody>
</table>
### Example: Flat Amount Plus Multiple of Compensation

<table>
<thead>
<tr>
<th>Inputs to Calculation</th>
<th>Calculated Coverage</th>
<th>Calculation Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat Amount: 50,000</td>
<td>100,000</td>
<td>50,000 + (2 * 25,000)</td>
</tr>
<tr>
<td>Multiplier: 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operator: Multiply by</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Compensation Amount**: 25,000 (value derived by applying a Compensation Factor of Annual Salary)

### Example: Flat Amount Plus Multiple of Compensation Range

<table>
<thead>
<tr>
<th>Inputs to Calculation</th>
<th>Calculated Coverage</th>
<th>Calculation Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat Amount: 50,000</td>
<td>150,000 (using default)</td>
<td>50,000 + (4 * 25,000)</td>
</tr>
<tr>
<td>Minimum: 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum: 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increment Amount: 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Default Value: 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operator: Multiply by</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Compensation Amount**: 25,000 (value derived by applying a Compensation Factor of Annual Salary)
Example: Multiple of Compensation Plus Flat Range

<table>
<thead>
<tr>
<th>Inputs to Calculation</th>
<th>Calculated Coverage</th>
<th>Calculation Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum: 30,000</td>
<td>140,000 (using default)</td>
<td>40,000 + (2 * 50,000)</td>
</tr>
<tr>
<td>Maximum: 50,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Default Value: 40,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increment Amount: 10,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multiplier: 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operator: Multiply by</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compensation Amount: 50,000 (value derived by applying a Compensation Factor of Annual Salary)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Related Topics

- Variable Rates Options
- Create a Benefit Variable Rate
- How Benefit Rates Are Calculated
- How can I limit spouse and dependent insurance coverage to a percentage of participant’s coverage

Example of Limiting Coverage Across Plan Types

You can limit the total amount of coverage that a participant can elect across plan types within a program. Use the Manage Coverage Across Plan Types task in the Plan Configuration work area.

Scenario

This table shows the maximum life insurance coverage for two plan types within a program.

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Maximum Coverage (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplemental Life Insurance</td>
<td>Two times earnings up to 200,000</td>
</tr>
<tr>
<td>Term Life Insurance</td>
<td>120,000</td>
</tr>
<tr>
<td>Combined Total</td>
<td>320,000</td>
</tr>
</tbody>
</table>
To limit the combined maximum coverage to just 300,000:

1. Name the coverage limit and list the program and plan types.
2. Enter the maximum coverage amount of 300,000. You can also enter a minimum coverage amount.

The maximum coverage limit across plan types must not be less than the lowest maximum coverage of any plan in the plan types. In this example, the maximum coverage limit must not be less than 120,000 USD.

FAQs for Coverages

How can I limit spouse and dependent insurance coverage to a percentage of participant's coverage?

Follow these steps:

1. On the enrollment step in the program configuration process, select the program level row of the hierarchy.
2. On the General tab, enter a percentage in each of these fields:
   - Spouse Insurance Coverage Maximum
   - Dependents Insurance Coverage Maximum
3. On the enrollment step, select the appropriate insurance plan type row in the program hierarchy and scroll to the plan type further details below.
4. In the enrollment section of the General tab, select both of these check boxes:
   - Subject to dependent’s insurance coverage maximum percentage
   - Subject to spouse’s insurance coverage maximum percentage

What happens if I select a 1 prior rule for previous rate or coverage end?

Previous rate and coverage end rules that start with the phrase 1 prior terminate the rate or coverage period one day before the subsequent period starts. For example, the previous coverage ends on the last day of the current month if the previous coverage end is 1 prior or quarter end and coverage start is First of next month.

If you don’t specify a coverage start, or no next rate or coverage starts, then the second part of the rule goes into effect. In this case, the previous coverage would terminate at the end of the quarter. For example, the existing rate or coverage stops at the end of the quarter if a job termination life event with no associated rate start or coverage start occurs.
What's the difference between limiters and ultimate limiters?

Limiters establish the minimum and maximum variable rate or coverage amount before it’s added to, subtracted from, or multiplied by the standard rate or coverage.

Ultimate limiters establish the minimum and maximum variable rate or coverage amount after it’s added to, subtracted from, or multiplied by the standard rate amount. For example, the ultimate high limit value sets the absolute maximum rate amount when you select the **Add to** treatment rule. This rule adds the variable rate calculated result to the standard rate calculation.
18 Flex Credit Configuration

Overview of Flex Credit Offerings

Workers can use flex credits, which are monetary units, to offset costs of specific plan enrollments. Consider creating flex credit offerings to implement any of the following styles of benefit offerings:

- Cafeteria plans offered in the US to comply with Section 125 of the Internal Revenue Code
- Benefit plans offered in the US to comply with the Employee Retirement Income Security Act (ERISA)
- Benefit plans offered in other countries that enable workers to buy benefits from an allowance that the employer might offer
- Benefit offerings that provide flex credits, but aren’t necessarily recognized by or pursuant to a government agency

This overview introduces:

- Task sequence to set up flex credits
- Policy decisions in the flex shell plan
- Availability of flex credit offerings during enrollment

Flex Credit Setup Task Sequence

The following figure illustrates the sequence of tasks to create a flex credit offering.

1. Create Flex Program
2. Create Benefit Objects
3. Associate Flex Program
4. Create Flex Credit Shell Plan
Use the Plan Configuration work area to:

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Task Description</th>
<th>Task Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Create a program of type <strong>Flex credits</strong> or <strong>Flex credits plus core</strong></td>
<td>Manage Benefit Program Details</td>
</tr>
<tr>
<td>2</td>
<td>Create the rest of the benefit objects, such as:</td>
<td>Various setup tasks in Plan Configuration</td>
</tr>
<tr>
<td></td>
<td>- Plan type, plans-in-program, options-in-plan-in-program</td>
<td>work area</td>
</tr>
<tr>
<td></td>
<td>- Rollover rates and elements</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Create a flex credit shell plan and associate it with the flex program</td>
<td>Manage Flex Credits Configuration</td>
</tr>
</tbody>
</table>

**Flex Credit Shell Plan Policies**

You create a flex credit shell plan to define your flex credit policy:

- Create credit pools at specific levels in your benefit hierarchy to calculate and maintain credits.
- Define which benefit offerings participants can enroll using flex credits.
- Decide whether participants can spend beyond their flex credit budget.
- Decide the order in which you want to deal with excess credits that might remain after enrollment:
  - Pay out a percentage
  - Transfer a percentage to other offerings in compliance with corresponding contribution limits
  - Forfeit the credits

**Availability of Flex Credit Offerings at Enrollment**

During enrollment:

- The flex credit shell plan doesn't appear and participants can't enroll in a flex shell plan directly.
- When participants enroll in a program that's associated with a flex shell plan, the rules defined in that plan enable participants to use flex credits to enroll in specific offerings.

**Flex Credit Shell Plan Components**

Use a flex credit shell plan to configure benefit offerings with the flex credits policy of your enterprise. Set up flex shell plans for your enterprise using these components:

- Programs
This figure illustrates how the flex credit shell plan components fit together.

Programs that you associate with a flex credit shell plan can contain multiple credit pools to maintain credits that participants can use at specific levels in the hierarchy. For each credit pool:

- Configure the method to calculate the credit value.
- Add rates of spending options that must deduct from the credit pool on enrollment.
- Define rules to handle treatment of excess credits after enrollment.
The flex credit rates that you associate with the flex plan store the total credit value offered to the participant and the excess credit amount after enrollment.

**Flex Credit Shell Plan**

Each enterprise can have a maximum of two shell plans:

- One for unrestricted enrollment
- One for life event enrollment

You can associate multiple programs with the same flex shell plan within the enterprise, but associate only one flex shell plan with each program.

**Programs**

When you create a flex shell plan, you must associate at least one program with it. Programs that you associate with the flex shell plan must belong to the **Flex credits** program type or the **Flex credits plus core** program type. Enrolling in a flex program automatically enrolls the participant in the corresponding flex credit shell plan.

**Credit Pools**

A credit pool maintains flex credit values that participants can use at specific levels in the benefits hierarchy. You define credit pools in the Credit Pools tab when you create a flex shell plan. Maintain credit pools at the program level, plan-in-program level, and the option-in-plan-in-program level. Use a calculation method to determine the flex credit pool value.

For each credit pool, you configure the following components:

<table>
<thead>
<tr>
<th>Component</th>
<th>Configuration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spending Options</td>
<td>Define which benefit offerings participants can spend their credits on. In the Spending Options tab, you add the rates of benefit offerings that must deduct from the credit pool when participants enroll in those offerings. For example, if you want a medical plan to deduct from the credit pool on enrollment, then you add the standard rates for that plan’s options.</td>
</tr>
<tr>
<td>Excess Credits Treatment</td>
<td>Define rules that determine how you want to deal with credits that might remain unused after enrollment. For example, you can select a rule that performs the following functions in a particular order: 1. Disburse a percentage of unused credits as cash. 2. Transfer to other offerings a percentage of the credits that remain after disbursement. You must include the rates of these offerings in the Rollover Rates tab when you create a credit pool. 3. Forfeit the remaining credits.</td>
</tr>
<tr>
<td>Excess Credit Treatment Formula</td>
<td>Include rules that do not already exist on the Manage Flex Credit Configuration pages: 1. Create a formula that belongs to the Excess Credits Treatment formula type. 2. Select the formula as the excess treatment rule in the Excess Credits tab.</td>
</tr>
</tbody>
</table>
Flex-Rates

For a combination of program and legal entity, you must create the following rates within the flex shell plan:

<table>
<thead>
<tr>
<th>Rate for Flex Credits Provided as Pool</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>This rate stores in a payroll element, the total amount of flex credits that are available to the participant. The stored amount is an aggregated flex credit value from all of the credit pools that were defined at appropriate levels in the benefits hierarchy.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rate for Unused Credits Disbursed as Cash</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>One of the functions in the excess credit treatment rules disburses a percentage of unused credits to the participant in cash. This rate stores in a payroll element, the total amount of unused credits that you want to disburse as cash.</td>
<td></td>
</tr>
</tbody>
</table>

You create the rates for the flex shell plan in the Rates step of the Create Flex Credit Configuration page.

Examples of Flex Credit Shell Plan Configurations

The examples in this topic show different flex credit shell plan configurations and resulting flex credits calculations. All values in these examples are in US dollars (USD).
Plan-in-Program-Level Pool

The following figure shows a flex shell plan configuration.

This table shows the details of the credit pool, spending option, and excess credit rules.

<table>
<thead>
<tr>
<th>Flex Plan Components</th>
<th>Details</th>
<th>Credits Provided to Pool</th>
<th>Spending Option Enrollment Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program level credit pool</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Medical plan-level credit pool</td>
<td>Spending option: Employee Only option</td>
<td>40</td>
<td>20</td>
</tr>
<tr>
<td>Excess credit treatment</td>
<td>Use plan level rules:</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>1. Rollover maximum 10 to savings plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Disburse maximum: 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Forfeit remainder</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When participants enroll in the Employee Only option, this configuration calculates the credit balance as follows:

1. Credits provided by plan level pool: 40
2. Cost of Employee Only option: 20
3. Credit balance after deducting 20 from total credits: 20

The excess credit treatment rule treats the balance of 20 credits as follows:

1. Credits disbursed to savings plan: 10
   
   Balance: 10

2. Credits disbursed as cash: 5
   
   Balance: 5

3. Credits forfeited: Remainder of 5
   
   Balance: 0

Program-Level Pool and Plan-in-Program-Level Pool Configured to Allow Overspending

The following figure shows the flex shell plan configuration.

This table shows the details of the credit pools, spending options, and excess credit rules.
### Components

<table>
<thead>
<tr>
<th>Components</th>
<th>Details</th>
<th>Credits Provided to Pool</th>
<th>Spending Option Enrollment Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program credit pool</td>
<td>Spending option: Commuter plan</td>
<td>60</td>
<td>10</td>
</tr>
<tr>
<td>Medical plan-level pool</td>
<td>Spending option: Medical plan</td>
<td>10</td>
<td>15</td>
</tr>
</tbody>
</table>

### Excess credit treatment

Program level rules:
1. Disburse maximum 10
2. Rollover maximum 10 to savings plan
3. Forfeit remainder

When a participant enrolls in the medical plan Employee Only option and the commuter plan, this configuration calculates the credit balance on enrollment as follows:

**Program Pool**

- **Sequence of calculations:**
  1. Credits in program level pool: 60
  2. Cost of Commuter plan: 10
  3. Credit balance after deducting 10 from total credits: 50

**Plan Pool**

- **Sequence of calculations:**
  1. Credits in plan level pool: 10
  2. Cost of Employee Only option: 15
  3. Overspending: up to 50%. The participant can spend up to 15
  4. Credit balance after deducting 15 from total credits: 0

The excess credit treatment rule treats the program pool’s credit balance of 50 as follows:

1. Credits disbursed as cash: 10
   - Balance: 40
2. Credits transferred to savings plan: 10
   - Balance: 30
3. Credits forfeited: Remainder of 30
   - Balance: 0
Plan-in-Program-Level Pool and Option-in-Plan-in-Program-Level Pool Configured to Add to Program-Level Pool

The following figure shows the flex shell plan configuration.

![Diagram of flex credit configuration](image)

This table shows the details of the credit pools, spending options, and excess credit rules.

<table>
<thead>
<tr>
<th>Flex Plan Component</th>
<th>Details</th>
<th>Credits Provided to Pool</th>
<th>Spending Option Enrollment Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Credit pool</td>
<td>Spending options:</td>
<td>5</td>
<td>Commuter Plan: 10</td>
</tr>
<tr>
<td></td>
<td>• Commuter plan</td>
<td></td>
<td>Employee Plus Spouse: 20</td>
</tr>
<tr>
<td></td>
<td>• Employee Plus Spouse option</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---
When a participant enrolls in the medical plan Employee Plus Spouse option and the commuter plan, this configuration calculates the credit balance at enrollment as follows:

1. Credits provided by the option level pool and added to the program pool: 30
2. Credits provided by the plan level pool and added to the program pool: 20
3. Credits provided by the program pool: 5
4. Total credits at the program pool: 55
5. Enrollment cost of Commuter plan and Employee-Plus-Spouse option: 30
6. Resulting credit balance after deducting enrollment cost from total credits: 25

The excess credit treatment rule treats the credit balance of 25 as follows:

1. Credits transferred to savings plan: 10
   Balance: 15
2. Credits disbursed as cash: 5
   Balance: 10
3. Credits forfeited: Remainder of 10
   Balance: 0

**Enrollment Modes for Flex Credit Shell Plans**

When you create a flex credit shell plan, you must select an enrollment mode for the shell plan. The enrollment mode determines the type of programs that you can associate with the flex shell plan.

**Associate Programs According to Enrollment Mode**

You configure the flex credit shell plan for either unrestricted enrollment mode or life event enrollment mode.
To enable a program for unrestricted enrollment, select the **Enable unrestricted enrollment** check box on the Edit Program page.

**Note:** After you associate a program with a flex shell plan, you can’t change that program’s Enable unrestricted enrollment check box setting on the Edit Program page.

### Number of Flex Credit Shell Plans

For an enterprise, you can:

- Create only one flex shell plan for unrestricted mode
- Create only one flex shell plan for life event mode
- Associate multiple programs with each flex shell plan

This figure shows multiple compatible programs associated with one flex shell plan for each enrollment mode within the enterprise.

### Cash Disbursals and Rollovers of Excess Flex Credits

This topic explains the disburse-maximum and rollover-maximum components. These components are a part of the following excess credit treatment rules. You configure them in the Excess Credits tab when you create a flex credit shell plan:

- Disburse maximum, rollover maximum, then forfeit
• Rollover maximum, disburse maximum, then forfeit

Disburse Maximum
Disburse excess flex credits as cash subject to minimum and maximum limits that you set.

• Minimum limit scenario: The minimum cash disbursement limit is 50 USD. If the excess credits are 40 USD during enrollment, then no cash is disbursed and the next component in the rule starts to process.

• Maximum limit scenario: The maximum cash disbursement limit is 80 USD. If the excess credits are 100 USD, then only 80 USD is disbursed before the next component in the rule starts to process.

Rollover Maximum
Transfer excess credits to other offerings subject to minimum and maximum limits that you set for each rollover rate associated with a flex shell plan. A rollover rate is a rate that you configure for a benefit offering to enable rollover of flex credits into that offering.

If multiple rollover rates exist for a flex shell plan:

• The excess flex credits transfer to each rollover rate in sequence depending on the sequence numbers that you associated with each rate.

• The flex credits continue to transfer as long as the excess credits that remain after each transfer are within the maximum and minimum limits set for each rollover rate.

Guidelines to Select a Benefits Program Type

The program type determines whether you want the program and its offerings to work with a flex credit shell plan. You select the program type when you create a program.

Core
Select this program type if you want to create a program that is independent of a flex credit shell plan.

Flex-Credits Program Type
Select this program type if you want to associate a flex credit shell plan with the program. You can associate with this program only those plans and options that involve flex credits.

Flex-Credits-Plus-Core Program Type
Select this program type if you want to associate a flex credit shell plan with the program. However, you can also associate with this program plans and options that do not involve flex credits.
Create a Flex Credit Shell Plan

This example demonstrates how to create a flex credit shell plan to conform to the flex credits policy of an enterprise. This example is specific to flex shell plan configurations in the US. All values are in USD.

The following table summarizes key decisions for this scenario.

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which program must participants enroll in to receive flex credits?</td>
<td>InFusion Wellness program</td>
</tr>
<tr>
<td>Does the program enable unrestricted enrollment?</td>
<td>No</td>
</tr>
<tr>
<td>Which spending options can participants buy using the flex credits provided?</td>
<td>Participants can spend their flex credits on the following spending options:</td>
</tr>
<tr>
<td></td>
<td>• InFusion Vision, which costs 200 per year</td>
</tr>
<tr>
<td></td>
<td>• InFusion Dental, which costs 100 per year</td>
</tr>
<tr>
<td></td>
<td>• InFusion Medical, which costs 5000 per year</td>
</tr>
<tr>
<td>Include the spending options in the credit pool at which level in the offering hierarchy?</td>
<td>Program level</td>
</tr>
<tr>
<td>What is the amount of flex credits that you want the InFusion Wellness program to provide?</td>
<td>Flat amount of 150</td>
</tr>
<tr>
<td>Do you want to allow participants to overspend?</td>
<td>No</td>
</tr>
<tr>
<td>How do you want to deal with excess flex credits?</td>
<td>Excess credits must be dealt with in this order:</td>
</tr>
<tr>
<td></td>
<td>• Rollover 50 percent of the excess credits to the Infusion Savings Account plan.</td>
</tr>
<tr>
<td></td>
<td>• Disburse 40 percent of the remainder after the rollover as cash.</td>
</tr>
<tr>
<td></td>
<td>• Forfeit the remainder after the cash disbursal.</td>
</tr>
<tr>
<td>What rollover rates must be created?</td>
<td>Create a rollover rate for the InFusion Savings Account plan.</td>
</tr>
<tr>
<td>Are there any limits to the amount of contributions that participants can roll over to a rate in a calendar year?</td>
<td>Yes, configure the main contribution rate of the plan to which the excess flex credits must transfer so that it accepts an amount up to 300.</td>
</tr>
</tbody>
</table>

Task Summary

In the Plan Configuration work area:

1. Complete the prerequisite tasks.
2. Create a rollover rate for the Infusion Savings Account plan to which excess credits must transfer.
3. Create a flex credit shell plan.

Use default values for fields unless the steps specify other values.

The following figure shows the tasks to complete in this example.

Prerequisites

1. Create a program called InFusion Wellness using the Manage Program Details task. On the Create Program Basic Details page, ensure that you select Flex Credits as the program type.
2. Create a plan type called InFusion Wellness Flex Plans for the flex credit shell plan that you create in a later step. Use the Manage Plan Types task. On the Create Plan Type page, ensure that in the Option Type field, you select Flex Credits.
3. Creating the following plans using the Manage Benefit Plan Details task:
   - InFusion Vision
   - InFusion Dental
   - InFusion Medical
   - InFusion Savings Account

   On the Create Plan Basic Details page for the Vision and Dental plans, ensure that in the Usage field, you select In Program.
4. Create the standard rates shown in the following table using the Manage Benefit Rates task.
Plan | Calculation Method Setup
--- | ---
InFusion Vision | Flat amount of 200
InFusion Dental | Flat amount of 100
InFusion Medical | Flat amount of 5000

5. Create a standard rate for the InFusion Savings Account plan using the Manage Benefit Rates task:
   - Select Flat amount as the calculation method.
   - Select the Participants enter value during enrollment check box.
   - In the Ranges section, enter 0 in the Minimum Election Value field, and 300, in the Maximum Election Value field.
   - Select 0 as the default value. Select 1 as the increment.

