

Flexible Benefits Guide to Setup and Processing

Copyright © 2008 by Infinium® Software, Inc. and/or its affiliates.

All rights reserved. The word and design marks set forth herein are trademarks and/or registered trademarks of Infinium Software, Inc. and/or its affiliates. All rights reserved. All other trademarks listed herein are the property of their respective owners.

Important Notices

The material contained in this publication (including any supplementary information) constitutes and contains confidential and proprietary information of Infinium Software, Inc.

By gaining access to the attached, you acknowledge and agree that the material (including any modification, translation or adaptation of the material) and all copyright, trade secrets and all other right, title and interest therein, are the sole property of Infinium Software, Inc. and that you shall not gain right, title or interest in the material (including any modification, translation or adaptation of the material) by virtue of your review thereof other than the non-exclusive right to use the material solely in connection with and the furtherance of your license and use of software made available to your company from Infinium Software, Inc. pursuant to a separate agreement (“Purpose”).

In addition, by accessing the enclosed material, you acknowledge and agree that you are required to maintain such material in strict confidence and that your use of such material is limited to the Purpose described above.

Although Infinium Software, Inc. has taken due care to ensure that the material included in this publication is accurate and complete, Infinium Software, Inc. cannot warrant that the information contained in this publication is complete, does not contain typographical or other errors, or will meet your specific requirements. As such, Infinium Software, Inc. does not assume and hereby disclaims all liability, consequential or otherwise, for any loss or damage to any person or entity which is caused by or relates to errors or omissions in this publication (including any supplementary information), whether such errors or omissions result from negligence, accident or any other cause.

Publication Information

Release: Infinium FB Release 10.4

Publication Date: January 2008

Document Number: 20080117113735

Table of Contents

About This Guide	1
Chapter 1 Infinium FB: An Overview	1-1
Product Information.....	1-2
Application Overview.....	1-3
Shared Employee Database	1-3
Shared Infinium PY and Infinium HR Programs	1-3
Validation	1-3
Infinium PY and Infinium HR Security	1-3
Terminology and Concepts Used in This Guide.....	1-4
Chapter 2 Implementing Employee Flexible Benefits Plans.....	2-1
Overview of Implementing Employee Flexible Benefits Plans.....	2-2
Understanding General Infinium FB Concepts.....	2-3
Flex Year	2-3
Employer Controls	2-3
Benefit Identities	2-4
Flexible Benefits Plans.....	2-4
Benefit Group.....	2-5
Flexible Benefits Credits	2-6
Flexible Benefits Election Form.....	2-7
Worksheet Section of the Election Form.....	2-7
Benefits Options Section of the Election Form.....	2-8
Enrolling Employees	2-9
Entering Employee Flexible Benefits	2-9
Updating Employee Flexible Benefits	2-9

Mass Enrollment	2-10
Non Respondent List	2-10
Confirming Enrollment	2-10
Flexible Spending Arrangements (Reimbursement Accounts).....	2-11
Recouping Additional Costs.....	2-13
Interfacing with Infinium PY.....	2-14
Mass Updating Flex Cost Deductions	2-14
Updating Spending Account Deductions.....	2-15
Extracting Spending Account Contributions	2-15
Posting and Printing Reimbursement Checks.....	2-15
Posting Prior Year Adjustments	2-15
Calculating Excess Group Life	2-16
Adjusting for Lifestyle Changes.....	2-16
Calculating Excess Group Life	2-16
Coordinating with Your Payroll Department	2-18
Infinium FB Process	2-19
Summary of Tasks for Processing Employee Flexible Benefits	2-20
Chapter 3 Setting Up Plans and Benefits.....	3-1
Overview of Setting Up Plans and Benefits.....	3-2
Setting Up Infinium PY Controls.....	3-4
Creating Income and Deduction Codes	3-4
Creating Pay Cycles	3-6
Updating Employer Codes	3-7
SPE Code Type	3-7
YER Code Type	3-7
Updating Benefits Controls	3-9
Updating Benefits Controls for Your Employers.....	3-9
Updating Benefit Identities	3-17
Establishing Benefit Identities	3-18
Updating Benefits Plans.....	3-23
Defining Benefit Plans.....	3-24
Defining and Assigning Benefit Groups.....	3-50

Defining Benefit Groups.....	3-50
Assigning Flexible Benefits Plans to a Benefit Group Control.....	3-52
Updating Insurance Age Rates	3-55
Creating and Updating Age Rates for a Particular Benefit Plan.....	3-55
Chapter 4 Processing Employee Flexible Benefits	4-1
Overview of Processing Employee Flexible Benefits	4-2
Pre-enrolling Employees	4-4
Assigning Manually Calculated Employee Benefit Credits	4-5
Calculating and Assigning Employee Benefit Credits Using a Custom Program	4-7
Calculating Credits on an Individual Basis	4-10
Calculating Credits on a Group Basis	4-11
Printing the Flexible Benefits Election Form	4-13
Enrolling Employees	4-21
Entering Employee Flexible Benefits	4-21
Listing Election Confirmation Forms.....	4-32
Issuing Confirmation Forms	4-32
Mass Enrolling Employees.....	4-39
Enrolling Multiple Employees.....	4-40
Creating Initial Enrollments Using Update Employee Benefits.....	4-42
Creating Initial Enrollments	4-42
Issuing a Certificate of Coverage Using Print HIPAA Certificates	4-74
Printing a HIPAA Certificate.....	4-74
Chapter 5 Infinium FB to Infinium PY Processing.....	5-1
Overview of Infinium PY/Infinium FB Processing	5-2
Updating Employee Payroll Records	5-2
Processing Flexible Benefits through Infinium PY.....	5-3
Updating Voluntary Spending Account, Tax Plan Deductions, and Cash Income.....	5-4
Creating Deductions Codes to Recoup Additional Costs	5-4
Creating Post-tax Plan Deduction Codes.....	5-4
Updating Spending Account Deductions.....	5-5
Updating for Spending Account Deductions	5-5

Updating Flex Cost Deduction Records	5-8
Updating for Cost Deductions	5-8
Updating Cash Income.....	5-11
Updating Cash Income	5-12
Updating Voluntary Spending Account Contributions.....	5-14
Extracting Spending Account Contributions from Infinium PY.....	5-14
Updating Spending Account Unused Credits	5-17
Updating Spending Account Unused Credits	5-17
Updating Cash Back Paid	5-20
Processing Cash Back Paid.....	5-21
Chapter 6 Working with Spending Accounts.....	6-1
Overview of Working with Spending Accounts.....	6-2
Entering Spending Account Credits/Voluntary Salary Contributions	6-4
Entering Spending Account Credits	6-4
Processing Claims	6-9
Updating Spending Account Claims.....	6-9
Updating Spending Account Claim History	6-14
Displaying Spending Account and Cash Election Data	6-20
Displaying Spending Account Claims	6-20
Displaying Spending Account Credits	6-23
Displaying Employee Cash Election Information.....	6-26
Displaying Spending Account Activity	6-30
Listing Spending Account and Cash Election Data	6-34
Listing Spending Account Claims.....	6-34
Listing Spending Account Claims Transactions	6-38
Listing Spending Account Credits	6-42
Listing Employee Cash Elections.....	6-46
Generating Statement of Spending Account	6-49
Generating a Statement of Spending Account Activity.....	6-49
Chapter 7 Spending Account Claims Processing	7-1
Overview of Spending Account Claims Processing.....	7-2

Using Pay Cycle Controls	7-2
Using Income Controls.....	7-2
Running Trial Register Reimbursement Checks	7-3
Running the Trial Register	7-3
Posting and Printing Reimbursement Checks.....	7-7
Posting and Printing Reimbursement Checks.....	7-7
Chapter 8 Prior Year Spending Account Processing.....	8-1
Overview of Prior Year Spending Account Processing	8-2
Using Pay Cycle Controls	8-2
Using Income Controls.....	8-2
Trial Prior Year Reimbursements.....	8-3
Posting and Printing Trial Prior Year Reimbursements.....	8-3
Posting and Printing Prior Year Reimbursement Checks.....	8-6
Posting and Printing Prior Year Reimbursements.....	8-6
Chapter 9 Changing Enrollments Based on Lifestyle Changes.....	9-1
Overview of Changing Enrollments Based on Lifestyle Changes	9-2
Changing Enrollment Records	9-4
Canceling Enrollments	9-10
Adding New Enrollments.....	9-11
Adding, Updating and Deleting Dependents and Beneficiaries.....	9-12
Recouping Additional Costs.....	9-16
Recouping Cash Back Paid after a Lifestyle Change.....	9-19
Allocating Unused Benefit Credits.....	9-22
Summary of Steps for Changing Enrollment Records Based on Lifestyle Changes	9-24
Chapter 10 Voiding and Reissuing Reimbursement Checks	10-1
Overview of Voiding and Reissuing Reimbursement Checks	10-2
Voiding Reimbursement Checks.....	10-3
Reissuing Reimbursement Checks	10-9
Chapter 11 Enrolling Employees in a New Plan Year.....	11-1
Overview of Enrolling Employees in a New Plan Year	11-2

Creating the New Flexible Benefits Plan Year	11-2
Preparing for the New Plan Year	11-3
Setting Up Flexible Benefit Plan Controls	11-3
Enrolling Employees in a New Plan Year	11-5
Pre-enrolling Employees in a New Flexible Benefits Year	11-5
Enrolling Employees in a New Flexible Benefits Year.....	11-6
Chapter 12 Copying Benefit Plans, Age Rate Tables and Employee Enrollments	12-1
Overview of Copy Functions	12-2
Mass Copying Benefit Plans	12-3
Trial Mass Copy Benefit Plans	12-3
Mass Copy Benefit Plans	12-3
Copying Benefit Plans in Groups	12-6
Copying Plans in Benefit Groups	12-6
Copying Insurance Age Rate Tables.....	12-9
Copying an Age Rate Table	12-9
Copying Employee Plan Enrollments	12-12
Performing a Trial Run.....	12-13
Copying Enrollment Records	12-15
Chapter 13 Modeling Employee Flexible Benefits.....	13-1
Overview of Modeling Employee Flexible Benefits.....	13-2
Creating Flexible Benefit Models	13-3
Updating Additional Plan Identities	13-4
Calculating Per Pay Period Amounts	13-5
Displaying the Enrollment Status	13-5
Showing the Tax Effect of Changes.....	13-5
Displaying Enrollments	13-6
Displaying the Scoreboard.....	13-6
Chapter 14 Working with HIPAA Information for EDI Transmission.....	14-1
Overview	14-2
Setting up Code Values for 834 Work File Processing.....	14-4
Setting up Code Values for Cross Reference Codes	14-6

Associating Cross Reference Codes with Existing Code Types and Code Values	14-7
Setting up Benefit ID Reporting Groups	14-10
Defining Benefit ID Reporting Group (BIG) Code Values.....	14-10
Setting up the Benefit ID Reporting Group.....	14-11
Setting up Preferred Provider Information.....	14-13
Creating 834 Work Files.....	14-14
Creating the Work File	14-15
Correcting 834 Work Files.....	14-25
Correcting 834 Work Files.....	14-26
Generating Work File Information	14-56
Generating Work File Information	14-56
Generating Member Information	14-57
Creating Functional Groups	14-59
Purging 834 Data	14-61
Purging 834 Work Files.....	14-61
Purging Functional Group Work Files	14-62
Chapter 15 Maintaining a HIPAA Audit Trail	15-1
Overview	15-2
Generating HIPAA Audit Trail Reports	15-3
Purging the HIPAA Security Audit Trail.....	15-5
Saving Purged HIPAA Audit Files	15-7
Restoring Purged HIPAA Audit Files.....	15-9
Listing Purged HIPAA Audit Files.....	15-11
Clearing Purged HIPAA Audit Files.....	15-13
Appendix A Updating Excess Group Life Imputed Income at Year End	A-1
Overview	A-2
Post-tax and Pre-tax Deductions	A-2
Group Life Income	A-3
Per Pay Period Processing	A-3
Summary of Steps	A-3
Creating the Summarization Code for Income *F@IN	A-5

Creating the *F@IN Income Control	A-7
Adding the Income to the Auto Pay Group(s).....	A-10
Creating a Pre-Tax Flex Deduction	A-12
Creating a Deduction Reporting Group	A-15
Assigning Appropriate Deductions to a Group	A-17
Updating the Group Life Table	A-19
Running a Trial Update Excess Group Life	A-20
Updating Excess Group Life	A-22
Completing Payroll Cycle Operations.....	A-24
Overview	A-24
Completing the Payroll Cycle	A-24
Deactivating the Income Code	A-26
Appendix B Parameters for Custom Coded Programs	B-1
Rate Code Field	B-1
Coverage Code Field	B-1
Calculate Flexible Benefits Credits Function.....	B-2
Flex Credits Program Field on Update Flexible Benefits Controls	B-2

About This Guide

This section focuses on the following information:

- Purpose of this guide
- Conventions used in this guide

Intended Audience

The *Infinium Flexible Benefits Guide to Setup and Processing* is written for those persons who are involved in any of the following aspects of using the Infinium FB system:

- implementing initial setup of Infinium FB
- processing employee enrollment
- generating flexible benefits reports
- training employees to use Infinium FB

Purpose of This Guide

You should use this guide as a reference at your site and also to complement the instructor's presentation during a portion of the Infinium Flexible Benefits Application course.

Organization of This Guide

This guide is task oriented. Each task includes setup and processing steps as well as task objectives. Related tasks are grouped into parts.

This guide is designed for you to use with the on-line help system. That is, this guide describes the tasks you will complete and the help system provides descriptions of specific fields, screens, and menus that you will work with to complete the tasks.

Conventions Used in This Guide

This section describes the following conventions we use in this guide:

- Fonts and wording
- Function keys
- Character-based and graphical-based screens
- Prompt and selection screens
- Promptable fields
- Infinium applications and abbreviations

Fonts and Wording

Convention	Description	Example
<i>Italic typeface</i>	Menu options and field names The guide uses the same abbreviations as the screen.	<i>Master Files</i> Use <i>Max Lnth</i> to specify the maximum length of alpha user fields.
Bold standard typeface	Used for notes, cautions and warnings	Caution: You must ensure that all Infinium PY users are signed off before reorganizing and purging. If there are jobs in the queue, those files will not be reorganized.
Bold monospaced typeface	Characters that you type and messages that are displayed	Type Infinium PY in the <i>System</i> field. The following message is displayed: Company not found
F2 through F24	Keyboard function keys used to perform a variety of commands.	Press F2 to display a list of available function keys.
F13 through F24	Function keys higher than F12 require you to hold down the Shift key and press the key that has the number you require minus 12.	Press F16 to update the journal.

Convention	Description	Example
Select	Choose a menu option or choose a record or field value after prompting.	Select <i>Employer Controls</i> . Select a record. From the <i>List</i> menu, select <i>Display</i> .
Press Enter	Provide information on a screen and when you have finished, press Enter to save your entries and continue.	Press Enter to save your changes and continue.
Exit	Exit a screen or function, usually to return to a prior selection list or menu. May require exiting multiple screens in sequence.	Press F3 to return to the main menu.
Cancel	Cancel the work at the current screen or dialog box, usually to return to the prior screen.	Press F12 to cancel your entries.
Help	<p>To access online help for the current context (menu option, screen or field), press Help (or the function key mapped for help).</p> <p>To move through the other applicable levels of help, press Enter at each help screen. To return directly to the screen from which you accessed help, exit the help screen by clicking Exit or by pressing F3.</p>	Press Help for more information about the current field.

Convention	Description	Example
[Quick Access Code]	<p>Quick access codes provide direct access to functions. Most quick access codes in Infinium Payroll consist of the first letter of each word of the menu option name.</p> <p>Quick access codes are listed on the Menu Tree and in the path for each task next to the executable function.</p>	Select <i>Update Employer Controls</i> [UCO].
Publication titles	Unless otherwise stated, titles refer to Infinium applications and use standard name and abbreviations.	<i>Infinium Training Administration Guide to Setup and Processing</i> is referred to as <i>Infinium TR Guide to Setup and Processing</i> .

Function Keys

Infinium AM function keys and universal Infinium FB function keys for the IBM System i are described in the following table. Infinium FB function keys are identified at the bottom of each screen.

Function Key	Name	Description
F1	Help	Displays help text
F2	Function keys	Displays window of valid function keys
F3	Exit	Returns you to the main menu
F4	Prompt	Displays a list of values from which you can select a valid entry
F10	Quick Access	Enables you to access another function from any screen
F12	Cancel	Returns you to the previous screen
F22	Delete	Deletes selected item(s)
F24	More keys	Displays additional function keys at the bottom of the screen

Character-based and Graphical-based Screens

The sample screens in this guide may be either character-based or graphical-based. Samples of both are included below.

```

2/17/98 13:01:49      Personnel Actions Update      PEGMTR      PEDMTR
Employer . . . . : ZUS      SAMPLE US COMPANY
Employee . . . . : 80038    GREEN,KELLY
  SC
Salary Change
SC Effective Date _____ Position . . . . 110140 +
SC Reason . . . . _____ + Job Code . . . . 140 +
SC Base Rate . . _____,0000 -or- Increase % . . . . .0000
Updt Payroll Rate 1 (0->4) Payroll Rate . . _____,0000
Pay Grade . . . . _____ + Scheduled Pay Pds 26
Regular Hours . . 80.00
Pay Type . . . . S Bonus? . . . . 0 (0=No 1=Yes)
SC Base Frequency A Comp Ratio . . . : 23.8000
Pay Frequency . . B Salary Quartile : 1
Prev. Frequency . A Prev. Base Rate . 50,000.0000
Comment . . . . . Description . . . _____

2=Change 4=Delete
Opt Date Reasn Positn Job Base Rate Incr% Incr. Amt. Comp
- 1/01/1998 MERIT 110140 S 140 50,000.0000 6.0220 2,840.0000 23.80
- 8/20/1995 ADJST 110140 S 140 47,160.0000 13.3653 5,560.0000 23.58

F3=Exit F4=Prompt F8=Calculate F10=Access F12=Previous
    
```

Figure 1: Sample character-based screen for Infinium HR suite

The screenshot shows a window titled 'Infinium Desktop Manager Session A - [Personnel Actions Update]'. It features a menu bar (File, Edit, List, Commands, Help) and a toolbar. The main area contains the following fields:

- Employer: ZUS SAMPLE US COMPANY
- Employee: 80038 GREEN,KELLY
- Salary Change section with fields for:
 - SC Effective Date: []
 - SC Reason: []
 - SC Base Rate: [] ,0000
 - Updt Payroll Rate: (0->4) 1
 - Pay Grade: []
 - Pay Type: S
 - SC Base Frequency: A
 - Pay Frequency: B
 - Prev. Frequency: A
 - Description: []
 - Comment: []
- Position: 110140
- Job Code: 140
- Increase %: .0000
- Payroll Rate: .0000
- Scheduled Pay Pds: 26
- Regular Hours: 80.00
- Bonus? []
- Comp Ratio: 23.8000
- Salary Quartile: 1
- Prev. Base Rate: 50,000.0000

Below the fields is a table with the caption 'Right mouse click to select from list':

	Opt	Date	Reasn	Positn	Job	Base Rate	Incr%	Incr. Amt	Comp
1		1/01/1998	MERIT	110140	S 140	50,000.0000	6.0220	2,840.0000	23.80
2		8/20/1995	ADJST	110140	S 140	47,160.0000	13.3653	5,560.0000	23.58
3									
4									

At the bottom, there are buttons for 'OK', 'Exit', and 'Cancel', and a status bar with 'MW ?'.

Figure 2: Sample graphical-based screen for Infinium HR suite

Prompt and Selection Screens

A prompt screen, similar to Figure 3, is the screen in which you type information to access a record or a subset of records in a file.

A selection screen, similar to Figure 4, is the screen from which you select a record or records to perform an action.

When we first explain a task in this guide, we fully document how you access a prompt and selection screen. If a related task uses that prompt or selection screen, we include the prompt and selection steps in that task. However, we do not include the screen(s) again.

```
5/08/03 09:15:15 Update Benefit Plans PRGBPMY PRDBPMY
-----
Employer . . . . . GMR +
Benefit identity . . FLI +
Benefit plan . . . . LIFE1 +
Flex year . . . . . 2001 +

-----
F3=Exit F4=Prompt F8=Copy F10=QuikAccess F18=Message line
```

Figure 3: Update Benefits Plans prompt screen

```

5/08/03   09:23:19   Update Life Insurance Plans   PRGBPMY   PRDBPMY
-----
Employer . . . . . : GMR   GALE TEST
Benefit identity . . : FLI   FLEX LIFE
Benefit plan . . . . : LIFE1
Flex year . . . . . : 2001

Effective date . . . : 1012001
Description . . . . . : LIFE 1
-----
Status . . . . . : 1 0=Inact.,1=Active Flex Plan? . . . : 1 (0=No, 1=Yes)
Required plan? . . . : 0 (0=No, 1=Yes) Benef./Depend . . : 0 (0=No, 1=Yes)
Auto entry? . . . . : 0 (0=No, 1=Yes) Auto cancel? . . : 0 (0=No, 1=Yes)

Eligibility type . . : 1 (1,2) Eligibility days. ____
Cancel type . . . . : - (1,2) Cancel days . . . ____
Insurance Line. . . . : ____ + Co-Insurance. . . _____.00
Co-Payment. . . . . : _____.00
Deduct (Indiv). . . . : _____.00 Deduct (Family) . _____.00

-----
F3=Exit F4=Prompt F10=QuikAccess F12=Cancel F18=Message line F22=Delete
    
```

Figure 4: Update Life Insurance Plans selection screen

Promptable Fields

A plus sign displayed next to a field indicates that you can choose your entry from a list of possible values. Place the cursor in the field and press F4 to display a list of values.

To select an entry perform one of the following:

- Position the cursor at the desired value, type 1 and press Enter.
- Type the value in the appropriate field.

Infinium Applications and Abbreviations

The following table lists Infinium names and the corresponding product abbreviations that are associated with this product.