Creating a Rollover Rate

1. In the Tasks panel drawer, click Manage Benefit Rates to open the Manage Benefit Rates page.
2. On the Standard Rates tab, select Create - Rollover Rate.
3. Complete the fields as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate Name</td>
<td>InFusion Savings Account Rollovers (Employee Contribution)</td>
</tr>
<tr>
<td>Plan Name</td>
<td>InFusion Savings Account</td>
</tr>
<tr>
<td>Legal Employer</td>
<td>Select your legal employer</td>
</tr>
<tr>
<td>Status</td>
<td>Active</td>
</tr>
<tr>
<td>Activity Type</td>
<td>Employer Contribution</td>
</tr>
<tr>
<td>Tax Type Code</td>
<td>Pretax</td>
</tr>
<tr>
<td>Rate for Limits Enforcement</td>
<td>Select the rate that you created for the Savings Account plan.</td>
</tr>
</tbody>
</table>

4. Click Save and Close.

Creating a Flex Credit Shell Plan

1. Configure the flex credit shell plan basic details.
   a. Click Manage Flex Credits Configuration.
b. Click **Create**.
c. Complete the fields as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan Name</td>
<td>InFusion Wellness Flex Shell Plan - Life Event</td>
</tr>
<tr>
<td>Mode</td>
<td>Life event</td>
</tr>
<tr>
<td>Plan Type</td>
<td>InFusion Wellness Flex Plans</td>
</tr>
</tbody>
</table>

d. In the Year Periods section, select and add year periods from January 1, 2010 to December 31, 2016.
e. In the Programs section, select and add the InFusion Wellness program.
f. Click **Save**.

### 2. Configure the flex shell plan rates.

a. Click **Next** to open the Create Flex Credits Configuration: Rates page.
b. In the Rate for Flex Credits Provided as Pool section **Rate Name** field, enter **Flex Credits**.
c. In the Rate for Unused Credits Disbursed as Cash section **Rate Name** field, enter **Cash Disbursement**.
d. Click **Save**.

### 3. Configure the flex shell plan credit pool.

a. Click **Next** to open the Create Flex Credits Configuration: Credit Pools page.
b. Select the InFusion Wellness program.
c. In the Credit Pool section, click **Add Credit Pool**, and complete the fields as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Pool Name</td>
<td>InFusion Program Pool</td>
</tr>
</tbody>
</table>

*Note:* Leave the **Credit Provider Plan** field and the **Credit Provider Option** field empty because you are creating a program-level pool.

d. On the Calculation Method tab, complete the fields as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculation Method</td>
<td>Flat amount</td>
</tr>
<tr>
<td>Value</td>
<td>200</td>
</tr>
</tbody>
</table>

e. In the Spending Options tab **Spending Options** field, select and add the rates of the following plans that you created in an earlier step:

- InFusion Vision
- InFusion Dental
f. On the Excess Credits tab, complete the fields as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excess Treatment Rule</td>
<td>Rollover maximum, disburse maximum, then forfeit</td>
</tr>
<tr>
<td>Cash Disbursement Limit</td>
<td>Percentage of excess credits</td>
</tr>
<tr>
<td>Minimum</td>
<td>0</td>
</tr>
<tr>
<td>Maximum</td>
<td>40</td>
</tr>
</tbody>
</table>

g. In the Rollover Rates section, click Select and Add.

h. Complete the fields as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate</td>
<td>InFusion Savings Account Rollovers (Employee Contribution)</td>
</tr>
<tr>
<td>Sequence</td>
<td>1</td>
</tr>
<tr>
<td>Rollover Limit Rule</td>
<td>Percentage of excess credits</td>
</tr>
<tr>
<td>Minimum</td>
<td>0</td>
</tr>
<tr>
<td>Maximum</td>
<td>50</td>
</tr>
</tbody>
</table>

i. Click OK to return to the Create Flex Credits Configuration: Credit Pools page.

j. Review the information that you entered for the flex shell plan, and click Save and Close.

FAQs for Flex Credits

What's the difference between a flex credit shell plan and benefit plan?

The flex credit shell plan doesn't appear during enrollment. Participants enroll in a benefit plan, not in a flex shell plan. Enrolling in a program that's associated with a flex shell plan automatically enrolls the participant in that flex shell plan.
How can I add a flex credit shell plan to the program?
You use the Manage Flex Credit Configuration pages in the Plan Configuration work area to add the program to the flex shell plan.

Can I delete a flex credit shell plan?
Yes, but before you delete the flex shell plan, you must delete the plan’s child records, such as credit pools and flex rates. Even if a single person was processed for the flex shell plan as part of a flex program that resulted in electable choice records, you cannot delete the plan.

Can I restrict rollover of excess credits to a plan according to its contribution limits?
Yes. When you create a rollover rate, you select the standard rate of the plan, in which you defined the contribution limits. Example: Your Health Care Reimbursement Account (HCRA) plan has a maximum annual contribution limit of 5000 USD and you want to use that limit to restrict rollovers into the plan. On the Create Rollover Rate page, you select from the Rate for Limits Enforcement list the standard rate of the HCRA plan. During enrollment, any rollover of excess flex credits into the HCRA plan will be restricted to the annual contribution limit set on the rate of the plan.

Can I edit a flex credit shell plan?
Yes, but you can’t edit the flex shell plan’s plan type, status, associated programs, rate activity type, and tax type code.

Can I edit standard rates associated with a flex shell plan?
Yes. You can edit the rate name and the payroll element information associated with the rate on the Rates step of the Create Flex Credits Configuration page. To edit other details, such as the tax type and activity type, you must use the Edit Standard Rates page in the Plan Configuration work area.

How can I set up a rollover rate with a flex shell plan?
You create a rollover rate using the Manage Benefit Rates task in the Plan Configuration work area. Then, you add the rollover rate to the flex shell plan on the Excess Credits tab of the Create or Edit Flex Credit Configuration page, Credit Pools step.
Can I delete a standard rate associated with a flex shell plan?

No, but if you want to stop using the current rate and use another one instead, enter an end date, or set the status of the rate to **Inactive** or **Closed**.

What happens if I add credits to the program-level credit pool?

If you configured the flex credits to calculate at lower levels in the benefits hierarchy, such as the plan-in-program level:

- Those credits add to the program-level’s credit pool.
- The spending options and excess credit treatment rules defined for the program’s credit pool apply.

What happens if I don't specify spending options to deduct from a flex credit pool?

The flex credits calculated for that credit pool are treated as excess.

- The excess treatment rule that you defined in the Excess Credits tab applies.
- If you haven’t defined excess credit treatment rules, then the entire credit balance is forfeited.

What happens if I don't select an excess credit treatment rule for a flex credit shell plan?

The credit pool’s excess flex credit amount is forfeited. Forfeiture is the default excess credit treatment rule.

Why can't I see all rates while defining limits enforcement?

To appear in the Rate for Limits Enforcement list, you must configure the rate to:

- Use the Flat Amount calculation method
- Enable participants to enter rate values during enrollment
19 Enrollment Display for Participants and Administrators

Configure Enrollment Display

You can configure how to group and display plans on each step in the self-service guided enrollment process and each administrator enrollment tab.

This topic covers how to:

1. Group plans for enrollment.
2. Configure the enrollment display.
3. Configure the rate display.

Group Plans for Enrollment

Group plan types into display categories in the Manage Plan Types task. You can group plan types together for display by assigning the same display category to multiple plan types. For each plan type, specify a category in which to display plans:

- Self-service enrollment steps
- Administrative enrollment tabs

When you create plans, you assign each to a plan type. Each plan inherits the enrollment display category of its assigned plan type.

Example Enrollment Groupings

You could group several different life insurance plan types together into a single Life Insurance display category. For a single plan type, you can select a different category for self-service display compared to the administrative display.

Configure Enrollment Display

Use the Manage Plan Grouping page to configure the visibility and display names of plan type enrollment categories.

<table>
<thead>
<tr>
<th>Category</th>
<th>Possible Configurations</th>
</tr>
</thead>
</table>
| Self-service enrollment guided process steps  | • Change the names of the plan type category groupings, which correspond to self-service enrollment step names
|                                               | • Control whether each step is visible                                                |
|                                               | • Enter a description of the plan grouping to associate with the selected enrollment display name
|                                               |   Participants see this description during self-service enrollment.                   |
| Administrator usage tabs                     | • Change the names of the plan type groupings, which correspond to tabs in the Enrollment work area tasks |
|                                               | • Specify whether to display each tab                                                 |
You can modify only the name and visibility of plan groupings, you can’t create groupings here.

If you decide not to display a self-service enrollment plan grouping, the benefits administrator can still enroll participants in that plan grouping if it appears for administrator usage.

Configure Rate Display

Use the Rate Column Display button to configure the name and visibility of rate columns on each step in the self-service enrollment guided process.

Related Topics

- Rate Display Configuration Options
- Display Only Eligible Offerings for Enrollment

Rate Display Configuration Options

Control the display and visibility of a rate value on the enrollment pages. You configure the following display aspects of a rate:

- Display type, defined during rate setup
- Visibility and display name configuration for self-service enrollment

Display Type

The rate display type indicates where the rate value should appear during enrollment. On the Create or Edit Rate page, select one of the display types in the following table:

<table>
<thead>
<tr>
<th>Rate Display Type</th>
<th>Where The Rate Appears</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>Appears in the Primary Rate column during enrollment. Enables rate entry. Typically the employee rate.</td>
</tr>
<tr>
<td>Secondary</td>
<td>Appears in the Secondary rate column during enrollment, but does not enable rate entry. Typically the employer rate.</td>
</tr>
</tbody>
</table>
| Others            | On the self-service pages, this rate type appears in one of these columns:  
     - Other 1  
     - Other 2  

Examples include pretax and after-tax.

In the Enrollment work area, this rate type appears in the Details window when you make an enrollment.
Default Display
Self-service enrollment pages display a maximum of four rate types for each plan and option. The following figure shows the default display sequence of Primary, Secondary, Other 1, and Other 2 rate types on self-service enrollment pages.

### Enrollment Guided Process

<table>
<thead>
<tr>
<th>Plan and Option</th>
<th>Primary Rate</th>
<th>Secondary Rate</th>
<th>Other Rate 1</th>
<th>Other Rate 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eye-care + 1</td>
<td>180</td>
<td>50</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Eye-care + family</td>
<td>480</td>
<td>120</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Rate Visibility and Display for Self-Service Enrollment
Use the Configure Plan Type Grouping Display page to:

- Show or hide rate types in each plan grouping step on the self-service pages. You can't hide the primary rate type.
- Rename the rate types in each step on the self-service pages.

Revising column names, such as changing Other to Pretax or After-Tax, doesn’t affect taxation.
Vision Rates Example
For example, you rename the primary and secondary rate types on the vision plan enrollment step to Employee Rate and Employer Rate. You also hide the other rates. This figure shows the resulting configuration on the self-service pages, with only the employee and employer rates visible for each vision plan and option.

<table>
<thead>
<tr>
<th>Plan and Option</th>
<th>Select</th>
<th>Employee Rate</th>
<th>Employer Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eye-care employee plus one</td>
<td>☐</td>
<td>180</td>
<td>50</td>
</tr>
<tr>
<td>Eye-care employee plus family</td>
<td>☑</td>
<td>480</td>
<td>120</td>
</tr>
</tbody>
</table>

Ways to Manage Designations in Self Service Pages
You can enable participants to select dependents and beneficiaries in a separate step of the enrollment guided process. The topic explains how the guided process changes when you select or deselect the option to display a separate designations step. Use the Manage Self Service Configuration task in the Plan Configuration work area to display a separate designations step in the enrollment guided process.
Default Method to Manage Designations

When you don't select the option to display a separate designations step, participants select a benefit offering and designees as part of the same step. The following figure shows the enrollment guided process.

Display of Separate Designations Step

When you select the option to display a separate designations step, participants make designations for all of the offerings that they select in a separate Designations step. Participants can use the Designate All as Eligible Dependents action to quickly cover all their dependents for the offerings.
The Designations step appears only if you configured designations for at least one offering in an enrollment opportunity. The following figure shows the enrollment guided process.

**Displaying Only Eligible Offerings for Enrollment**

Using settings on the plan configuration Eligibility page, you can restrict enrollment display to only the plans and options for which the participant is eligible.

Example: If a participant has no spouse or dependents:

- Show the Employee Only option
- Hide the Employee Plus Spouse and Employee Plus Family options

**Selecting Eligibility Overrides**

You override standard enrollment display using these two settings, which work together:

- Family Member Rule
- Participant Eligibility Verification
In the Plan Configuration work area:

1. In the Tasks panel drawer, click the **Manage Benefit Plan Details** task.
2. Search for and click the plan.
3. Open the Plan Eligibility page.
4. In the Plan and Option Eligibility section, select the plan or option.
5. In the Further Details section, select the **Configuration** tab.
6. In the **Family Member Rule** field, select the appropriate rule.

The following table explains the options.

<table>
<thead>
<tr>
<th>Option</th>
<th>Effect on Enrollment Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check designation requirements</td>
<td>Hides the plan or option if the participant doesn’t have any contacts with the relationship type specified in the allowable designees requirements.</td>
</tr>
<tr>
<td>Do not check designation requirements</td>
<td>None</td>
</tr>
<tr>
<td>Formula</td>
<td>Specified in the formula, which you select in the Family Member Formula field. Before you can select the formula, you must create it using the Manage Fast Formulas task in the Setup and Maintenance work area.</td>
</tr>
</tbody>
</table>

7. In the **Participant Eligibility Verification** field, select the appropriate rule.

The following table explains the options.

<table>
<thead>
<tr>
<th>Participant Eligibility Verification</th>
<th>Requirement for Participant to be Eligible</th>
<th>What’s Ignored</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank</td>
<td>Participant meets the eligibility requirements of the participant eligibility profile.</td>
<td>Dependent eligibility or allowable designees requirements</td>
</tr>
<tr>
<td>Dependent only</td>
<td>Participant’s dependents meet both the eligibility and allowable designees requirements.</td>
<td>Participant eligibility profiles</td>
</tr>
<tr>
<td>Participant and dependent</td>
<td>Participant and dependents meet both the eligibility and allowable designees requirements associated with the plan or option.</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

**Related Topics**

- **Configure Dependent and Beneficiary Designations**

---

**Ways to Manage Contacts in Self Service Pages**

You can enable participants to review and update their contacts as part of the enrollment guided process. The topic explains how the enrollment guided process changes when you select or deselect the option to display contacts as a separate step.
Use the Manage Self Service Configuration task in the Plan Configuration work area to display a separate contacts page before the enrollment guided process.

Default Method to Manage Contacts
When you don’t select the option to display a separate contacts review step, participants manage contacts on the Benefits Overview page. They must ensure that their contacts are current before using the Change Benefit Elections action for enrollment opportunities.

Display of Separate Contacts Page
When you select the option to display a separate contacts review step, participants see the Contacts page each time they use the Change Benefit Elections action.

When participants use the Change Benefit Elections action on the Benefits Overview page, the contacts page appears first. After participants review and update their contacts, they use the Continue action on that page to check their enrollment opportunities.

Configure Contacts Page Security for Participants and Administrators

Standard data role and person security profile configurations typically restrict access to the Manage Contacts page to only the participant, in the self-service guided process. This topic covers how to grant benefits administrators and specialists access to participant contacts in the Enrollment work area.

The administrator or specialist must have a person security profile with Include Related Contacts selected. Users inherit the profile through a chain of associated roles, from the parent job role through the descendant duty and data roles.

You can create or edit a data role and:

- Edit the person security profile already associated with the data role
- Edit an existing person security profile and associate it with the created or existing data role
- Create the person security profile and associate it with the created or existing data role

\[\text{Note: Only application administrators with IT Security Manager privileges can complete these tasks, which they perform in the Setup and Maintenance work area.}\]

Creating or Editing a Data Role
1. Go to the Manage Data Role and Security Profiles task.
2. Either edit an existing data role or create one.

To edit a data role:

a. Search for and select the data role that you want to edit.
b. On the Search Results toolbar, click Assign.
3. In the Person section of the new or existing data role, select the person security profile that you want for this data role.
4. When you are ready, click **Submit**.

Creating or Editing a Person Security Profile

1. Go to the Manage Person Security Profile task.
2. Either edit the existing profile or create one.
3. In the Basic Details section of the new or existing profile, select **Include Related Contacts**.
4. When you are ready, click **Save and Close**.

FAQs for Enrollment Display

What's a benefit space?

A forum in which participants can share their benefits-related questions, concerns, and experiences. It can be helpful to participants as they select benefits offerings and providers. If you enable benefits spaces, a link appears on the benefits Overview page.

Before enabling this feature, carefully consider the terms and agreement for participation in the space and any issues of liability on the part of your organization.
Overview of Billing in Benefits

An enterprise providing a benefit to a participant might want to bill the participant directly instead of deducting the cost from the payroll. Such participants might include retirees or those who are on absence without pay. The enterprise might require that the participant make payments to keep the benefit. Use the billing tasks to generate bills and record payments as shown in the following figure.

Define billing periods

Prepare charges for participant

Review and generate charges for participant

Use spreadsheet loaders to process multiple participants

Record payments with or without bill for participant

Defining Billing Periods

Use the Manage Year Periods and Billing Calendars task available in the Plan Configuration work area. You must create a billing calendar before you generate bills for participants. Billing calendars contain monthly billing periods, payment due dates,
and overdue dates, for the number of years that you specify. Typically a single billing calendar is sufficient for your billing requirements. However, depending on your enterprise policy, you might want to maintain separate calendars for different types of participants, such as retirees, and employees on unpaid leave.

Recording Payments for Individual Participants

When you receive payment from the participant for a bill, you use the Manage Benefit Coverage Payments task to record the payment. You can record partial payments, complete payments, and overpayments for a generated bill. The application automatically allocates the amount you record to any open charges. The allocation is done sequentially, on the basis of cost. You can also record payments without a bill, especially when participants make payments before you generate the bill. Once you record a complete payment, the bill status changes to Fully Paid.

Using Processes to Prepare and Generate Bills for Multiple Participants

You can prepare and generate charges for multiple participants simultaneously using the following processes that exist in the Evaluation and Reporting work area, Billing Processes section:

- Prepare Benefit Coverage Charge Data
- Generate Benefit Coverage Charges

Recording Payments for Multiple Participants

At a high level, follow these steps to record payments for multiple participants:

1. Use the Upload Billing Payments workbook available in the Person Data Loaders tab of the Evaluation and Reporting work area. You enter your payments for multiple participants in this worksheet and upload.
2. Use the Allocate and Reconcile Payments process in the Evaluation and Reporting work area to process the payments you entered in the worksheet. If required, use the Manage Benefit Coverage Payments task to review the payments for a specific participant.

Guidelines to Use Benefits Billing Processes

The benefits billing processes are available in the Evaluation and Reporting work area, Processes tab, Billing Processes section. Consider the following points before you run the processes:

- Prerequisites to prepare and generate charges for multiple participants
- Process sequence to prepare and generate charges
- Process for allocating and reconciling payments
Prerequisites to Prepare and Generate Charges for Multiple Participants
You must create a benefits group and assign it to participants whom you want to generate charges for a billing period:

1. Create benefit groups using the Manage Benefit Groups task in the Plan Configuration work area.
2. Use the Upload Person Benefit Groups task in the Evaluation and Reporting work area to assign that benefits group to multiple participants. When you run the processes, you select the benefits group to process all the participants in that group.

Process Sequence to Prepare and Generate Charges
You must run the processes in the following order:

1. Prepare Benefit Coverage Charge Data process
2. Generate Benefit Coverage Charges process

Before you run the Generate Benefit Coverage Charges process for a participant, you can still review the charges and make changes using the Manage Benefit Coverage Charges task.

Process for Allocating and Reconciling Payments
After you record and upload payments or adjustments using the Upload Billing Payments workbook, you must run the Allocate and Reconcile Payments process. This process allocates and adjusts the payments appropriately for all the records that were uploaded using the workbook. You can verify the updated payment records using the Manage Benefit Coverage Payments task.
21 Benefit Plan Configuration for Selling Time Off

Options to Configure Benefit Plans for Selling Time Off

You can enable participants to sell vacation or sick time during open enrollment or an anniversary. This topic provides additional information about the following aspects:

- Integrating with Oracle Fusion Absence Management
- Modifying the Plan Function
- Rates
- Enrollment Rules
- Other Considerations

Integrating with Absence Management

When participants sell vacation or sick time, you can integrate with Absence Management to update absence balances. You can associate an absence plan with the benefit plan that you configured for vacation or sick time sale purposes. The Absence Plan list appears when you select either the Vacation sell or the Sick Time Sell plan function while creating or editing a benefit plan. The list displays absence plans that are:

- Available on the effective date
- Enabled for benefits integration

After the enrollment, use the Close Enrollment process to transfer the enrollment information to Absence Management so that the application can update the absence balance. You can find the Close Enrollment process in the Processes tab of the Evaluation and Reporting work area.

Modifying the Plan Function or Absence Plan

If a life event is in the Started status, you cannot change the absence plan or plan function of the corresponding benefit plan.

Rates

Rates that you create for these plans are set to Primary by default because participants must select a value during enrollment. You can use variable rates to vary the display of user value sets based on eligibility. The treatment code is automatically set to Replace.

Enrollment Rules

Enrollment rules that you configure must require participants to make an explicit choice during enrollment. So, you must select the enrollment rule Current choose only, new can choose.
Other Considerations

You can configure vacation and sick time sell plans at the plan level, and not at the option-in-plan level. You cannot configure these benefit plans for unrestricted enrollment. Also, you cannot create spending options or define rollover rates as these are benefit plans that only enable participants to sell absence time.