Application	Abgreivation
Infinium Application Manager	Infinium AM
Infinium Application Manager Extended	Infinium AM/X
Infinium Query	Infinium QY
Infinium Query Extended	Infinium QY/X
Infinium Financial Management Suite	Infinium FM

Application	Abgreivation
Infinium General Ledger	Infinium GL
Infinium Payables Ledger	Infinium PL
Infinium Project Accounting	Infinium PA
Infinium Human Resources Suite	Infinium HR
Infinium Flexible Benefits	Infinium FB
Infinium Human Resources	Infinium HR
Infinium Human Resources/Payroll	Infinium HR/PY
Infinium Payroll	Infinium PY
Infinium Training Administration	Infinium TR

Related Documentation

We assume you are familiar with navigating through the Infinium PY and Infinium HR system. If you are not, please refer to the following documents:

- *Infinium Human Resources Guide to Processing*
 - *Infinium Payroll Guide to Processing*
 - *Infinium Payroll Guide to Controls*
 - *Guide to Infinium Query*
 - *Infinium Query Security Guide*
-

Chapter 1 Infinium FB: An Overview

1

The chapter consists of the following topics:

Topic	Page
Product Information	1-2
Application Overview	1-3
Terminology and Concepts Used in This Guide	1-4

Product Information

Infinium FB is an integrated flexible benefits administration system. Infinium FB is fully integrated with Infinium PY and Infinium HR. Infinium FB uses the current Infinium PY/Infinium HR employer and employee database and their programs. It uses these for both the display of relevant personnel data and also for validation and security checking of employers and employees.

Similarly, Infinium FB also uses the Infinium PY and Infinium HR organizational structures, positions, employer controls, code values, and so forth. This tight integration ensures the integrity of your employee records.

Application Overview

The real power of Infinium FB lies in its integration with the employee database in Infinium PY and Infinium HR.

Shared Employee Database

When a new hire is added in Infinium PY or Infinium HR, that employee is immediately accessible to Infinium FB because both systems share the same employee database.

Shared Infinium PY and Infinium HR Programs

The integration with Infinium PY and Infinium HR not only allows the employee database to be shared, but it also allows Infinium PY and Infinium HR programs to be used. For example, when you perform F4 prompts on an employee number or name or on levels codes, you access the same programs used by Infinium PY and Infinium HR for those fields.

Validation

The shared employee database and programs ensure that the system automatically validates all personnel related fields, such as employer and employee numbers.

Infinium PY and Infinium HR Security

You can also apply the same employee and employer level security checks by user profile in Infinium FB as established in Infinium HR.

Terminology and Concepts Used in This Guide

Benefit Group

In Infinium FB, you use benefit groups to separate the benefit options available to one group of employees from those available to another group: for example, full-time versus part-time employees. You assign each employee to a benefit group. The benefit group assigned to an employee determines the flexible benefits available to the employee.

Benefit Identities

Benefit identities are categories of benefits, such as medical or dental benefits, associated with a specific carrier. In Infinium FB, benefit categories are called identities. Identities are the bridge between benefit plans and carriers.

Cash Back

The Infinium FB cash back feature supports the employee's election to receive cash back in lieu of benefits.

Confirmation Form

This is the form that employees use to confirm their benefit elections. This form shows the flexible benefits options chosen by the employees, together with cost data and details of any voluntary salary contributions. The form is designed to allow the employee to review and detect any incorrect selections and data.

Election Form

The Flexible Benefit Election Form can fulfill two functions within Infinium FB:

- It provides a method of communicating to employees the various benefit options that are available to them together with the individual costs of those options.
 - Optionally, it can serve as a worksheet for employees to enter their desired benefit options and to figure the total costs.
-

The form also shows employees the number of employer-provided flexible credits they can use to offset the cost. The form lists the available benefit options and shows the flexible benefits cost in the appropriate pre-tax or post-tax column. The flexible benefits cost shown is individualized for the employee if the plan is dependent on salary or age as in the case of certain life insurance plans.

Employer Controls

The employer is a code value you define in Infinium HR or Infinium PY using the *Update Employer Controls* function.

Flexible Benefits Credits

Flexible benefits credits are an allowance provided by the employer to the employee for purchasing flexible benefits. You can think of flexible benefits credits as dollars (which may not be equal to actual dollars), that the employee uses to pay for or help pay for flexible benefits coverages.

Flexible Benefits Plans

Flexible benefits plans, also called cafeteria plans, represent the various benefits being offered by a company to its employees, such as medical/dental coverage, group term life insurance, disability insurance, and vacation benefits. You must define a flexible benefits plan control for each benefit option that the employer offers during a flex year. Infinium FB supports unlimited benefit plans.

Flex Year

The flex year is the year associated with a flexible benefits plan. The flex year is an important concept in Infinium FB. Within the context of a flex year you define flexible benefits plan controls; allocate flexible benefit credits; enroll employees, dependents, and beneficiaries; and set up rate tables. The flex year enables you to keep all your processing separate, by year.

Mass Enrollment

Mass enrollment is a method of enrolling employees into benefit plans. With this method, you enter a benefit identity, plan code, benefit group, and year, and the system automatically enrolls all employees, dependents, and beneficiaries belonging to the specified benefit group.

Worksheet

The worksheet is the part of the Election Form that allows employees to indicate how they want to distribute unused flexible benefit credits.

Spending Accounts (Reimbursement Accounts)

Infinium FB fully supports three spending accounts per employee:

- Health Care
- Dependent Care
- Legal Services

Employees can be enrolled into one or more of these spending accounts by electing to make voluntary salary contributions and/or by distributing unused benefit credits.

Unused Credits to Spending Accounts

Infinium FB allows you to allocate any unused flexible benefit credits to employee spending accounts.

Chapter 2 Implementing Employee Flexible Benefits Plans

2

The chapter consists of the following topics:

Topic	Page
Overview of Implementing Employee Flexible Benefits Plans	2-2
Understanding General Infinium FB Concepts	2-3
Enrolling Employees	2-9
Interfacing with Infinium PY	2-14
Coordinating with Your Payroll Department	2-18
Infinium FB Process	2-19
Summary of Tasks for Processing Employee Flexible Benefits	2-20

Overview of Implementing Employee Flexible Benefits Plans

This chapter provides an overview of Infinium FB, including:

- important flexible benefits programs concepts
- the interface of Infinium FB with Infinium PY
- an overview of processing with Infinium FB

WARNING: Infinium is not responsible for any errors made by the administration of your flexible benefits program that result in violations to Internal Revenue Code. If you are not thoroughly familiar with the Internal Revenue Code that governs flexible benefits plans, we strongly recommend that you seek outside counsel.

Objectives

When you finish reading this chapter, you should be familiar with the following:

- General flexible benefits program concepts
 - The methods that are available in Infinium FB for enrolling employees
 - The way in which Infinium FB interfaces with Infinium PY
 - How to coordinate flexible benefits processing with your Payroll department
 - The overall Infinium FB process
-

Understanding General Infinium FB Concepts

Flex Year

The flexible benefits year is an important concept in Infinium FB. Within the context of a flexible benefits year you:

- define flexible benefits plan controls
- allocate flexible benefits credits
- enroll employees, dependents, and beneficiaries
- set up rate tables

The flexible benefits year enables you to keep all your processing separate, by year. The flexible benefits year is especially important during the enrollment period when, towards the end of a year, you want to enroll employees, dependents, and beneficiaries into flexible benefits plans for the following year. By keeping all records separate by flexible benefits year, the flexible benefits costs and controls established for one year do not interfere with processing records for the next year. You define flexible benefits years as code values that do not have to be expressed in calendar years. For example, 2003, 03/1, or 0304 could all be valid code values. We strongly recommend that your flexible benefits year follow a calendar year so you can more easily comply with federal regulations.

Employer Controls

The employer is a code value you define in Infinium HR or Infinium PY using the *Update Employer Controls* function.

Since employers can offer different flexible benefits plans or have variations of the same plans, your first step in Infinium FB processing is to create employer benefit controls. This includes defining basic data for each employer and establishing default information used by each employer, such as the flexible benefits year. You set up your employer benefit controls through the *Update Benefit Controls* function, under *Master Files*. Employer controls determine whether you can update payroll or not.

Benefit Identities

Benefit identities are categories of benefits, such as medical or dental benefits, associated with a specific carrier. In Infinium FB, benefit categories are called identities. Identities are the bridge between benefit plans and carriers. The identity is a general record to which you must assign a benefit plan. Refer to the "Flexible Benefits Plan" section that follows.

Benefit identities are specific to carriers, such as Blue Cross/Blue Shield, but are not year sensitive. This means you do not have to re-establish the controls for benefit identities from year to year. However, you will need more than one identity for a benefit category if multiple carriers are involved, since you can have only one carrier for each benefit identity.

Infinium FB supports the following benefit identities. You need at least one identity for each benefit category.

- Medical
- Dental
- Life Insurance
- AD&D (Accidental Death and Dismemberment)
- Vision Care
- Prescription Drug
- Dependent Life
- Disability Insurance
- Personal Leave
- Vacation Purchase/Exchange
- Spending Accounts/Reimbursement Accounts

Caution: Flexible Benefits Identities should be unique to Infinium FB. Do not use the same identities that you have in Infinium HR under Benefit Administration.

For more information on creating flexible benefits identities refer to the "Setting Up Plans and Benefits" chapter in this guide.

Flexible Benefits Plans

Once you have created your benefit identities, you can create flexible benefits plans. You must define a flexible benefits plan control for each

benefit option the employer offers during a flexible benefits year. Infinium FB supports unlimited benefit plans.

Benefit plans are year specific. You must associate each plan code with a flexible benefits year. For example, you might set up a benefit plan for medical insurance as MED01. Then, you could use code value MED01 1995 for the 1995 plan and MED01 1996 for the 1996 plan; thus, making each plan unique. Once you have associated the plan with the new flexible benefits year, you can make changes, if necessary.

You define the flexible benefits plan for each of the benefit identities that you establish for your employer. The plan control screen varies by type of benefit, defined on the flexible benefits identity, and allows you to enter basic control data relating to the benefit plan. This data includes descriptions, premium rates, and eligibility requirements.

For insurance plans, you should create a separate flexible benefits plan for each level of coverage: for example, single coverage, family coverage, and so forth.

For Life, AD&D, and Disability Insurance(s) where the premium rate can vary by the age of a covered employee, you can set up the plan control to use an age/rate table. This concept assures that the system calculates the correct premium. Also, you can determine the rate and coverage amounts using a custom program.

For more information on creating flexible benefits plans, refer to the “Setting Up Plans and Benefits” chapter in this guide.

Benefit Group

An employee’s benefits programs may need to separate the benefit options available to one group of employees from those available to another group. For example, full-time employees, part-time employees, employees in different regions, management employees and non-management employees may represent distinct employee groups in your company. In Infinium FB, you can separate employee types using a benefit group. You must have at least one benefit group.

You assign each employee to a benefit group code or benefit administrator. You create the code in Infinium FB and then enter it into the employee’s master record in Infinium HR. You can also override this code within Infinium FB.

Benefit Group codes themselves are not year sensitive. Therefore, you do not have to re-establish benefit group codes each year. Using benefit groups

allows you to define the flexible benefits plans that are available to employees linked to specific groups. A flexible benefits plan can be available to more than one benefit group.

The benefit group assigned to an employee determines the flexible benefits available to the employee. The system prints the appropriate option on the election form and then displays the option on the enrollment screen.

The flexible benefits year forms part of the plan definition, so each year you should link all plans that you associate with a group, including plans with the new flexible benefits years, to a benefit group. Also, you can attach or not attach different plans, depending on what changes you want to make for the benefit group.

Flexible Benefits Credits

Flexible benefits credits are an allowance provided by the employer to the employee for purchasing flexible benefits. You can think of flexible benefits credits as dollars (which may not be equal to actual dollars) that the employee uses to pay for or help pay for flexible benefits coverages. The employee exchanges credits for benefits. The number of flexible benefits credits allocated to each employee can be dependent on various factors, such as salary, length of service, and hours normally worked, or the company can contribute a fixed amount for every employee.

Some companies use flexible benefits credits and some do not. Some companies only offer flexible benefits credits if an employee chooses not to enroll in the regular benefits plan(s) offered by the company. For this reason, Infinium FB does not require that you use flexible benefits credits.

You can only use credits toward pre-tax plans and unused benefit credit options.

Since there are unlimited factors involved in performing credit calculations, Infinium FB gives you two ways to enter flexible credits for employees:

- Enter the number of credits manually for each.
- Calculate credits using your own user-defined custom program.

Infinium FB provides you with a user exit that allows you to use a custom program to calculate credits that Infinium FB uses to enter and update the employee's record. Someone in your company must write this program, such as a member of your data processing department. The parameters are provided in the Appendix A.

Flexible Benefits Election Form

Once you have created your benefit identities, plans and benefit groups, have assigned the plans to a benefit group, and have established the number of credits to allocate to each employee, the next step is to distribute the employee election forms so that employees can select their benefits.

The Flexible Benefits Election Form can fulfill two functions within Infinium FB:

- It provides a method of communicating to employees the various benefit options that are available to them together with the individual prices of those options.
- Optionally, it can serve as a worksheet for employees to enter their desired benefit options and to figure the total costs involved.

The form also shows employees the number of employer-provided flexible credits that they can use to offset the cost. The form lists the available benefit options and shows the flexible benefits price in the appropriate pre-tax or post-tax column. The flexible benefits price shown is individualized for the employee if the plan is dependent on salary or age as in the case of certain life insurance plans.

You can print the Flexible Benefits Election Forms either individually or company-wide by:

- level
- benefit group
- hire date

Worksheet Section of the Election Form

Infinium FB uses a standard election form, although you can customize it. The worksheet section of the Election Form allows the employee to indicate how he or she wants to distribute unused flexible benefits credits to any or all of the seven unused benefit credit option possibilities:

- The first three of these distribution options are user defined.
 - Infinium FB reserves the next three distribution options for the following legally defined spending accounts (Reimbursement Accounts):
 - Health Care
 - Dependent Care
-

- Legal Services
- Finally, employees can elect to convert unused credits to cash. Infinium FB uses the cash spending account to track employee cash elections.

An enrollee can also choose to make additional voluntary salary contributions to spending accounts, specifying an annual amount and a per pay period amount for each. The three user-defined options, however, do not interface to Infinium PY.

When employees complete the Election Form, they return them to the Benefits Department where they become the data entry document for the employees' enrollments.

Benefits Options Section of the Election Form

You can separate the benefits option part of the election form from the worksheet section. The worksheet section lends itself to being a pre-printed multi-part form. This approach works as follows:

- The system prints the Flex Benefit Options/Prices list separately. You give it to the employee with the multi-part election/worksheet.
- The employee then completes the election form, retains a copy, and sends a copy to the Benefits Department.

For information about generating the Employee Election Form, refer to the section of this manual entitled "Processing Employee Flexible Benefits."

Enrolling Employees

When the employee returns the election forms, you begin the enrollment process. There are three functions for enrolling employees into flexible benefits plans:

- Enter employee flexible benefits
- Update employee flexible benefits
- Mass Enrollment

The functions are summarized below and explained in detail in the “Processing Employee Flexible Benefits” chapter in this guide.

Entering Employee Flexible Benefits

The first method involves the *Enter Employee Benefits* function. This is a single screen entry method where you directly type in the plan codes from the employee election forms. You can use this function only when you first enroll employees. It does not support updating existing employee flexible benefits records. What-if modeling and tax-effect projections are also available through this function and through the *Modeling Employee Benefits* function. The manual discusses modeling in the “Modeling Employee Flexible Benefits” chapter in this guide.

Updating Employee Flexible Benefits

The second method involves the *Update Employee Benefits* function. With this method, the system displays all of the available benefits options for individual employees from which you can select any option to create individual enrollment records. Modeling is not available through this option. You can use this function for new enrollments, or you can use this function to update employee benefits because of changes in the enrollment form or for employee lifestyle changes.

- Infinium FB automatically calculates enrollment dates based on plan effective dates and eligibility requirements. Infinium FB also automatically calculates flexible benefits plan costs, based on flexible benefits plan prices and rates. Both of the above methods also allow you to:
 - Allocate any unused benefit credit amounts
-

- Enter additional pre- or post-tax cost
- Validate system calculated amounts against entered values
- Enter additional voluntary salary contributions to spending accounts

Mass Enrollment

The third method of employee enrollment is mass enrolling employees into benefit plans. With this method, you enter a benefit identity, plan code, benefit group, and year and the system automatically enrolls all employees belonging to a specified benefit group. Use this method for core plans where all employees in a group receive automatic benefit coverage or default plans if they have not submitted election forms. This function is designed for use with core plans where all employees in a group receive automatic benefit coverage.

Non Respondent List

After entering all elections from employees, you can generate a list of those employees that have no enrollment data recorded in Infinium FB. These employees are called non-respondent. The system assumes that the employees who have no enrollment have not returned the election forms.

Confirming Enrollment

Once you enroll the employee, you can request flexible benefits confirmation forms for employees, either individually or for an entire company:

- by levels
- by enrollment date

You can also include a tax savings report with the confirmation report.

These forms show the flexible benefits options chosen by the employees, together with cost data and details of any voluntary salary contributions. The form is designed to allow the employee to review and detect any incorrect selections and data. If you need to make changes to the employee's benefits based on changes to the enrollment form, use the *Update Employee Benefits* function to make those changes.

Flexible Spending Arrangements (Reimbursement Accounts)

Spending arrangements are the methods for allocating unused credits. Infinium FB fully supports three spending accounts per employee:

- Health Care
- Dependent Care
- Legal Services

Employees can be enrolled into one or more of these spending accounts by electing to make voluntary salary contributions, and/or by distributing unused benefit credits.

Enrolling in a spending account records the fact that the employee has elected to periodically contribute money through payroll deduction or unused credits for reimbursements against future claims. This allows you to enter multiple transaction records for an account and for maintaining an account balance.

You can manually enter spending account credits, or you can use the *Unused Credits To Spending Accounts* function (explained later in this section) to transfer credits into a specific spending account. Typically, you should only use manual entry as a vehicle for making corrections to errors.

You transfer voluntary salary contributions deducted in Infinium PY using the *Extract Spending Account Contributions* function. Refer to the section entitled "Extract Spending Account Contributions" later in this chapter.

Allocating Unused Credits to Spending Accounts

Infinium FB allows you to allocate any unused flexible benefits credits to employee spending accounts.

Although employees indicate their unused benefits credits on the election form using annual amounts, these will be prorated to obtain per pay period amounts during the enrollment process to be effectively applied to the spending account balances. We suggest you do not deposit the entire annual amount of unused credits into an employee's spending account, since employees should earn flexible credits each pay period.

You deposit the per pay period amounts of the unused credits into the spending accounts each pay period. The *Unused Credits to Spending Accounts* function automates this method, which makes the appropriate deposits and produces a report register detailing these.

Reconciling History of Spending Account Claims

The system maintains a history of spending account claims made and paid out to employees through the *Update Spending Account Claims* and *Update Spending Account Claim History* functions.

Spending accounts for employees, like other flexible benefits records, are maintained separately by year. This method allows the spending account transactions and balances for each flexible benefits year to exist independently from one another. This method allows you to process claim reimbursements during the 90 day grace period before the use it or lose it rule takes effect.

Spending Account Activity Reports

The system generates spending account activity reports that provide detail of both spending account credits and claims. One of these reports is a statement of activity, showing credits and debits, and the remaining balance. You can request to see only those accounts that have a remaining balance over a specified value or accounts that have a negative balance. You can specify that the report include or exclude terminated employees.

Cash Back

The Infinium FB Cash back feature supports the election of cash in lieu of benefits processing. This includes:

- The ability to designate employee's unused flexible benefits credits for conversion to cash
- A user-defined formula to convert unused flexible credits to a cash dollar amount
- A user-defined income code to hold the cash income for Infinium PY
- Functions that authorize employees to the appropriate income code, pass new and changed cash back income information to Infinium PY and pass dollars from Infinium PY back to Infinium FB

To allow cash back, you must set up a cash back income code through *Update Income Controls* in Infinium PY and indicate in Infinium FB that cash back is allowed. You can establish the credit value through the *Update Employer Controls* function or create a custom program to establish the dollar value of each credit.

For more information about the various Infinium FB spending account functions, refer to the chapter in this manual entitled "Working With Spending Accounts."

Recouping Additional Costs

In flexible benefits processing, it is important that employers have the means to recoup the additional costs of benefits when employees spend credits beyond the number allocated by the employer. These are the additional costs that the employee becomes responsible for due to his or her benefit selections. In Infinium FB, you recoup costs using the following two Infinium PY deduction codes:

- FLEX1 - Pre-tax amounts
- FLEX2 - Post-tax amounts

To recoup additional costs for pre-tax deductions, you must use FLEX1. To recoup additional cost for post-tax deductions, you must use FLEX2. For additional information about FLEX1 and FLEX2, refer to the “Setting Up Plans and Benefits” chapter in this guide.

Interfacing with Infinium PY

There are six interface functions in Infinium FB to update records in Infinium PY. You may have to perform the first five of the functions below on a regular basis.

- Mass Update Flex Cost Deductions
- Update Spending Account Deductions
- Extract Spending Account Contributions
- Update Paid Cash back
- Update Excess Group Life Coverages
- Post and Print Reimbursement Checks
- Post and Print Prior Year Reimbursements

These are important features of Infinium FB since a major aspect of Infinium FB is its ability to automatically create and update appropriate employee payroll deduction and income records in Infinium PY.

Mass Updating Flex Cost Deductions

If the total cost of an employee's pre-tax flexible benefits coverage exceeds any employer provided flexible credits, the employer can recoup the additional cost involved on a per pay period basis via special payroll deductions defined for this purpose. You can deduct the additional cost from the employee's pay on either a pre-tax or post-tax basis.

The second part of this interface function involves the processing of employees who have elected to purchase and have been enrolled in post-tax flexible benefits plans. These flexible benefits plans include dependent life and may include AD&D, Disability Insurance Plans, and Supplementary Life Insurance. You define these plans in Infinium FB by assigning a separate payroll deduction on the plan control for each.

The interface function *Mass Update Cost Deductions* processes all employees with additional flexible benefits costs. This function also creates or updates payroll deductions in Infinium PY, including the deactivation of a canceled enrollment, and produces a register of all changes made.

Updating Spending Account Deductions

This interface function processes all employees with spending account enrollments and creates or updates employee payroll deductions, including the deactivation of a canceled enrollment in Infinium PY. The system produces a report showing all changes.

Extracting Spending Account Contributions

This function processes all employees enrolled in a spending account and extracts from payroll deduction history the amounts of the voluntary salary contributions. For employees who have elected to make voluntary salary contributions to their spending accounts each pay period, you must establish payroll deductions so that the correct amounts are withheld from the employee's pay.

To maximize Infinium PY pay cycle performance, the pay cycle (although deducting the correct amounts) does not actually deposit these amounts into the employee's spending account. You must use the *Extract Spending Account Contributions* interface function to deposit the voluntary salary contributions into spending accounts.