Configure a Benefit Plan for Selling Vacation time

This example demonstrates how to set up a benefit plan to enable participants to sell vacation time during an open enrollment window.

The following table summarizes key decisions for this scenario.

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In this Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What type of time off do you want to enable participants to sell?</td>
<td>Vacation</td>
</tr>
<tr>
<td>When do you want to enable participants to sell time off?</td>
<td>Open enrollment</td>
</tr>
<tr>
<td>How many hours of time off can participants sell?</td>
<td>Participants can select from the following choices:</td>
</tr>
<tr>
<td></td>
<td>• 5 hours</td>
</tr>
<tr>
<td></td>
<td>• 8 hours</td>
</tr>
<tr>
<td></td>
<td>• 12 hours</td>
</tr>
<tr>
<td>Do you want to display a pay period list in addition to the off-time hours list? The list enables participants to choose which pay period to receive payment for the time-off they sell.</td>
<td>Yes. participants can opt to receive payment in any of the following quarters, which they can select during enrollment:</td>
</tr>
<tr>
<td></td>
<td>• Pay period 1</td>
</tr>
<tr>
<td></td>
<td>• Pay period 4</td>
</tr>
<tr>
<td></td>
<td>• Pay period 8</td>
</tr>
</tbody>
</table>

Do you want the application to update the absence plan balance after a sale assuming that you use Oracle Fusion Absence Management? If yes, which absence plan’s balance do you want updated?

|                                                                 | Yes. The application must update the Vacation absence plan’s absence. |

Summary of Tasks

This worked example includes details for the following tasks you perform:

1. Create a benefit plan using the Vacation time sell plan function. Associate the absence plan with the benefit plan. Configure the benefit plan for open enrollment and set the Current choose only, new can choose enrollment rule.
2. Create user values for participants to select the amount of time off to sell and the pay period in which they want to receive payment.
3. Create a rate for the benefit plan. Use the User Values calculation method to select the user value set to display the amount of time to sell.
4. Create a coverage for the benefit plan. Use the **User Values** determination rule to select the user value set to display the pay periods.
5. Test your setup.

### Creating a Benefit Plan

**To create the benefit plan:**

1. In the Plan Configuration work area, Overview page, click the Plans tab.
2. Click **Create**.
3. In the Basic Details step, complete the fields, as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Plan Name</strong></td>
<td>Vacation Sell</td>
</tr>
<tr>
<td><strong>Plan Type</strong></td>
<td>Any</td>
</tr>
<tr>
<td><strong>Usage</strong></td>
<td>Not in program</td>
</tr>
<tr>
<td><strong>Plan Function</strong></td>
<td>Vacation time sell</td>
</tr>
<tr>
<td><strong>Absence Plan</strong></td>
<td>Vacation</td>
</tr>
<tr>
<td><strong>Communicated Rate Frequency</strong></td>
<td>Any</td>
</tr>
</tbody>
</table>

4. In the Eligibility and Enrollment steps, set up your benefit plan for open enrollment. Ensure that you select **Current choose only, new can choose** as the enrollment rule.
5. Click **Save and Close**.

### Creating User Values to Display Time-Off Amounts

**To create user values:**

1. In the **Tasks** panel of the Plan Configuration work area, select **Manage Rate and Coverage User Values**.
2. Click **Create**, and complete the fields as shown in the table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td>Time</td>
</tr>
</tbody>
</table>

3. In the User Value section, click **Create**.
4. In the row that appears, complete the fields as shown in the table:
Implementing Benefits

Chapter 21

Benefit Plan Configuration for Selling Time Off

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value Code</td>
<td>5</td>
</tr>
<tr>
<td>Meaning</td>
<td>5 hours</td>
</tr>
<tr>
<td>Active</td>
<td>Yes</td>
</tr>
</tbody>
</table>

5. Repeat step 3 to create the following user values:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value Code</td>
<td>8</td>
</tr>
<tr>
<td>Meaning</td>
<td>8 hours</td>
</tr>
<tr>
<td>Value Code</td>
<td>12</td>
</tr>
<tr>
<td>Meaning</td>
<td>12 hours</td>
</tr>
</tbody>
</table>

6. Click **Save and Close**.

Creating User Values to Display Pay Periods

1. In the Manage rate and Coverage User Values page, click Create, and complete the fields as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Pay Period</td>
</tr>
<tr>
<td>Description</td>
<td>User value set for participants to choose pay period to receive payment</td>
</tr>
</tbody>
</table>

2. In the User Value section, click **Create**.

3. In the row that appears, complete the fields as shown in the table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value Code</td>
<td>1</td>
</tr>
<tr>
<td>Meaning</td>
<td>Pay Period 1</td>
</tr>
<tr>
<td>Active</td>
<td>Yes</td>
</tr>
</tbody>
</table>

4. Repeat step 2 to create the following user values:
   - Pay Period 4
   - Pay Period 8

5. Click **Save and Close**.
Creating a Rate

1. In the Plan Configuration work area, Overview page, click the Rates and Coverages tab.
2. In the Standard Rates tab, click Create, Create Standard Rate.
3. Complete the fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate Name</td>
<td>Vacation Time Select</td>
</tr>
<tr>
<td>Plan Name</td>
<td>Vacation Sell</td>
</tr>
<tr>
<td>Legal Employer</td>
<td>Any</td>
</tr>
<tr>
<td>Rate Display Type</td>
<td>Primary</td>
</tr>
<tr>
<td>Activity Type</td>
<td>Any</td>
</tr>
<tr>
<td>Tax Type Code</td>
<td>Any</td>
</tr>
</tbody>
</table>

4. In the Additional Information section, Calculation tab, select User Values in the Calculation Method list.
5. In the User Value Name list that appears, select Time.
6. Click Save and Close.

Creating a Coverage

1. On the Overview page, Rates and Coverages tab, click the Coverages tab, and click Create.
2. Complete the fields as shown in the table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coverage Name</td>
<td>Vacation Pay Period Select</td>
</tr>
<tr>
<td>Plan Name</td>
<td>Vacation Sell</td>
</tr>
<tr>
<td>Type</td>
<td>Time Off</td>
</tr>
</tbody>
</table>

3. In the Calculation Method section, select User Values from the Determination Rule list.
4. In the User Value Name list that appears, select Pay Period.
5. Click Save and Close.
Testing Your Setup

1. In the Enrollment work area, search for a participant, and process the Open enrollment event using the Process Open Enrollment task in the Tasks panel.
2. From the Tasks panel, click **Enrollment**.
3. Select the benefit plan and check whether the required lists display: pay periods in the Coverage column, and time off in the Rate column.
4. If the Absence Balance field doesn’t appear, it might be hidden. In the View menu of the Enrollments table, Columns sub menu, select **Absence Balance**.
5. From the Evaluation and Reporting work area, Processes tab, Election Processes section, run the **Close enrollment** process. You run this process for the benefit plan to update the corresponding absence plan’s balance.
6. In the Absences work area, check the updated balance for the absence plan.

FAQs for Selling Time Off

How can I define values that participants can select during enrollment?

Use the Manage Rate and Coverage User Values task in the Plan Configuration work area to create user values that participants can select during enrollment.

For example, you want the participant to be able to select the following amounts of vacation time to sell:

- 5 hours
- 8 hours
- 12 hours

Create a user value set that contains these values. A user value code uniquely identifies each user value. The user value code must be numeric. You associate the user value set with a rate so that the values appear for selection in the Rate column during enrollment.

In addition to selecting the amount of time participants want to sell, you can also enable them to select, for example, the pay period in which they want to receive the proceeds. In that case, you create user values for each pay period that you want participants to select. Then, you associate the user value set with a coverage so that the values appear for selection in the Coverage column during enrollment.
22 Benefits Extracts: Enrollments, Designations, Rates, and Coverages

Guidelines for Extracting Benefits Data Using HCM Extracts

You can extract worker enrollment results, designated dependents and beneficiaries, and corresponding rates and coverages. You create an extract definition using the Manage Extract Definitions task in the Data Exchange work area.

Consider these aspects before you create an extract definition for benefits data:

- Extract type
- Data groups
- Extract record sequence

Extract Type
When you create an extract definition, ensure that you select Benefits Carrier from the Extract Type list.

Data Groups
Create a PER_EXT_SEC_PERSON_UE (Person) data group and select it as the root data group. The following benefits data groups are available:

- BEN_EXT_ENRT_RSLT_UE (Enrollment Results)
- BEN_EXT_ENRT_DPNT_UE (Dependents)
- BEN_EXT_ENRT_BNF_UE (Beneficiaries)
- BEN_EXT_ENRT_RTCVG_UE (Rates and Coverages)

Extract Record Sequence
After you create the data groups, ensure that you sequence the data groups to identify which data group the application processes next:

- Person
- Dependents
- Beneficiaries
- Enrollments
- Rates and coverages

Related Topics
- Define Extracts
Configure Benefits for Extracting Data

This topic covers how to set up benefit plan carriers and offerings so that you can then generate and transmit enrollment data extracts. You extract benefits enrollment information into a single XML file for each benefits carrier.

To configure the benefits data extract, you complete these tasks in the Plan Configuration work area:

1. Create the plan carrier and configure extract settings.
2. Add the benefits extract plan type name.
3. Add the benefits extract plan code.
4. Add the benefits extract option name.

Creating Plan Carrier

Set up carrier data and configure extract options in the Plan Configuration work area that apply whenever you run the extract for that carrier.

1. In the Tasks panel drawer, click Manage Plan Carriers to open the Manage Plan Carriers page. On the Mapping tab, you can view the mapping of lookup codes to the lookup value that you transmit to carriers. Edits to mapping values affect all plan carriers that use the lookup.
2. On the Search Results toolbar, click the Create button.
3. Enter the carrier information. In the Active field, select Active.
4. Enter the extract options.

The following table provides comments to help you with your extract field entries and selections.

<table>
<thead>
<tr>
<th>Field</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extract Type</td>
<td>Select whether to run a full extract or extract only the changes since the previous extract. Generally, you run a full extract after an enrollment period closes and enrollments are completed. You run subsequent extracts on a periodic or scheduled basis, in either full or changes only mode.</td>
</tr>
<tr>
<td>Output File Name</td>
<td>Obtain the value that you enter here from the extract file recipient.</td>
</tr>
<tr>
<td>Processing Frequency</td>
<td>A common practice is to schedule your extracts to run after your regular payroll runs. You might want to set the processing frequency accordingly.</td>
</tr>
<tr>
<td>Processing Type</td>
<td>By default, all extracts have the same format, regardless of which carrier receives the extract. You can contract with Oracle’s partner, BenefitsXML, to have a carrier’s extract data transformed and delivered to the carrier, according to its specifications. For more information about BenefitsXML, see <a href="http://www.benefitsxml.com">http://www.benefitsxml.com</a>. If you don’t use this partner, you can transform and deliver the extract data file directly to each of your plan carriers, according to their specifications.</td>
</tr>
<tr>
<td>Upload Custom Layout</td>
<td>This button is available if you select the Custom layout processing type. Specify the layout for the individual carrier. For details, see the Benefits Extract: User-Defined Layout topic</td>
</tr>
</tbody>
</table>
5. Enter the file transfer details, which you obtained from the extract file recipient. You can transmit extract files directly to the recipient. Alternatively, you can transmit extract files to the Oracle cloud, using its file transfer details, and have your recipient download its extract from there.

<table>
<thead>
<tr>
<th>Field</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host</td>
<td>The name of the server to which you transmit the recipient’s extract files.</td>
</tr>
<tr>
<td>Remote Folder</td>
<td>Path on the host to the location where your transmission places the extract file.</td>
</tr>
<tr>
<td>User Name</td>
<td>Part of the sign-in credentials required for your transmission to access the host.</td>
</tr>
<tr>
<td>Password</td>
<td>Part of the sign-in credentials required for your transmission to access the host.</td>
</tr>
</tbody>
</table>

6. Click **Save and Close** to return to the Manage Plan Carriers page.

**Adding Benefits Extract Plan Type Name**

Complete these steps in the Plan Configuration work area to identify each type of plan included in the extract file for the recipient.

1. In the Tasks panel drawer, click **Manage Plan Types** to open the Manage Plan Types page.
2. Search for and click the plan type, for example, Medical.
3. On the Plan Type Definition section **Actions** menu, select **Update**.
4. Enter the valid benefits extract plan type name, for example, Health.
5. Click **Save and Close** to return to the Manage Plan Types page.

**Adding Benefits Extract Plan Code**

Complete these steps in the Plan Configuration work area to link the plan to the extract file recipient.

1. In the Tasks panel drawer, click **Manage Benefits Plan Details** to open the Manage Benefits Plan Details page.
2. Search for and click the plan that you want to link to the extract file recipient.
3. Click **Next** to open the Edit Plan Additional Configuration page.
4. On the Configuration Details section **Actions** menu, select **Update**.
5. Enter the benefits extract plan code, which the extract file recipient provided to you for this specific plan.
6. Click **Save and Close** to return to the Plans tab.

**Adding Benefits Extract Option Name**

Complete these steps in the Plan Configuration work area to identify each option included in the extract file for the recipient.

1. In the Tasks panel drawer, click **Manage Benefit Options** to open the Manage Benefit Options page.
2. Search for and click the participant option, for example, Participant Only.
3. On the Basic Details section **Actions** menu, select **Update**.
4. Enter the valid benefits extract option name, for example, Employee Only.
5. Click **Save and Close** to return to the Manage Benefit Options page.
Next Steps

After you complete the previous tasks, you are ready to generate and transmit the extract data. The details of this process are covered in the Generating and Transmitting Benefits Data Extract for Plan Carriers: Procedure topic.

Related Topics
- Generate and Transmit Benefit Extracts

Valid Extract Names

Oracle partner BenefiX provides valid extract names that you can enter for benefits plan types and options. You can add values to this list, as required.

Benefit Extract Plan Type Names

Valid benefits extract names for plan types:
- 24 Care
- Dental
- Dental Capitation
- Exclusive Provider Organization
- Health
- Health Maintenance Organization
- Hearing
- Long Term Care
- Long Term Disability
- Mail Order Drug
- Major Medical
- Medicare Risk
- Mental Health
- Point of Service
- Preferred Provider Organization
- Prescription Drug
- Preventative Care
- Short Term Disability
- Utilization Review
- Vision

Benefits Extract Option Names

Valid benefits extract names for options
- Children Only
• Dependents Only
• Employee and Children
• Employee and Five or More Dependents
• Employee and Four or More Dependents
• Employee and One Dependent
• Employee and One or More Dependents
• Employee and Spouse
• Employee and Three Dependents
• Employee and Three or More Dependents
• Employee and Two Dependents
• Employee and Two or More Dependents
• Employee Only
• Family
• Individual
• Not Applicable
• Spouse and Children
• Spouse Only
• Two Party
• Employee and Domestic Partner
• Domestic Partner and Children
• Domestic Partner Only
• Employee and Spouse or Domestic Partner
• Child or Children of a Domestic Partner

Example of a Custom Layout for Benefits Extract

An implementor or developer can create a custom layout to transform the format of extracted benefits enrollment data to match the specifications of a particular carrier. This topic provides:

• Descriptions of the tags that you require to create the custom layout
• Table aliases and a sample custom layout
  The custom layout becomes the default layout for the plan carrier after you upload it to the plan carrier’s extract options.

The following code shows the structure of the XML tags in the custom layout.

```
<Layout
<Table
Record Type
<Field
Name
Source
Width
Padding
Field>
```
The data source for a field on the custom layout can be:

- Column on the benefits extract staging tables
- Column on one of the other tables listed in the Source tag description
- Constant into which you enter the exact value

⚠️ **Tip:** To identify table column names, you can use the data model query builder in Oracle BI Publisher. Search for the table name and view the columns.

### XML Tag Descriptions

This section describes each XML tag and lists its attributes, elements (subtags), and parent tags.

#### Layout

**Description:** Root tag.

**Attributes:** None

<table>
<thead>
<tr>
<th>Elements (Subtags)</th>
<th>Parent Tag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table</td>
<td>None</td>
</tr>
</tbody>
</table>

#### Table

**Description:** Specifies the database table from which to extract the data.

**Attributes:**

1. **tableName:** Supported values = {BEN_EXTRACT_REQ_DETAILS,BEN_EXTRACT_REQUEST, DUAL,PER_ALL_PEOPLE_F,PER_PERSONS,PER_ALL_ASSIGNMENTS_M,PER_PEOPLE_LEGISLATIVE_F,BEN_PL_F,BEN_PL_TYP}
Record Type

Description: Specifies how to delimit or lay out the data in the extract file.

Attributes: Supported values: FIXEDWIDTH, CSV

Note: Anything other than CSV is delimited as FIXEDWIDTH by default.

Field

Description: Corresponds to one column in the extracted document. Source the text in this column from a database table, an SQL function, or a constant.

Attributes: None

Name

Description: Name of the field

Attributes: None
Source

Description: Specifies the source of data for the current field.

- If the source is a table, the value passed is the column name.
- If multiple tables are involved, use a fully qualified column name.

The list of allowed tables includes the table aliases.

SQL functions in place of column names: Values in this tag are treated as column names if the type is set to TABLE. The column name is used directly while constructing a query, so an SQL function can be used on a column.

- Example 1

  <Source type="TABLE">GENDER_FLAG</Source>

- Example 2

  <Source type="TABLE">DECODE(GENDER_FLAG, 'F', 1, 2)</Source>

Attributes:

1. **type:**
   - Supported values = {TABLE, CONSTANT}
     - TABLE specifies that the data comes from a database table.
     - CONSTANT specifies that the data is given in the value column of this tag.

2. **table:** Use this tag only if the intended column isn’t from the table given in the tableName attribute of this Table tag. If this tag isn’t used, the column is searched for in the table given in tableName.
   - Supported values:
     - BEN_EXTRACT_REQ_DETAILS
     - PER_ALL_PEOPLE_F
     - PER_PERSONS
     - PER_ALL_ASSIGNMENTS_M
     - PER_PEOPLE_LEGISLATIVE_F
     - BEN_PL_F
     - BEN_PL_TYP_F
     - BEN_OPT_F
     - BEN_PGM_F

<table>
<thead>
<tr>
<th>Elements (Subtags)</th>
<th>Parent Tag</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Field</td>
</tr>
</tbody>
</table>
Width

Description: Specifies the intended width of this field in the extract file. The number passed is the number of character spaces on the file.

Attributes: Supported values are positive integers.

<table>
<thead>
<tr>
<th>Elements (Subtag)</th>
<th>Parent Tag</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Field</td>
</tr>
</tbody>
</table>

Padding

Description: Specifies the alignment of data in each column.

Attributes: Supported values: [LEFT, RIGHT]

<table>
<thead>
<tr>
<th>Elements (Subtag)</th>
<th>Parent Tag</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Field</td>
</tr>
</tbody>
</table>

Table Aliases

<table>
<thead>
<tr>
<th>Allowed Table</th>
<th>Alias</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEN_EXTRACT_REQ_DETAILS</td>
<td>REQ</td>
</tr>
<tr>
<td>PER_ALL_PEOPLE_F</td>
<td>PEO</td>
</tr>
<tr>
<td>PER_PERSONS</td>
<td>PER</td>
</tr>
<tr>
<td>PER_ALL_ASSIGNMENTS_M</td>
<td>ASG</td>
</tr>
<tr>
<td>PER_PEOPLE_LEGISLATIVE_F</td>
<td>LEG</td>
</tr>
<tr>
<td>BEN_PL_F</td>
<td>PLN</td>
</tr>
<tr>
<td>BEN_PL_TYP_F</td>
<td>TYP</td>
</tr>
<tr>
<td>BEN_OPT_F</td>
<td>OPT</td>
</tr>
</tbody>
</table>
Sample XML Layout

```xml
<?xml version="1.0" encoding="utf-8"?>
<Layout>
  <Table tableName="DUAL">
    <RecordType>FIXEDWIDTH</RecordType>
    <Field>
      <Name>"Record Type"</Name>
      <Source type="CONSTANT">001</Source>
      <Width>3</Width>
      <Padding>Left</Padding>
    </Field>
  </Table>
  <Table tableName="BEN_EXTRACT_REQ_DETAILS">
    <RecordType>CSV</RecordType>
    <Field>
      <Name>"Last Name"</Name>
      <Source type="TABLE">LAST_NAME</Source>
      <Width>25</Width>
      <Padding>Left</Padding>
    </Field>
    <Field>
      <Name>"First Name"</Name>
      <Source type="TABLE">FIRST_NAME</Source>
      <Width>50</Width>
      <Padding>Left</Padding>
    </Field>
    <Field>
      <Name>"Filler"</Name>
      <Source type="CONSTANT">XXXXXXXXXX</Source>
      <Width>10</Width>
      <Padding>None</Padding>
    </Field>
    <Field>
      <Name>"Plan Name"</Name>
      <Source type="TABLE">PLAN</Source>
      <Width>70</Width>
      <Padding>Left</Padding>
    </Field>
    <Field>
      <Name>"Coverage Start Date"</Name>
      <Source type="TABLE">COVERAGE_START_DATE</Source>
      <Width>15</Width>
      <Padding>Left</Padding>
    </Field>
    <Field>
      <Name>"SSN"</Name>
      <Source type="TABLE">NATIONAL_IDENTIFIER</Source>
      <Width>12</Width>
      <Padding>Left</Padding>
    </Field>
    <Field>
      <Name>"Gender"</Name>
      <Source type="TABLE">DECODE(GENDER_FLAG,'F',1,2)</Source>
      <Width>1</Width>
  </Table>
</Layout>
```
<Field>
  <Name>"Person Number"</Name>
  <Source type="TABLE" table="PER_ALL_PEOPLE_F">PERSON_NUMBER</Source>
  <Width>30</Width>
</Field>

<Field>
  <Name>"Country of Birth"</Name>
  <Source type="TABLE" table="PER_PERSONS">COUNTRY_OF_BIRTH</Source>
  <Width>30</Width>
</Field>

<Field>
  <Name>"Assignment type"</Name>
  <Source type="TABLE" table="per_all_assignments_m">assignment_type</Source>
  <Width>30</Width>
</Field>

<Field>
  <Name>"Legislation code"</Name>
  <Source type="TABLE" table="per_people_legislative_f">LEG.LEGISLATION_CODE</Source>
  <Width>30</Width>
</Field>

<Field>
  <Name>"PLN_ID"</Name>
  <Source type="TABLE" table="ben_pl_f">PLN.PL_ID</Source>
  <Width>30</Width>
</Field>

</Table>

<Table tableName="DUAL">
  <RecordType>FIXEDWIDTH</RecordType>
  <Field>
    <Name>"Record Type"</Name>
    <Source type="CONSTANT">999</Source>
    <Width>3</Width>
  </Field>
  <Field>
    <Name>"Record Type"</Name>
    <Source type="SYSTEM">RECORDCOUNT</Source>
    <Width>3</Width>
  </Field>
</Table>
23 **Benefits Configuration Exports and Imports**

**Benefit Plan Export**

You can export a program, plan not in program, or eligibility profile from one environment. You can import it into other environments and to the same or different enterprises in the same environment. Open the Export Plan Configuration task in either the Setup and Maintenance or Plan Configuration work area.