Posting and Printing Reimbursement Checks

The system will use the income assigned to the plan control for dispersing reimbursements. The system treats this income as any other payroll income except for the system wage basis. The system requires that special cycles be used for the purpose.

The system includes all spending account reimbursements when you run the close to general ledger in Payroll and process period ending functions. Refer to the *Infinium Payroll Guide to Controls* and *Infinium Payroll Guide to Processing*.

Posting Prior Year Adjustments

Infinium FB provides two functions that allow you to post prior year adjustments: *Trial Post Prior Year Reimbursements* and *Post and Print Prior Year Reimbursement Checks*. These two functions work the same as the *Trial Post/Print Reimbursement* functions, except that the functions adjust all

prior year totals within Infinium FB and Infinium PY, as well as the prior fourth quarter.

Calculating Excess Group Life

Infinium FB provides two functions that record life insurance coverages information to Infinium PY. The system uses the pre-tax life insurance as annual imputed value calculations. When you process excess group life calculations by deduction reporting group, the system includes the total coverage amount in the imputed value amounts.

For more information about the Infinium PY interface functions described above, refer the section of this manual entitled “Payroll/Flexible Benefits Processing.”

Adjusting for Lifestyle Changes

Lifestyle changes are mid-year changes that include marriage, divorce, legal separation, birth or adoption of a child, and changes in employment status that affect an employee’s benefit needs in any given flexible benefits year. Those employees that have experienced a lifestyle change may alter their originally selected flexible benefits options. Infinium FB allows you to make changes to enrollment records and to correctly account for and process any resulting differences in flexible benefits costs and unused credit allocations.

Calculating Excess Group Life

Premiums paying for \$50,000 or less of life insurance coverage are not taxable for the employee. However, coverage offered to the employee in excess of \$50,000 with the premiums paid for by the employer carry a tax on those premiums as a fringe benefit to the employee.

The government provides a premium rate table that you must use to determine a fair premium rate for the coverage in excess of \$50,000. For this purpose, you must add together the face value (coverage amounts) of all life insurance policies of an employee to determine the total amount of coverage the employee is receiving. You then subtract \$50,000 from the total amount. The difference is matched against the federal table (grouped by age brackets) to determine the premium for the coverage. These premium dollars are given to the employee as a fringe benefit and the tax rate is determined on that premium amount. The employee pays that tax.

If the employee pays for a portion of the premium, you subtract the amount the employee pays from the premium amount to determine the amount the employer paid.

To create the excess group life income, you must use the pay cycle *F@IN in Infinium PY. Once the system calculates the imputed value, the system stores that value in the employee's income control record. The system calculates the entered value through the *Annual Exc. Group Life Calculation* function in the Infinium PY system.

Although you can determine the taxable amount periodically throughout the year, you generally perform these procedures at year end to coincide with all other year end operations that you perform for each employer.

Pre-tax insurance plans do not have deduction codes. This means that the system does not have a link to Infinium PY. When you run the annual excess group life calculation, you must create a special deduction code for pre-tax flexible benefits plans and make the total insurance coverage available to this calculation.

You assign this deduction code to the deduction reporting groups for processing using the *Trial Update Excess Group Life* and *Mass Update Excess Group Life* functions.

For additional information about calculating excess group life, refer to the section in this manual entitled "Payroll/Flex Processing."

Coordinating with Your Payroll Department

Several tasks in this manual refer to Infinium PY functions. These include:

- Creating flexible benefits cost deduction code values
- Creating spending account deductions
- Creating cash back income
- Creating cycle controls (*SARC and *SA##)
- Creating reimbursement income (reimbursement income is not processed through payroll, but it is paid through payroll)
- Extracting spending account contributions
- Updating unused credits

Coordinate with your Payroll Department to complete these tasks.

Infinium FB Process

The flowchart, shown in Figure 2-1, summarizes the process involved in using Infinium FB.

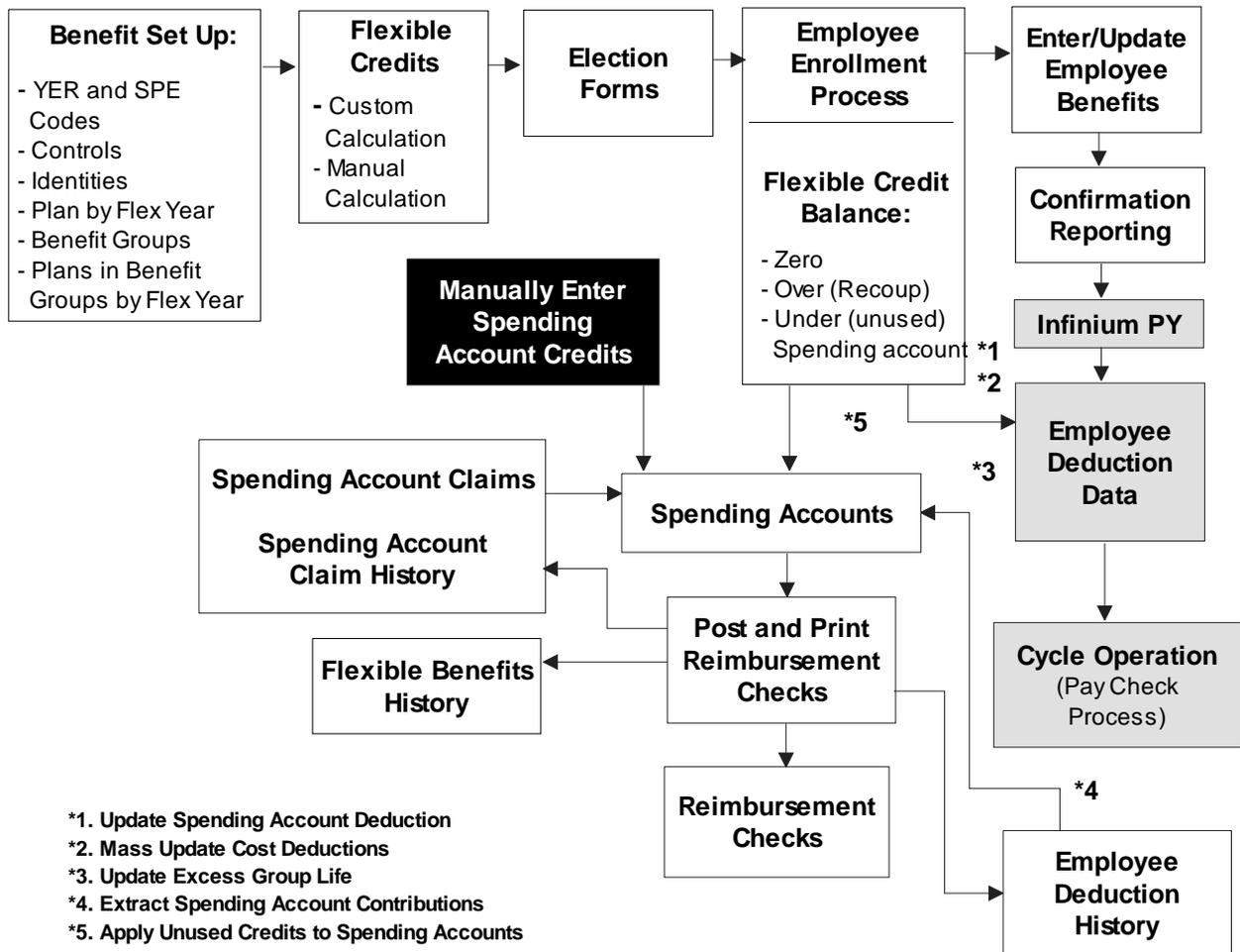


Figure 2-1: Flexible Benefits Process Summary Using Infinium FB

Summary of Tasks for Processing Employee Flexible Benefits

The steps listed below summarize the employee flexible benefits process. The steps are listed in the order they should be performed.

- 1 Create the new flex year by setting up the YER and SPE code values.
 - 2 Establish your benefit controls.
 - 3 Set up cash back conversion formula.
 - 4 Create the necessary benefit IDs.
 - 5 Create benefit plans.
 - 6 Create benefit groups.
 - 7 Attach plans to benefit groups by year.
 - 8 Give employees annual credits.
 - 9 Print election forms.
 - 10 Enroll employees in flexible benefits plans.
 - 11 Allocate unused credits.
 - 12 Recoup additional costs.
 - 13 Print confirmation forms.
 - 14 Distribute spending account credits to employees.
 - 15 Process claims (claim history).
 - 16 Process claim reimbursements.
 - 17 Process cancellations.
 - 18 Enter lifestyle changes.
 - 19 Process voids.
-

20 Process excess group life.

21 Perform tasks for new year preparation.

Notes

Chapter 3 Setting Up Plans and Benefits

3

Before you enroll employees in the various Flexible Benefits plans you offer, you must set up the supporting codes and controls in Infinium PY and Infinium HR and the primary benefit plan controls in Infinium FB.

This chapter provides an explanation for setting up each of the controls.

The chapter consists of the following topics:

Topic	Page
Overview of Setting Up Plans and Benefits	3-2
Setting Up Infinium PY Controls	3-4
Updating Employer Codes	3-7
Updating Benefits Controls	3-9
Updating Benefit Identities	3-17
Updating Benefits Plans	3-23
Defining and Assigning Benefit Groups	3-50
Updating Insurance Age Rates	3-55

Overview of Setting Up Plans and Benefits

To set up Infinium FB controls, you use the following *Master Files* functions:

- *Update Employer Codes* (in Infinium PY or Infinium HR)
- *Update Cycle Controls* (in Infinium PY)
- *Update Income Controls* (in Infinium PY)
- *Update Deduction Controls* (in Infinium PY)
- *Update Benefit Controls*
- *Update Benefit Identities*
- *Update Benefits Plans*
- *Update Benefit Group Controls*
- *Update Plans in Benefit Groups*
- *Update Insurance Age Rates*

Once you have set up your flexible benefit controls, you can begin processing employee benefits. Employee flexible benefits processing functions include:

- *Calculate Employee Credits*
- *Modeling Employee Benefits*
- *Enter Employee Benefits*
- *Mass Enroll Employees*
- *Update Employee Benefits*

Objectives

After completing this chapter, you should be familiar with how to establish the Infinium PY, Infinium HR and Infinium FB controls required for processing employee flexible benefits. The controls discussed in this chapter that affect flexible benefits processing are:

- Payroll deduction codes
 - Reimbursement cycles
 - Spending account income and deduction codes
 - SPE and YER Employer codes
-

- Employer benefit controls
- Benefit identities
- Benefits plans
- Benefit groups
- Insurance age rates

Setting Up Infinium PY Controls

Before you begin enrolling employees, you must make sure that the controls in Infinium PY are properly set up. This includes setting up income and deduction codes and creating payroll cycles.

Creating Income and Deduction Codes

To process flexible benefits, you must create income and deduction codes in Infinium PY. You create deduction codes on post-tax plans and spending accounts that you assign to employees for their contributions. You create income codes to assign them to spending accounts for reimbursement.

If you use the cash back feature, you must create an income that you can use to track the funds that will be returned to the employee.

Creating Flex 1 and Flex 2 Deduction Codes

In flexible benefits processing, it is important that employers have the means to recoup the additional costs of benefits when employees spend credits beyond the number allocated by the employer. These are the additional costs the employee becomes responsible for due to his or her benefit selections. In Infinium FB, the system calculates or recoups costs using the following two Infinium PY deduction codes:

- FLEX1 - Pre-tax amounts
- FLEX2 - Post-tax amounts

FLEX1 and FLEX2 are not plan specific and have no connection with spending accounts or post-tax plans. The system uses these two deduction codes only to recoup the additional cost of flexible benefits from the employee's paycheck. An employee can elect to have the additional costs either pre-tax (FLEX1) or post-tax (FLEX2), but not both.

For pre-tax deductions recouping additional costs, you must use FLEX1. For post-tax deductions for recouping additional costs, you must use FLEX2. Keep in mind, however, that you only use FLEX1 and FLEX2 to indicate that the deductions are pre- or post-tax. There are a number of factors that determine whether the deduction is a pre- or post-tax deduction. Refer to the *Infinium PY Guide To Controls*.

Assigning Flex 1 and Flex 2

The employee must decide whether the additional cost will be deducted on a pre-tax or post-tax basis. Based on the employee's decision, you must type 1 (pre-tax) or 2 (post-tax) in the *Tax Basis* field on the Enter Additional Cost Data screen in *Update Employee Benefits*.

Spending Account and Post-tax Plan Deductions

In addition to the FLEX1 and FLEX2 deduction codes, you must set up deduction codes in Infinium PY to handle:

- Spending accounts
- Post-tax plans

Spending accounts

A before tax deduction is required for Health Care, Day Care and Legal spending accounts. You specify the deduction on the plan control, and the system uses it to collect employee's contributions. These contributions are returned to the employee when a claim has been made and reimbursed.

Post-tax plans

Post-tax plans are typically plans that are not allowed as pre-tax plans by the government, such as dependent life.

Infinium FB does not use credits to pay for any plan that has a deduction assigned to its control.

Creating Income Codes

You must set up income codes in Infinium PY to handle:

- Spending accounts
- Cash back

Spending Accounts

For Health Care, Day Care and Legal spending accounts, you must create and assign an income code that you created specifically for the benefits plan. The system uses the income to reimburse the employee for claims made against funds that were deducted using the deduction code assigned on the same plan.

The spending account income is like any other income in payroll, except for the system accumulators it fills. The income does not populate the *Gross and *Wage accumulators. It only adjusts the *Net accumulator.

Cash back

To process cash back, you must place an income code on the Flexible Benefit control. This income should be specific for cash back. It will be taxed normally and be processed during a regular payroll cycle.

Creating Pay Cycles

Before processing reimbursement checks, you must first set up controls for the following two pre-defined pay cycles.

- *SARC - this is the regular reimbursement cycle that you use to run flexible benefit reimbursements during the current flexible benefits year.
- *SA## - this is the cycle you use to run reimbursements or corrections for the previous flexible benefits year.

For more information about setting up cycle controls, refer to the *Infinium Payroll Guide to Controls*.

Updating Employer Codes

Before you can enter claims for your employees, you must assign a code value to the Spending Account (SPE) code type. The system uses the SPE code type to determine the type of claim you are entering. In addition, before you can enter flexible benefit plans, you must assign a value to the Year (YER) code type. The system uses YER as the default year. You update both these codes through the *Update Employer Codes* function in Infinium PY or Infinium HR.

SPE Code Type

The SPE code values are used specifically for dependent care, health care, or legal care. The values that you assign to this code identify the purpose of the spending account claims: for example, day care reimbursement or elder care reimbursement.

The system uses the SPE code value to track the type of claim for which the employee is being reimbursed. You cannot process claims without first setting up the values for the spending account code. If you do not know all the code values you will need for the year, you can set up a generic code value to start, and then create additional code values as you need them throughout the year.

YER Code Type

The system uses YER to specify the flexible benefits year. The YER code values provide a way to group information by year thus, avoiding mixing up information from different plan years. Using YER code values allows you to enroll employees in plans for the next flexible benefits year while working in the current flexible benefits year. You can even be working in and reimbursing people from different plan years.

You can set up the YER code value in a variety of ways. For example, you can use 2003/2004 or 2004 or flx04. However, you should establish values for this code in complete year format (that is, 2004, 2005, 2006), since the system edits this value against the calendar year on the employer control in Infinium PY and Infinium HR.

Regardless of the YER code value that you assign to the claim, the system checks against the employer controls when processing claims to determine the current flexible benefits year. The system compares the value in the flexible benefits year against the calendar year in the employer control in Infinium PY and Infinium HR. If they do not match, you cannot produce reimbursement checks.

The YER code that you enter in the employer control serves as the default year. If you enter the year in employer controls, you do not have to enter it when entering employee benefits enrollments, when creating plans, or when assigning plans to benefit groups.

Updating Benefits Controls

Overview

If your company has multiple employers who will use Infinium FB, you must set up benefits controls for each of them. The information included in the benefits controls record that you create for each employer identifies:

- Whether the employer has Infinium PY installed
- The default flexible benefits year
- The credits program being used
- Whether the control benefits record is a flexible benefits control record or a benefits administration control record
- The eligibility basis: whether the regular or adjusted date of hire is used when calculating eligibility dates during benefit enrollments
- Whether the employer can edit multiple plan enrollments
- The default benefits identities
- The conversion formula(s) used
- Unused benefits credit options
- Income for cash back

This section discusses the tasks you must complete to create or update flexible benefits controls.

Updating Benefits Controls for Your Employers

To update benefits controls, perform the following steps:

- 1 From the Infinium FB main menu select *Master Files*.
 - 2 Select *Update Master Files*.
 - 3 Select *Update Benefits Controls [UBC]*. The system displays a screen similar to Figure 3-1.
-

```
5/08/03 09:36:20 Update Employer Benefit Controls PRGKCMF PRDKCMF
-----
Employer . . . . . GM +
-----
F3=Exit F4=Prompt F10=QuikAccess F18=Message line
```

Figure 3-1: Update Employer Benefit Controls prompt screen

- 4 Use the information provided in the field description below to complete the field on this screen.

Employer

Type a valid employer code value, up to 3 characters, in this field, or press F4 to select from a list of valid employer codes. The code value that you enter in this field must already be defined through the *Update Employer Controls* function in Infinium HR or Infinium PY.

- 5 Press Enter. The system displays a screen similar to Figure 3-2.

```

5/08/03   09:36:43   Update Employer Benefit Controls   PRGKCMF   PRDKCMF
-----
Page 1 of 2
Employer . . . . . GMR   GALE TEST
PY2000 installed . . . 1 0=No, 1=Yes   Flex benefits . . . . 1 0=No, 1=Yes
Default flex year . . . ^^^^   Eligibility basis . . 1 1=DOH, 2=ADOH
Update PY deductions 1 0=No, 1=Yes   Edit mult. plans . . 0 0=No, 1=Yes
Credits program . . . _____

Flexible Benefit Identities
Medical care . . . . FMD +   Dental care . . . . FDN +
Vision care . . . . VSA +   Prescription drug . . PD +
Life insurance . . . . FLI +   Long term disability ____ +
Dependent life . . . . ____ +   Accidental D & D . . FAD +
Personal leave . . . . ____ +   Vacation . . . . ____ +
Spending account . . . . SPE +   Short term disability ____ +

-----
F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F18=Message line  F22=Delete
    
```

Figure 3-2: Update Employer Benefit Controls screen (Page 1 of 2)

6 Use the information below to fill in the fields on this screen.

Employer

The employer code defaults from the first Update Employer Benefits Controls screen. The code cannot be changed on this screen. To change the employer code, return to the previous screen.

Infinium PY installed

Type **1** if Infinium PY is installed. Type **0** if Infinium PY is not installed.

If it is, and you type **1** in the *Update Payroll Deductions* field, Infinium FB edits deduction and income codes against those existing in Infinium PY. In addition, Infinium FB will process the reimbursement of spending account claims.

Flex benefits

Type **1** in this field for yes.

Default flex year

Type the year you want Infinium FB to use as the default flexible benefits year value on employee benefits and dependents and beneficiaries screens. Entering a year value in this field can help increase the performance of most

flexible benefits functions because you do not have to enter a year value each time.

Caution: Since you will probably still be updating prior year employee records after the new flexible benefits year has started, you must be very cognizant of the date that is entered in the *Flex year* field in the function with which you are working.

Since flexible benefit plans are year dependent, if you attempt to update an employee record for the prior year, and the default in the *Flex year* field is the current flexible benefits year, you will be updating the wrong employee record. The reverse is also true.

Leave this field blank to require that the flexible benefits year is entered each time that you update employee records.

You must first create the year code value (YER) in *Update Employer Codes* in either Infinium HR or Infinium PY before typing it in this field. You must change the YER code value at the beginning of each year.

Eligibility basis

Type **1** if employee eligibility for flexible benefits begins on the date of hire (DOH). Type **2** if eligibility begins on the adjusted date of hire (ADOH). If no adjusted date of hire exists, the system defaults to the date of hire.

You use the eligibility basis in conjunction with eligibility days and set up eligibility days individually with every plan. This determines the employee's actual beginning eligibility enrollment date.

Update PY deductions

Type **1** if you want Infinium FB to update the following Infinium PY deduction amounts: spending account contributions, additional flexible benefits costs, and post-tax plan costs. If you are not using Infinium PY and want the flexible benefits application to perform the update, you must create your own custom program to do so. Type **0** in this field if you do not want Infinium FB to update Infinium PY or if Infinium PY is not installed.

Edit mult. plans

When you create a benefits identity in which an employee can enroll in only one plan, Infinium FB can verify this to ensure that the employee is only enrolled in one plan. If you want Infinium FB to verify that restriction, type **1**. If you allow employees to enroll in multiple plans within an identity (for example, medical), type **0**. If you enter **1**, you can use this function at the benefit ID. If you enter **0**, you are turning this function off.

A value of zero improves the speed of the enrollment process. However, **0** also means that an operator has no restrictions on the number of plans within an identity into which an employee can be enrolled. The system ignores any entry on the Benefits Identity Multiple Plan.

For more information about benefits identities, refer to the section of this manual entitled “Updating Benefits Identities.”

Credits program

Use this field to enter the name of the custom program your company uses for calculating credits allocated to each employee. Type the program name of the custom program designed to calculate credits to be allocated to each employee. The program must already exist before you can enter it here.

When you run the *Calculate Employee Benefit Credits* function or press F5 on the Update Employee Benefits screen, the system calls the program that you enter here. Your programming staff should refer to the Technical Notes contained in the Appendix to obtain the necessary parameters for the custom program. Remember, when you create the program, the system needs a CUG prefix. However, do not include the CUG prefix in this field.

Flexible Benefits Identities

The identity codes you enter in the fields listed below serve as the default identity for the associated benefit on the Enter Employee Flexible Benefits screen in the *Enter Employee Benefits* function. The following are the benefit categories that are available to you in Infinium FB. These are the only IDs that Infinium FB supports:

- *Medical care*
 - *Vision care*
 - *Life insurance*
 - *Dependent life*
 - *Personal leave*
 - *Spending account*
 - *Dental care*
 - *Prescription drug*
 - *Long term disability*
 - *Accidental D & D*
 - *Vacation*
 - *Short term disability*
-

You can override these default values on the Enter Employee Flexible Benefits screen if the employer has more than one identity per benefit type. You must use the *Update Flex Benefit Identities* function to enter them here.