Key aspects of exporting plan configurations are:

- Items included in the export
- Items excluded from the export
- Export and log files

**Prerequisites**

Before exporting your plan configuration:

- In the relevant programs or plans Search Results section, validate the program or plan not in program that you want to export.
- In the Evaluation and Reporting work area, run the Evaluate Life Event Participation process for a sample participant in the program or plan that you intend to export.

You can compare the results of this validation and evaluation with the results for the same validation and evaluation in the destination environment.

**Items Included in the Export**

The export process includes the descendant objects associated with the top-level object that you select.

<table>
<thead>
<tr>
<th>Exported Parent Object</th>
<th>Included Descendant Objects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program configuration</td>
<td>Associated plan types, plans, options, year periods, legal entities, reporting groups, organizations, eligibility profiles, life events, action items, formulas, rate, coverage, coverage across plan type, enrollment authorization, and dependent and beneficiary designation</td>
</tr>
<tr>
<td>Plan not in program configuration</td>
<td>Associated plan types, options, year periods, legal entities, reporting groups, regulations, organizations, eligibility profiles, life events, action items, formulas, rate, coverage, enrollment authorization, and dependent and beneficiary designation</td>
</tr>
<tr>
<td>Eligibility profile</td>
<td>Associated derived factors, service areas, and formulas</td>
</tr>
</tbody>
</table>
Items Excluded from the Export

Exports of standard rates exclude:

- Element input values
- Extra input values

Participant eligibility profile exports exclude the following eligibility criteria.

<table>
<thead>
<tr>
<th>Eligibility Category</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td>Leave of absence, qualification, and competency</td>
</tr>
<tr>
<td>Employment</td>
<td>Performance rating</td>
</tr>
<tr>
<td>Other</td>
<td>Health coverage selected and participation in another plan</td>
</tr>
<tr>
<td></td>
<td>All dependent eligibility profile exports exclude the Other - Covered in Another Plan eligibility criteria.</td>
</tr>
<tr>
<td>Related Coverage</td>
<td>All criteria</td>
</tr>
</tbody>
</table>

These eligibility criteria export exclusions apply to all exports, regardless of whether you are exporting a program, plan not in program, or eligibility profile.

Export and Log Files

You monitor the status of the Export Plan Configuration process on the Export Plan Configuration page. After the process finishes, click the corresponding Download button to open the File Downloaded dialog box.

In the File Downloaded dialog box, you can:

- Open or save the .zip file that contains the exported plan configuration.
- Open the log file. The log contains details:
  - About which parent or child process exported what plan configuration data, including the number of business object records
  - To help you resolve any errors encountered during the export

⚠️ Caution: Don’t edit the export file after you save it locally. The Import Plan Configuration process detects edits to an exported file and immediately ends, without importing the plan configuration in the edited file.

Related Topics

- Program and Plan Validation Statuses
Benefit Plan Import

You can import a program, plan not in program, or eligibility profile exported from one environment into other environments. You can also import them to different enterprises in the same environment. Use the Import Plan Configuration task in either the Setup and Maintenance or Plan Configuration work area.

During the import, you can:

- Create objects or reuse objects that exist in both the source and destination environments.
- Map third-party objects, such as HR and payroll objects, between environments.

Importing plans from a source environment with a newer application version than that of the destination environment is unsupported.

The basic process for importing plan configurations is:

1. Set up the destination environment.
2. Import the plan configuration using one of these methods:
   - Creating all destination named objects
   - Reusing existing destination named objects
3. Map source and destination HR, payroll, and compensation objects.
4. Review imported plan configuration.
5. Finalize imported plan configuration.
6. Validate imported plan configuration.

Setting up the Destination Environment

Before you import a plan configuration, you must set up:

- All of the relevant HR, payroll, and compensation structures and objects:
  - HR objects include legal employer, locations, jobs, and organizations
  - Payroll objects include payroll definition and payroll elements
  - Compensation objects include salary basis
- Any criteria that you used in the eligibility profiles associated with the import object. You can still import any associated eligibility profiles without criteria set up. But if the underlying criteria for an eligibility profile aren’t present in the environment, the eligibility profile doesn’t work.

Importing by Creating All Named Destination Objects

You can create, rather than reuse, all named objects when importing a plan configuration.

- Enter a prefix, suffix, or both that the import process adds to the start or end of all source named objects during the import.
- Ensure that the Reuse existing named objects check box is clear.
Importing by Reusing Existing Destination Objects

You can reuse destination named objects that match the source objects that you are importing, as long as the existing destination objects are available as of the import date.

The import process:

- Doesn’t reuse existing named destination objects that match the source objects if they are available as of a future date
- Prompts you to enter a prefix or suffix if it finds future-dated destination objects

The following table identifies the existing named objects that the import process always reuses, and the condition for that reuse:

<table>
<thead>
<tr>
<th>Condition</th>
<th>Reused Objects</th>
</tr>
</thead>
<tbody>
<tr>
<td>When you select Reuse existing named objects</td>
<td>Plan, plan type, options, reporting groups, regulations, eligibility profiles, and user-defined life events</td>
</tr>
<tr>
<td>Regardless of whether you select Reuse existing named objects</td>
<td>Year periods, predefined life events, action items, and formulas</td>
</tr>
</tbody>
</table>

Mapping HR, Payroll, and Compensation Objects

You must map any source workforce structure (HR), payroll, and compensation setup objects that you are importing to corresponding destination objects.

Source objects that you must map include:

- Legal employer, organization, location, department, person type, job, assignment status, grade, position, performance rating, qualification, and competency
- Formulas, payroll definition, and salary basis

To perform mapping during the import process, you must have data access privileges for the destination objects.

Reviewing Imported Objects

On the Review Imported Plan Configuration page, use the graph to identify visually any discrepancies between the number of source and destination objects. Click the relevant bar to:

- View details about the source and destination objects
- Identify which source objects were imported

Source and destination objects that are covered in this review are: age and service factor, age factor, benefit balances, benefit groups, compensation factor, coverage across plan types, coverage, eligibility profiles, full-time equivalent factor, hours worked factor, length of service factor, life events, options, plan types, plans, regulations, reporting groups, service areas, standard rates, user-defined criteria, and variable rate profiles.
Finalizing Imported Objects

Change the status for the imported program or plan not in program from Pending to Active in preparation for validating it. The import process:

- Always reuses fast formulas if they exist in the destination environment
- Creates fast formulas that don’t already exist at the global level, even though the source formula is defined at LDG level
- Creates formulas using the same names as the source formulas, ignoring any entered prefix or suffix

You must validate the logic for the imported and created formulas, and then compile them individually or in bulk. Compile formulas by running the Compile Formula process on the Submit a Process or Report page.

Validating Imported Objects

You can compare the results of the following destination validation and evaluation with the results for those of the source environment.

- On the Import Benefits Plan Configuration page, search for your import request and click the name in the Search Results section. Open the Validate Imported Plan Configuration page to validate the imported program or plan not in program.
- On the Evaluation and Reporting work area, Processes tab, run the Evaluate Life Event Participation process for a sample person.

Related Topics

- Types of Formula Compilation Errors
- Program and Plan Validation Statuses
- When do I run the Compile Formula process

Export and Import Benefits Objects

Use the Setup and Maintenance work area to import and export the following benefits objects: collapsing rules, default benefits relationships, and rate and coverage user values.

At a high level, you perform the following steps to export and import benefits objects:

1. In the source environment, create a configuration package using an implementation project and include the setup task related to any of the following benefit objects:
   - Manage Benefit Life Events - for collapsing life events
   - Configure Default Benefits Relationships - for benefits relationships
   - Manage Rate and Coverage User Values - for user values related to sale of vacation or sick time
2. Export the configuration package and download the ZIP file.
3. In the destination environment, you can select the configuration package and import the ZIP file.
Steps to Perform in the Source Environment

Complete these steps:

1. Create an Implementation project in the Setup and Maintenance work area.
2. Add a benefits task, for example, Manage Benefit Life Events, to the implementation project.
3. In the Setup and Maintenance work area, use the Manage Configuration Packages task to create a configuration package for the implementation project you created.
4. Export the setup data.
5. When the export is complete, download the ZIP file that contains the exported benefits objects.

Steps to Perform in the Destination Environment

Complete these steps:

1. In the destination environment, open the Manage Configuration Packages task in the Setup and Maintenance work area.
2. Search for the configuration package you created in the source environment. You might want to clear the default value that appears in the field that indicates the user who created the package. You do this to retrieve the correct configuration package.
3. Upload the configuration package using the ZIP file you downloaded. The application replaces the existing implementation project with the details in the ZIP file.
4. Import the setup data.
5. When the import is complete, check the configuration page of the benefits object. For example, open the Manage Rate and Coverage User Values page to see if the data appears as expected.

Related Topics

- Configuration Packages: Explained
- Key Information About Setup Data Export and Import Processes
- Exporting Setup Data Using Implementation Project: Procedure
- Importing Setup Data Using Implementation Project: Procedure

FAQs for Benefits Configuration Copy

How can I resolve my plan configuration export errors?

If your export plan configuration request has a status of Completed with errors, click the Download button for that request. In the File Download dialog box, click the item that ends in .log to view the log file.
Chapter 24

Integrated Workbooks for Loading Data

Overview of Managing Benefits Objects in Integrated Workbooks

Use integrated Microsoft Excel workbooks to manage multiple records at one time for various Benefits objects, such as:

- Enrollments
- Plans and programs
- Rates and variable rates
- Derived factors
- Reporting groups
- Benefit balances
- Benefit groups
- Person habits
- Postal code ranges and service areas
- Regulations
- ACA Override Upload
- Upload Billing Payments

Examples

In the application, when managing person habits, you must enter the Enrollment work area for each person individually. With the integrated workbook, you can manage the person habits for multiple persons at one time and upload the data.

Rather than searching for each rate individually when preparing for your next open enrollment period, you can download them to the integrated workbook. Make your edits in the workbook and upload them back to the application.

Manage Benefit Regulations in the Integrated Workbook

You can record multiple regulations, including rules, policies, and statutory requirements enacted by regulatory bodies governing benefit plans, in a single integrated Microsoft Excel workbook. Then, upload the regulations and associate them with benefit reporting groups for reporting purposes.

The basic process for managing benefit regulations using the workbook is:

1. Generate the workbook.
2. Record regulations and associate them with benefit reporting groups.
3. Upload edits.
4. Resolve errors.
Generating the Workbook
In the Plan Configuration work area:

1. In the Tasks panel drawer, click Manage Regulations to open the Manage Regulations page.
2. In the Search Results section, click Prepare in Workbook.

Creating and Associating Regulations in the Workbook
The workbook columns are the same as the fields in the Create Regulations dialog boxes.

1. In the Regulation section, create rules, policies, or statutory requirements.
2. In the Regulatory Body section, associate regulations with regulatory bodies.

Uploading Edits
After you complete your edits, click Upload to load into the application table those rows that are marked as Changed.

Note: You can't edit regulations in the workbook after they upload successfully. However, you can edit regulations on the Manage Regulations page.

Resolving Errors
The upload process automatically updates the Status field in each workbook row.

If there are errors that require review, the process:

1. Rolls back the change in the application
2. Sets the workbook row status to Upload Failed
3. Continues to the next workbook row

To view and resolve an error:

1. Double-click Update Failed in the Status field.
2. Fix any data issues in the workbook.
3. Upload the latest changes.

Related Topics
- What’s the difference between Export to Excel and desktop integration for Excel
- Guidelines for Using Desktop Integrated Excel Workbooks
- Set Up Desktop Integration for Excel

Manage Reporting Groups in the Integrated Workbook
You can create and upload reporting groups using the integrated Microsoft Excel workbook.
The basic process for managing reporting groups using the integrated workbook is:

1. Generate the workbook.
2. Create reporting groups and add details to existing groups.
3. Upload edits.
4. Resolve errors.

Generating the Workbook

In the Plan Configuration work area:

1. In the Tasks panel drawer, click **Manage Reporting Groups** to open the Manage Reporting Groups page.
2. In the Search Results section, click **Prepare in Workbook**.

Creating Reporting Groups and Adding Details

The workbook columns and choice lists are the same as the fields and choice lists on the Edit Reporting Groups page.

- Create a reporting group.
  a. Associate benefit programs and plans with the reporting group.
  b. Select which regulatory bodies and regulations govern the reporting group.
- Add details to existing reporting groups. For example, associate an additional program with an existing reporting group.
  a. Enter the name of the reporting group in the Component Program section.
  b. Select the program.
  c. Enter the effective start date.

> **Note:** You can’t edit existing data for a reporting group in the workbook. However, you can edit existing reporting group data on the Manage Regulations page.

Uploading Edits

After you complete your edits, click **Upload** to load into the application database those rows that are marked as **Changed**.

Resolving Errors

The upload process automatically updates the **Status** field in each workbook row. If there are errors that require review, the process:

1. Rolls back the change in the application database
2. Sets the workbook row status to **Upload Failed**
3. Continues to the next workbook row

To view and resolve an error:

1. Double-click **Update Failed** in the **Status** field.
2. Fix any data issues in the workbook.
3. Upload the latest changes.

**Related Topics**

- What’s the difference between Export to Excel and desktop integration for Excel
- Guidelines for Using Desktop Integrated Excel Workbooks
Manage Postal Code Ranges and Service Areas in the Integrated Workbook

You can define postal code ranges and service areas for use as eligibility criteria using a single integrated Microsoft Excel workbook. Then, upload them into the application database. Repeat these steps as many times as required to accommodate revisions.

The basic process for managing postal code ranges and services areas using the workbook is:

1. Generate the workbook.
2. Edit postal code ranges and service areas in their respective worksheets.
3. Upload edits.
4. Resolve errors.

Generating the Workbook

In the Plan Configuration work area:

1. In the Tasks panel drawer, click **Manage Benefit Service Areas** to open the Manage Benefit Service Areas page.
2. In the Search Results section of either the Postal Code Ranges or Service Areas tab, click **Prepare in Workbook**.

Editing Postal Code Ranges and Service Areas in the Workbook

The worksheet columns in each section are the same as fields in the corresponding application dialog box, as shown in this table.

<table>
<thead>
<tr>
<th>Worksheet Section</th>
<th>Dialog Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal Code Ranges</td>
<td>Create Postal Code Ranges</td>
</tr>
<tr>
<td>Service Areas</td>
<td>Create Service Area</td>
</tr>
</tbody>
</table>

In the respective worksheet:

1. Create the postal code ranges.
2. Upload the postal ranges if you plan to add them to service areas.
3. Create the service areas and edit existing ones.
4. Enter the postal code ranges that comprise the service area for each added service area.

You can enter multiple postal code ranges for a single service area. To do so, name the service area in the first column of the Postal Code Ranges section for each postal code row.

**Note:** The postal code ranges must exist in the application database before you can enter them in the worksheet rows. Upload any new postal code ranges first, before you upload your service area edits.
Uploading Edits

After you complete your edits, click **Upload**.

The process:

- Uploads to the application tables only those rows marked as changed
- Updates the Worksheet Status field only if the server or database becomes inaccessible during upload

When you upload the service area worksheet with postal code ranges that weren’t successfully uploaded, the data in the Service Area section might upload successfully. However, an error status indicates invalid postal code range for any rows in the Postal Code Ranges section with values not yet uploaded.

> **Note:** You can’t edit postal code ranges in the worksheet if they uploaded successfully. To edit the postal code ranges after upload, use the Manage Postal Code Ranges and Service Areas page in the Plan Configuration work area.

Resolving Errors

The upload process automatically updates the **Status** field in each workbook row. If there are errors that require review, the process:

1. Rolls back the change in the application database
2. Sets the workbook row status to **Upload Failed**
3. Continues to the next workbook row

To view and resolve an error:

1. Double-click **Update Failed** in the **Status** field.
2. Fix any data issues in the workbook.
3. Upload the latest changes.

**Related Topics**

- What’s the difference between Export to Excel and desktop integration for Excel
- Guidelines for Using Desktop Integrated Excel Workbooks
- Set Up Desktop Integration for Excel

Manage Benefits Derived Factors in the Integrated Workbook

Use the integrated Microsoft Excel workbook available in the Manage Derived Factors page to create, edit, and delete multiple derived factors simultaneously.

The workbook contains the following tabs with each tab enabling you to configure derived factors belonging to a particular type:

- Age
- Length of Service
You perform these basic steps to configure derived factors using the workbook:

1. Generate and populate the workbook.
2. Create, edit, or delete derived factors in multiple tabs.
3. Upload edits.
4. Resolve errors if required.

Repeat these steps as many times as required to accommodate revisions.

Generating and Populating the Workbook

Perform these steps:

1. Navigate to the Plan Configuration work area, Manage Derived Factors page.
2. Click Prepare in Workbook.

Creating Derived Factors

For example, if you want to enter derived factors for Age:

1. Select the Age worksheet.
2. Click Search on the Derived Factors tab that is available as part of the Excel ribbon toolbar.
3. Insert a row at the end of the search results and enter the data for the new derived factor.
4. Click Upload. You can enter data in multiple workbooks.

Making Changes to Existing Derived Factors

For example, to make changes to a Compensation derived factor:

1. Select the required worksheet and enter the name of the specific derived factor you want to make changes to.
2. Click Search.
3. Make the required changes to the derived factors.
4. Click Upload.

Resolving Errors

The upload process automatically updates the Status field in each workbook row. If there are errors that require review, the process:

1. Rolls back the change in the application database
2. Sets the workbook row status to Upload Failed
3. Continues to the next workbook row

To view and resolve an error:

1. Double-click Update Failed in the Status field.
2. Fix any data issues in the workbook.
3. Upload the latest changes.
Manage Standard Benefit Rates in the Integrated Workbook

You can generate the integrated Microsoft Excel workbook in which you can manage standard benefit rates. Then, upload your changes into the application database. The workbook enables you to create, edit, delete, and end-date rates.

You perform these basic steps to manage benefit rates using the workbook:

1. Generate and populate the workbook.
2. Create, edit, delete, or end-date the standard rates. For example, you can edit rates to reflect annual changes in contribution.
3. Upload the workbook.
4. Resolve errors if required.

Repeat these steps as many times as required to accommodate revisions.

Generating and Populating the Workbook

Currently, the application is limited to a maximum of 500 rows when it generates the workbook, to manage application performance.

1. On the Manage Benefit Rates page Standard Rates tab of the Plan Configuration work area, click Prepare in Workbook to generate the workbook.
2. In the search section at the top of the workbook, you must select a calculation formula. This acts as a filter for the records that the download process adds as rows in the Search Results section after you click Search.
3. Use the Rate Display Type, Effective As-of Date, and Status Rule fields to further filter your search result records.

Managing Standard Rates

After you generate and populate the workbook, to add a rate, insert a blank row after the last populated row, and enter data. When you edit a rate, make sure you enter data only in the search results fields with a white background. The upload process ignores edits in search results fields with a nonwhite background. Edit the following objects in the Plan Configuration work area, rather than in the workbook:

- Variable rate profiles
- Variable formulas
- Extra inputs
- Partial month determination
- Annual rates

Uploading the Workbook

After you complete your edits, click Upload to load into the application database those rows marked as Changed. The process:

1. End dates the original benefit rate record
   It sets the effective end date to the day before the effective as-of date that you used as part of your download filter.
2. Adds a new benefit rate record with your edits
   The effective start date is the same as your effective as-of date and the effective end date is the original effective end date.
3. Moves changed rows to the bottom of the workbook.

To validate the changes, return to the Manage Benefit Rates page, Standard Rates tab and search for the changed or newly added rate.

Resolving Errors
The upload process automatically updates the Status field in each workbook row. If there are errors that require review, the process:

1. Rolls back the change in the application database
2. Sets the workbook row status to Upload Failed
3. Continues to the next workbook row

To view and resolve an error:

1. Double-click Update Failed in the Status field.
2. Fix any data issues in the workbook.
3. Upload the latest changes.

Related Topics
- What’s the difference between Export to Excel and desktop integration for Excel
- Guidelines for Using Desktop Integrated Excel Workbooks
- Set Up Desktop Integration for Excel

Manage Variable Benefit Rates in the Integrated Workbook
You can create and upload variable rates by defining variable rate profiles and associating them with standard rates using the integrated Microsoft Excel workbook.

The basic process for managing variable rates using the workbook is:

1. Generate the workbook.
2. Create and edit variable rate profiles.
3. Upload edits.
4. Add variable rate profiles to standard rates.
5. Upload edits.
6. Resolve errors.

Repeat these steps as many times as required.

Prerequisites
Before you upload new or edited variable rate profiles, confirm that the following already exist in the application database:

- Any associated benefit eligibility profiles, plans, and options
• Any referenced compensation user-defined factors where Calculation Method is set to Multiple of compensation
• Any referenced fast formulas associated with variable rate profiles where Calculation Method is set to Calculate for enrollment formula

Generating the Workbook
In the Plan Configuration work area:

1. In the Tasks panel drawer, click Manage Benefit Rates to open the Manage Benefit Rates page.
2. On the Search Results section toolbar of the Variable Rate Profiles tab, click Prepare in Workbook.

Creating and Editing Variable Rate Profiles and Adding them to Standard Rates
Use the two worksheets in the workbook to:

• Create and edit your variable rate profiles in the variable rate profiles worksheet.
• Associate existing and newly uploaded variable rate profiles with standard rates in the standard Rates worksheet.

On both worksheets:

1. Select a calculation method. The calculation method for all rows must match the calculation method for the workbook, which you selected in the Search section. Mismatches result in errors when you upload your data.
2. Optionally, enter an effective as-of date. The download process uses the date as a constraint when downloading either the variable rate profiles or the standard rates. The upload process uses it to set the effective date for the new and edited profiles and edited standard rates. If you leave this field blank, the upload process sets the current date, also known as the system date, as the effective date.
3. Search for either the variable rate profiles or standard rates that match your criteria. The Search button and other integrated workbook buttons, such as Upload, Delete, and End-Date are available in the Upload Variable Rate Profiles tab.
4. Depending on the worksheet, either:
   o Create and edit the profiles, as required.
   o Associate the profiles with the relevant standard rates.
5. Upload your edits to the application database.

The variable rate profiles must already exist in the application database before you can associate them with standard rates in the workbook. Upload any new or edited variable rate profiles and associate them with standard rates.

✍ Note: You must associate future-dated profiles with standard rates in the application; you can’t do it in the workbook.

Uploading Edits
After you complete your edits for one of the worksheets, in the Upload Variable Rate Profiles tab, click Upload to load into the application tables those rows that are marked as Changed.

Randomly test that the upload worked as you expected by searching for one or more of the following in the application:

• New or edited variable rate profiles
• Standard rates with which you associated a variable rate profile

The upload process updates the worksheet Status field only if the server or database becomes inaccessible during upload.

Resolving Errors
The upload process automatically updates the Status field in each workbook row. If there are errors that require review, the process:

1. Rolls back the change in the application database
2. Sets the workbook row status to Upload Failed
3. Continues to the next workbook row

To view and resolve an error:

1. Double-click Update Failed in the Status field.
2. Fix any data issues in the workbook.
3. Upload the latest changes.

Related Topics
• Set Up Desktop Integration for Excel
• What's the difference between Export to Excel and desktop integration for Excel
• Guidelines for Using Desktop Integrated Excel Workbooks

FAQs for Integrated Workbooks

How can I copy calculation methods of a rate to rates of other legal entities?

In the Rates integrated workbook, set the value of the Copy Calculation Method Data to All Rates column to Y. Before you upload the data, ensure that the source and destination rates follow all these conditions:

• Same benefits object
• Same display type
• Same calculation method

How can I override or add missing values in the 1095-C benefits report?

Use the ACA Override Upload workbook in the Person Data Loaders tab of the Evaluation and Reporting working area. In the spreadsheet, enter the required details, such as the person number, person name, ACA report line number, year, and override reason. Then, click Upload in the ACA Override Upload menu to upload the spreadsheet.

To delete an existing override, enter Yes in the Delete column of the required row and upload the spreadsheet.
Formula Creation and Error Handling for Benefits

Overview of Benefits Formulas

Use formulas to configure your plan design to the requirements of your enterprise. They provide a flexible alternative to delivered business rules for such purposes as:

- Date calculations, such as:
  - Enrollment start and end dates
  - Rate or coverage start and end dates
  - Waiting periods and enrollment periods
  - Action item due dates
- Calculations of rate and coverage amount, minimum and maximum, or upper and lower limits
- Certification requirements
- Partial month and proration calculations
- Eligibility and participation evaluation

For example, you can write a formula to calculate benefits eligibility for those cases where the provided eligibility criteria don’t accommodate your particular requirements.

Benefits Fast Formula Reference Guide

The Benefits Fast Formula Reference guide explains some of the most frequently used benefits formula types. All formula types explained in the guide include sample code, contexts, database items, input variables, and return variables. For more information, see Benefits Fast Formula Reference Guide (1456985.1) on My Oracle Support at https://support.oracle.com.

Overview of Using Formulas

Fast formulas are generic expressions of calculations or comparisons that you want to repeat with different input variables. Each formula usage summarized in this topic corresponds to one or more formula types, requiring specific formula inputs and outputs.

Formulas are translatable, the predefined formulas are alphanumeric and can be in any language. Formula text is not subject to translation and can handle Non-English user-defined elements, input values or balances. For example, if you define an element name in Chinese, the base element name is stored in Chinese. The database items are generated using the data in the base tables, so the generated database item contains the Chinese element name, and you can refer to such database items in your formulas.
Calculate Payrolls
You can write payroll calculations and skip rules for elements to represent earnings and deductions.

With fast formulas you can:

- Associate more than one payroll formula with each element to perform different processing for employee assignments with different statuses.
- Define elements and formulas for earnings and deductions with highly complex calculations requiring multiple calls to the database.
- Associate a skip rule formula with an element to define the circumstances in which it’s processed.
- Modify the predefined proration formula to control how payroll runs prorate element entries when they encounter an event, such as a mid-period change in an element entry value.

Define Calculations for Benefits Administration
You can use formulas to structure your benefit plans. Formulas provide a flexible alternative to the delivered business rules.

Use formulas to configure:

- Date calculations, such as enrollment start and end dates, rate or coverage start and end dates, waiting periods and enrollment periods, or action item due dates
- Calculations of rate and coverage amount, minimum and maximum, or upper and lower limits
- Certification requirements
- Partial month and proration calculations
- Eligibility and participation evaluation

For example, you can write a formula to calculate benefits eligibility for those cases where the provided eligibility criterion does not accommodate your particular requirements.

Note: For more information, see Benefits Fast Formula Reference Guide (1456985.1) on My Oracle Support at https://support.oracle.com.

Validate Element Inputs or User-Defined Tables
Use lookups or maximum and minimum values to validate user entries.

For more complex validations you can write a formula to check the entry. You can also use a formula to validate entries in user tables.

Edit the Rules for Populating Work Relationship or Payroll Relationship Groups
You can define criteria to dynamically populate a payroll relationship group or work relationship group.
When you create a payroll relationship group or work relationship group formula type, you can choose to use an expression editor or a text editor. The expression editor makes it easy to build criteria to define the group. For more complex conditions, such as validations, you can select the text editor.

**Define Configuration for Compensation**

To add flexibility to the existing compensation plan configuration write formulas to modify:

- Start and end dates for compensation allocations under individual compensation plans
- Person selection, hierarchy determination, column default values, and currency selection for workforce compensation plans
- The source of items displayed in total compensation statements

**Define Formulas to Create Rule Templates for Time and Labor**

Use formulas with time repository rule templates to create rules. The formulas contain delivered combinations of rule parameters and output results. You can use one formula with multiple rule templates by varying the template configuration.

When creating a rule template, you select a formula name and then configure the parameter type and display name of the parameters and variables. You do not have to redo the entire formula statement to determine which details to change to achieve a particular outcome.

Use formulas in Time and Labor to apply:

- Logic for processing or calculating time
- Parameters that enable rules to pass values to the formula for use in calculations
- Output variables that the formula uses to return calculation results to the rules

For example, the Period Maximum Hours Template uses the WFM_PERIOD_MAXIMUM_TIME_ENTRY_RULE formula to compare reported time category hours to defined maximum hours.

**Note:** For more information, see Time and Labor Fast Formula Reference Guide (1990057.1) on My Oracle Support at https://support.oracle.com.

**Example of Writing a Fast Formula Using Formula Text**

This example demonstrates how to create a fast formula using the text editor to return the range of scheduled hours for managers and a different range for other workers.

Before you create your formula, you may want to determine the following:

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the formula for a specific legislative data group?</td>
<td>No, this is a global formula that can be used by any legislative data group.</td>
</tr>
<tr>
<td>What is the formula type for this formula?</td>
<td>Range of Scheduled Hours</td>
</tr>
<tr>
<td>Are there any contexts used in this formula?</td>
<td>No</td>
</tr>
</tbody>
</table>
Decisions to Consider | In This Example
--- | ---
Are there any database item defaults? | Yes, ASG_JOB
Are there any input value defaults? | No
What are the return values? | MIN_HOURS, MAX_HOURS, FREQUENCY

Creating a Fast Formula Using the Text Editor to Determine a Manager’s Scheduled Hours

1. In the Setup and Maintenance work area, go to the following:
   Offering: Workforce Deployment
   Functional Area: Payroll
   Task: Manage Fast Formulas
2. Click Go to Task.
3. On the Manage Fast Formula page, click the Create icon to create a new formula.
4. On the Create Fast Formula page, complete the fields as shown in this table.

<table>
<thead>
<tr>
<th>Fields for the Fast Formula</th>
<th>Values for the Fast Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formula Name</td>
<td>Manager Range of Scheduled Hours</td>
</tr>
<tr>
<td>Formula Type</td>
<td>Range of Scheduled Hours</td>
</tr>
<tr>
<td>Description</td>
<td>Manager’s Range of Hours</td>
</tr>
<tr>
<td>Effective Start Date</td>
<td>1-Jan-2010</td>
</tr>
</tbody>
</table>
5. Click Continue.
6. Enter the following formula details in the Formula Text section:
   /* DATABASE ITEM DEFAULTS BEGIN */
   DEFAULT FOR asg_job IS ' ' 
   /* DATABASE ITEM DEFAULTS END */
   JOB_1 = ASG_JOB
   IF JOB_1 = 'Manager' then
     (MIN_HOURS = 25
     MAX_HOURS = 40
     FREQUENCY = 'H')
   else
     (MIN_HOURS = 20
     MAX_HOURS = 35
     FREQUENCY = 'H')
   return MIN_HOURS, MAX_HOURS, FREQUENCY
7. Click Compile.
8. Click **Save**.

**Related Topics**
- Overview of Using Formula Components
- Formula Operators

## Options to Improve Formula Performance

When writing formulas there are a number of techniques to follow to ensure your formulas are easy to read, use, understand, and process efficiently.

### Variable Names and Aliases

To improve readability, use names that are brief yet meaningful. Use aliases if the names of database items are long. Name length has no effect on performance or memory usage.

### Inputs Statements

Use `INPUTS` statements rather than database items whenever possible. It speeds up the running of your payroll by eliminating the need to access the database for the input variables.

An example of an inefficient formula without `INPUTS` statement is:

```plaintext
SALARY = SALARY_ANNUAL_SALARY / 12
RETURN SALARY
```

An example of an efficient use of `INPUTS` statements is:

```plaintext
INPUTS ARE ANNUAL_SALARY
SALARY = ANNUAL_SALARY / 12
RETURN SALARY
```

### Database Items

Do not refer to database items until you need them. People sometimes list at the top of a formula all the database items the formula might need, thinking this helps the formula process more quickly. Doing this, however, causes unnecessary database calls which slows processing.

An example of an inefficient use of database items is:

```plaintext
S = SALARY
A = AGE
IF S < 20000 THEN
    IF A < 20 THEN
        TRAINING_ALLOWANCE = 30
    ELSE
        TRAINING_ALLOWANCE = 0
ELSE
    TRAINING_ALLOWANCE = 0
```

An example of an efficient use of database items is:

```plaintext
IF SALARY < 20000 THEN
    IF AGE < 20 THEN
        TRAINING_ALLOWANCE = 30
    ELSE
```

---

ORACLE
TRAINING_ALLOWANCE = 0

The first example always causes a database fetch for AGE whereas the second example only fetches AGE if salary is less than 20000.

Balance Dimensions

Wherever possible, only use balance dimensions for single assignments in formulas. Multiple assignments require more calculation time, leading to slower processing time.

Normally, only a small number of workers have multiple assignments. The presence of a small number doesn’t lead to any significant increase in overall processing time. However, there could be a problem if you unnecessarily link balance dimensions for multiple assignments into general formulas.

Types of Formula Compilation Errors

Compilation errors display in the Manage Fast Formulas page after you compile the formula. The compiler aborts the compilation process when it encounters an error. Error messages display the line number and type of error encountered.

Common Compilation Errors

This table lists the type and description of several common formula compilation errors.

<table>
<thead>
<tr>
<th>Formula Error Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syntax Error</td>
<td>The formula text violates the grammatical rules for the formula language. An example is using IF1 instead of IF for an IF statement.</td>
</tr>
<tr>
<td>Incorrect Statement Order</td>
<td>ALIAS, DEFAULT, or INPUT statements come after other statements.</td>
</tr>
<tr>
<td>Misuse of ASSIGNMENT Statement</td>
<td>Occurs when any of these conditions exist:</td>
</tr>
<tr>
<td></td>
<td>• An ASSIGNMENT assigns a value to a database item.</td>
</tr>
<tr>
<td></td>
<td>• A context is assigned a value externally to a CHANGE_CONTEXTS statement.</td>
</tr>
<tr>
<td></td>
<td>• The formula assigns a value to a non-context variable within a CHANGE_CONTEXTS statement.</td>
</tr>
<tr>
<td></td>
<td>CHANGE_CONTEXTS statements can be used in a formula.</td>
</tr>
<tr>
<td>Misuse of ALIAS Statement</td>
<td>You can only use an ALIAS statement for a database item.</td>
</tr>
<tr>
<td>Missing DEFAULT Statement</td>
<td>A database item that specifies defaulting must have a DEFAULT statement.</td>
</tr>
<tr>
<td>Misuse of DEFAULT Statement</td>
<td>A DEFAULT statement is specified for a variable other than an input or database item.</td>
</tr>
</tbody>
</table>
| Uninitialized Variable              | The compiler detects that a variable is uninitialized when used. The compiler can’t do this in all cases. This error often occurs when the formula includes a database item that requires contexts that the formula type doesn’t support. The formula treats the database item as a local variable. For example, balance database items require the PAYROLL_REL_ACTION_ID PAYROLL_
Formula Creation and Error Handling for Benefits

### Formula Error Type

<table>
<thead>
<tr>
<th>Formula Error Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSIGNMENT_ID and CALC_BREAKDOWN_ID contexts. Generally you can only use them in formulas of type Oracle Payroll.</td>
<td></td>
</tr>
<tr>
<td>Missing Function Call</td>
<td>The compiler does not recognize a function call. The combination of return type, function name, and parameter types does not match any available function.</td>
</tr>
<tr>
<td>Incorrect Operator Usage</td>
<td>An instance of a formula operator use doesn’t match the permitted uses of that operator. For example, the + operator has two permitted uses. The operands are both of data type NUMBER, or both of data type TEXT.</td>
</tr>
<tr>
<td>Inconsistent Data Type Usage</td>
<td>The formula uses a formula variable of more than one data type. Or the formula uses a database item or context with the wrong data type. For example, Variable A is assigned a NUMBER value at the start of the formula, but is assigned a TEXT value later in the formula.</td>
</tr>
<tr>
<td>EXIT Statement Not Within WHILE Loop</td>
<td>A condition that eventually becomes false or an EXIT call for exiting the loop doesn’t exist.</td>
</tr>
<tr>
<td>Misuse of Context</td>
<td>The formula uses a variable as a context, or a context as a variable. For example, a formula assigns a value to AREA1 as an ordinary variable, but later uses AREA1 as a context in a GET_CONTEXT call.</td>
</tr>
</tbody>
</table>

### Types of Formula Execution Errors

Fast formula execution errors occur when a problem arises while a formula is running. The usual cause is a data problem, either in the formula or in the application database.

**Formula Execution Errors**

This table lists the type and description of each formula execution error.

<table>
<thead>
<tr>
<th>Formula Error Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uninitialized Variable</td>
<td>Where the formula compiler can’t fully determine if a variable or context is initialized, it generates code to test if the variable is initialized. When the formula executes, this code displays an error if the variable or context isn’t initialized.</td>
</tr>
<tr>
<td>Divide by Zero</td>
<td>Raised when a numeric value is divided by zero.</td>
</tr>
<tr>
<td>No Data Found</td>
<td>Raised when a non-array type database item unexpectedly fails to return any data. If the database item can’t return data, then it should provide a default value. You can do this by creating a default statement. An error in formula function code can also cause this error message.</td>
</tr>
<tr>
<td>Formula Error Type</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Too Many Rows</td>
<td>Raised when a non-array type database item unexpectedly returns more than a single row of data. The cause is an incorrect assumption made about how the data is being accessed. An error in the formula function code can also cause this error message.</td>
</tr>
<tr>
<td>NULL Data Found</td>
<td>Raised when a database item unexpectedly returns a NULL data value. If the database item can return a NULL value, then it provides a default value.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Some database items can’t return a NULL value. If it can, then you can provide a default value for that database item.</td>
</tr>
<tr>
<td>Value Exceeded Allowable Range</td>
<td>Raised for a variety of reasons, such as exceeding the maximum allowable length of a string.</td>
</tr>
<tr>
<td>Invalid Number</td>
<td>Raised when a formula attempts to convert a nonnumeric string to a number.</td>
</tr>
<tr>
<td>User Defined Function Error</td>
<td>Raised from within a formula function. The error message text is provided as part of the formula error message.</td>
</tr>
<tr>
<td>External Function Call Error</td>
<td>A formula function returned an error, but didn’t provide any additional information to the formula code. The function might have sent error information to the logging destination for the executing code.</td>
</tr>
<tr>
<td>Function Returned NULL Value</td>
<td>A formula function returned a NULL value.</td>
</tr>
<tr>
<td>Too Many Iterations</td>
<td>A single WHILE loop, or a combination of WHILE loops, has exceeded the maximum number of permitted iterations. The error is raised to terminate loops that can never end. This indicates a programming error within the formula.</td>
</tr>
<tr>
<td>Array Data Value Not Set</td>
<td>The formula attempted to access an array index that has no data value. This error occurs in the formula code.</td>
</tr>
<tr>
<td>Invalid Type Parameter for WSA_EXISTS</td>
<td>An invalid data type was specified in the WSA_EXISTS call.</td>
</tr>
<tr>
<td>Incorrect Data Type For Stored Item</td>
<td>When retrieving an item using WSA_GET, the actual data type doesn’t match that of the stored item. This error occurs within the calling formula.</td>
</tr>
<tr>
<td>Called Formula Not Found</td>
<td>The called formula couldn’t be resolved when attempting to call a formula from a formula. This issue could be due to an error in the calling formula, or because of installation issues.</td>
</tr>
<tr>
<td>Recursive Formula Call</td>
<td>An attempt was made to call a formula from itself. The call could be made directly or indirectly from another called formula. Recursive formula calling isn’t permitted.</td>
</tr>
<tr>
<td>Input Data Has Different Types in Called and Calling Formulas</td>
<td>When calling a formula from a formula, the input data type within the called formula doesn’t match the data type specified from the calling formula.</td>
</tr>
<tr>
<td>Output Has Different Types In Called and Calling Formulas</td>
<td>When calling a formula from a formula, the output data type within the called formula doesn’t match the data type specified from the calling formula.</td>
</tr>
</tbody>
</table>
### Formula Error Type

<table>
<thead>
<tr>
<th>Formula Error Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Too Many Formula Calls</td>
<td>When a formula calls another formula in its text so it becomes a hierarchy. The maximum depth of the hierarchy is 10.</td>
</tr>
</tbody>
</table>

### Guidelines to Test Benefits Formulas

Use the Formula tab of the Evaluation and Reporting work area to test whether a benefits formula works as expected for a sample participant.