Type the benefit identity code value you want to use as a default in the fields next to the identity name, respectively, or press F4 to select from a list of valid benefits identities. You must enter the spending account identity here.

- 7 When you have completed the fields on this screen, press Enter. The system displays a screen similar to Figure 3-3.

You cannot create the benefit plan controls until you create the Flexible Benefit Employer and Identities. You must leave these spending account fields blank until you complete that process.

```

5/08/03   09:37:04   Update Employer Benefit Controls   PRGKCMF   PRDKCMF
-----
Page 2 of 2
Employer . . . . . : GMR   GALE TEST

Unused Benefit Credit Options
1. User defined . . . _____
2. User defined . . . _____
3. User defined . . . _____
4. Health care . . . MEDSP +
5. Dependent care . . DEPSP +
6. Legal services . . . _____ +
7. Cash . . . . . CBACK +

Conversion Formula
1 Credit equals . . . 1.00           Custom calc. pgm. . . _____

-----
F3=Exit F4=Prompt F10=QuikAccess F12=Cancel F18=Message line F22=Delete

```

Figure 3-3: Update Employer Benefits Controls screen (Page 2 of 2)

Unused Benefit Credit Options

Use this screen to identify the spending accounts that the company uses. Once you have finished, you can distribute employee unused credits into these spending accounts through the *Enter Spending Account Credits* function under *Spending Acct/Cash Operations*.

Infinium FB allows you to distribute flexible benefits credits in up to six different spending accounts and a cash account for each company. Three of these spending accounts are legally defined; three are user defined. Only the

legally defined spending accounts and the cash account interface with Infinium PY. The information that you enter into user defined fields does not.

To enter flexible benefit plans, you must have an ID and a spending account entered on the Update Employee Benefit Controls screen Figure 3-2.

Employees can direct some of their unused flexible benefits credits (or voluntary salary contributions) into one or more of these spending accounts, depending on the plans defined for the company that you are setting up. Not all companies offer the same benefits plans.

- 8 Use the information below to fill in the fields on this screen.

User defined

You use the first three fields (1-3) on this screen to define spending accounts for distributing flexible benefits credits. For example, you can set up one of these spending accounts for unused credit allocation.

Type the description of your user defined spending accounts in these fields, up to 30 characters. Infinium FB uses them when displaying or listing unused benefits credits options. You can leave any or all of these fields blank if they do not apply to you.

If you elect to use any of these user defined spending accounts, you must track all activity and enter payroll details into Infinium PY yourself. The user defined spending accounts do not interface with Infinium PY.

Health care, Dependent care, Legal services

Options 4-6 are legally defined spending accounts, also called reimbursement accounts. Each of these accounts (Health Care, Dependent Care, and Legal Services) requires its own benefit plan code value, which you establish using the *Update Flexible Benefit Plans* function.

Refer to the section of this guide entitled "Updating Benefit Identities" for information about benefit identities.

When you have defined the necessary benefits plans, you must enter the appropriate plan codes in these spending account fields. Plan codes identify:

- the spending account to which the employee's unused benefit credits should be distributed
 - the spending account to which plan's voluntary salary contributions can be made
 - the spending account from which reimbursements paid should be deducted
-

Cash

Type the income control established in Infinium PY for tracking and dispersing flexible benefits credits converted to cash. Press F4 to select from a list of valid code values.

You must first create the income control code value through the *Update Income Controls* function in Infinium PY. You should set up this income control as Method 1 (flat amount) with the *Income Amount* and *YTD Limit* fields left blank so that the system fills these fields.

Conversion Formula

Use either of the following two fields to convert credits to cash:

1 Credit equals

Type the dollar value associated with converting one benefit credit to cash.

For example, if one credit equals .50, then each unused flexible benefits credit has a cash back dollar value of \$.50. If you enter unused credits equal to 500 into the Cash account through the *Enter Employee Benefits* or *Update Employee Benefits* enrollment functions, and you press F5, the system converts the credits into a cash dollar amount of \$250.00 (.50 x 500 = 250).

Custom calc. pgm

If you are using a custom program to replace the credit conversion formula associated with the field for *1 Credit equals*, type the 1-5 character name of your custom program in this field.

You can use this field as a user exit field in special credit conversion scenarios. For example, 1 credit = pay rate, years of service, and so forth.

- 9 When you have completed this screen, press Enter. This completes the update of employer benefit controls.
-

Updating Benefit Identities

Overview

Once you have defined your employer benefit controls, you define the benefits identities. Benefits identities represent the types of benefits, such as medical or dental benefits, associated with a specific carrier. In Infinium FB, you must express benefit types as identities.

The identity is a general category to which you must assign a benefit plan. Refer to the section “Updating Benefit Plans” in this guide for more information about benefit plans.

You need at least one identity for each benefit type (one for medical, one for dental, one for vacation, and so forth). You will need more than one identity for a benefit category if multiple carriers are involved, since you can only have one carrier for each benefit identity.

Benefit identities are not year sensitive. That is, you do not have to re-establish the controls for benefit identities from year to year.

Infinium FB supports the following benefit identities:

- Medical
- Dental
- Life Insurance
- AD & D (Accidental Death and Dismemberment)
- Vision Care
- Prescription Drug
- Dependent Life
- Disability Insurance
- Personnel Leave
- Vacation Purchase/Exchange
- Spending Accounts/Reimbursement Accounts

When you create benefit identities, you provide a description of the benefit identity and some control data. The control data identifies the fields that the

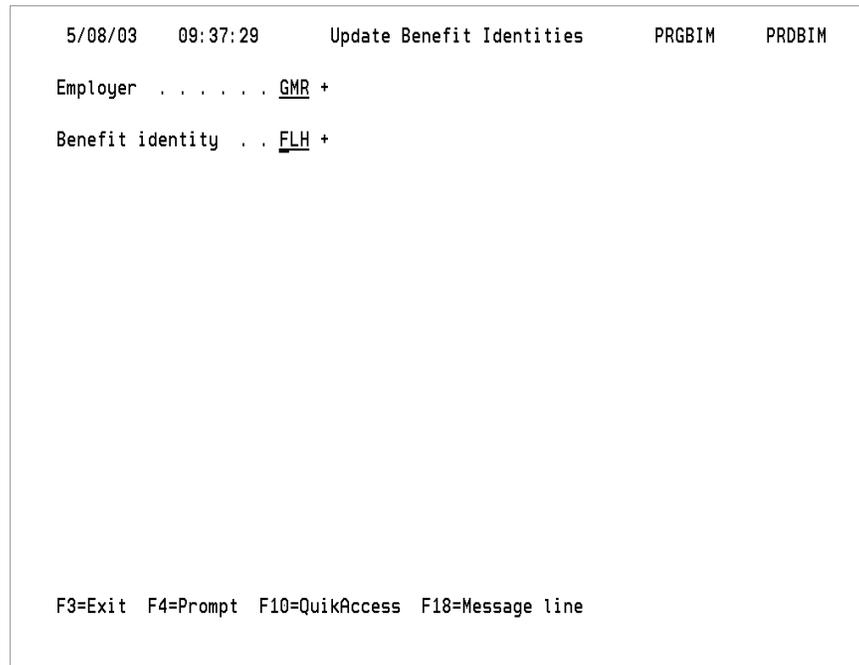
system displays on a specific benefit identity screen, the status of the benefit identity, the benefit plan requirements, and the carrier.

Since you can also set up identities for regular, no-flexible, benefits in Infinium HR, the benefit identities you set up in Infinium FB should be unique to Infinium FB. For example, you could begin all flexible benefit identities with a number and all regular benefit identities with a letter. Do not use benefit identities that you created in Infinium HR.

Establishing Benefit Identities

To create benefit identities, perform the following steps:

- 1 From the Infinium FB main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Benefit Identities [UBI]*. The system displays a screen similar to Figure 3-4.



```
5/08/03  09:37:29      Update Benefit Identities      PRGBIM      PRDBIM
Employer  . . . . . GMR +
Benefit identity . . FLH +

F3=Exit  F4=Prompt  F10=QuikAccess  F18=Message line
```

Figure 3-4: Update Benefit Identities prompt screen

- 4 Use the information below to fill in the fields on this screen.

Employer

Type a valid 1-to-3 character employer code in this field, or press F4 to select from a list of valid employer codes. The code you enter in this field must already be defined in the *Update Employer Controls* function in Infinium HR or Infinium PY.

Benefit identity

Type the 3-character alphanumeric code value in this field that you want to use to represent the category of benefit for which you are creating the benefit identity, for example, **MED** for Medical. If you are updating an existing identity code, you can press F4 to select from a list of existing benefit identity code values.

The alphanumeric combination that you enter in this field determines the order in which the system displays the identities, and therefore the benefit plans on the enrollment screens. For example, if you want to display the Life Insurance plan directly above Dependent Life, the identity codes must be sequential, in alphanumeric order.

- 5 When you have completed this screen, press Enter. The system displays a screen similar to Figure 3-5.

```

5/08/03   09:38:29   Update Benefit Identities   PRGBIM   PRDBIM

Employer . . . . . : GMR   GALE TEST

Benefit identity . . : FLH

Description . . . . . FLEX LIFE/HIPAA

Benefit type . . . . . 01   LIFE INSURANCE
Status . . . . . 1   0=Suspended, 1=Active
Plan required? . . . . 0   0=No, 1=Yes
Emp. multiple plans . 1   0=No, 1=Yes

Carrier name . . . . . FLEX LIFE FOR HIPAA TEST
Address . . . . . _____
City . . . . . _____
State or province . . .    +
Postal code . . . . . _____
Telephone . . . . . _____
Comments . . . . . _____

F3=Exit F4=Prompt F10=QuikAccess F12=Cancel F18=Message line F22=Delete
    
```

Figure 3-5: Update Benefit Identities screen

- 6 Use the following information to complete the fields on this screen.

Description

Type a 1-to-55 character description of the benefit identity, for example, Medical Insurance.

Benefit type

The 2-character values for this field are pre-defined by Infinium FB. The benefit type that you enter determines the fields that the system displays on the benefit plans screens associated with the identity. These values also determine how these plans are processed.

For example, if you are creating a life insurance identity, you would choose benefit type **01**. This ensures that the system displays the benefit plan screen with fields for entering premium rates, coverage factors, and so forth.

Note: Keep in mind that you do not have to use benefit ID types only for the benefit with which they are normally associated. Review all the fields offered by the different types to see which ones best meet your needs. For example, a type 02 benefit ID value, normally associated with AD&D, may actually meet your needs for a special medical plan.

If you make a mistake, you can delete the identify code and re-enter the correct information or change the control. Valid benefit type values are:

01	Life insurance
02	AD & D
03	Medical
04	Dental
05	Short Term Disability
06	Long Term Disability
07	Dependent Life
08	Retirement/Profit Sharing
09	Survivor Income
10	Savings (% of pay)
11	Vision Care
12	Personal Leave

13	Vacation Days
14	Spending Accounts (Dependent Care, Health Care & Legal services)
17	ESOP - Employee stock ownership
18	Miscellaneous benefits
19	Savings (flat amounts)
20	Prescription Drug

Benefit types 12, 13, and 20 apply to Flexible Benefits only.

Status

You can set up benefit identities for immediate use or for use at some point in the future. For existing identities, you can use this field to suspend an active identity. If this is an active identity available for assigning benefit plans, type **1** in this field. If this benefit is for future use or if you are suspending the identity, type **0**.

The *Status* field is for information purposes only. It does not affect any other part of the system or cause the system to perform any action.

Plan required?

This field is for future use. You will use this field to specify whether an employer requires its employees to enroll in at least one plan under this identity. However, this feature is not currently implemented in Infinium FB.

Emp multiple plans

Type **1** in this field if an employee is allowed to enroll in more than one plan associated with this benefit identity. Type **0** to prevent employees from enrolling in more than one plan associated with this identity (for example, more than one medical plan).

Note: To edit the *Multiple Plan* field in employer benefit controls, you must type **1** in the *Employee Multiple Plans?* field.

Carrier name, Address, City, State or Province, Postal code, Telephone

Type the appropriate carrier information in the remaining fields. The system uses this information when you create insurance reports.

- 7 Press Enter to save the benefit identity information. The system returns to the Update Benefit Identities prompt screen.
 - 8 Repeat steps 4-7 for each benefit identity for your employer.
 - 9 After you have established all the identities, you can return to the *Update Employer Controls* function to enter the employer default identities for your employer controls.
-

Updating Benefits Plans

Overview

The benefit plan control defines specific data about each benefit plan that the employer offers. You must define a benefit plan control for each benefit plan that the employer offers during the flexible benefits year. Infinium FB supports unlimited benefit plans.

You must also define the flexible benefits plan within one of the benefit identities that you established for the employer. This link provides the fields appropriate to the plan that you are establishing and identifies the carrier. The plan control screen that you see will vary by type of benefit, allowing you to enter basic control information specifically relating to the benefit plan. A plan can contain:

- flexible benefit plan costs
- eligibility requirements
- premium rates
- coverage guidelines
- deduction data

For information about benefit identities, see the previous section of this guide entitled, "Updating Benefit Identities."

You must link the plan to the flexible benefits year to ensure that the data that you enter applies to only that year. For example, you can create plan controls for MED1, 2001 while MED1, 2000 is still active.

For insurance plans, such as Life, AD&D, and Disability Insurance(s), where the premium rate can vary by age of covered employee, associate an age/rate table with the plan control. This ensures that the system calculates the correct premium. Refer to the *Rate code* field description later in this section.

Defining Benefit Plans

Follow the steps below to define a benefit plan. The benefit types described in the section “Establishing Benefit Identities” provide a guideline for this explanation. You can have an unlimited number of plans of each benefit type.

- 1 From the Infinium FB menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Benefit Plans* [UBP]. The system displays a screen similar to Figure 3-6.

```

5/08/03   09:15:15           Update Benefit Plans           PRGBPMY   PRDBPMY
-----
Employer . . . . . GMR +
Benefit identity . . . . . FLI +
Benefit plan . . . . . LIFE1 +
Flex year . . . . . 2001 +

-----
F3=Exit  F4=Prompt  F8=Copy  F10=QuikAccess  F18=Message line

```

Figure 3-6: Update Benefit Plans prompt screen

- 4 Use the information below to fill in the fields on this screen. All of the fields below are required.

Employer

Type a 1-to-3 character employer code, or press F4 to select from a list of valid employer codes. You must already have established benefit controls for the employer through the *Update Employer Controls* function.

Benefit identity

Type a valid benefit identity code, up to three characters, or press F4 to select from a list of valid Benefit Identity codes.

Benefit plan

Type a plan code value in this field, up to five characters, or press F4 to select from a list of existing benefit plan codes. If you are creating a new benefit plan, type a code that best identifies the plan that you are creating for easier recognition.

Flex year

Type the code value that identifies the flexible benefits year that you want to associate with this plan. You must use an existing value for code type YER, which you create through the *Update Employer Codes* function under *Master Files*.

- 5 When you have completed the Update Benefit Plans prompt screen, press Enter. The system displays one of four update screens.

Each benefit plan that you create is one of four plan types. Depending on the benefit identify that you entered, the system displays one of four update screens. The four types of screens are:

- Life Insurance, AD&D, and Disability (update screen 1)
- Medical, Dental, Vision, Prescription Drug and Dependent Life (update screen 2)
- Vacation and Personal Leave (update screen 3)
- Spending Accounts (update screen 4)

Updating Life Insurance, AD&D, and Disability Plans

If you entered a benefit identity for life insurance, AD&D or disability, the system displays a screen similar to Figure 3-7.

This screen includes fields specific to:

- life insurance
 - accidental death and dismemberment
 - disability insurance
-

```

5/08/03   09:23:19   Update Life Insurance Plans   PRGBPMY   PRDBPMY
-----
Employer . . . . . : GMR   GALE TEST
Benefit identity . . : FLI   FLEX LIFE
Benefit plan . . . . : LIFE1
Flex year . . . . . : 2001

Effective date . . . : 1012001
Description . . . . . : LIFE 1
-----
Status . . . . . : 1 0=Inact.,1=Active Flex Plan? . . . : 1 (0=No, 1=Yes)
Required plan? . . . : 0 (0=No, 1=Yes) Benef./Depend . . : 0 (0=No, 1=Yes)
Auto entry? . . . . : 0 (0=No, 1=Yes) Auto cancel? . . : 0 (0=No, 1=Yes)

Eligibility type . . : 1 (1,2) Eligibility days. ____
Cancel type . . . . . : - (1,2) Cancel days . . . ____
Insurance Line. . . . : ____ + Co-Insurance. . . _____.00
Co-Payment. . . . . : _____.00
Deduct (Indiv). . . . : _____.00 Deduct (Family) . _____.00

-----
F3=Exit F4=Prompt F10=QuikAccess F12=Cancel F18=Message line F22=Delete

```

Figure 3-7: Update Life Insurance Plans screen

You enter the effective plan date on this screen as well as plan controls.

- 6 Complete this screen as explained in the field descriptions below. All of the fields below are required:

Effective date

Type the effective date of the plan. This should be the first day of the plan year. For an insurance plan, this is the day the insurance is in effect.

If the flexible benefits year is for January 1, 2003, to December 31, 2003, you should enter the effective date as 010103. The date determines what the correct enrollment date should be. The system uses the effective date when prorating flexible benefits costs for lifestyle changes.

Note: If you entered an incorrect date on the plan and then correct the plan date, the system does not update the date for employees already enrolled. You must manually update the effective enrollment date for enrolled employees.

Description

Type a description of the plan. Since this description appears on most displays and reports, you should enter a description that best provides users and your employees with the most vital data about the plan.

Status

Leave the default value **1** if this is an active plan, and you are allowing enrollment into the plan at this time. Type **0** if this is not an active plan.

Flex plan?

Type **1** if this plan is a Infinium FB plan. This ensures that Infinium HR Benefits Administration does not process any data concerning this plan. This is a required field. Type **0** if this is not a Infinium FB plan. The default is **1**.

Required plan?

This field is not operational within Infinium FB.

Benef./Depend

Type **1** if this plan involves beneficiaries or dependents. This field controls whether the system displays a screen showing possible dependents/beneficiaries when an employee is enrolled into this benefit plan. The system displays these fields within the *Update Employee Benefits* function but not in the *Enter Employee Benefits* function. See the *Auto entry* field for more information.

Auto entry?

If you will not have to make manual entries when enrolling an employee into this plan, type **1** in this field. If you will need to make entries when enrolling employees, such as beneficiary data or specific deduction amounts, type **0** in this field.

When you type **1** in this field, the system does not display the Update Enrollment screen for this plan. Instead, to create the enrollment, you must type **5** next to this enrollment plan to select the record and then create the enrollment.

If you type **1** in this field and you type **1** in the *Benef/Depend* field, you can use a subfile screen to confirm and attach any Beneficiaries/Dependents. If you type **1** in this field and **0** in the *Benef/Depend* field, the employee is automatically enrolled upon selecting that plan as a benefit. You do not use the subfile screen.

Typing **1** in this field does not automatically enroll employees into the plan. You enroll employees by using the *Mass Enroll* function or the *Update Employee Benefits* function.

Auto cancel?

Type **1** if you want the plan enrollment canceled automatically when an employee is terminated. Type **0** if you do not want this plan canceled when an employee is terminated. See also *Cancel days* and *Cancel type*. This is a required field. If you enter **1**, you must enter a value in the *Cancel type* field. The *Cancel days* field is optional.

If you type **1** in this field, the termination date is the cancellation date of the plan plus the number of days, if any, entered in the *Cancel days* field.

If you type **1** in this field and the *Cancel type* value is **2**, the system will cancel the plan on the last day of the month plus the number of days, if any, entered in the *Cancel days* field.

Eligibility type

This field identifies how soon the employee is eligible for this plan. Use this field to specify the type of calculation you want to use to determine the eligibility date.

Type **1** to calculate the enrollment date by adding the number of eligibility days to the date the employee is eligible for this plan. The eligibility date is either the date of hire or an adjusted date of hire determined by the value you enter into the eligibility basis field.

The Eligibility basis is defined on the *Update Benefits Controls* function, discussed previously in this chapter.

Type **2** to specify that the enrollment date is the first day of the month following the employee's eligibility plus the number of eligibility days.

Eligibility days

The system uses the number you enter into this field to calculate the employee's enrollment date.

Type the number of days after the enrollment date or first day of the month following enrollment (defined in the *Update Benefit Controls* function for this employer) that the employee becomes eligible for this benefit. Leave this field blank if there are no additional days added to the enrollment date.

Cancel type

Type **1** if you want to base automatic cancellation on the number of days after the termination date shown in the *Cancel days* field. For example, if the termination date is the 15th of the month and the number of days entered in the *Cancel days* field is **5**, the cancellation will take effect on the 20th of the month.

Type **2** to base cancellation on the last day of the month following termination. The system adds the number of days shown in the *Cancel days* field to the last day of the month to determine the cancellation date. For example, if termination is on September 15th and the *Cancel days* field shows **5**, cancellation will take effect on October 5th. Refer to the *Auto cancel?* and *Cancel days* fields for information about cancel days.

If the *Auto cancel* field is set to **1**, you must enter a value in this field.

Cancel days

To cancel this plan after the employee's termination, type the number of days after termination you want to cancel the plan. A blank value signifies that cancel days begin on the day of termination. See the *Auto cancel?* and *Cancel type* fields described previously.

Insurance Line

Specify the value that identifies the type of insurance for this benefit plan.

Use code type ILC to define values for this field. Refer to the "Setting up and Maintaining Employer Code Values" chapter in the *Infinium HR Guide to Controls* for more information.

Co-Insurance

Type the co-insurance amount or limit for this plan.

Co-Payment

Type the co-payment amount that must be paid by the member for each office visit.

Deduct (Indiv)

Type the amount for which each individual covered by this plan is responsible. For example, if the deductible for each individual is \$100.00, type **100**.

Deduct (Family)

Type the total deductible amount for this plan. For example, if this employee's family is covered by this plan and includes five members and the maximum deductible for all covered members is \$300.00, type **300**.