This topic covers the following aspects:

- Authoring formulas
- Restrictions
- Available contexts
- Formula results

> **Note:** The formula evaluation tool does not change any data when you test a formula.

### Authoring Formulas

You create formulas using the Manage Fast Formulas page in the Payroll Administration work area.

### Restrictions

You cannot test formulas designed to act on data that is not saved to the database yet. For example, you cannot test these formula types:

- Person Change Causes Life Event
- Post Election Edit

You cannot test formulas designed to act on input values received from a process that the formula calls at runtime. For example, you can’t test the Rate Periodization formula type. You can still use this tool to test such formulas by creating a version that contains fixed input values available in the code.

### Available Contexts

You must provide values to the following contexts to test any benefits formula:

- Effective date
- Person name
- Benefits relationship

You can also provide values to these contexts depending on the formula type:

- Life event name
- Program name
• Plan name
• Option name

Formula Results
The Formula tab displays the results of the last five formula submissions. The Results window displays the name of the return variable defined in the formula and its value. To view more details, you can download and view the generated log file.

FAQs for Formulas

When do I run the Compile Formula process?
When you create or update multiple fast formulas at the same time, run the Compile Formula process on the Submit a Process or Report page from the Payroll Administration work area.

What's the difference between a formula compilation error and an execution error?
Compilation errors occur on the Manage Fast Formulas page when you compile the formula. An error message explains the nature of the error. Common compilation errors are syntax errors resulting from typing mistakes. You can view error messages on the dashboard or go to the messages tab directly after the process is run.
Execution errors occur when a problem arises while a formula is running. The usual cause is a data problem, either in the formula or in the application database.
26 Managing Employee Wellness

Overview of Employee Wellness

With employee wellness, benefits administrators can manage organizational wellness goals and competitions for employees. Employees can manage their personal wellness.

Benefits Administrators

Benefits administrators use the Employee Wellness work area (Benefits Administration - Employee Wellness) to:

- Create organizational wellness goals and competitions
- Monitor employee participation
- Administer goal and competition incentive awards

Employees

Employees use the My Wellness work area (Me - Wellness) to:

- Manage wellness profiles
- Add personal wellness goals
- Track physical activities
- Join wellness competitions
- Monitor progress toward wellness goals

Wellness Goals and Awards

You can create daily active time, distance, and step goals using the Corporate Goals infotile of the Employee Wellness work area. The start date of a goal must be the current date or within the 30 days following the current date. The end date must be within the 30 days following the selected start date.

You can monitor your employee participation rates within the Corporate Goals infotile. The following calculation is used to determine participation rates: Total Number of Unique and Current Participants / Total Number of Employees. For example, a participant who is participating in three on-going goals is counted only once.

You can also optionally include incentive awards, such as a bonus amount of 200 USD or 1 vacation day. After a goal ends, the application uses activity data recorded by the participants to automatically determine if a participant qualifies for the award, if any.
Wellness Competitions and Awards

You can create organizational wellness competitions of types active time, distance, and steps using the Competitions infotile of the Employee Wellness work area. Optionally, include incentive awards when creating competitions, such as the following bonus awards:

- 500 USD for first place
- 300 USD for second place
- 100 USD for third place

Click Save to notify all employees about a corporate competition.

You can monitor your overall employee participation rate, and the employee participation rate for a particular competition, within the Competitions infotile. The following calculation is used to determine participation rates: Total Number of Unique and Current Participants / Total Number of Employees. For example, a participant who is participating in three on-going competitions is counted only once.

After a competition ends, the application uses activity data recorded by the participants to automatically rank participants and determine who qualifies for which award, if any.

How You Award Your Employees

You can identify award recipients and update the statuses of incentive awards for the past corporate goals and competitions. Update the status of an award as received or not received after confirming whether the recipients have received the particular incentive award. If a participant has already been awarded, you must specify the date on which the award was received. You can optionally add comments while updating the status of an award.

How You Import Wellness Data From Fitness Tracking Services

You can create a recurring schedule to import data for employees who use supported fitness trackers. Use the Tracking Services Scheduling infotile of the Employee Wellness work area. The import collects only data for employees who configure their wellness profile to share their data. The application uses this data to:

- Determine employee progress for participating goals and competitions.
- Automatically award applicable bonus and vacation incentives.
27 Total Compensation Statement Overview

Overview

Configure the design, content, and delivery of a total compensation statement that includes pay such as base pay, variable compensation, fringe benefits, cost of benefits, and paid time off. The following figure shows the construction of a total compensation statement and how it displays items and categories.

To construct a total compensation statement, application implementors and compensation administrators:

1. Define compensation items that map to sources of estimated or actual amounts paid to workers or costs incurred by the company.
2. Arrange compensation items into categories such as cash compensation, base pay, benefits, or company stock.

3. Assemble categories into statement definitions.
   - Top-level categories in the statement definition appear in the optional summary page and as separate pages in the statement.
   - Display category details on a single page or enable recipients to drill to details in the statement.
   - Configure optional graphical displays of data, worker instructions, and supplemental information such as compensation policies or benefit plan details.
   - Define periods for which statement data is valid and add an optional welcome message for each period.

4. Configure settings that control statement availability and the default stock price and currency used for estimated values.

5. Generate statements for review by compensation manager.

6. Make statements available for workers to view.

7. Purge unneeded statements and monitor processes with summary and detailed online reports.

To define total compensation statements, use the Total Compensation Statements task list in the Compensation work area.

**Related Topics**

- Compensation Items and Sources
- Compensation Category Types
- Compensation Categories and Subcategories
- Best Practices for Planning Statement Definitions

**Statement Definitions Explained**

The statement definition acts as a template and determines the layout and content of the generated statement. The statement definition configures the display of compensation items added to compensation categories.

This topic explains:

- Statement definition approaches
- Reuse of statements and components
- Editing categories
- Statement display flexibility
- Iterative design process

**Statement Definition Approaches**

You can create statement definitions using either of the following approaches:

- Create the item and category components as you the build statement hierarchy.
- Define the item and category building block components first, and then associate them hierarchically.

The second approach promotes reuse of items and categories across multiple statements.
Reuse of Statements and Components

You can:

- Include multiple legal employers, multiple countries, and multiple currencies in one statement.
- Add compensation items with sources that belong to different legal employers.
- Use the same categories in multiple statements.
- Reuse statement definitions by adding new statement periods and then modify the definition for subsequent periods.
- Duplicate a definition as the starting point for other definitions.

Editing Categories

Edits to categories affect all statement definitions that use that category (as a category or subcategory). This applies whether you make the edits from the Manage Compensation Categories page or the Manage Statement Definitions page. Exception: Compensation category display names are local to the statement definition where you create or edit the name and don’t impact the compensation category.

Statement Display Flexibility

Top-level categories in the statement definition appear in the optional summary page and as separate pages in the statement.

The optional summary page:

- Provides workers with high-level view of their total compensation in graphs and tables
- Displays summed totals of top-level categories included in monetary and nonmonetary sections

Viewers can drill down to detailed category pages from the summary page or use regional area navigation links, depending on how you configure the category.

Iterative Design Process

Configuring top-level compensation categories and statement definitions is an iterative process. You generate, view, purge, and regenerate your statements multiple times while editing category and statement definition and display options.

Display Options in Statements

Statement Display Options: Overview

You have many options to control the layout and display of tables and categories in total compensation statements. Additional options control graphic displays, descriptive text, and supplemental information. In general, you configure display options for:

- Category detail pages during category setup
- Top-level categories and the summary page during statement definition setup

The following table describes and compares the display options available when creating or editing compensation categories and compensation statement definitions.
Hiding Columns

You can edit the column properties to hide a column in the category or statement summary page. When you hide a column, the data that the column would display isn’t included in summary or detail tables or graphs.

Hiding Columns

You can hide:

- Unused or not applicable columns, such as the worker contribution column in a cash compensation category
- Description columns

You can show a category’s row in the statement even when it contains only zero values. However, you should show at least the Description column and enter an explanation, otherwise viewers see only a row of zeros. You can’t hide all columns in a category if you configure the category level of details to show all details on a single category overview page.

<table>
<thead>
<tr>
<th>Display Option</th>
<th>Category Setup</th>
<th>Statement Definition Setup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hide table columns</td>
<td>Yes</td>
<td>Yes: summary page columns</td>
</tr>
<tr>
<td>Rename table columns</td>
<td>Yes</td>
<td>Yes: top-level categories only</td>
</tr>
<tr>
<td>Configure display of zero or no values</td>
<td>Yes</td>
<td>Yes: top-level categories only</td>
</tr>
<tr>
<td>Configure graph display</td>
<td>Yes</td>
<td>Yes: in summary page</td>
</tr>
<tr>
<td>Add descriptive text</td>
<td>Yes</td>
<td>Yes: in summary page</td>
</tr>
<tr>
<td>Add supplemental text</td>
<td>Yes</td>
<td>Yes: in summary page</td>
</tr>
<tr>
<td>Change vertical display order</td>
<td>Yes</td>
<td>Yes: in summary page</td>
</tr>
<tr>
<td>Hide regions for graphs or descriptions</td>
<td>Yes</td>
<td>Yes: in summary page</td>
</tr>
<tr>
<td>Exclude category from statement summary</td>
<td>No</td>
<td>Yes: top-level categories only</td>
</tr>
<tr>
<td>Hide or show estimated amount indicator</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Include and hide statement summary page</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Include and hide welcome message</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Select printable statement options</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Displaying Zero or No Contribution Values

When you design categories for a statement, you can decide how to handle display when a worker has zero or no values to display during the statement period. You design categories using the Manage Compensation Categories task.

Contribution Values
Zero or no values might occur when a worker:
- Didn’t receive any stock options during the period
- Isn’t participating in a compensation or benefit plan

The following table describes the zero or no value display options.

<table>
<thead>
<tr>
<th>Statement Element</th>
<th>Display Options When All Contribution Values are Zero or No Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top-level categories page</td>
<td>Do not display category if zero values or no values exist</td>
</tr>
<tr>
<td></td>
<td>Display category if values are zero; hide if no value exists</td>
</tr>
<tr>
<td></td>
<td>Always display the category page</td>
</tr>
<tr>
<td>Stock subcategory rows</td>
<td>Do not display row when no values exist or values are zeroes</td>
</tr>
<tr>
<td></td>
<td>Display row if values are zeroes and allow subcategory drill</td>
</tr>
<tr>
<td></td>
<td>Display and allow drill if historical values are over zero</td>
</tr>
<tr>
<td></td>
<td>Always display the row and prevent drilling to subcategory</td>
</tr>
<tr>
<td></td>
<td>Always display the row and allow drilling to subcategory</td>
</tr>
<tr>
<td>Items in categories</td>
<td>Do not display row when no values exist or values are zeroes</td>
</tr>
<tr>
<td></td>
<td>Display row if values are zeroes; hide if no values exist</td>
</tr>
<tr>
<td></td>
<td>Always display the row</td>
</tr>
</tbody>
</table>

If you decide to display the row or category page with zero or no values, you can optionally compose a statement message to:
- Explain the lack of values
- Call attention to missed opportunities, such as participation in a stock purchase plan

Displaying Graphs

You can display up to two graphs for each category. If you include a summary page in the statement, you can also include up to two graphs each in the Monetary and Nonmonetary sections of the summary.

For each graph that you decide to display, you must specify:
- Graph type: Pie chart or various types of bar chart
• Columns included in the graph: Worker contributions, company contributions, or both.

Graphs: Restrictions
A graph must not include columns containing:

• Text or dates
• More than one nonmonetary unit of measure
• A combination of monetary and nonmonetary values

For example, a graph that mixes shares of stock, a company car, and fitness membership would not provide clear information.
Overview

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To define total compensation statements, use the Total Compensation Statements task list in the Compensation work area.

Related Topics
- Guidelines to Create Total Compensation Statement Definitions

Items and Sources: Points to Consider

Compensation items are the lowest level of compensation detail in the total compensation statement. Map each item to the specific source from which the statement retrieves compensation information. Items can hold monetary, nonmonetary, date, or text values. You can use them across statement definitions.

This topic explains the following significant aspects of compensation items:

- Source type
- Type of compensation and unit of measure
- Estimated values
- Rounding
- Relationship in the statement

Source Type

Using the Manage Compensation Items task, you map compensation items to the source of the compensation to retrieve the compensation information. This table describes the source types and special data entry requirements for each.

<table>
<thead>
<tr>
<th>Source Type</th>
<th>Description</th>
<th>Additional Data Entry Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefit Balance</td>
<td>Compensation such as data obtained from a legacy compensation application entered as a one-time benefit balance.</td>
<td>Type of Compensation</td>
</tr>
</tbody>
</table>
### Source Type

<table>
<thead>
<tr>
<th>Source Type</th>
<th>Description</th>
<th>Additional Data Entry Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Element Entry</td>
<td>Compensation such as salary and bonus earnings retrieved from element entry whose pay period end dates fall within the statement period.</td>
<td>Legislative Data Group, Payroll Element, and Input Value</td>
</tr>
<tr>
<td>External Data</td>
<td>Compensation such as data internal to the organization from another system, or data from a third party supplier.</td>
<td>Record Type, Column, and Type of Compensation.</td>
</tr>
<tr>
<td>Formula</td>
<td>Create a formula to retrieve compensation information that isn’t stored in the other predefined source types.</td>
<td>Type of Compensation, nonmonetary Unit of Measure, Rounding Rule, and Currency. (Formula unit or currency overrides item definition)</td>
</tr>
</tbody>
</table>
| Payroll Balance | Compensation such as commissions or company-paid taxes retrieved from payroll balance records. We support these payroll balance dimensions:  
• Relationship Period to Date  
• Relationship Year to Date  
• Term Period to Date  
• Term Year to Date  
• Assignment Period to Date  
• Assignment Year to Date | Legislative Data Group |
| Salary | Compensation such as overall salaries. | Salary Basis, or all Salary Basis from a particular Legislative Data Group, or All Salaries |

### Compensation Type and Unit of Measure

The compensation item inherits from the source:

- Default type of compensation, such as monetary or nonmonetary
- Monetary currency
- Nonmonetary unit of measure (UOM)

In some cases you can override the default compensation type and nonmonetary UOM when defining the item.

- If a formula that retrieves compensation also specifies currency or nonmonetary unit of measure, the formula configuration overrides the currency or unit selections in the item definition.
- The currency defined in the benefit balance overrides the currency on the item definition.

### Estimated Values

For each item, you can select the Estimated amount option to indicate that this compensation isn’t the actual amount paid. In the statement definition, you can specify whether to display the estimated amount indicator for amounts designated as estimated.
Rounding
You can specify how to round nonmonetary amounts.

Items in the Statement Hierarchy
You can’t add items to statement definitions directly. To include them on statements, you must add items to a compensation category.

Related Topics
- Overview of Using Formulas

Item Formula Type

The Total Compensation Item formula determines compensation information that isn’t stored in the other predefined item source types. You select the formula when you manage compensation items on the Create or Edit Compensation Items page.

Contexts
The following contexts are available to formulas of this type:

- DATE_EARNED
- EFFECTIVE_DATE
- END_DATE
- START_DATE
- HR_ASSIGNMENT_ID
- HR_TERM_ID
- JOB_ID
- LEGISLATIVE_DATA_GROUP_ID
- COMPENSATION_RECORD_TYPE
- ORGANIZATION_ID
- PAYROLL_ASSIGNMENT_ID
- PAYROLL_RELATIONSHIP_ID
- PAYROLL_TERM_ID
- PERSON_ID

Database Items
Database items related to Person, Assignment, Salary, Element Entries, Compensation Record, and From and End Dates are available to formulas of this type.

Input Variables
The following input variables are available to formula of this type.
### Total Compensation Statement Components

<table>
<thead>
<tr>
<th>Input Value</th>
<th>Data Type</th>
<th>Required</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP_ IV.PERIOD_ID</td>
<td>Char</td>
<td>Y</td>
<td>Period ID</td>
</tr>
<tr>
<td>CMP_ IV.PERIOD_.START_DATE</td>
<td>Date</td>
<td>Y</td>
<td>Statement Period Start Date</td>
</tr>
<tr>
<td>CMP_ IV.PERIOD_.END_DATE</td>
<td>Date</td>
<td>Y</td>
<td>Statement Period End Date</td>
</tr>
</tbody>
</table>

### Return Values

The following return variables are available to formula of this type.

<table>
<thead>
<tr>
<th>Return Value</th>
<th>Data Type</th>
<th>Required</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPENSATION_.DATES</td>
<td>Date</td>
<td>Y</td>
<td>One to 15 transaction dates delimited by semicolon, maximum 250 characters.</td>
</tr>
<tr>
<td>VALUES</td>
<td>Char</td>
<td>Y</td>
<td>One to 15 transaction values delimited by semicolon, maximum 250 characters. Must be the same number of values as dates.</td>
</tr>
<tr>
<td>ASSIGNMENTS</td>
<td>Char</td>
<td>N</td>
<td>One to 15 transaction assignments delimited by semicolon, maximum 250 characters. Must be the same number of assignments as dates. Can return an empty space with a delimiter (; ;).</td>
</tr>
<tr>
<td>LEGALEmployers</td>
<td>Char</td>
<td>N</td>
<td>One to 15 legal employer IDs delimited by semicolon, maximum 250 characters. Must be the same number of assignments as dates. Can return an empty space with a delimiter (; ;).</td>
</tr>
<tr>
<td>COMPENSATION_.DATES1</td>
<td>Date</td>
<td>Y</td>
<td>Second variable for transaction dates from 16 to 30 if limit of 250 characters is exceeded.</td>
</tr>
<tr>
<td>VALUES1</td>
<td>Char</td>
<td>Y</td>
<td>Second variable for transaction values from 16 to 30 if limit of 250 characters is exceeded.</td>
</tr>
<tr>
<td>ASSIGNMENTS1</td>
<td>Char</td>
<td>N</td>
<td>Second variable for transaction assignments from 16 to 30 if limit of 250 characters is exceeded.</td>
</tr>
<tr>
<td>Return Value</td>
<td>Data Type</td>
<td>Required</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------</td>
<td>----------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>LEGALEMPLOYERS1</td>
<td>Char</td>
<td>N</td>
<td>Second variable for legal employer IDs from 16 to 30 if limit of 250 characters is exceeded.</td>
</tr>
<tr>
<td>COMPENSATION_ DATES2</td>
<td>Date</td>
<td>Y</td>
<td>Transaction dates from 31 to 45.</td>
</tr>
<tr>
<td>VALUES2</td>
<td>Char</td>
<td>Y</td>
<td>Transaction values from 31 to 45.</td>
</tr>
<tr>
<td>ASSIGNMENTS2</td>
<td>Char</td>
<td>N</td>
<td>Transaction assignments from 31 to 45.</td>
</tr>
<tr>
<td>LEGALEMPLOYERS2</td>
<td>Char</td>
<td>N</td>
<td>Legal employers from 31 to 45.</td>
</tr>
<tr>
<td>COMPENSATION_ DATES3</td>
<td>Dates</td>
<td>Y</td>
<td>Transaction dates from 46 to 60.</td>
</tr>
<tr>
<td>VALUES3</td>
<td>Char</td>
<td>Y</td>
<td>Transaction values from 46 to 60.</td>
</tr>
<tr>
<td>ASSIGNMENTS3</td>
<td>Char</td>
<td>N</td>
<td>Transaction assignments from 46 to 60.</td>
</tr>
<tr>
<td>LEGALEMPLOYERS3</td>
<td>Char</td>
<td>N</td>
<td>Legal employers from 46 to 60.</td>
</tr>
</tbody>
</table>

**Sample Formula**

This sample formula returns one date and one value based on the worker ID.

```/*FORMULA NAME : Total Compensation Simple Item Formula
FORMULA TYPE : Total Compensation Item
DESCRIPTION : Returns one date and one value.
*******************************************************************************/

/*INPUTS ARE CMP_IV_PERSON_ID (text), CMP_IV_PERIOD_START_DATE (date), CMP_IV_PERIOD_END_DATE (date)
DEFAULT FOR CMP_IV_PERSON_ID IS '-1'
DEFAULT FOR CMP_IV_PERIOD_START_DATE IS '4712/12/31' (date)
DEFAULT FOR CMP_IV_PERIOD_END_DATE IS '4712/12/31' (date)
*******************************************************************************/

COMPENSATION_DATES = '2005/01/01'
VALUES = '500.00'
ASSIGNMENTS = to_char(get_context(HR_ASSIGNMENT_ID,-1))
RETURN COMPENSATION_DATES, VALUES, ASSIGNMENTS

This sample formula returns multiple variables.```
Category Types: Explained

The compensation category type determines the table columns and general layout of the category page in the total compensation statement, as well as whether the category can include subcategories. This topic explains the category types and provides an example of a user-defined category.

Types

The following table shows the category types with default column and configuration details.

<table>
<thead>
<tr>
<th>Category Type</th>
<th>Default Columns</th>
<th>Configurable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits</td>
<td>Worker contributions</td>
<td>Add compensation items</td>
</tr>
<tr>
<td>Cash Compensation</td>
<td>Employer contributions</td>
<td>Nest categories within the category as subcategories</td>
</tr>
<tr>
<td>Savings</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Total Compensation Statement Components

<table>
<thead>
<tr>
<th>Category Type</th>
<th>Default Columns</th>
<th>Configurable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retirement</td>
<td>• Description</td>
<td>• Hide columns that don’t apply</td>
</tr>
<tr>
<td>Time Off</td>
<td>• Type of time off</td>
<td>• Edit column labels</td>
</tr>
<tr>
<td></td>
<td>• Monetary value of the time off</td>
<td>• Configure category table row names as links to more information</td>
</tr>
<tr>
<td></td>
<td>• Accrued balance</td>
<td>• Can’t nest categories as subcategories</td>
</tr>
<tr>
<td>Stock History</td>
<td>Up to 27 columns of data from the database table that stores workers’ stock details</td>
<td>• Select which types of stock to include in the category</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Alter which columns are hidden or only available optionally in statement view menu</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Edit column labels</td>
</tr>
<tr>
<td>Other</td>
<td>Same basic structure as the Cash Compensation or Benefits category type</td>
<td>You can use it for any type of compensation</td>
</tr>
<tr>
<td>User-Defined</td>
<td>Specify the number of columns, up to five, that you want to include in the category</td>
<td>• Configure column labels</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Select compensation items for the table rows</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Can’t nest categories as subcategories</td>
</tr>
</tbody>
</table>

### User-Defined Category Example

You might use the user-defined category type to display information about commissions by including columns, such as:
- Sales target
- Units sold
- Percentage over target
- Percentage under target
- Commission amount

### Categories and Subcategories: Points to Consider

Compensation categories display information in tables. Use categories to group similar or related compensation items, such as Cash Compensation, Benefits, Time Off, or Stock History. You can use the same categories in multiple statements. You can also display categories directly on the summary page, or nest them to make subcategories.

Consider the following factors when planning how to group compensation items and categories for display:
- Category type
- Contribution type and unit of measure
- Level of detail
Category Type

Consider these points:

- Category type determines the table columns and general layout of the page in the statement.
- You can’t add categories as subcategories to the Stock History, User-Defined, or Time Off category types.
- After you use a category in any statement, you can’t change the category type.

Contribution Type and Unit of Measure

The contribution type and unit of measure of the associated items or subcategories determines:

- Category’s contribution type (monetary or nonmonetary)
- Category’s nonmonetary unit of measure

All items and subcategories within a nonmonetary category must share the same unit of measure.

Level of Detail

When you create a category, you specify how you want to display the category details in the statement.

Select one of these level of detail values:

- Viewers drill into line items to see details
- Viewers see all details on one page

Related Topics

- Best Practices for Hiding Columns in a Statement
- Options to Handle Display of Statement Categories When Zero or No Values Exist
- Options for Displaying Graphs in Total Compensation Statement

Category Level of Detail: Points to Consider

Use the Manage Compensation Categories task in the Compensation work area to specify how to display the category details in the statement. Select from two level of display options, depending on category type and design preference.

Viewers Drill Into Line Items to See Details

Provide links from a high-level category page that drill down to specific details for each item or subcategory row in the category.

Example: You can create a Benefits category that displays high-level information for different health benefits, such as:

- Medical
- Dental
- Life Insurance
To see the details of each row in the category, such as medical, viewers can drill into the row to a separate details page.

**Viewers See All Details on One Page**

Display the full detail of the category’s content on a single page in the statement. For example, you can create a Bonus category that displays the amount of different bonuses (such as new hire and quarterly) as rows on the category page.

If you select to show all details on a single page:

- The name column doesn’t show in the statement for rows in the category.
- You can’t hide all columns in the category.
- You can’t add subcategories to these category types: Benefits, Cash Compensation, Savings and Retirement, or Other. However, you can add subcategories to these category types if the level of detail enables drilling to see details.

It’s best not to show all details on a single page for recurring information.

**Planning Statement Definitions: Points to Consider**

Consider these statement elements and options when you plan how many different total compensation statement definitions to create and the presentation of content in each:

- Statement audience
- Statement definition details
- Statement periods

**Statement Audience**

You can create different statement definitions for different statement audiences. Use the following two methods, individually or in combination, to limit the statement audience:

- Attach an eligibility profile to the statement on the Statement Options tab.

  Example: Within a business unit, you create separate statement definitions for individual contributors and executive level workers by:

  a. Creating eligibility profiles that differentiate between individual contributors and executive workers.
  b. Attaching each eligibility profile to the corresponding statement definition.

- Use the following population filter parameters to specify your audience when you generate statements:
  - Business unit
  - Benefits group
  - Legislative data group
  - Country
  - A person selection formula that you define
  - A single person that you select
Statement Definition Details
Build the statement hierarchy of categories and items appropriate for the audience. Configure table and graphical displays, descriptive text, and supplemental information.

Statement Periods
Configure statements to cover any period of time by specifying start and end dates on the statement definition Periods tab. You can create multiple periods at one time. For each statement period, further specify:

- An optional statement period display name
  Example: Name the period 2011 Annual Statement rather than the default display of start and end date.
- The date that statements become available to workers
- The conversion rate date for currency conversions
- An optional welcome message.

Statement Options: Points to Consider
You can configure an optional summary page, estimated amount indicator, and welcome message for each statement.

Summary Page
On the statement definition Options tab, you can configure the summary page. The optional summary page consists of the following optional features:

- Monetary and Nonmonetary sections, each containing section-level descriptive text, graphs, and tables
- Summary page descriptive text that can include rich text formatting and hyperlinks
  Include placeholder fields for values that vary among workers, such as the first name, a compensation item amount, or work location. These placeholder fields enable you to use the same text for different workers.
- Summary page supplemental information, such as hyperlinks to company policies and resources, which are displayed in a separate window

If you include a graph in the Nonmonetary section, all top-level categories in the nonmonetary summary should share the same unit of measure. You can exclude individual top-level categories from the summary.

Estimated Amount Indicator
Displaying an estimated amount indicator in the statement requires two configuration steps:

- Item definition: When creating compensation items, identify whether the item amounts are estimates.
- Statement definition: On the statement definition Options tab, specify whether to display or hide the indicator that visually denotes amounts as estimated.
Welcome Message
For each statement period, you can compose an optional welcome message on the statement definition Periods tab. In the welcome message you can:

- Personalize the greeting with each worker’s name
- Use rich text and include hyperlinks
- Include placeholder fields for values that vary among workers, such as the first name, a compensation item amount, or work location. These placeholder fields enable you to use the same text for different workers.

If included, the welcome message is the first page the worker sees in the statement.

FAQs

How can I change whether the category displays zero or no values in the statement?
Edit the top-level category only on the Edit Statement Definition page. Or, edit the subcategory and item rows on the Edit Compensation Categories page. Follow these steps:

1. Select the category or item row.
2. Select the zero value display option in the Actions menu.

The Display Zero Rows column shows the current setting for each category.

How can I display a hidden column?
Edit the summary table column properties only on the summary page. Or, edit each individual category’s column properties on the Edit Compensation Category page. Follow these steps:

1. Click the Column Properties button.
2. Select the column from the menu.
3. Update the option to display the column in the statement.

How can I hide or show the welcome message in statements?
Follow these steps using the Manage Statement Definitions task in the Compensation work area:

1. Select the statement definition and click Edit.
2. On the Periods tab, select the button in the Welcome Message column.
3. Edit the Do not display welcome message option.
How can I change the welcome message text in statements?

Follow these steps using the Manage Statement Definitions task in the Compensation work area:

1. Select the statement definition and click **Edit**.
2. On the Periods tab, select the **Edit** button in the **Welcome Message** column.

Why can't I delete or edit some items?

If the item is in use in a compensation category, you can't delete it. Also, you can't edit some attributes, such as the type of compensation and nonmonetary unit of measure.

Why did the default stock details change?

More than one administrator might have access to these settings. The following tasks use the stock price and currency information:

- View compensation history
- Manage workforce compensation
- Generate total compensation statements

How can I import stock data sent to me by my supplier?

On the Manage Stock Grants page, use the **Prepare Import Spreadsheet** button to generate the stock table spreadsheet. Enter your supplier’s data, ensuring that each row contains a unique Grant Date, Grant ID, and Grant Number. Upload the information into the stock table.

Can I reuse a previous year's statement?

Yes. You can reuse an existing statement definition by adding new periods. You might also want to:

- Update the welcome message
- Add or edit the items and categories included
- Hide or update the display of graphs, descriptive text, and supplementary information

Can I correct the definition after workers received statements?

Yes. You can correct the statement definition and regenerate the statements, which makes the newer version available to workers.
Total Compensation Worked Examples

Create a Bonus Category

This example demonstrates how to create a bonus category that includes a profit sharing bonus, a new hire bonus, and a quarterly bonus. The new hire and quarterly bonus items already exist and are reused in this category.

The following table summarizes key decisions for the Profit Sharing compensation item in this scenario.

<table>
<thead>
<tr>
<th>Decision to Consider</th>
<th>Item in This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What compensation does the item represent?</td>
<td>Profit sharing bonus</td>
</tr>
<tr>
<td>What’s the source type?</td>
<td>Payroll element</td>
</tr>
<tr>
<td>What’s the legislative data group?</td>
<td>USA</td>
</tr>
</tbody>
</table>

The following table summarizes key decisions for the category in this scenario.

<table>
<thead>
<tr>
<th>Decision to Consider</th>
<th>Category in This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What’s the category type?</td>
<td>Cash Compensation</td>
</tr>
<tr>
<td>Display category details in the statement at what level?</td>
<td>Viewers see all details on one page.</td>
</tr>
<tr>
<td>Add items?</td>
<td>Yes: Profit sharing bonus, new hire bonus, and quarterly bonus.</td>
</tr>
<tr>
<td>Hide or edit any columns in the category?</td>
<td>Hide worker contributions because this is a cash compensation category. Edit company contribution column name to make it familiar to workers.</td>
</tr>
</tbody>
</table>

Task Summary

To create the bonus category, complete the following tasks. Use the default values except where otherwise indicated.

1. Create a profit sharing bonus item.
2. Create a bonus category.
3. Attach the item you created along with other existing bonus items.
4. Configure display options.
Prerequisites

1. Create a payroll element named Profit Sharing Bonus using the USA legislative data group.
2. Create the following compensation items using payroll elements in the USA legislative data group:
   - New Hire Bonus
   - Quarterly Bonus

Creating a Compensation Item

Create the compensation item.

1. Click the Manage Compensation Items task.
2. Click Create.
3. Complete the fields as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Name</td>
<td>Profit Sharing Bonus</td>
</tr>
<tr>
<td>Source Type</td>
<td>Element entry</td>
</tr>
<tr>
<td>Legislative Data Group</td>
<td>USA</td>
</tr>
<tr>
<td>Payroll Element</td>
<td>Profit Sharing Bonus</td>
</tr>
<tr>
<td>Input Value</td>
<td>Pay Value</td>
</tr>
</tbody>
</table>

4. Click Save and Close.

Entering Category Details and Adding Items

1. Click the Manage Compensation Categories task.
2. Click Create.
3. Complete the fields, as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Bonus</td>
</tr>
<tr>
<td>Category Type</td>
<td>Cash Compensation</td>
</tr>
</tbody>
</table>

4. Click Continue.
5. Select **Viewers see all details on one page** in the **Level of Detail** field.
6. Click **Add Items** three times to add three new rows.
7. Complete the fields for each new row as shown in this table.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Company Contribution (Items)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profit Sharing</td>
<td>Profit Sharing Bonus</td>
<td>Profit Sharing Bonus</td>
</tr>
<tr>
<td>New Hire</td>
<td>New Hire Bonus</td>
<td>New Hire Bonus</td>
</tr>
<tr>
<td>Quarterly</td>
<td>Quarterly Bonus</td>
<td>Quarterly Bonus</td>
</tr>
</tbody>
</table>

8. Click **Edit Column Properties** and select the **Your Contribution** column.
9. Select **Do not display in the statement**.
10. Click **OK**.
11. Click **Edit Column Properties** and select the **Company Contribution** column.
12. Enter **Amount** in the **Column Label** field.
13. Click **OK**.

### Configuring Display Options.

1. Select the **Graphs** tab.
2. Complete the fields for two graphs, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value for the First Graph</th>
<th>Value for the Second Graph</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graph Title</td>
<td>Your Bonuses</td>
<td>How Your Bonuses Add Up</td>
</tr>
<tr>
<td>Graph Type</td>
<td>Bar</td>
<td>Bar - stacked</td>
</tr>
<tr>
<td>Graph Items</td>
<td>Amount</td>
<td>Amount</td>
</tr>
</tbody>
</table>

3. Click **Save**.
4. Click **OK** in the confirmation.
5. Select the **Descriptive Text** tab.
6. Enter any text here to describe what's included in this category or details about policies, and format it appropriately.
7. Click **Reorder Components** at the top of the page.
8. Select **Descriptive Text** and click the downward arrow until **Descriptive Text** appears below **Graphs**.
9. Click **OK**.
10. Click **Save and Close**.

### Create a Benefits Category

This example demonstrates how to create a benefits category that includes medical, dental, vision, disability insurance, and life insurance. The following table summarizes key decisions for the compensation items in this scenario.
The following table summarizes key decisions for the category in this scenario.

<table>
<thead>
<tr>
<th>Decision to Consider</th>
<th>Category in This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the category type?</td>
<td>Benefits</td>
</tr>
<tr>
<td>Display category details in the statement at what level?</td>
<td>Display details of item rows on separate pages that viewers drill to for details.</td>
</tr>
<tr>
<td>Add items? (Describe)</td>
<td>Yes: Both worker and company contributions for medical, dental, vision, disability insurance, and life insurance benefits.</td>
</tr>
<tr>
<td>Add other categories as subcategories?</td>
<td>No</td>
</tr>
<tr>
<td>Display graphs? (No or Yes?) One or two? What type?</td>
<td>Yes. Two: Stacked bar and pie chart.</td>
</tr>
<tr>
<td>Hide or edit any columns in the category?</td>
<td>No</td>
</tr>
<tr>
<td>Display the row if values are zero in the period?</td>
<td>No</td>
</tr>
</tbody>
</table>

Create items for medical insurance, then create a benefits category and attach the items you created along with eight existing benefits items and configure display options. Use the default values except where otherwise indicated.

**Prerequisites**

1. Create the following payroll elements using the USA legislative data group.
   - Medical Worker Contribution
   - Medical Company Contribution
2. Create the following compensation items using payroll elements in the USA legislative data group:
   - Dental Worker Contribution
   - Dental Company Contribution
   - Vision Worker Contribution
Creating a Compensation Item

Use the default values except where indicated.

1. In the Compensation work area, click **Manage Compensation Items** to open the Manage Compensation Items page.
2. Click **Create**.
3. On the Create Compensation Item page, complete the fields as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Name</td>
<td>Medical Worker Contribution</td>
</tr>
<tr>
<td>Source Type</td>
<td>Element entry</td>
</tr>
<tr>
<td>Legislative Data Group</td>
<td>USA</td>
</tr>
<tr>
<td>Payroll Element</td>
<td>Medical Worker Contribution</td>
</tr>
<tr>
<td>Input Value</td>
<td>Pay Value</td>
</tr>
</tbody>
</table>

4. Click **Save and Create Another**.
5. On the Create Compensation Item page, complete the fields as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Name</td>
<td>Medical Company Contribution</td>
</tr>
<tr>
<td>Source Type</td>
<td>Element entry</td>
</tr>
<tr>
<td>Legislative Data Group</td>
<td>USA</td>
</tr>
<tr>
<td>Payroll Element</td>
<td>Medical Company Contribution</td>
</tr>
<tr>
<td>Input Value</td>
<td>Pay Value</td>
</tr>
</tbody>
</table>

6. Click **Save and Close**.
Entering Category Details and Adding Items

1. In the Compensation work area, click **Manage Compensation Categories** to open the Manage Compensation Categories page.
2. Click **Create**.
3. On the Create Compensation Categories page, complete the fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Benefits</td>
</tr>
<tr>
<td>Category Type</td>
<td>Benefits</td>
</tr>
</tbody>
</table>

4. Click **Continue**.
5. On the Create Category page, Table tab, select **Viewers drill into line items to see details** in the **Level of Detail** field.
6. Click **Add Items** five times to add five new rows.
7. Complete the fields for each new row, entering a name and description of the category row and selecting compensation items for each contribution column in the category, as shown in this table.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Your Contribution (Items)</th>
<th>Company Contribution (Items)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>Amounts reflect your coverage.</td>
<td>Medical Worker Contribution</td>
<td>Medical Company Contribution</td>
</tr>
<tr>
<td>Dental</td>
<td>Amounts reflect your coverage.</td>
<td>Dental Worker Contribution</td>
<td>Dental Company Contribution</td>
</tr>
<tr>
<td>Vision</td>
<td>Amounts reflect your coverage.</td>
<td>Vision Worker Contribution</td>
<td>Vision Company Contribution</td>
</tr>
<tr>
<td>Disability Insurance</td>
<td>LTD provides income protection.</td>
<td>Disability Worker Contribution</td>
<td>Disability Company Contribution</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>Life insurance is a core benefit.</td>
<td>Life Insurance Worker Contribution</td>
<td>Life Insurance Company Contribution</td>
</tr>
</tbody>
</table>

Configuring Display Options.

1. Select the Graphs tab.
2. Complete the fields for two graphs, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value for the First Graph</th>
<th>Value for the Second Graph</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graph Title</td>
<td>Employee Versus Company Contributions</td>
<td>Total Contribution Comparison</td>
</tr>
<tr>
<td>Graph Type</td>
<td>Bar</td>
<td>Pie</td>
</tr>
</tbody>
</table>
Create a User-Defined Category for Commissions

This example demonstrates how to create a Commissions category using the User-Defined category type. The following table summarizes key decisions for the category in this scenario.

<table>
<thead>
<tr>
<th>Decision to Consider</th>
<th>Category in This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the category type?</td>
<td>User-Defined</td>
</tr>
<tr>
<td>Display category details in the statement at what level?</td>
<td>Viewers see all details on one page.</td>
</tr>
<tr>
<td>Add items?</td>
<td>Yes: Sales target, sales revenue, and commissions items for year end.</td>
</tr>
<tr>
<td>Display graphs? How many? What type?</td>
<td>Yes. Two bar charts, one for revenue generated and one for commissions earned.</td>
</tr>
<tr>
<td>Hide or edit any columns in the category?</td>
<td>Edit column labels.</td>
</tr>
</tbody>
</table>

Task Summary

To create the user-defined category for commissions complete the following tasks. Use the default values except where otherwise indicated.

1. Create a User-Defined category.
2. Attach existing compensation items.
3. Configure display options.
Prerequisites

1. Create the following compensation items:
   - Sales Target Year End
   - Sales Revenue Year End
   - Commission Year End

Entering Category Details and Adding Items

1. Click the Manage Compensation Categories task.
2. Click Create.
3. Complete the fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Commissions</td>
</tr>
<tr>
<td>Category Type</td>
<td>User-Defined</td>
</tr>
<tr>
<td>Number of Item Columns</td>
<td>3</td>
</tr>
</tbody>
</table>

4. Click Continue.
5. Select Viewers see all details on one page in the Level of Detail field.
6. Click Edit Column Properties and select the Your Contribution column.
7. Enter Sales Target in the Column Label field.
8. Click OK.
9. Click Edit Column Properties and select the Company Contribution column.
10. Enter Sales Revenue in the Column Label field.
11. Click OK.
12. Click Edit Column Properties and select the User-Defined Column 3 column.
13. Enter Commission in the Column Label field.
14. Click OK.
15. Click Add Items.
16. Complete the fields for the new row, as shown in this table.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Sales Target (Item)</th>
<th>Sales Revenue (Item)</th>
<th>Commission (Item)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row 1</td>
<td>Year End Activity</td>
<td>Sales Target Year End</td>
<td>Sales Revenue Year End</td>
<td>Commission Year End</td>
</tr>
</tbody>
</table>

The Name column doesn’t show in the statement when the level of detail is configured to display all details on a single page.
Configuring Display Options.

1. Select the Graphs tab.
2. Complete the fields for two graphs, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value for the First Graph</th>
<th>Value for the Second Graph</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graph Title</td>
<td>Revenue Generated</td>
<td>Commissions Earned</td>
</tr>
<tr>
<td>Graph Type</td>
<td>Bar</td>
<td>Bar</td>
</tr>
<tr>
<td>Graph Items</td>
<td>Sales Revenue</td>