- 7 Once you have completed the fields on this screen, press Enter. The system displays a screen similar to Figure 3-8.
-

```

5/08/03  09:23:47  Update Life Insurance Plans  PRGBPMY  PRDBPMY
-----
Employer . . . . . : GMR  GALE TEST
Benefit identity . . : FLI  FLEX LIFE
Benefit plan . . . . : LIFE1
Flex year . . . . . : 2001

                                Rates
Rate per 1000 . . . . : _____  Up to coverage of . _____
Excess per 1000 . . . : _____  Rate frequency . . . M  A,Q,M
Rate code . . . . . : *AGES          Age rate date . . . _____

Premium rate plan . . : _____ +
Post-tax ded. code . . : _____ +
Policy number . . . . : _____

                                Coverages
Coverage code . . . . : _____ -or- Coverage limit . . . _____
                                           -or- Base sal. factor . . . 1.0000
Rounding type . . . . : 1 0,1,2,3  Rounding amount . . . 1000
Freeze? . . . . . : 0 0=No, 1=Yes

-----
F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F18=Message line  F22=Delete

```

Figure 3-8: Update Life Insurance Plans screen

Rates for Insurance Plans

Use the Rates portion of the screen to establish the rate for the plan you are creating. The three ways to define rates for the benefit plan are:

- Rate per 1000
- Variable aged rates
- Special formula

8 Complete this screen using the field descriptions that follow.

Rate per 1000

Type the cost per \$1,000.00 of coverage for this plan in the *Rate per 1000* field. This rate must be entered in association with the *Rate frequency* field. For example, if the rate frequency is **M** for monthly, enter the monthly rate here. This is a required field unless you enter the value ***AGES** in the *Rate code* field.

Up to coverage of

Type the maximum amount of coverage allowed at this rate. You can enter an excess rate per thousand in the *Excess per 1000* field, if applicable.

Excess per 1000

Type the cost per \$1000 above the amount of the coverage. If you leave this field blank, the up-to coverage becomes the coverage limit.

Rate frequency

Type how often the system calculates the rate so that it is consistent with the premium rate paid to the insurance company. Valid values are:

- A** Annually
- M** Monthly
- Q** Quarterly

Rate code

If the insurance rates are variable by age, you must indicate that the rates are to be taken from a Infinium FB defined insurance age rate table. See the topic, "Update Flex Insurance Age Rates" later in this chapter.

To retrieve rates from the insurance rate table that you create using the *Update Insurance Rates* function, leave the *Rate per 1000* field blank and enter ***AGES** in this field. For premium-only plans, you can use a different age rate table to incorporate the rate difference than that associated with the flexible plan. See the *Premium rate plan* field.

If the life insurance rates are determined by some other means or special formula, you can use a custom program. Type the name of a custom program in this field. The system assumes that the custom program name begins with the prefix CUG, so be sure that when you name your custom program that it begins with the prefix CUG, for example, CUGABCD. Since the system assumes the prefix, you do not have to enter it in this field.

Age rate date

If you are using an age rate table for rate calculation, type the date the age rate is effective for employee age calculation. The system will perform the calculation based on the employee's age as of the specified date. If you do not enter a date, the system defaults the age rate effective date to the employee's date of enrollment.

Premium rate plan

This field enables you to use two rate structures for a particular plan: one for enrollment purposes and one for insurance premium purposes.

If you require two rate structures, type an existing plan code value that the system can reference for insurance premium calculations. The plan that you enter here must have the same benefit identity as the plan with which you are currently working.

This method gives you the ability to adjust plan costs to meet the employer's goals for their flexible benefits program by varying the flexible benefits price without regard to the actual premium for the plan.

For example, the rate per 1000 on LIFE1, 2003 may be 20 cents. The actual cost to the employer, however, is 25 cents per 1000. If the employer wanted to make LIFE1 more attractive to the employee than another life plan, the employer can create a plan control. For example, the employer can create PLIF1, 2003 to hold the higher rate so that premium data will be accurate.

On the plan control for LIFE1, type **PLIF1** in this field. When the employer runs the Insurance Premium Summary for the LIFE1 plan, the system records and finds the value in this field. That value forces the summary to use PLIF1 rate data to calculate its premiums instead of the LIFE1 rates, although the cost to the employee reflects either the rate per 1000 or the rate as defined by the rate code.

If the Summary finds no value in the *Premium rate plan* field, it uses the rates you entered on the Flexible Plan (LIFE1). See the explanation of age rate tables later in this chapter.

Post-tax ded. code

If this plan does not qualify as a pre-tax plan, you need to enter a code that serves as the post-tax deduction code for this plan. For example, Dependent Life is a post-tax deduction.

Note: If Infinium PY is installed and the post-tax deduction flag in entity control is off, the system does not display the *Post-tax deduction* field on this screen.

Each post-tax plan should have its own unique deduction code for tracking purposes.

A value in this field causes the system to display the cost of the plan as an after-tax cost during the enrollment process. This results in a direct salary deduction, not to be debited against available flexible credits.

Once you enroll an employee in an after-tax plan, any updates to Infinium PY use this deduction code to process the per pay period cost to the employee. The code must be created in Infinium PY through the *Update Deduction Controls* function under Master Files.

When you create deduction codes for life insurance plans, for any plan that needs to be included in excess group life calculations, make sure that the *Deduction type* field on the Deduction Control contains 1. The system then displays the coverage values on the individual employee's deduction record.

Policy number

Type the policy number for this plan in this field. This number defaults into the employee enrollment record.

Coverages for Life Insurance Plans

In the Coverage section, enter the coverage data for the plan. The three available options are:

- fixed amount
- multiple of salary
- special formula

Coverage code

If the coverage amount of the plan is determined by a special formula, type the name of the custom program you are using. The system assumes that the custom program name begins with the prefix CUG, so be sure that when you name your custom program that it begins with the prefix, for example, CUGABCD. Since the system assumes the prefix, you do not have to type it in this field.

Sample program CUGCCOVE is provided as an example.

Coverage limit

If the coverage is for a fixed amount, type the amount in this field. This is the total amount for which the employee will be covered (for example, 100,000).

Base sal. factor

If the life insurance coverage that the plan is providing is a multiple of salary, enter the appropriate factor in this field. For example, if the plan provides coverage that is twice the employee's salary, type 2 in the field.

Rounding type

If the coverage amount is a factor of salary, enter a rounding type to indicate how you want the insurance coverage amount rounded.

In the example below, the coverage = 2 x \$26,200 with a rounding amount of 500.

If you type...	the system...	resulting in coverage of...
0	will not round	\$52,400
1	rounds up to nearest rounding amount	\$52,500
2	rounds to nearest rounding amount	\$52,500
3	rounds down to nearest rounding amount	\$52,000

Rounding amount

If insurance coverage is a factor of salary, type **0**, **1**, **2**, or **3** in this field, respectively, that represents the rounding method, illustrated in the table above, that you want to use.

Freeze?

Type **1** if you want the premium rate at the beginning of enrollment frozen for the duration of the enrollment for this flexible benefits year. For example, there will be no adjustment if the employee's age or salary changes during this period.

Updating Medical, Dental, Vision, Prescription Drug and Dependent Life

If you entered a benefit identity for medical, dental, vision, prescription drug and dependent life, the system displays a screen similar to Figure 3-9. This screen includes fields specific to:

- medical
 - dental
 - vision
 - dependent life
 - prescription drug plans
-

```

5/08/03  09:25:51  Update Medical Insurance Plans  PRGBPMY  PRDBPMY
-----
Employer . . . . . : GMR  GALE TEST
Benefit identity . . : FMH  FLEX MEDICAL/HIPAA
Benefit plan . . . . : FMH                      Flex year . . . . . : 2003
Effective date . . . : 1012003
Description . . . . . : FLEX MEDICAL/HIPAA - WITHOUT DEDUCTION
-----
                                Plan Controls
Flexible plan? . . . . 1 0=No, 1=Yes  Status . . . . . 1 0=Inact., 1=Act.
Required plan? . . . . 0 0=No, 1=Yes  Auto entry? . . . . 0 0=No, 1=Yes
Benef./Depend. . . . . 1 0=No, 1=Yes  Eligibility type . . 1 1,2
Eligibility days . . . . _____  Auto cancel? . . . . 1 0=No, 1=Yes
Cancel type . . . . . 1 (1,2)          Cancel days . . . . _____
Insurance Line . . . . LIFE +          Co-Insurance . . . . 2000.00
Co-Payment . . . . . _____ 25.00
Deduct (Indiv) . . . . _____ 25.00    Deduct (Family) . . . 350.00
-----
F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F18=Message line  F22=Delete

```

Figure 3-9: Update Medical Insurance Plans screen

9 Use the information below to fill in the field descriptions.

Effective date

Type the effective date of the plan. This should be the first day of the plan year. For example, if the flexible benefits year is for 2003, the effective date should be entered as **010103**. The date determines what the correct enrollment date should be. The system uses the effective date when prorating flexible benefits costs for lifestyle changes. This is a required field.

You must manually update the effective date during enrollment if you enter an incorrect plan beginning date when defining a plan and enrolling employees. When you correct the plan date, the change is not reflected on any active enrollment screens. Therefore, you must manually update any incorrect dates.

Description

Type a description of the plan. Since this description appears on most screens and reports, you should enter a description that best provides users and your employees with the most vital data about the plan. This is a required field.

Plan Controls for Medical Insurance

Flexible plan?

Type **1** if this plan is a Infinium FB plan. This ensures that Benefits Administration does not process any data concerning this plan. This is a required field. Type **0** if this is not a Infinium FB plan.

Status

Type **1** if this is an active plan and you are allowing enrollment into the plan at this time. Type **0** if this is not an active plan. This is a required field.

Required plan?

This field is not operational within Infinium FB.

Auto entry?

If you will not have to make manual entries when enrolling an employee into this plan, type **1** in this field. If you will need to make entries when enrolling employees, such as beneficiary data or specific deduction amounts, type **0** in this field. This is a required field.

When you type **1**, the system will not take you into the enrollment screen for this plan when you update employee benefits. You will select the plan with **5** to create the enrollment.

If you type **1** in this field, and you type **1** in the *Benef/Depend* field, you can use a subfile screen to confirm and attach any Beneficiaries/Dependents. If you type **1** in this field and **0** in the *Benef/Depend* field, the system automatically enrolls when you select that plan as a benefit. You do not use the subfile screen.

Typing **1** in this field does not automatically enroll employees into the plan. You must do this through the *Mass Enroll* function or the *Update Employee Benefits* function.

Benef./Depend.

Type **1** if this plan involves beneficiaries or dependents. This field controls whether possible dependents/beneficiaries display when you enroll an employee into this benefit plan. The system displays these fields within the *Update Employee Benefits* function but not in the *Enter Employee Benefits* function. See the *Auto entry* field for more information. This is a required field.

Eligibility type

Use this field to specify the type of calculation you want to use to determine the eligibility date.

Type 1 to calculate the enrollment date based on the eligibility basis plus the number of eligible days.

Type 2 to calculate the enrollment date based on the first day of the month following the eligibility basis plus the eligibility days.

The *Update Benefits Controls* function defines the eligibility basis, discussed previously in this chapter. This is a required field.

Eligibility days

The system uses this field to calculate the employee's enrollment date.

Type that number of days after the eligibility basis (defined in the *Update Benefit Controls* function for this employer) and eligibility type that the employee becomes eligible for this benefit. Leave this field blank if the employee is eligible for this benefit immediately following the eligibility basis and type.

Auto cancel?

Type 1 if you want this plan canceled automatically upon employee termination. Type 0 if you do not want this plan canceled upon employee termination. See also *Cancel days* and *Cancel type*. If you type 1, you must enter a value in the *Cancel Type* field. The *Cancel days* field is optional. The *Auto cancel?* field is required.

If you set this field to 1, the termination date is the cancellation date of the plan plus the number of days, if any, that you entered in the *Cancel days* field.

If you set this field to 1 and the *Cancel type* value is 2, the system will cancel the plan on the last day of the month plus the number of days, if any, that you entered in the *Cancel days* field.

Cancel type

Type 1 if you want the system to automatically cancel the plan on the number of days after the termination date shown in the *Cancel days* field. For example, if the termination date is the 15th of the month and the number of days entered in the *Cancel days* field is 5, the cancellation will take effect on the 20th of the month.

Type **2** if you want cancellation to occur the number of days specified in the *Cancel days* field after the last day of the month following termination. For example, if termination is on September 15th and the *Cancel days* field shows **5**, cancellation will take effect on October 5th. Refer to the *Auto cancel?* and *Cancel days* fields for information about cancel days

If you set the *Auto cancel?* field to **1**, you must enter a value in this field.

Cancel days

To cancel this plan at a point after the employee's termination, enter the number of days after termination that you want the system to cancel the plan. A blank value signifies that cancel days begin on the day of termination. See the *Auto cancel?* and *Cancel type* field descriptions.

Insurance Line

Specify the value that identifies the type of insurance for this benefit plan.

Use code type ILC to define values for this field. Refer to the "Setting up and Maintaining Employer Code Values" chapter in the *Infinium HR Guide to Controls* for more information.

Co-Insurance

Type the co-insurance amount or limit for this plan.

Co-Payment

Type the co-payment amount that must be paid by the member for each office visit.

Deduct (Indiv)

Type the amount for which each individual covered by this plan is responsible. For example, if the deductible for each individual is \$100.00, type **100**.

Deduct (Family)

Type the total deductible amount for this plan. For example, if this employee's family is covered by this plan and includes five members and the maximum deductible for all covered members is \$300.00, type **300**.

- 10** Press Enter. The system displays the second Update Medical Insurance Plans screen similar to Figure 3-10.
-

```

5/08/03  09:26:08  Update Medical Insurance Plans  PRGBPMY  PRDBPMY
-----
Employer . . . . . : GMR  GALE TEST
Benefit identity . . : FMH  FLEX MEDICAL/HIPAA
Benefit plan . . . . : FMH                      Flex year . . . . . : 2003
Effective date . . . : 01012003
Description . . . . . : FLEX MEDICAL/HIPAA - WITHOUT DEDUCTION

                                Premiums
Total premium . . . . 2002500.00      Premium frequency . . _ A,Q,M
Annual plan cost . . . 1200.00        Policy number . . . . FMH-123456

Post-tax ded. code . . ____ +

-----
F3=Exit F4=Prompt F10=QuikAccess F12=Cancel F18=Message line F22=Delete
    
```

Figure 3-10: Update Medical Insurance Plans screen 2

11 Use the information below to update premium information for this plan.

Total premium

Type the total amount of the premium paid to the carrier. See *Premium frequency*.

Premium frequency

Type the value that identifies the frequency of the premium payments. Valid values are:

- M** Monthly
- Q** Quarterly
- A** Annually

Annual plan cost

Type the annual cost of this plan. This is the amount that appears on the Flexible Benefits Election Form and the price that the employee uses to calculate the total flexible benefit price for the year.

This amount does not necessarily have to equal the annual total premium. It is possible to enter zero cost for a plan. This is a feature that enables you to set up zero coverage plans. This method allows you to adjust plan costs to

meet the employer's goals for their Flexible Benefits Program by varying the flexible benefits price without regard to the actual premium for the plan.

In the case of optional insurance plans, you may want to define a zero coverage, zero cost plan and offer this as a valid flexible benefits plan choice. Employees not requiring that coverage would then be able to select the zero cost, zero coverage option. This technique provides for a clearer definition of employees' selected flexible benefits plans.

Policy number

Type the policy number for this plan in this field, if applicable.

Post-tax ded. code

If this plan does not qualify as a pre-tax plan that is, an employee cannot purchase coverage with flexible credits, type a code that serves as the post-tax deduction code for this plan. For example, Dependent Life must legally be a post-tax deduction. Each plan should have its own unique deduction code for tracking purposes.

A value in this field causes the system to display the cost of the plan as an after-tax cost during the enrollment process. This results in a direct salary deduction, which the system will not debit against available flexible credits.

Once you enroll an employee in an after-tax plan, any updates to Infinium PY use this deduction code to process the per pay period cost to the employee. You must create the code in Infinium PY through the *Update Deduction Controls* function under Master Files.

When you create deduction codes for life insurance plans, make sure that the *Deduction type* field on the deduction control contains 1. This pertains to any plan you need to include in excess group life calculations. This way, the system displays the coverage values on the individual employees deduction record.

For reporting purposes in Infinium PY, you can group and link deduction codes to one deduction reporting group for excess group life imputed value calculations. Do this in Infinium PY through *Update Deduction Reporting Groups*, under Master Files.

For example, the deduction codes LIFE1, LIFE2, and BASIC can all be included in the EXCESS deduction reporting group.

Updating Vacation and Personal Leave

If you entered a benefit identity for vacation and personal leave (on the Update Vacation Plans screen), the system displays a screen similar to

Figure 3-11. Use this screen to enter details about the employee's purchase or exchange of vacation or personal days.

You will need two plans for buying and exchanging vacation days, one for buying and one for exchanging. Also, you must create separate plans for the number of days that the employee can buy or exchange days. For example, you will need separate plans for exchanging two days, three days, four days, and so forth.

```

5/08/03    09:27:30    Update Vacation Plans    PRGBPMY    PRDBPMY
-----
Employer . . . . . : GMR   GALE TEST
Benefit identity . . : VAC   VACATION DAYS
Benefit plan . . . . : ADD1           Flex year . . . . . : 2003
Effective date . . . : 4012003
Description . . . . . : ADD 1 DAY
-----
                                Plan Controls
Flexible plan? . . . 1 0=No, 1=Yes   Status . . . . . 1 0=Inact., 1=Act.
Required plan? . . . 0 0=No, 1=Yes   Auto entry? . . . 0 0=No, 1=Yes
Eligibility type . . 1 1,2           Eligibility days . ____

Buy or exchange . . . B B=Buy, E=Exchange
Number of days . . . 1
Cost Per Day % . . . .250
To annual salary of . 200000.00
-----
F3=Exit F4=Prompt F10=QuikAccess F12=Cancel F18=Message line F22=Delete
    
```

Figure 3-11: Update Vacation Plans screen

12 Complete the fields as described below.

Effective date

Type the effective date of the plan. This should be the first day of the plan year. For example, if the flexible benefits year is for January 1, 1995 to December 31, 1995, you should enter the effective date as 010195. The date determines what the correct enrollment date should be. The system uses the effective date when prorating flexible benefits costs for lifestyle changes. This is a required field.

You must manually update the effective date during enrollment if you enter an incorrect plan beginning date at the plan level when defining a plan and enrolling employees. When you correct the plan date, the system does not reflect the change on any active enrollment screens. Therefore, you must manually update any incorrect dates.

Description

Type a description of the plan. Since this description appears on most displays and reports, you should enter a description that best provides users and your employees with the most vital data about the plan. This is a required field.

Plan Controls

Flexible plan?

Type **1** if this plan is a Infinium FB plan. This ensures that Infinium HR's Benefits Administration function does not process any data concerning this plan. This is a required field.

Status

Type **1** if this is an active plan and you are allowing enrollment into the plan at this time. Type **0** if this is not an active plan. This is a required field.

Required plan?

This field is not operational within Infinium FB.

Auto entry?

If you do not have to make manual entries to enroll employee's into this plan, type **1** in this field. If you do have to make entries when enrolling employees, such as beneficiary data or specific deduction amounts, type **0** in this field. This is a required field.

When you type **1** in this field, the system does not display the Update Enrollment screen for this plan. Instead, to create the enrollment, you will type **5** next to this enrollment plan to select the record and then create the enrollment

If you type **1** in this field and you type **1** in the *Benef/Depend* field, you can use a subfile screen to confirm and attach any Beneficiaries/Dependents. If you type **1** in this field and **0** in the *Benef/Depend* field, the system automatically enrolls the employee you select that plan as a benefit. You do not use the subfile screen.

Typing **1** in this field does not automatically enroll employees into the plan. You must do this through the *Mass Enroll* function or the *Update Employee Benefits* function.

Eligibility type

Use this field to specify the type of calculation you want to use to determine the eligibility date.

Type 1 to calculate the enrollment date based on the eligibility basis plus the number of eligible days. Type 2 to calculate based on the first day of the month following the eligibility basis plus the eligibility days.

The *Update Benefits Controls* function defines the eligibility basis, discussed previously in this chapter. This is a required field.

Eligibility days

The system uses this field to calculate the employee's enrollment date.

Type that number of days after the eligibility basis (defined in the *Update Benefit Controls* function for this employer) and eligibility type that the employee becomes eligible for this benefit. Leave this field blank if the employee is eligible for this benefit immediately following the eligibility basis and type.

Buy or exchange

Type **B** in this field if an employee enrolled in this plan can buy personal or vacation days with available credits. Type **E** if an employee can exchange allocated personal or vacation days for additional credits.

Number of days

Type the code value that identifies the total number of personal leave or vacation days an employee can buy or exchange if enrolled in this plan. An employer needs a separate plan for each of the possible number of days that an employee can buy or exchange.

For example, you would need plan VACB1 for the purchase of one day of vacation, plan VACB5 for the purchase of five days of vacation, VACE2 for the exchange of two vacation days for additional credits.

Cost per day %

Type the cost per day of purchasing or exchanging personal leave or vacation days, whichever is applicable. This figure should represent a percentage of the annualized base rate in the basic data record. The system calculates the individual cost of the plan at the time of enrollment, based upon the annualized figure retrieved from basic data at that time.

For example, if you consider that 260 days is the normal number of days worked in a year, the cost per day might be $1/260 = 0.00384$, or .384% of base pay. You would enter 0.384 in this example.

The system calculates the individual cost of the plan by multiplying the retrieved annualized figure by the cost per day. The system then multiplies this value by the number of days.

To annual salary of

Type the maximum annual salary that you want to use to calculate the cost of an employee plan for vacation or personal leave. This means you can put a cost cap on a flexible benefits plan for holidays or personal leave. For example, the cap could be \$40,000.

For example, if you enter the cost per day as .00384 percent of annual pay, with a maximum salary of \$40,000, then the cost of purchasing one holiday day for an employee earning \$40,000 is \$153.60. Since \$40,000 is the salary cap, the cost for an employee earning \$60,000 is also \$153.60.