<td>Commissions</td>
</tr>
</tbody>
</table>

3. Click Save.
4. Click OK in the confirmation.
5. Select the Descriptive Text tab.
6. Enter any text here to describe what's included in this category or details about policies, and format it appropriately.
7. Click Reorder Components at the top of the page.
8. Select Descriptive Text and click the downward arrow until Descriptive Text appears below Graphs.
9. Click OK.
10. Click Save and Close.

Create a Stock History Category

This example demonstrates how to create a stock history category for nonqualified stock options with vesting information. You create a stock history category and configure column visibility and graphs.

The following table summarizes key decisions for the category in this scenario.

<table>
<thead>
<tr>
<th>Decision to Consider</th>
<th>Category in This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What's the category type?</td>
<td>Stock History</td>
</tr>
<tr>
<td>Display category details in the statement at what level?</td>
<td>Viewers see all details on one page.</td>
</tr>
<tr>
<td>Hide or edit any columns in the category?</td>
<td>Accept most default column visibility settings. Make some adjustments to visibility of vested share columns and grant number. Edit some column labels for display on the statement.</td>
</tr>
</tbody>
</table>
Task Summary

To create the stock history category, complete the following tasks:

1. Create a stock history category and configure the columns.
2. Configure the display options.

The Stock Details table must contain stock data. Use the default values except where otherwise indicated.

Entering Category Details and Configuring Columns

1. Click the Manage Compensation Categories task.
2. Click Create.
3. Complete the fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Stock History</td>
</tr>
<tr>
<td>Category Type</td>
<td>Stock History</td>
</tr>
</tbody>
</table>

4. Click Continue.
5. Select Non-Qualified Stock Option in the Grant Type field.
6. Edit the column labels and availability of column types, as shown in this table, using the default values of columns not listed.

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Column Type</th>
<th>Column Label</th>
<th>Available for Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Original Grant Date</td>
<td>Grant Date</td>
<td>(Use default)</td>
</tr>
<tr>
<td>3</td>
<td>Grant Number</td>
<td>(Use default)</td>
<td>Select</td>
</tr>
<tr>
<td>10</td>
<td>Original Value at Grant</td>
<td>Grant Value</td>
<td>(Use default)</td>
</tr>
<tr>
<td>16</td>
<td>Estimated Market Value of Total Shares</td>
<td>Estimated Market Value</td>
<td>(Use default)</td>
</tr>
<tr>
<td>17</td>
<td>Vested Shares</td>
<td>(Use default)</td>
<td>Select</td>
</tr>
<tr>
<td>18</td>
<td>Exercised Shares</td>
<td>(Use default)</td>
<td>Select</td>
</tr>
<tr>
<td>20</td>
<td>Estimated Gain from Vested Shares</td>
<td>(Use default)</td>
<td>Deselect</td>
</tr>
</tbody>
</table>
Configuring Display Options.

1. Select the Graphs tab.
2. Complete the fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value for the First Graph</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graph Title</td>
<td>Vested Versus Unvested Shares</td>
</tr>
<tr>
<td>Graph Type</td>
<td>Bar</td>
</tr>
<tr>
<td>Nonmonetary Graph Items</td>
<td>Vested Shares, Unvested Shares</td>
</tr>
</tbody>
</table>

3. Click Save.
4. Click OK in the confirmation.
5. Select the Descriptive Text tab.
6. Enter any text here to describe what's included in this category or details about policies, and format it appropriately.
7. Click Reorder Components at the top of the page.
8. Select Descriptive Text and click the downward arrow until Descriptive Text appears below Graphs.
9. Click OK.
10. Click Save and Close.

Creating a Statement: Worked Example

This example demonstrates how to create, generate, and view a total compensation statement that contains two top-level categories, one for cash compensation and one for stock. The statement definition is for individual contributors whose salaries are quoted on an annual basis. The categories added as subcategories were created for other statement definitions and are reused in this definition. The following table summarizes key decisions for the compensation item in this scenario.

<table>
<thead>
<tr>
<th>Decision to Consider</th>
<th>Item in This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What compensation does the item represent?</td>
<td>Base pay for exempt workers with annual salary</td>
</tr>
<tr>
<td>What's the source type?</td>
<td>Payroll element</td>
</tr>
<tr>
<td>What's the legislative data group?</td>
<td>USA</td>
</tr>
</tbody>
</table>

The following table summarizes key decisions for the categories in this scenario.

<table>
<thead>
<tr>
<th>Decision to Consider</th>
<th>Cash Compensation Category</th>
<th>Stock Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the category type?</td>
<td>Cash Compensation</td>
<td>Other</td>
</tr>
</tbody>
</table>
## Decision to Consider

<table>
<thead>
<tr>
<th>Decision to Consider</th>
<th>Cash Compensation Category</th>
<th>Stock Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display category details in the statement at what level?</td>
<td>Display details of item and subcategory rows on separate pages that viewers drill to for details.</td>
<td>Display details of item and subcategory rows on separate pages that viewers drill to for details.</td>
</tr>
<tr>
<td>Add items?</td>
<td>Yes: Base pay for exempt workers</td>
<td>Not directly, only through subcategories.</td>
</tr>
<tr>
<td>Add other categories as subcategories?</td>
<td>Yes. One: Bonuses Exempts</td>
<td>Yes. Two: ESPP Exempts and Stock History Exempts</td>
</tr>
<tr>
<td>Display graphs? How many? What type?</td>
<td>Yes. Two: Bar and stacked bar.</td>
<td>No</td>
</tr>
<tr>
<td>Hide or edit any columns in the category?</td>
<td>Hide worker contributions because this is a cash compensation category. Edit subcategory names to make them familiar to workers.</td>
<td>Edit subcategory names to make them familiar to workers.</td>
</tr>
<tr>
<td>Display the row if values are zero or no in the period?</td>
<td>No</td>
<td>Display the Employee Stock Purchase Plan row but prevent drilling to details.</td>
</tr>
</tbody>
</table>

The following table summarizes key decisions for the statement definition in this scenario.

<table>
<thead>
<tr>
<th>Decision to Consider</th>
<th>Statement Definition in This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include which top-level categories?</td>
<td>Cash Compensation and Stock</td>
</tr>
<tr>
<td>What is the statement period?</td>
<td>Calendar year 2015</td>
</tr>
<tr>
<td></td>
<td>Also create a second annual period to be ready for the next year.</td>
</tr>
<tr>
<td>Include welcome message?</td>
<td>Yes. Address recipients by first name.</td>
</tr>
<tr>
<td>Include summary page?</td>
<td>Yes</td>
</tr>
<tr>
<td>What is the statement audience for eligibility?</td>
<td>Individual contributors whose salaries are quoted on an annual basis</td>
</tr>
<tr>
<td>What is the population for statement generation?</td>
<td>Legal employer: Infusion USA</td>
</tr>
</tbody>
</table>

## Task Summary

To create, generate, and view a total compensation statement complete the following tasks. Use the default values except where otherwise indicated.

1. Create a compensation item.
2. Create a cash compensation category and add the item and a subcategory.
3. Create a stock category and add subcategories.
4. Create a statement definition.
5. Configure optional eligibility and statement summary page.
6. Generate and view statements.

**Prerequisites**

1. Create a payroll element named **Base Pay Exempts** that represents base pay earnings for salaried exempt workers in the USA legislative data group.
2. Create the following compensation categories with items:
   - Bonuses Exempts
   - ESPP Exempts
   - Stock History
3. Create an eligibility profile named **IC Annual Salary** that identifies individual contributors who are salaried with annual salary basis.

**Creating a Compensation Item**

Create the compensation item.

1. Click the **Manage Compensation Items** task.
2. Click **Create**.
3. Complete the fields as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Name</td>
<td>Base Pay Exempts</td>
</tr>
<tr>
<td>Source Type</td>
<td>Element entry</td>
</tr>
<tr>
<td>Legislative Data Group</td>
<td>USA</td>
</tr>
<tr>
<td>Payroll Element</td>
<td>Base Pay Exempts</td>
</tr>
<tr>
<td>Input Value</td>
<td>Pay Value</td>
</tr>
</tbody>
</table>

4. Click **Save and Close**.

**Creating a Cash Compensation Category**

Create a cash compensation category and attach the base pay item you created along with two existing cash categories with items.

1. Enter category details and add an item.
2. Add and configure subcategories.
3. Configure display options.

1. Enter category details and add an item.
   1. Click the Manage Compensation Categories task.
   2. Click Create.
   3. Complete the fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Cash Compensation</td>
</tr>
<tr>
<td>Category Type</td>
<td>Cash Compensation</td>
</tr>
</tbody>
</table>

   4. Click Continue.
   5. Select Viewers drill into line items to see details in the Level of Detail field.
   6. Click Add Items.
   7. Complete the column fields in the new row, as shown in this table.

<table>
<thead>
<tr>
<th>Column</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Salary</td>
</tr>
<tr>
<td>Description</td>
<td>Base pay amounts</td>
</tr>
<tr>
<td>Company Contribution</td>
<td>Base Pay Exempts</td>
</tr>
</tbody>
</table>

   8. Click Edit Column Properties and select the Your Contribution column.
   9. Select Do not display in the statement.
   10. Click OK.
   11. Click Edit Column Properties and select the Company Contribution column.
   12. Enter Amount in the Column Label field.
   13. Click OK.

2. Add and configure a subcategory.
   1. Click Add Subcategory.
   2. Select Bonuses Exempts.
   3. Click Apply.
   4. Click Done.
   5. Complete the fields, as shown in this table, for the new category row.

<table>
<thead>
<tr>
<th>Column</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Bonuses</td>
</tr>
</tbody>
</table>
3. Configure display options.
   1. Select the Graphs tab.
   2. Complete the fields for two graphs, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value for Graph 1</th>
<th>Value for Graph 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graph Title</td>
<td>Your Cash Awards</td>
<td>Total Cash Compensation</td>
</tr>
<tr>
<td>Graph Type</td>
<td>Bar</td>
<td>Bar - stacked</td>
</tr>
<tr>
<td>Graph Items</td>
<td>Amount</td>
<td>Amount</td>
</tr>
</tbody>
</table>

3. Click **Save**.
4. Click **OK**.
5. Select the Descriptive Text tab.
6. Enter any text here to describe what's included in this category or details about the compensation policies, and format it appropriately.
7. Click **Reorder Components** at the top of the page.
8. Select **Descriptive Text** and click the downward arrow until **Descriptive Text** appears below **Graphs**.
9. Click **OK**.
10. Click **Save and Close**.

Creating a Stock Category

Create a stock category and attach two existing stock categories with items.

1. Enter category details.
2. Add and configure subcategories.
3. Configure display options.

1. Enter category details.

   1. Click **Create**.
   2. Complete the fields, as shown in this table:
Field | Value
---|---
Category Name | Stock Awards
Category Type | Other

3. Click **Continue**.
4. Select **Viewers drill into line items to see details** in the **Level of Detail** field.

2. Add and configure subcategories.
   1. Click **Add Subcategory**.
   2. Select the row for **ESPP Exempts**.
   3. Hold down the **Control** key and select the **Stock History Exempts** row.
   4. Click **Done**.

3. Configure display options.
   1. Edit the subcategory names as shown in this table:

<table>
<thead>
<tr>
<th>Column</th>
<th>Stock History Category</th>
<th>ESPP Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Stock Options</td>
<td>Employee Stock Purchase Plan</td>
</tr>
</tbody>
</table>

   2. Click **Edit Column Properties** and select the **Company Contributions** column.
   3. Change the column label to **Stock Award**.
   4. Click **OK**.
   5. Select the Employee Stock Purchase Plan row.
   6. On the **Action** menu, select **Configure Zero or No Value Behavior of Row**.
   7. Complete the fields as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero Contributions Display</td>
<td>Always display the row</td>
</tr>
<tr>
<td>Alert Message</td>
<td>Enter any text to display when workers have no stock to display.</td>
</tr>
</tbody>
</table>

   8. Click **OK**.
   9. Click **Save and Close**.
Creating a Statement Definition

Create a statement definition and configure the statement table display, periods, and welcome message.

1. Enter statement details and add top-level categories.
   1. Click the **Manage Statement Definitions** task.
   2. Click **Create**.
   3. Enter any name for the statement, such as **2015 Annual Statement**.
   4. Click **Continue**.
   5. Enter any description of the statement.
   6. Click **Add Category**.
   7. Select the two categories that you created: **Cash Compensation** and **Stock**.
   8. Click **Apply**.
   9. Click **Done**.

2. Configure table display options.
   1. In the Details tab, edit the top-level category names in the **Display Name** column to make the names more familiar to workers.
   2. In the **Description** column, add descriptions that display in the statement, as needed.
   3. Select **Reorder Top-Level Categories in Statement** from the **Actions** menu.
   4. Select the first category and use the downward arrow to place it after the other category.
   5. Click **OK**.
   6. Click **Save**.
   7. Click **OK**.

3. Define statement periods and welcome message.
   1. Select the Statement Periods tab.
   2. Click **Add**.
   3. Complete the fields to create two annual periods, as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>01-Jan-2015</td>
</tr>
<tr>
<td>End Date</td>
<td>31-Dec-2015</td>
</tr>
</tbody>
</table>
Configuring Optional Eligibility and Statement Summary Page

1. Select the Statement Options tab.
2. In the Eligibility Profile field, select IC Annual Salary.
3. Click Configure Summary Page.
4. In the Monetary Compensation section, select the Table tab and verify the table contents.
5. Select the Graphs tab.
6. Complete the fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value for the First Graph</th>
<th>Value for the Second Graph</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graph Title</td>
<td>Your Total Compensation</td>
<td>How Your Compensation Adds Up</td>
</tr>
<tr>
<td>Graph Type</td>
<td>Bar</td>
<td>Bar - stacked</td>
</tr>
<tr>
<td>Graph Items</td>
<td>Company Contributions</td>
<td>Company Contributions</td>
</tr>
</tbody>
</table>

7. Click Save.
8. Click OK.
9. Select the Descriptive Text tab.
10. Enter any text that you want to appear in the summary page specifically related to monetary compensation.
11. Scroll down to the Summary Page Descriptive Text section and expand it.
12. Enter some text, such as: The summary provides you an overview of your compensation package. Click each category name to view additional details.
13. Click **Save and Close**.
14. Click **OK**.
15. Click **Finish** to validate the statement.

### Generating and Viewing Statements

Update global settings, run the process to generate the statements, check the process reports, and view workers' generated statements.

1. Generate statements.
2. Monitor the process.
3. View the statements.

#### 1. Generate statements.

1. Click the **Configure Global Settings** task.
2. Complete the fields used for default stock estimates in the statement, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Stock Price</td>
<td>35</td>
</tr>
<tr>
<td>Currency</td>
<td>US Dollar</td>
</tr>
</tbody>
</table>

3. Click the **Generate Statements** task to access the Process Details page.
4. Complete the fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement Definition Name</td>
<td>2015 Annual Statement</td>
</tr>
<tr>
<td>Statement Period</td>
<td>2015 Annual Statement</td>
</tr>
<tr>
<td>Legal Employer</td>
<td>Infusion USA</td>
</tr>
</tbody>
</table>

5. Click **Submit**.
6. Click **OK**.

#### 2. Monitor the process.

1. Click the **Monitor Processes** task.
2. Find your process in the table.
3. If the status is **Processing**, click **Refresh**.
4. When the status is **Completed**, click the button in the **Reports** column for your process ID.
3. View the statements.

You must have the Compensation Manager role to view statements.

1. Click the Details tab to see the workers for whom statements were generated.
2. Click the button in the View Statement column for a worker.
3. Verify the statement content and formatting.
4. Click Processing Reports in the task panel tab to return to the report Details tab.
5. View and verify additional statements as needed.
6. Click Sign Out.
7. Close the Browser.

Related Topics

- Eligibility Profiles
Glossary

**assignment**
A set of information, including job, position, pay, compensation, managers, working hours, and work location, that defines a worker’s or nonworker’s role in a legal employer.

**assignment statement**
A statement that formulas use to set a value for a local variable.

**band**
A specified range of values. Example: An age band defines a range of ages, such as 25 to 30, used to determine a person’s eligibility.

**benefit rate**
An amount or percentage that represents a participant’s or employer’s benefit offering contributions or distributions.

**benefits object hierarchy**
A structure that enables efficient management of benefits that share similar attributes. The four object types used to structure benefits offerings are programs, plan types, plans, and options.

**benefits offering**
Any of an organization’s nonsalary components of employee benefits packages, such as health, savings, life insurance, recreation, goods, or services.

**communicated rate frequency**
Time period basis for amounts communicated to participants in benefits self-service enrollment and on the professional enrollment pages.

**contribution**
Amount that a participant or employer must pay to participate in a benefit offering.

**contribution column**
Table columns that display compensation items representing the worker’s or company’s contribution amounts in a total compensation statement or compensation category.

**credit pool**
Maintains flex credit values that participants can use at a specific level, such as a plan-in-program, in the benefits hierarchy.

**date-effective object**
An object with a change history. Professional users can retrieve the object as of a current, past, or future date.
**defined rate frequency**
Time period basis in which benefits processing configures, calculates, or stores amounts for all plans in a program, or plans not in a program.

**derived factor**
Calculated eligibility criterion that changes over time, such as age or length of service.

**distribution**
Amount paid to a participant from a plan such as a savings plan or a flexible spending account.

**effective as-of date**
A date used for filtering search results for date-effective objects. For objects that match the search criteria, the search results include the physical record in effect on the specified date.

**effective end date**
For a date-effective object, the end date of a physical record in the object’s history. A physical record is available to transactions between its effective start and end dates.

**effective start date**
For a date-effective object, the start date of a physical record in the object’s history. A physical record is available to transactions between its effective start and end dates.

**element**
Component in the calculation of a person’s pay. An element may represent a compensation or benefit type, such as salary, wages, stock purchase plans, pension contributions, and medical insurance.

**element classification**
Provides various element controls, such as the processing order, balances feeds, costing, and taxation. Oracle predefines primary element classifications and some secondary classifications. You can create other secondary classifications.

**eligibility profile**
A user-defined set of criteria used to determine whether a person qualifies for a benefits offering, variable rate or coverage, compensation plan, checklist task, or other object for which eligibility must be established.

**explicit life event**
A type of life event configured during implementation. Use it to detect and process personal or work-related changes that might result in enrollment opportunity, such as an address change or assignment transfer.

**fast formula**
A simple way to write formulas using English words and basic mathematical functions. Formulas are generic expressions of calculations or comparisons that repeat with different input values.
**flex credit shell plan**
A benefit plan that includes rules to determine which plan enrollments must provide flex credits for participants, how flex credits must be calculated, and on which offerings participants can spend their flex credits.

**flex credits**
Monetary units that workers can use to offset costs of specific plan enrollments.

**flexfield**
A flexible data field that you can configure such that it contains one or more segments or stores additional information. Each segment has a value and a meaning.

**flexfield segment**
An extensible data field that represents an attribute and captures a value corresponding to a predefined, single extension column in the database. A segment appears globally or based on a context of other captured information.

**grade**
A component of the employment model that defines the level of compensation for a worker.

**HDHP**
Abbreviation for high deductible health plan. A plan with an annual deductible that is higher than the deductible in more traditional health plans. Benefit offerings typically pair HDHPs with health savings accounts (HSAs).

**HSA**
Abbreviation for health savings account. A special kind of savings account into which employees and employers make pretax contributions to accumulate funds for medical expenses that are usually associated with high deductible health plans (HDHP).

**job**
A generic role that is independent of any single department or location. For example, the jobs Manager and Consultant can occur in many departments.

**life event**
A change to a person’s personal or employment data that affects benefits participation.

**logical record**
One or more physical records that constitute a date-effective object.

**offering**
A comprehensive grouping of business functions, such as Sales or Product Management, that is delivered as a unit to support one or more business processes.
**option**
An electable choice within a plan or plan type, such as coverage for an employee or employee plus spouse. You can associate an option with one or more plans and plan types. The option level is the lowest level in the benefits object hierarchy.

**payroll relationship**
Defines an association between a person and a payroll statutory unit based on payroll calculation and reporting requirements.

**personal payment method**
Method of payment to a person for a particular payroll. When an administrator assigns a person to a new payroll, payments are made using the default organization payment method for the new payroll until a personal payment method exists.

**physical record**
A single record, with effective start and end dates, in the history of a date-effective object. Each physical record is a row in a database table.

**plan**
A specific offering within a plan type that is associated with a program. The plan level is subordinate to the plan type level in the benefits object hierarchy.

**plan not in program**
A specific offering within a plan type that isn’t associated with a program. The plan level is subordinate to the plan type level, which is the top level of this benefits object hierarchy.

**plan type**
A category, such as medical or dental insurance, that you use to group and maintain related benefit plans. The plan type level is subordinate to the program level in the benefits object hierarchy unless the plan type isn’t associated with a program. Unassociated plan types form the top level of the hierarchy.

**position**
A specific occurrence of one job that is fixed within one department. It is also often restricted to one location. For example, the position Finance Manager is an instance of the job Manager in the Finance Department.

**program**
A package of related benefits. The program level is the top level in its benefits object hierarchy and sets general boundaries that all descendant objects inherit.

**reporting group**
A collection of programs and plans organized for reporting purposes, such as meeting regulatory requirements or for administration.
rollover rate
A benefit offering’s rate that receives excess flex credits during enrollment.

shell plan
Placeholder plan used to store calculated information, such as the total imputed income for a plan that is subject to imputed income.

total compensation statement
A statement that communicates compensation, rewards, and benefits to workers. The statement can include traditional compensation and compensation often overlooked by workers.

user-defined criteria
Factors used to determine eligibility for objects such as benefits offerings and rates.

variable coverage profile
A set of eligibility and calculation attributes that define when and how the coverage amount for a benefit offering varies from the associated base coverage.

variable rate profile
A set of eligibility and calculation attributes that define when and how the cost of a benefit offering varies from the associated standard rate.

work relationship
An association between a person and a legal employer, where the worker type determines whether the relationship is a nonworker, contingent worker, or employee work relationship.