Updating Spending Accounts

If you entered a benefit identity for spending accounts, the system displays a screen similar to Figure 3-12.

```

5/08/03   09:28:19   Update Spending Account Plans   PRGBPMY   PRDBPMY
-----
Employer . . . . . : GMR   GALE TEST
Benefit identity . . : FCH   FLEX SPENDING ACCT/HIPAA
Benefit plan . . . . : FCH           Flex year . . . . . : 2003
Effective date . . . : 1012003
Description . . . . . : FLEX SPENDING ACCOUNT/HIPAA - WITHOUT DEDUCTION

                                Plan Controls
Flexible plan? . . . . 1 0=No, 1=Yes   Status . . . . . 1 0=Inact., 1=Act.
Required plan? . . . . 0 0=No, 1=Yes   Auto entry? . . . . 0 0=No, 1=Yes
Eligibility type . . . 1 1,2           Eligibility days . .       
Auto cancel? . . . . . 1 0=No, 1=Yes   Cancel type . . . . 1 1,2
Cancel days . . . . .                  Negative balance? . 1 0=No, 1=Yes
Insurance Line. . . . . MM +           Co-Insurance. . . . 2500.00
Co-Payment. . . . . 15.00
Deduct (Indiv). . . . 30.00           Deduct (Family) . . 90.00

-----
F3=Exit F4=Prompt F10=QuikAccess F12=Cancel F18=Message line F22=Delete
    
```

Figure 3-12: Update Spending Account Plans screen

13 Complete this screen using the field descriptions below.

Effective date

Type the effective date of the plan. This should be the first day of the plan year. For example, if the flexible benefits year is for 1995, you should enter the effective date as 010195. The date determines what the correct enrollment date should be. The system uses the effective date when prorating flexible benefits costs for lifestyle changes.

You must manually update the effective date during enrollment if you enter an incorrect plan beginning date at the plan level when defining a plan and enrolling employees. When you correct the plan date, the system does not reflect this on any active enrollment screens. Therefore, you must manually update any incorrect dates. This is a required field.

Description

Type a description of the plan. Since this description appears on most displays and reports, you should enter a description that best provides users and your employees with the most vital data about the plan. This is a required field.

Plan Controls

Flexible plan?

Type **1** if this plan is a Infinium FB plan. This ensures that Benefits Administration does not process any data concerning this plan. This is a required field.

Status

Type **1** if this is an active plan and you are allowing enrollment into the plan at this time. Type **0** if this is not an active plan.

Required plan?

This field is not operational within Infinium FB.

Auto entry?

If you will not have to make manual entries when enrolling an employee into this plan, type **1** in this field. If you will need to make entries when enrolling employees, such as beneficiary data or specific deduction amounts, type **0** in this field. This is a required field.

When you type **1** in this field, the system does not display the Update Enrollment screen for this plan. Instead, to create the enrollment, type **5** next to this enrollment plan to select the record and then create the enrollment.

If you type **1** in this field and you type **1** in the *Benef/Depend* field, you can use a subfile screen to confirm and attach any Beneficiaries/Dependents. If you type **1** in this field and **0** in the *Benef/Depend* field, the system automatically enrolls the employee when you select that plan as a benefit. You do not use the subfile screen.

Typing **1** in this field does not automatically enroll employees into the plan. You must do this through the *Mass Enroll* function or the *Update Employee Benefits* function.

Eligibility type

Use this field to specify the type of calculation you want to use to determine the eligibility date.

Type **1** to calculate the enrollment date based on the eligibility basis plus the number of eligible days.

Type **2** to calculate the enrollment based on the first day of the month following the eligibility basis plus the eligibility days.

The *Update Benefits Controls* function defines the eligibility basis, discussed previously in this chapter. This is a required field.

Eligibility days

The system uses this field to calculate the employee's enrollment date.

Type the number of days after the eligibility basis (defined in the *Update Benefit Controls* function for this employer) and eligibility type that the employee becomes eligible for this benefit. Leave this field blank if the employee is eligible for this benefit immediately following the eligibility basis and type.

Auto cancel?

Type **1** if you want the system to cancel this plan automatically upon employee termination. Type **0** if you do not want the system to cancel this plan upon employee termination. For more information, refer to the field descriptions for the *Cancel days* and *Cancel type* fields. If you type **1**, you must enter a value in the *Cancel type* field. *Cancel days* is optional. This is a required field.

If you set this field to **1**, the termination date is the cancellation date of the plan plus the number of days, if any, that you entered in the *Cancel days* field.

If you set this field to 1 and the *Cancel type* value is 2, the system will cancel the plan on the last day of the month plus the number of days, if any, that you entered in the *Cancel days* field.

Cancel type

Type 1 if you want the system to automatically cancel the plan on the number of days after the termination date shown in the *Cancel days* field. For example, if the termination date is the 15th of the month and the number of days entered in the *Cancel days* field is 5, the cancellation will take effect on the 20th of the month.

Type 2 if you want cancellation to occur the number of days specified in the *Cancel days* field after the last day of the month following termination. For example, if termination is on September 15th and the *Cancel days* field shows 5, cancellation will take effect on October 5th. Refer to the *Auto cancel?* and *Cancel days* fields for information about cancel days.

If you set the *Auto cancel* field to 1, you must enter a value in this field.

Cancel days

If you want to cancel this plan at a point in time after the employee's termination, enter the number of days after termination that you want the plan canceled. A blank value signifies that cancel days begin on the day of termination.

Negative balance?

Use this field to specify if:

- Employees' spending account claims are processed regardless of whether there is a sufficient balance in their account. If so, type 1.

Claims are paid even if there are not sufficient funds in the employee's spending account at the time of the claim. The employee's spending account will maintain a negative balance until payroll has processed sufficient deductions. If a claim exceeds the annual voluntary contribution, it is not processed. You can generate a Statement of Spending Account (SACSTMT) report that includes the employee's available balance as well as actual balance.
- Employees can only spend up to the amount contributed at the time of a claim. If so, type 0.

Insurance Line

Specify the value that identifies the type of insurance for this benefit plan. Refer to the "Setting up and Maintaining Employer Code Values" chapter in the *Infinium HR Guide to Controls* for more information.

Use code type ILC to define values for this field.

Co-Insurance

Type the co-insurance amount or limit for this plan.

Co-Payment

Type the co-payment amount that must be paid by the member for each office visit.

Deduct (Indiv)

Type the amount for which each individual covered by this plan is responsible. For example, if the deductible for each individual is \$100.00, type **100**.

Deduct (Family)

Type the total deductible amount for this plan. For example, if this employee's family is covered by this plan and includes five members and the maximum deductible for all covered members is \$300.00, type **300**.

- 14 Press Enter. The system displays the second Update Spending Account Plans screen similar to Figure 3-13.

```

5/08/03  09:28:42  Update Spending Account Plans  PRGBPMY  PRDBPMY
-----
Employer . . . . . : GMR  GALE TEST
Benefit identity . . : FCH  FLEX SPENDING ACCT/HIPAA
Benefit plan . . . . : FCH                      Flex year . . . . . : 2003
Effective date . . . : 01012003
Description . . . . . : FLEX SPENDING ACCOUNT/HIPAA - WITHOUT DEDUCTION

                                Deductions and Incomes
Deduction code . . . .        +           Income code . . . . . MSAR +
Min. contribution . . . 100.00           Max. contribution . . 2600.00

-----
F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F18=Message line  F22=Delete
    
```

Figure 3-13: Update Spending Accounts screen 2

- 15 Use the information below to enter deduction and income information.

Deduction code

Type the deduction code value for this spending account plan. Infinium FB uses this code to process additional salary contributions to spending accounts through Infinium PY. The spending account code value must exist in Infinium PY. You create the code value through Infinium PY using the *Update Deduction Controls* function.

Keep the following suggestions in mind when you define deduction codes for spending accounts.

- Create a unique deduction code for each spending account. For example, you might use HSPND for your healthcare spending account, DSPND for dependent care spending account, and ADD for additional life, and so forth.
- Create a unique General Ledger account number for each deduction code in Infinium PY using the General Ledger Controls function *Update Chart of Accounts*.

Note: You should enter the account number that you create in the *Deduction Account* field on the deduction control in Infinium PY and in the *Labor expense* field on the income control in Infinium PY that corresponds to the same spending account plan. See the *Income code* field for more information.

Income code

Type the income code value that you will use to process spending account reimbursements using Infinium PY. You must first create the code value in Infinium PY. You must also create a value for the code through Infinium PY using the *Update Income Controls* function.

You should create a unique income code for each spending account. For example, you could use CBACK for cash back.

Type the deduction account number on the corresponding deduction control in the *Labor expense* field for accurate general ledger reporting.

Min. contribution

Type the minimum contribution an employee can make to a spending account during this flexible benefits year or leave this field blank if there is no minimum required.

Max. contribution

Type the maximum contribution an employee can make to a spending account during this flexible benefits year or leave this field blank if there is no maximum limit.

Defining and Assigning Benefit Groups

Overview

A benefit group is a particular set of benefit plans provided to a specific group of employees. For example, you can define the flexible benefit plans offered to part-time employees using one benefit group code and those available to full-time employees in another. You can create benefit group codes for management or staff employees or employees from different regional offices.

The benefit group determines which options are available during the enrollment process and appear on the Enrollment Election form. Those plans not assigned to the enrollee's benefit group do not appear on the election form or the enrollment screen.

Although benefit groups are not year specific, the flexible benefits year also forms part of the definition of a benefit group because you must link different sets of flexible benefits plans to a benefit group code each year.

Updating benefit groups is a two-step process:

- First, you must define the Benefit Group control through the *Update Benefit Group Controls* function.
- Second, you need to assign your flexible benefits plans to the Benefit Group Control through the *Update Plans in Benefit Group* function.

You do not have to re-establish benefit group control definitions every flexible benefits year. They are not year sensitive.

Use the *Update Benefit Group Control* function to create new benefit group controls, change the descriptions of existing benefit group controls, and delete benefit group controls that you no longer need.

Although you do not have to create your benefit groups each year, you must assign benefit plans to the benefit groups each year.

Defining Benefit Groups

To define the benefit groups, perform the following steps:

- 1 From the Infinium FB main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Benefit Group Controls* [UGBC]. The system displays a screen similar to Figure 3-14.

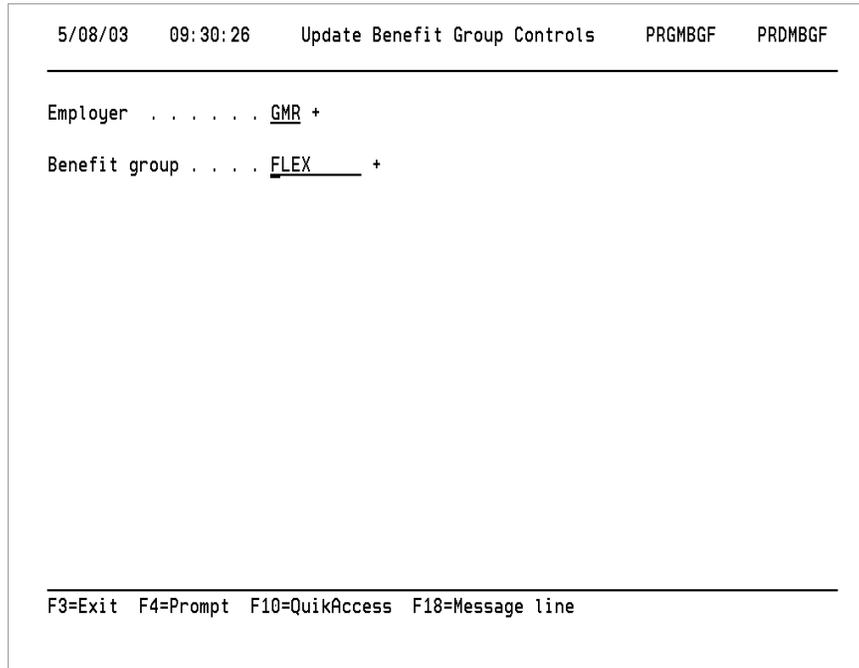


Figure 3-14: Update Benefit Group Controls prompt screen

- 4 Use the information below to fill in the fields on this screen.

Employer

Type an employer code value, up to three characters or press F4 to select from a list of valid employer code values. You must already have established benefit controls for the employer through the *Update Employer Controls* function. This is a required field.

Benefit Group

Type a benefit group code value, up to nine characters, to create a new benefit group control or press F4 to select from a list of benefit group controls if you want to change the description of an existing benefit control. For easy recognition later on, enter a code that best describes the purpose of the benefit group. Press Enter.

Description

The system displays the *Description* field after you enter the benefit group code and press Enter. Type the description of the benefit group, up to 18 characters. If you are working with an existing benefit group control, you can change the description of the benefit control by typing over the old description.

Deleting Benefit Groups

To delete the displayed benefit group control, press F22 on the Update Benefit Group Controls prompt screen, shown in Figure 3-14.

WARNING! Before you delete a benefit group, you must first detach the employees.

Assigning Flexible Benefits Plans to a Benefit Group Control

To assign flexible benefit plans to the benefit group control, perform the following steps:

- 1 From the Infinium FB main menu select *Master Files*.
 - 2 Select *Update Master Files*.
 - 3 Select *Update Plans in Benefit Group* [UPBG]. The system displays a screen similar to Figure 3-15.
-

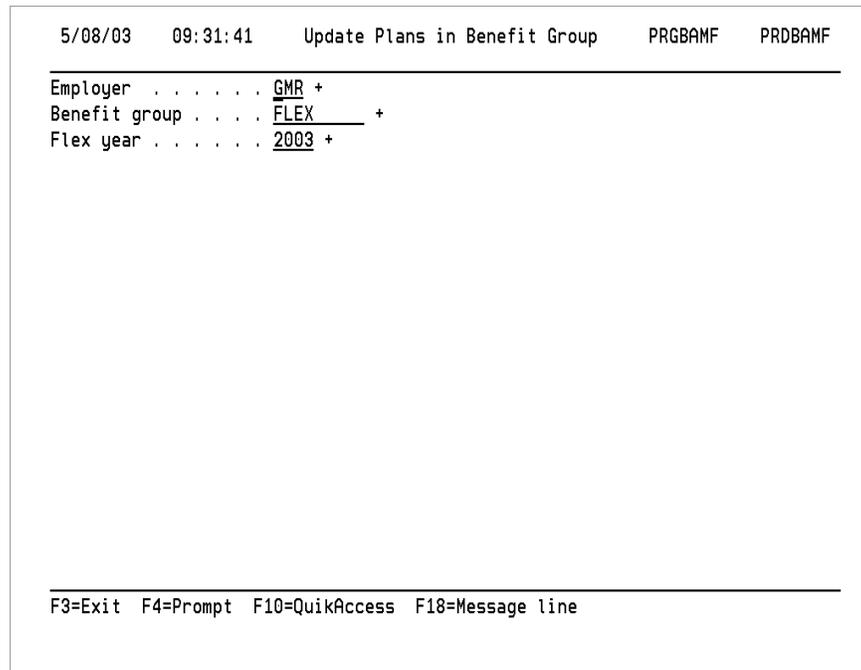


Figure 3-15: Update Plans in Benefit Group prompt screen

- 4 Use the information below to fill in the fields on this screen.

Employer

Type an employer code value, up to three characters or press F4 to select from a list of valid employer codes. You must already have established benefit controls for the employer through the *Update Employer Controls* function. This is a required field.

Benefit group

Type a benefit group code value, up to nine characters, or press F4 to select from a list of existing benefit group codes. This is a required field.

Flex year

Type the flexible benefits year code value for this benefit group or press F4 to select from a list of valid year codes. You must associate each benefit group code with a flexible benefits plan year code value so that you can make changes in the benefit group specifications from year to year. You must first establish code values for code type YER using the *Update Employer Codes* function in Infinium PY or Infinium HR.

- 5 When you have completed the fields on this screen, press Enter. The system displays a screen similar to Figure 3-16. The system displays a list of all benefit identities and associated benefit plans and their descriptions.

```

5/08/03   09:32:00   Update Plans in Benefit Group   PRGBAMF   PRDBAMF
-----
Employer . . . . . : GMR       GALE TEST
Benefit group . . . : FLEX     FLEX BENEFITS
Flex year . . . . . : 2003

Type options, then press Enter.   X=Select

Opt  Benefit Identity          Plan  Description
-    ACCIDENTAL DEATH AND DISMEMBE  ADD  ACCIDENTAL DEATH
-                                     ADD*F  * FREQUENCY ADD
-                                     ADD50  AD&D 50/50 SPLIT
-    DEPENDENT LIFE INSURANCE      DEPLF  DEP LIFE 2001
-    DENTAL PROVIDER #1           DEN01  DEN01 DENTAL PLAN
-                                     DEN02  DENTAL PLAN
-                                     DEN03  DEN03 DENTAL PLAN
-                                     DEN04  DEN04 DENTAL PLAN
-                                     DEN05  DEN05 DENTAL PLAN
X    DENTAL PROVIDER #2           DEN06  DEN06 DENTAL PLAN
X    FLEX AD&D                    ADD1   FLEX AD&D                                     +
-----
F3=Exit  F10=QuikAccess  F12=Cancel  F18=Message line

```

Figure 3-16: Update Plans in Benefit Group screen

- 6 To associate a benefit plan to the benefit group control, type an **X** in the *Opt* field to the left of the benefit plan.
- 7 When you have selected all plans that you want to include in this benefit group, press Enter.

Updating Insurance Age Rates

Overview

When you create your insurance age rate tables, the system stores the information in the ***AGES** file, which is provided with Infinium FB. The system looks at the ***AGES** file to find a rate for a specific plan. The system uses the age rate table during the enrollment process to calculate the plan's cost to the employee. The calculation is based on the rate in the age rate table that corresponds to the employee's age. On this table, the user must enter a maximum amount.

The system knows which table to access because you must associate your insurance age rate tables with a benefit identity/plan.

You must enter the ***AGES** rate code value in the *Rate Code* field in the benefit plan control record to activate this age rate table. Each plan that uses an ***AGES** rate code must have its own age rate. If you have not defined a table, the displayed cost during enrollment is 0. This may be the effect that you want for a basic, no cost to the employee, life insurance plan.

You use the *Update Insurance Age Rates* function to create or update flexible benefits pre- and post-tax life insurance age rates if your life insurance, AD&D, or disability plan premiums are dependent on employee age.

Creating and Updating Age Rates for a Particular Benefit Plan

To update or create insurance age rates, perform the following steps:

- 1 From the Infinium FB main menu select *Master Files*.
 - 2 Select *Update Master Files*.
 - 3 Select *Update Insurance Age Rates* [UIAR]. The system displays a screen similar to Figure 3-17.
-

```
5/08/03   09:32:50   Update Insurance Age Rates   PRGBDMF   PRDBDMF
-----
Employer . . . . . GMR +
Benefit identity . . . . . FLI +
Benefit plan . . . . . LIFE1 +
Flex year . . . . . 2001 +

-----
F3=Exit  F4=Prompt  F10=QuikAccess  F18=Message line
```

Figure 3-17: Update Insurance Age Rates prompt screen

4 Complete this screen using the field descriptions that follow.

Employer code

Type an employer code, up to three characters, for the employer for whom you are establishing the rate table. Press F4 to select from a list of valid employer codes. You must already have established benefit controls for the employer through the *Update Employer Controls* function.

Benefit identity

Type a valid benefit identity code value, up to three characters, to which you can associate the rate table. Press F4 to select from a list of valid benefit identity codes values.

Benefit plan

Type a plan code value in this field, up to five characters, to which you can associate the rate table. Press F4 to select from a list of existing benefit plan codes.

Flex year

The flexible benefits year defaults in from the benefit plan record. To change the flexible benefits year, type the flexible benefits year that you want to associate with this rate table. You must use an existing year code value that you create through the *Update Employer Codes* function under *Master Files*.

- When you have completed the initial Update Insurance Age Rates screen, press Enter. The system displays a screen similar to Figure 3-18.

```

5/08/03   09:33:33   Update Insurance Age Rates   PRGBDMF   PRBDBMF
-----
Employer . . . . . : GMR   GALE TEST
Benefit identity . . : FLI   FLEX LIFE
Benefit plan . . . . : LIFE1 LIFE 1
Flex year . . . . . : 2001

Up to age . . . . . _____   Coverage limit . . . . _____
Rate per 1000 . . . . _____   Excess rate . . . . . _____

Type options, press Enter.
  2=Change  4=Delete

      Opt   Age      Rate          Limit   Excess Rate
      --   --      --          --      --
      -    25      .2500
      -    35      .3500
      -    45      .4500
      -    55      1.5500
      -    65      2.6500
      -    99      5.0000

-----
F3=Exit  F10=QuikAccess  F12=Cancel  F18=Message line
    
```

Figure 3-18: Update Insurance Age Rates screen

- Use the fields described below to enter the actual rate table values. As you enter each age value, the system displays the age rate value on the screen.

Use action item 2-Change to make changes to age rate values you have previously set up. Use action item 4-Delete to delete any age rate values that you no longer want.

Up to age

Type the age up to which the associated rate per 1000 applies. For example:

If the rate is .28 per 1000 up to age 21, type **21**

If the rate is .31 per 1000 up to age 25, type **25**

You must have an age rate to cover all employee ages in your company.

Coverage limit

Type the highest amount of coverage possible for this age category. The system must find a value in this field to calculate the employee's costs.

Rate per 1000

Type the premium rate per 1000 for this age category. This is a required field.

Excess rate

Type the cost per \$1000 above the amount of the coverage. This is a required field.

- 7 When you have finished building the insurance rate table, press F3 to exit.
-

Chapter 4 Processing Employee Flexible Benefits

4

The chapter consists of the following topics:

Topic	Page
Overview of Processing Employee Flexible Benefits	4-2
Pre-enrolling Employees	4-4
Enrolling Employees	4-21
Listing Election Confirmation Forms	4-32
Mass Enrolling Employees	4-39
Creating Initial Enrollments Using Update Employee Benefits	4-42
Issuing a Certificate of Coverage Using Print HIPAA Certificates	4-74

Overview of Processing Employee Flexible Benefits

Once you have established all flexible benefit controls, you can begin the enrollment process, which includes:

- Pre-enrollment activities
 - Calculating employee credits
 - Allocating flexible benefits credits
 - Printing flexible benefit election forms
- Enrollment activities
 - Entering employee benefits
 - Recouping additional flexible benefits costs
 - Allocating unused benefit credits
 - Printing confirmation forms
- Updating employee enrollments

Before enrolling employees, you should be aware of the Infinium FB and Infinium PY controls that affect employee enrollments. Controls are discussed in the “Setting Up Plans and Benefits” chapter in this guide and include:

- Setting up pre- and post-tax deduction codes
 - Creating the *SARC and *SA## reimbursement cycles
 - Creating spending account income and deduction codes
 - Updating the SPE and YER employer codes
 - Updating employer benefit controls
 - Updating benefit identities
 - Updating benefit plans
 - Defining and assigning benefit groups
 - Updating insurance age rates
-

Objectives

After you complete this chapter, you should be able to pre-enroll employees, enroll employees into their respective flexible benefit plans, and make changes to active benefit enrollments.

Pre-enrolling Employees

Overview

Pre-enrollment is the series of tasks that you perform before enrolling employees into specific plans. These tasks include:

- allocating credits
- calculating benefit credits
- printing the election form

This section explains how to calculate and enter flexible benefit credits for employees. You must calculate and enter credits before running benefit election forms.

The three ways to calculate and enter employee benefit credits in Infinium FB follow:

- **Manual Calculation** - You can manually calculate the number of credits for an employee, based on your own formula. Then, enter this number in the *Update Employee Benefits* function.
- **System Calculation** - You can use the system to calculate the credits for a single employee and enter the value in the *Update Employee Benefits* function.
- **Calculation Using a Custom Program** - You can use a custom program, written by your data processing department to calculate flexible credits and automatically insert the results into all employees' records. Infinium FB uses this program when you run the *Calculate Employee Benefit Credits* function.

In addition, you can pre-enroll employees:

- individually using the *Update Employee Benefits* function, or
 - pre-enroll an entire group of employees using the *Mass Update Enrollment Data* function. You use this method to enroll all employees that are part of a benefit group, based on organizational level.
-

Assigning Manually Calculated Employee Benefit Credits

To manually enter credits for an employee, perform the following steps:

- 1 From the Infinium FB main menu select *Enrollment Operations*.
- 2 Select the *Update Enrollment Data*
- 3 Select the *Update Employee Benefits [UEB]*. The system displays a screen similar to Figure 4-1.

```

5/08/03   10:33:34   Update Employee Benefits   PRGBE510   PRDBE510
-----
Employer . . . . . GMR +
Employee . . . . . 80005 + -or- Last name . . . . . ACCURATE +
Flex year . . . . . 2003 +

-----
F3=Exit  F4=Prompt  F10=QuikAccess  F18=Message line

```

Figure 4-1: Update Employee Benefits prompt screen

- 4 Type the employer, employee, and flexible benefits year.

If you have established the default flexible benefits year on the employer controls, and it is the year for which you want to update the record, leave the *Flex year* field blank. The system will insert the flexible benefits year automatically.

If you want to update a record for a year other than the default flexible benefits year, enter the value for that year.

- 5 Press Enter. The system displays a screen similar to Figure 4-2.

```

5/08/03   10:34:08   Update Employee Benefits   PRGBE510   PRDBE510
-----
Employer . . . . . : GMR       GALE TEST
Employee . . . . . :      80005  ACCURATE,ALAN N
Tax ID# . . . . .  : 183-44-1266
Flex year . . . . . : 2003

Flexible credits . . 10000.00
Benefit group . . . . FLEX +
Flex annual salary . 60,000
Pay pds. remaining . 26

-----
F3=Exit  F4=Prompt  F5=Calculate credits  F10=QuikAccess  F12=Cancel
F16=Update/Exit  F18=Message line

```

Figure 4-2: Update Employee Benefits screen

- 6 Use the information below to fill in the fields on this screen.

Flexible credits

Type the calculated number of flexible benefit credits allocated to the employee for this flexible benefits year.

Benefit group

If you have assigned the employee to a benefit group on his or her master record in Infinium HR, this value appears in this field. If this field is blank, the employee has not been assigned to a benefit group in Infinium HR.

If this field is blank, and you want to assign the employee to a benefit group, type the appropriate benefit group code value in this field. If this field is not blank, and you enter a value in this field, the value becomes part of the employee's master record and overwrites the value in that record if the value is different from what you enter here.

If the system defaults a benefits code value in this field, the value may identify a benefit group associated with Infinium BA. Be sure the value in this field is associated with Infinium FB.

Caution: If you enter a value into the *Benefit group* field, the system updates the *Benefit group* field on the employee's basic data record with this value.

Flex annual salary

Type the employee's annual salary in this field. If you leave this field blank, the system, by default, will use the employee's salary from the employee's basic data record.

Pay pds. remaining

Use the *Pay pds. remaining* field to enter the number of pay periods remaining for the flexible benefits year for which you are calculating credits. If you use the *Mass Change of Employee Deduct* function in Infinium PY, the default value in this field is 0. If you are calculating credits for the first time for the current plan year, the system places the total number of pay periods, defined in employee basic data for the selected employee, in this field.

Note: The *Pay pds. remaining* field is also located on other screens in the system, such as Calculate Added Cost and Allocate Unused Credits. When you enter a value in this field, the value also changes for all other *Pay pds. remaining* fields on the system as well.

- 7 Press F16 to update and return to the Infinium FB main menu, or press Enter to continue to the enrollment process. For information about the employee enrollment process, refer to the section of this guide entitled, "Enrolling Employees." For information about re-calculating employee credits based on lifestyle changes, refer to the section entitled, "Changing Enrollment Records Based on Lifestyle Changes."

Calculating and Assigning Employee Benefit Credits Using a Custom Program

To use a custom program to calculate employee benefit credits, perform the following steps:

- 1 From the Infinium FB main menu or desktop select *Master Files*.
 - 2 Select *Update Master Files*.
 - 3 Select *Update Benefit Controls* [UBC]. The system displays a screen similar to Figure 4-3.
-

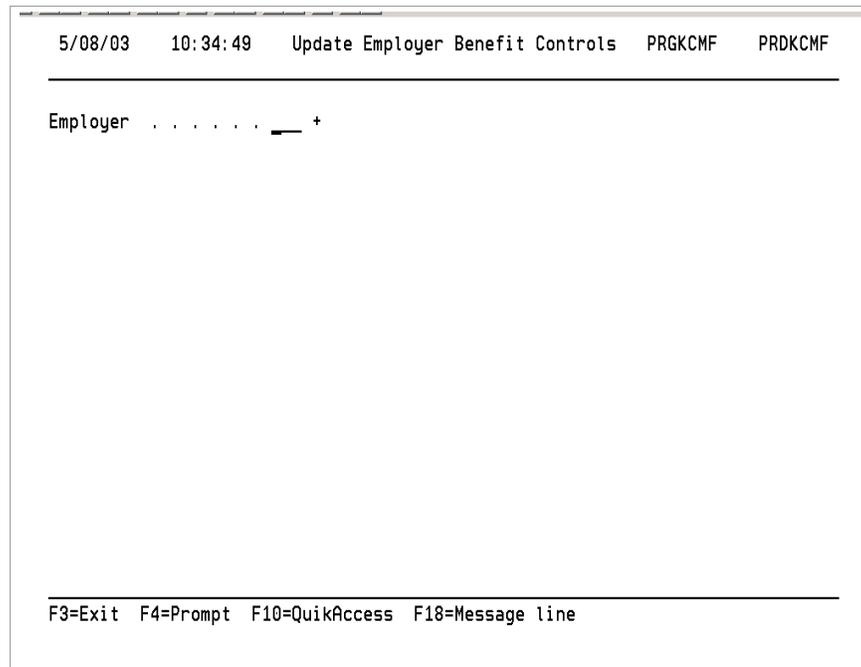


Figure 4-3: Update Employer Benefit Controls prompt screen

- 4 Complete this screen using the field description that follows.

Employer

Type the code value that identifies the employer for whom you want to use the custom credit calculation program.

- 5 Press Enter. The system displays a screen similar to Figure 4-4.
-

```

5/08/03   10:35:09   Update Employer Benefit Controls   PRGKCMF   PRDKCMF
-----
                                           Page 1 of 2
Employer . . . . . : GMR      GALE TEST
PY2000 installed . . . 1 0=No, 1=Yes   Flex benefits . . . . 1 0=No, 1=Yes
Default flex year . . . 2003 +       Eligibility basis . . . 1 1=DOH, 2=ADOH
Update PY deductions 1 0=No, 1=Yes   Edit mult. plans . . . 0 0=No, 1=Yes
Credits program . . . _____

Flexible Benefit Identities
Medical care . . . . . FMD +           Dental care . . . . . FDN +
Vision care . . . . . VSA +           Prescription drug . . . PD +
Life insurance . . . . FLI +         Long term disability . .     +
Dependent life . . . .     +         Accidental D & D . . . FAD +
Personal leave . . . .     +         Vacation . . . . .     +
Spending account . . . SPE +         Short term disability     +

-----
F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F18=Message line  F22=Delete

```

Figure 4-4: Update Employer Benefit Controls screen

6 Use the information below to complete this screen.

Credits program

Type the name of the custom program that you are using to calculate the number of credits available to each employee. The system will use this program when you use the *Calculate Employee Benefits* function.

Infinium FB assumes that every custom program begins with the prefix CUG, so be sure that when you name your custom program that it begins with that prefix (for example, CUGCREDIT). Since the system assumes the prefix, however, do not enter the prefix in this field.

See the “Updating Employer Benefit Controls” chapter for additional information about the other fields on the Update Employer Benefit Controls screen.

Now that you have incorporated the custom credit calculation program in Infinium FB, you are ready to run your calculations. There are two methods in which to use this custom program to calculate flexible benefit credits: individual basis and group basis. These two methods are explained in the following sections.

Calculating Credits on an Individual Basis

To calculate credits for individual employees, perform the following steps:

- 1 From the Infinium FB main menu select *Enrollment Operations*.
- 2 Select *Update Enrollment Data*.
- 3 Select *Update Employee Benefits* [UEB]. The system displays a screen similar to Figure 4-5.

```
5/08/03   12:20:47       Update Employee Benefits       PRGBE510   PRDBE510
-----
Employer  . . . . .  ___ +
Employee  . . . . .  _____ + -or- Last name . . . . .  _____ +
Flex year . . . . .  ___ +

-----
F3=Exit  F4=Prompt  F10=QuikAccess  F18=Message line
```

Figure 4-5: Update Employee Benefits prompt screen

- 4 Type the employer, employee, and flexible benefits year if you are dealing with a year other than the default flexible benefits year.
- 5 Press Enter. The system displays a screen similar to Figure 4-6.

```

5/08/03  10:40:57      Update Employee Benefits      PRGBE510  PRDBE510
-----
Employer . . . . . : GMR          GALE TEST
Employee . . . . . : 80005      ACCURATE,ALAN N
Tax ID# . . . . .  : 183-44-1266
Flex year . . . . . : 2003

Flexible credits . . 10000.00
Benefit group . . . FLEX +
Flex annual salary . 60,000
Pay pds. remaining . 26

-----
F3=Exit  F4=Prompt  F5=Calculate credits  F10=QuikAccess  F12=Cancel
F16=Update/Exit  F18=Message line

```

Figure 4-6: Update Employee Benefits screen

Caution: Do not use the F5 key when manually entering employee credits. Only use F5 when you calculate employee credits using a custom program.

- 6 You can individually calculate credits using a custom program. Press F5 to access the custom program that you entered in Employer Benefit Controls to calculate the credits. The system displays the value derived from the custom calculation in the *Flexible Credits* field.
- 7 Press F16 to update employee's data or press Enter to continue to enrollments.

For information about the employee enrollment process, refer to the section of this guide entitled, "Enrolling Employees." For information about recalculating employee credits based on lifestyle changes, refer to the "Changing Enrollment Records Based on Lifestyle Changes" chapter in this guide.

Calculating Credits on a Group Basis

To calculate employee credits on a group basis, perform the steps below. Use this method to call a user-created, custom program to calculate and distribute benefit credits for the flexible benefits year.

- 1 From the Infinium FB main menu select *Enrollment Operations*.
- 2 Select *Mass Update Enrollment Data*.
- 3 Select *Calculate Employee Credits* [CEC]. The system displays a screen similar to Figure 4-7.

```

5/08/03   10:41:57   Calculate Employee Credits   PRGFB50   PRDFB50
-----
Employer . . . . .  ___ +
Level 1 . . . . .  ___ +
Level 2 . . . . .  ___ +
Level 3 . . . . .  ___ +
Level 4 . . . . .  ___ +

Flex year . . . . .  0000 +

Benefit group . . . .  _____ +

Include term.? . . .  _ 0=No, 1=Yes

-----
F3=Exit  F4=Prompt  F10=QuikAccess  F18=Message line

```

Figure 4-7: Calculate Employee Credits screen

- 4 Complete this screen using the field descriptions that follow.

Employer

Type the value that identifies for whom you want to calculate credits. Press F4 to select from a list of valid employer codes. If the employer code is less than three characters, press FieldExit to advance to the next field. This is a required field.

Level 1 through 4

Type the organization level in each of these fields to include employees assigned to specific organizational levels, respectively. If there is no value in these fields, the system calculates benefit credits for all employees within every organization level.

When you enter a value in a level, the system includes all employees associated with that level and all employees in subsequent levels as well, even if you leave those subsequent levels blank. For example, if you enter a value in the *Level 1* field, the system calculates credits for employees in

levels 2, 3, and 4 as well. If, however, you enter a value in the *Level 3* field, the system calculates credits for only levels 3 and 4.

Note: If you are using a custom program, you must code the custom program to account for the restriction explained above.

Flex year

The system uses a default flexible benefits year if you have specified one in *Update Employer Benefit Controls*. If you have not specified a default, or if the flexible benefits year for which you want to enter credits differs from the default, type the flexible benefits year code value in this field. Press F4 to select from a list of valid flexible benefits year codes. This is a required field.

Benefit group

Type the code value for the benefit group for which you want to calculate employee benefit credits or press F4 to select from a list of valid benefit group codes. Leave this field blank to include all benefit groups for this employer.

Include terminated?

Type **1** to include terminated employees. Type **0** to exclude terminated employees. This is a required field.

Note: You must give terminated employees who qualify under COBRA the same benefit options as you do full time employees.

- 5 When you complete this screen, press Enter. The system processes and calculates benefit credits for each employee included in the calculation criteria that you specified. The system also generates an Employee Flexible Benefit Credits report, showing the result of the calculation for each employee.

The calculated credits are now part of the employee's record. You can review the credits for each employee by using the *Update Employee Benefits* function. You can generate a list of employees and their calculated credits using the *List Employee Benefits* function.

Printing the Flexible Benefits Election Form

You can generate the Election Form for a specific employee or for all employees in selected levels. You can also specify a date-of-hire range and one or all benefit groups so that you print election forms only for those employees entitled to participate in the flexible benefits program.

To generate a flexible benefit election form, perform the following steps:

- 1 From the Infinium FB menu select the *Enrollment Operations*.
- 2 Select *List Enrollment Data*.
- 3 Select *List Benefit Election Forms [LBEF]*. The system displays a screen similar to Figure 4-8.

```

5/08/03  10:42:40  List Benefit Election Forms  PRGFB50  PRDFB50
-----
Employer . . . . . ____ +
Employee . . . . . _____ + -or- Last name . . . . . _____ +

Level 1 . . . . . ____ +
Level 2 . . . . . ____ +
Level 3 . . . . . ____ +
Level 4 . . . . . ____ +

Flex year . . . . . 0000 +
Benefit group . . . . . _____ +

Include hires from . _____
                    to . . _____

Include term.? . . . _ 0=No, 1=Yes

-----
F3=Exit F4=Prompt F10=QuikAccess F18=Message line

```

Figure 4-8: List Benefit Election Forms screen

- 4 Complete this screen using the field descriptions that follow.

Employer

Type the employer code value or press F4 to select from a list of valid employer codes. If the employer code is less than three characters, press FieldExit to advance to the next field. This is a required field.

Employee or Last name

Type the employee number in this field if you want to print an election form for a specific employee. Otherwise leave this field blank. If you enter a value in this field, the system ignores all other criteria on this screen.

If you do not know the number, leave this field blank and move the cursor to the *Last name* field and enter as much as you know of the employee's name. Press F4 to display all employees who match the criteria. Then select the

correct name and number. Press Enter to return to the selection screen. Leave this field blank if you want to include all employees.

Levels 1 through 4

Type the organization level in each of these fields to restrict election forms to employees assigned to specific organizational levels, respectively. If there is no value in these fields, the system prints election forms for all employees within every organization level.

When you enter a value in a level, the system includes all employees associated with that level and all employees in subsequent lower levels as well, even if those subsequent levels are blank. For example, if you enter a value in the *Level 1* field, election forms for employees in levels 2, 3, and 4 associated with the level 1 print as well.

Flex year

The system uses a default flexible benefits year if you have specified one in *Update Employer Benefit Controls*. If you have not specified a default, or if the flexible benefits year for which you want to print election forms differs from the default, type the flexible benefits year code value in this field. Press F4 to select from a list of valid flexible benefits year codes. This is a required field.

Benefit group

Type the benefit group code value for which you want to print election forms or press F4 to select from a list of valid benefit group codes. Leave this field blank to include all benefit groups for this employer.

Include hires from/to

Type the beginning and ending hire dates of the employees for whom you want to print election forms. The system prints election forms only for employees whose hire date (not adjusted hire date) falls on or between the from/to dates that you enter in this field.

Include term?

Type **1** to include terminated employees. Type **0** to exclude terminated employees. This is a required field.

- 5 When you complete this screen, press Enter to print the form.

The election form is comprised of two sections.

The first section, shown in Figure 4-9 notifies the employee of available flexible benefits credits and lists all of the flexible benefits plan options from

which to make benefit choices. The form shows the cost associated with each plan, pre-tax or post-tax in the appropriate column.

- 6 After you press Enter to print the List Benefit Election form, the system returns you to the List Benefit Election Forms screen, which displays the previously typed data. Repeat steps 4 and 5 to enter another employee's benefit information or press F3 to exit.

=====

| YOUR FLEXIBLE BENEFITS ELECTION FORM |

=====

The Flexible Benefit options and costs shown

on this form are based on the following

personal information:

JONES, JIM

3 MAIN STREET

BOSTON

MA

EMPLOYEE NUMBER 196

DATE OF BIRTH 12/09/1987

DATE OF HIRE 10/01/1992

POSITION OFFICIALS

ANNUAL SALARY 40,000

In 1996 you have been allocated the following amount of benefit credits 3000.00

I. 1996 BENEFIT PLAN OPTIONS	1996 PRE TAX FLEX		
		PRICES (in credits)	
-----		-----	
- Medical Care			
FMED BLUE FAMILY	3000.00		
HMO HMO	2441.94		
MEDP MEDICAL DIRECT CONTRIBUTION			1,900.00
FMEDS BLUE MEDICAL SINGLE	1000.00		
- Dental Care			
FDNTL FLEX DENTAL PLAN	620.28		
- Vision Care			
EYES VISION CARE	60.00		
			-----AFTER TAX COST-----
			ANNUAL PER PAY PERIOD
- Life Insurance for you			
LIFE LIFE INSURANCE ONE TIMES SALARY	.00		
LIFE2 LIFE INSURANCE 2 X'S SALARY	.00		
- Short Term Disability Insurance			
- Long Term Disability Insurance			
- Dependent Life Insurance			
DLIFE DEPENDENT LIFE INSURANCE FLEX PLAN SELECTION			40.00
- Voluntary Accidental Death & Dismemberment			
AD&D AD&D DIRECT CONTRIBUTION			96.00
- Vacation Leave			1996 CREDITS

VACB1 PURCHASE VACATION	1.15		
VACE2 EXCHANGE VACATION DAYS	.00		1.15
- Summary Of Your Benefit Plan Choices and Election of Your Spending Accounts			

Figure 4-9: Employee Election Form Section

The second section of the form, shown in Figure 4-10 is designed as a worksheet where the employee can write down the chosen flexible benefits plans, their prices, and add up the total cost.

Instructions on the form tell the employee to compare the total cost of the selected flexible benefits plans with the flexible benefits credits supplied by the company.

If available credits are greater than flexible benefits costs, there is a balance of unused credits. The employee should distribute these unused credits to any combination of six unused benefit options.

If flexible benefits costs exceed available credits, the difference is known as an additional flexible benefits cost for the employee, and you must recoup this cost through a payroll deduction.

The second section of the Election Form also has an area for the employee to indicate the amounts of any voluntary salary contributions to spending accounts. Also included is a confirmation, authorizing a reduction in salary through a payroll deduction to recoup any additional costs or voluntary contributions to spending accounts.

Once you distribute the election forms, you are ready for the second stage of the enrollment process: receiving the completed election forms from the employees and actually enrolling the employee into Benefit plans. To keep track of those employees that have not returned their election forms, use the function *List Election Non-Respondents*.

The *List Election Non-Respondents* function assumes an employee with no enrollment has not returned the enrollment form.

Your Benefit Choices	PRICES	AFTER TAX COSTS	Your Benefit Credits
Medical Care	\$ _____		
Dental Care	\$ _____		
Vision Care	\$ _____		
Prescription Drug	\$ _____		
Life Insurance for you	\$ _____	\$ _____	
Short Term Disability	\$ _____	\$ _____	
Long Term Disability	\$ _____	\$ _____	
Dependent Life Insurance	\$ _____	\$ _____	
Voluntary AD & D	\$ _____	\$ _____	
Holidays/Personal Leave	\$ _____		Vacation \$ _____
Vacation Leave	\$ _____		Beginning Credits \$ 3000.00
TOTAL COST	\$ _____		TOTAL CREDITS \$ _____

If Credits are Greater:
Your Unused Credits \$ _____
(Credits minus costs)

If Costs are Greater:
Your Additional Cost \$ _____ A
(Costs minus credits)

You can distribute your unused credits among any or all of the choices below labelled 'Unused Benefit Credits' You must Choose one or more of these.

Your additional costs will be deducted from your pay, before tax, each pay period.

Your Allocations and Spending Account Elections	UNUSED BENEFIT CREDITS
401K B	\$ _____
	\$ _____
	\$ _____
Health Care Spending Account	\$ _____ PLUS
Dependent Care Spending Account	\$ _____ PLUS
Legal Service Spending Account	\$ _____ PLUS
Cash Back **	\$ _____
TOTAL	\$ _____ TOTAL

YOUR SALARY CONTRIBUTIONS
You can make voluntary contributions to the Health Care and Dependent Care Spending Accounts. Record these amounts below, if any.

\$ _____	EQUALS	\$ _____
\$ _____	EQUALS	\$ _____
\$ _____	EQUALS	\$ _____

TOTAL \$ _____ B

(maximum \$2000 per spending account)

Note that spending accounts must be used in full each year. IRS regulations require that you forfeit unused amounts. ** Cash Back Credits will be valued @ \$ 1.00 per credit.

If you have any dollars in either A or B above, complete this step

Your Net Payroll Deduction (if any)
A + B = \$ _____ 1996 Annual Cost in before-tax contributions

I request INSURANCE COMPANY OF AMERICA to provide me with the benefit elections that I have indicated on this form. I understand I cannot change any of my choices for 1996 unless my family status changes. I understand that if I have elected to receive my unused benefit credits in cash, the money will be included in my salary as taxable income. I authorize the corporation to deduct the indicated amounts from my pay. I verify that the personal

information shown is correct.

Signature _____

Date _____

Figure 4-10: Employee Election Form Worksheet Section

Enrolling Employees

Overview

You can use the following three functions to enroll employees into flexible benefit plans in Infinium FB:

- *Entering Employee Benefits*
- *Updating Employee Benefits*
- *Mass Enrolling Employees*

As part of these enrollment processes, Infinium FB provides functionality for you to perform the following tasks:

- Viewing active enrollments
- Displaying the annual and per pay period cost amounts for What If analysis
- Adding additional costs
- Calculating employee benefits
- Viewing the tax effect of changes you make
- Entering additional benefit identity values
- Viewing the Scoreboard to verify credits versus cost information for the selected employee
- Creating enrollment records

Each of these tasks and functions are explained in the sections that follow.

Entering Employee Flexible Benefits

The *Enter Employee Benefits* function is a quick entry method of enrolling employees that allows you to complete the entire enrollment process on one screen. The system creates the appropriate individual enrollment records. This function allows an employee to enroll in only one plan per benefit identity. If you require multiple plan enrollments per plan identity, you must use the *Update Employee Benefits* function to enroll the employee.

Using this function, you can enter initial enrollment for an employee for a flexible benefits year. You cannot use this function to update active enrollments or make changes to employee benefits because of lifestyle changes. For information about updating employee enrollments, refer to the “Updating Employee Benefits” chapter. For information about entering benefits based on lifestyle changes, refer to the section of this guide entitled “Changing Enrollments Based on Life Style Changes.”

To enroll employees into their respective flexible benefits plans using the *Enter Employee Benefits* function, perform the following tasks:

- 1 From the Infinium FB menu select *Enrollment Operations*.
- 2 *Select Update Enrollment Data*.
- 3 Select *Enter Employee Benefits* [EEB]. The system displays a screen similar to Figure 4-11.

```

5/08/03   10:43:26   Enter Employee Flexible Benefits   PRGBE520   PRDBE520
-----
Employer . . . . . ____ +
Employee . . . . . _____ + -or- Last name . . . . . _____ +
Flex year . . . . . ____ +

F3=Exit F4=Prompt F10=QuikAccess F18=Message line

```

Figure 4-11: Enter Employee Flexible Benefits prompt screen

- 4 Complete this screen as explained in the field descriptions that follow.

Employer

Type the code value that identifies the employer field for whom you are entering employees or press F4 to select from a list of valid employer code values. If the employer code is less than three characters, press FieldExit to advance to the next field.

Employee

Type the employee number in this and press FieldExit or press F4 to select from a list of valid employee numbers. If you do not know the employee number, leave this field blank and move the cursor to the *Last name* field.

Last name

Type the last name of the employee or press F4 to select from a list of valid employee names. If you do not know the entire name, type as much of the name as you can before pressing F4. The system will display all employees who match the criteria. Select the correct name and number and press Enter.

Flex year

You can leave the *Flex year* field blank if you are enrolling in the Default flexible benefits plan year on the employer benefit controls. Otherwise, enter the flexible benefits year for which this enrollment is effective. Press F4 to select from a list of valid flexible benefits year codes.

- 5 When you complete this screen, press Enter. The system displays a screen similar to Figure 4-12.

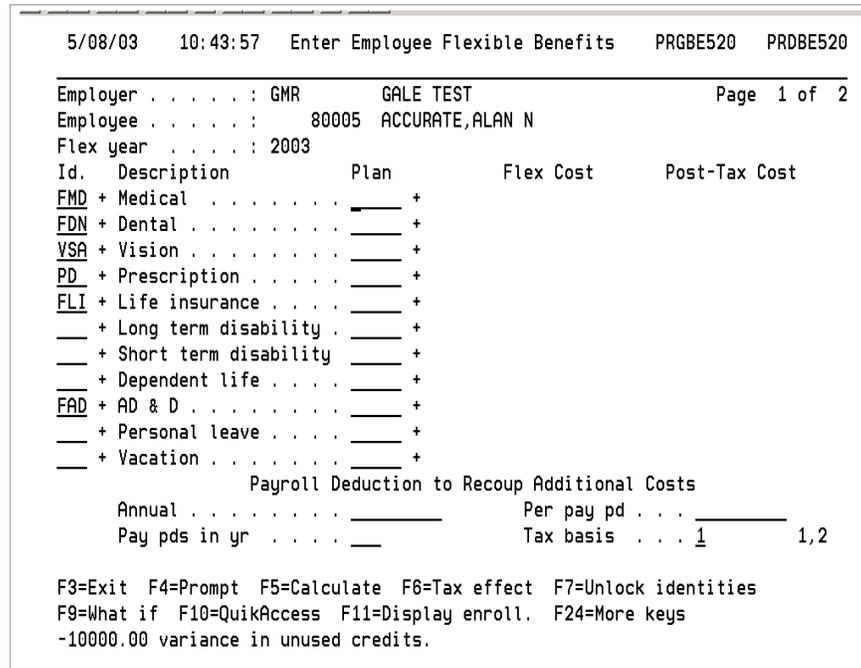


Figure 4-12: Enter Employee Flexible Benefits screen

Entering Employee Flexible Benefit Plan Election Information

The system uses the default benefit identities you entered on the employer benefit controls. The system displays these on the screen along with their

descriptions. In addition, the system displays the **Variance in Used Credits** message in the lower left of the screen, preceded by the number of credits the employee has available.

The system displays the costs associated with each pre-tax plan to the right of every plan code. The system displays the cost of post-tax plans to the right of the *Flex Cost* column. Since the post-tax plans cannot be paid for using flexible benefit credits, the system does not reflect their total cost in the *Total flex cost* field on the benefits scoreboard. The Scoreboard is explained later in this chapter.

6 Use the information below to fill in the fields on this screen.

Plan

In the *Plan* fields, type the codes for the plans into which you are enrolling this employee or press F4 to select from a list of valid plan codes.

Annual

Based on the employee's flexible benefits cost election choices, the system displays the employee's annual additional cost, if any. The system calculates additional cost by subtracting available credits from the total benefit cost.

Per pay pd.

This is the per pay period deduction amount for the additional flexible benefits cost.

Note: You need per pay period Amounts to effectively transfer credits/dollars into the appropriate spending accounts throughout the year and to facilitate deductions from Infinium PY for voluntary contributions. You pass per-pay-period deductions to Infinium PY when you run the *Update Deductions* function under *PY Interface Functions*.

Pay pds in yr

The system automatically displays the periods remaining for the current flexible benefits year for the selected employee. To base the pay amount per period on a different number of pay periods, type over the number of pay periods remaining in this field. For example, enter a different value in this field if the deduction was not paid/taken every pay period.

When you press F5, the system divides the pay periods in the year into the annual additional cost amount and arrives at the per pay period amount.

Tax basis

Type **1** in this field to assign the FLEX1 deduction for processing additional cost as a pre-tax deduction. Type **2** in this field to process this additional cost as a post-tax deduction.

To process pre-tax and post-tax deductions, the deduction codes FLEX1 (pre-tax) and FLEX2 (post-tax) must exist in Infinium PY. You can create these codes through the *Update Deduction Controls* function in Infinium PY.

To apply unused credits or voluntary salary contributions to spending accounts or the cash account, refer to the section that follows entitled "Allocating Unused Credits."

Allocating Unused Credits

The information you need to enter into the system from the Benefit Elections Form can include allocations of unused benefit credits to one or more spending accounts or cash account. The election can also include voluntary salary contributions to these accounts.

Follow the steps below to allocate unused credits.

- 7 To allocate unused credits or voluntary contributions, press Enter at any time. The system displays a screen similar to Figure 4-13, for allocating unused credits and voluntary contributions.
-

```

5/08/03  10:44:37  Enter Employee Flexible Benefits  PRGBE520  PRDBE520
-----
Employer . . . . . : GMR      GALE TEST                               Page 2 of 2
Employee . . . . . :      80005  ACCURATE,ALAN N
Flex year . . . . . : 2003
Pay pds in yr . . . :  _

Unused Benefit Credits Allocation  Annual  Adj.  Pay Pd.  Vol. Sal. Contrib.
                                     Annual  Pay Pd.  Annual  Pay Pd.
1                                     .00    .00    .00
2                                     .00    .00    .00
3                                     .00    .00    .00
4 Health care spend. acct . . . . . .00    .00    .00    .00    .00
5 Dependent care spend. acct . . . . .00    .00    .00    .00    .00
6 Legal services spend. acct . . . . .00    .00    .00    .00    .00
7 Cash - Credits . . . . . . . . . .00    .00    .00
   Cash - Dollars . . . . . . . . . .00    .00    .00

1 Credit equals . . . . . 1.00

F3=Exit F4=Prompt F5=Calculate F6=Tax effect F8=Add enrollments F9=What if
F10=QuikAccess F11=Display enroll. F12=Cancel F24=More keys
-10000.00 variance in unused credits.

```

Figure 4-13: Enter Employee Flexible Benefits screen: Entering unused credits/voluntary contributions

8 Complete this screen as explained in the field descriptions that follow.

Pay pds in year

This is the number of pay periods remaining in the flexible benefits year for this employee. This value defaults in from page 1 of the Enter Employee Flexible Benefits screen, where you entered the employee’s benefit plan elections. If you change the value in this field, the system changes the number of pay periods remaining in the previous screen as well, and you must re-calculate the employee’s plan costs for the new value.

Annual

Type the annual unused benefit credit that the employee has elected to allocate to the respective spending accounts.

Note: Infinium FB allows the employee to make voluntary salary contributions to any of the three legally defined spending accounts: Health Care, Dependent Care, and Legal Services. Type these amounts in the respective *Annual* fields under the Vol. Sal. Annual/Contrib. Pay Pd. column.

Adj.

If an adjustment to the employee’s allocation of unused benefit credits is necessary, type the appropriate amount here. The need for adjustments typically results from changes in credits due to employee lifestyle changes.

When you run the calculation, the system uses the adjusted amount, not the annual amount, in the calculation. The system will print this adjustment on the employee's Flexible Benefits Election Confirmation Form.

Pay Pd.

These are the pay period deduction amounts for each spending account to which you have applied unused credits/voluntary contributions. The system adjusts these amounts when you run the calculation using F5.

1 Credit equals

This is the dollar value associated with one credit. The value defaults from the *Conversion formula* field within *Update Benefit Controls* under *Master Files*.

You can override the value in this field to accommodate any specific enrollment criteria that you find appropriate. For example, you override this value to pay an employee or group more than the rest of the employee population.

Since the system uses the value that you enter here in the calculation of per pay period income adjustments, you can restrict this field to the Flexible Benefits Manager.

Variance in Unused Credits and/or Voluntary Contributions

When there is a variance between unused credits or voluntary contributions and the system calculated amount, the system displays a variance message on the Enter Employee Flexible Benefits screen. The messages reflect the status of the credit/additional cost. The following are messages that the system can display:

Variance in unused credits

Variance in additional costs

No unused credits

These messages signify that you must make an adjustment because the employee incurred an additional cost previously or because you allocated credits to the unused benefit credit options.

- 9 If you have allocated fewer unused credits to spending accounts than the system has calculated, the system displays an error message, informing you of this variance. To correct this problem, enter the full amount in the *Annual* field and press F5 to recalculate the per pay period amounts. Press Enter to display the current status.
-

- 10 After you have made the appropriate adjustment, press Enter again. You should verify that these sums are correct and match those on the election form.
- 11 When you are satisfied with the entered data, press F9 and the system displays the annual and per pay period amounts of any additional cost as well as the elected plans and their costs. The system no longer displays variance messages.

Viewing the Scoreboard

- 12 To display the Scoreboard window, illustrated in Figure 4-14, press F14 from the Enter Employee Benefits screen. The Scoreboard window shows the six unused benefit credit options available to the employee. Not all may be active, but you must allocate unused benefit credits to one or more of the options.
- 13 Press Enter to return to the Enter Employee Flexible Benefits screen.
- 14 To change the employee allocation, type the appropriate amounts in the *Annual* fields, and enter the remaining number of pay periods in the *Pay period remaining* field if it is different from the value obtained from Basic Data. The system displays the pay frequency on the screen to assist you.

On the bottom of the screen, the system displays additional salary contributions to spending accounts that you entered on the enrollment screen. The system ensures that the combined contributions to any one spending account do not exceed the limits set on the plan controls.

The system displays the credit amounts that you have already deposited into the spending accounts on the screen.

```

_ 5/29/03 09:39:57 Allocate Unused Credits PRGBE510 PRDBE510
-----
Employer . . . . . : FLX FLEXIBLE BENEFITS COMPANY
Employee . . . . . : 80005 ACCURATE,ALAN N
Tax ID# . . . . . : 183-44-1266
Flex year . . . . . : 2003 Pay frequency . . . B
Pay periods left . . . . . 1.00 Deposited in
Unused Benefit C SCORE BOARD Pay Pd. Spending Acct.
1. Flexible credits . . . : 10000.00 .00
2. + Vacation credits . . . : .00 .00
3. = Total credits . . . : 10000.00 .00
4. Health care s - Total flex cost . . . : 6578.68 .00
5. Dependent car = Unused credits . . . : 3421.32 .00
6. Legal service .00
7. Cash Back - C Unused allocated . . . : .00 .00
Cash Bac Unused allocated Adj : .00 .00

Code Plan Des Additional cost . . . : .00 er Pay Pd.
Additional cost Adj : .00

Press Enter to continue

-----
F3=Exit F5=Calculate F10=QuikAccess F12=Cancel F24=More keys

```

Figure 4-14: Scoreboard window

Displaying Tax Effect

After you use F9 to calculate and display the various flexible benefits prices and costs of selected plans, use F6 to illustrate the effect that the selected flexible benefits have on the employee’s annual paycheck.

The Flex Benefits Tax Effect screen, illustrated in Figure 4-15 shows the employee’s estimated gross compensation. It also calculates the annual tax savings for paying additional contributions or costs to eligible benefits on a pre-tax rather than a post-tax basis. Post-tax plan costs are also included in this illustration.

_ 5/28/03 16:51:24		Flex Benefits Tax Effect		PRGBE520	PRDBE520
		Without Flex		With Flex	
Gross pay :	60,000.00	Gross pay :		60,000.00	
		Pre-Tax			
		Additional costs . . :		.00	
		Spend. acct. contr. . :		.00	
		Cash Back :		.00	
Gross taxable inc. :	60,000.00	Gross taxable inc. :		60,000.00	
		Taxable Deductions			
Federal income tax :	8,446.50	Federal income tax :		8,446.50	
Social security tax :	3,720.00	Social security tax :		3,720.00	
Medicare tax :	.00	Medicare tax :		.00	
Post tax costs . . . :	.00	Post tax costs . . . :		.00	
Additional costs . . :	.00				
		Spend. acct. reimb. . :		.00	
Net annual income . . :	47,833.50	Net annual income . . :		47,833.50	
		Savings amount . . . :		.00	
F3=Exit F10=QuikAccess F12=Cancel F18=Message line					

Figure 4-15: Flex Benefits Tax Effect screen

- 15 Press F3 to return to the Enter Employee Flexible Benefits screen.

Creating the Enrollment Record

If the amounts that you entered agree with the employee’s election form, and you are satisfied with the data entered, press F8 to create the enrollment record.

When the system enrolls an employee into a flexible benefits plan, it calculates and enters an enrollment date. The enrollment date used is either the result of the eligibility criteria defined on the employer’s benefit control and the plan control, or the effective date of the plan, whichever is later.

For example, assume the employer’s benefit control specifies the date of hire as the beginning of eligibility and the plan control specifies eligibility as of the first day of the month after 90 days from the date of hire. In this case, the system calculates the plan control date as the employee’s effective date.

If, however, the employee has met the eligibility requirements prior to the effective date of the plan, the enrollment date is the effective date of the plan. In this way, new hires during the flexible benefits year have their enrollment dates correctly calculated in line with eligibility requirements.

Note: You must assign an income code for all employees who qualify for spending account plans. Assign an income code using the *Update Income*

Data function in Infinium PY. For more information about this feature, refer to the *Infinium Payroll Guide to Controls*.

If you made adjustments to the plan costs, unused credit amounts, or additional costs from what you entered based on the employee's election data, this data will appear on the confirmation form together with the original amounts requested by the employee. The employee must be aware of any action taken that was different from the original selections.

After the initial enrollment, use the *Update Employee Flexible Benefits* function to update the employee's enrollment for this flexible benefits year.

Listing Election Confirmation Forms

Overview

Once you complete the enrollment process, including the allocation of unused credits or recoupment of additional flexible benefits costs, you are now ready to issue Flexible Benefit Confirmation forms to the employees. Do this before interfacing with Payroll.

Issuing Confirmation Forms

The confirmation form shows only the flexible benefits plan choices elected by the employee and confirms the flexible benefits prices and costs.

To issue confirmation forms, perform the following steps:

- 1 From the Flexible Benefits main menu select *Enrollment Operations*.
 - 2 Select *List Enrollment Data*.
 - 3 Select *List Election Confirmations* [LEC]. The system displays a screen similar to Figure 4-16.
-

```

5/08/03  10:51:04  List Election Confirmations  PRGFB50  PRDFB50
-----
Employer . . . . . ____ +
Employee . . . . . _____ + -or- Last name . . . . . _____ +

Level 1 . . . . . ____ +
Level 2 . . . . . ____ +
Level 3 . . . . . ____ +
Level 4 . . . . . ____ +

Flex year . . . . . 0000 +
Benefit group . . . . . _____ +

Enrollments from . . . _____
                    to . . . _____

Include term.? . . . _ 0=No, 1=Yes
Tax savings report? . _ 0=No, 1=Yes

-----
F3=Exit F4=Prompt F10=QuikAccess F18=Message line

```

Figure 4-16: List Election Confirmations screen

4 Complete this screen as explained in the field descriptions that follow.

Employer

Type the employer code value in this field for a specific employer or press F4 to select from a list of valid employer codes. Leave this field blank to include all employers. If the Employer Code is less than three characters, press FieldExit to advance to the next field. This is a required field.

Employee or Last name

If you want to print a confirmation form for a specific employee, type the employee number or press F4 to select from a list of valid employee numbers. If you do not know the number, leave this field blank and move the cursor to the next field and enter as much as you know of the employee's name.

Leave this field blank to print confirmation forms for all employees who have enrollments meeting the criteria on this screen.

Level 1 through 4

Type the organization level in each of these fields to include employees assigned to specific organizational levels, respectively. If there is no value in these fields, the system prints a confirmation form for all employees within every organization level.

When you enter a value in a level field, the system includes all employees associated with that level and all employees in subsequent levels as well, even if you leave those subsequent levels blank. For example, if you enter a value in the *Level 1* field, the system prints a confirmation form for all employees in levels 2, 3, and 4 as well, if these fields are blank.

Flex year

The system uses a default flexible benefits year if you specified one in *Update Employer Benefit Controls*. If you have not specified a default, or if the flexible benefits year for which you want to generate confirmations forms differs from the default, type the flexible benefits year code value in this field. Press F4 to select from a list of valid flexible benefits year codes value. This is a required field.

Benefit group

Type the benefit group for which you want to process enrollment forms or leave this field blank to include all benefit groups. Press F4 to select from a list of valid benefit group code values.

Enrollments from

Type the earliest enrollment date from which you want to process employee information. Leave this field blank to include all enrollments from the beginning of the current flexible benefits year to the date that you enter in the *To* field. If the flexible benefits year is a previous flexible benefits year, the system includes all enrollments from that year.

To

Type the last enrollment date for which you want to process employee information. Leave this field blank to include all employee information from the date you entered in the *Enrollment from* field and the system date.

Include term.?

Type **1** to include terminated employees. Type **0** to exclude terminated employees. This is a required field.

Check with your legal department for Cobra coverage.

Tax savings report?

Type **1** if you want to include the tax savings on the confirmation statement. Type **0** if you do not want to include the tax savings on the confirmation statement.

- 5 Press Enter to submit the job. The system prints a Flexible Benefits Confirmation Statement similar to the one in Figure 4-17.

```

=====
| F L E X I B L E       B E N E F I T S       C O N F I R M A T I O N       S T A T E M E N T |
=====
ART W PETERSON                EMPLOYEE#    5113    Soc Sec# 051-78-9874
Region    EAST    Division    SALES    Department CLAIM
This confirmation statement shows the flexible benefit plans that you have elected
for 1996, your desired allocation of any unused benefit credits and also any
pre-tax salary contributions to spending accounts. Please verify that the information
below is correct and notify the Employee Benefits Department of any discrepancies found.
*****
FLEX BENEFITS                YOUR PLAN SELECTION                ANNUAL PRICE    ---POST-TAX COST---
-----
- Medical Care                FMED    BLUE FAMILY                3000.00                .00                .00
- Dental Care                0                .00                .00
- Vision Care                0                .00                .00
- Prescription Drug                0                .00                .00
- Short Term Disability                0                .00                .00
- Long Term Disability                0                .00                .00
- Life Insurance                LIFE    LIFE INSURANCE ONE TIMES SALARY                82.08                .00                .00
- Accidental D & D                AD&D    AD&D DIRECT CONTRIBUTION                .00                86.40                3.33
- Dependent Life Ins.                0                .00                .00
- Personal Leave                0
- Vacation Leave                VACE2    EXCHANGE VACATION DAYS                .00
                                Total Price ----->                3082.08                86.40                3.33
                                1996 Benefit Credits                2500.00
                                PLUS Vacation Credits                1.15
                                Total Available Credits                2501.15
                                Additional Cost                580.93 ( price less available credits )
The price of the flex plans selected is greater than the benefit credits you have available.
This additional cost will be deducted from your pay, before tax, each pay period.
Your deduction amount per pay period will be    22.35
This is equivalent to    1.61 % of your pay.
You have elected to make the following salary contributions to spending accounts :
                                Annual Amount                Per Pay Period
                                -----
HEALTH CARE SPENDING ACCOUNT                1500.00                57.70
                                .00                .00
                                .00                .00

```

Figure 4-17: Flexible Benefits Confirmation Statement

The form lists all of the possible benefit identity descriptions and the plan that the employee has selected from each identity. If the employee had some unused flexible benefit credits, the form shows the elected distribution of these unused credits. If you must make an adjustment to unused credits, the system displays the original and adjusted figures on the form.

The form requests that the employee review the flexible benefits choices on the confirmation and notify the benefits department if they are not correct.

If you requested the Tax Savings Report by typing 1 in the *Tax savings rpt.* field, the system prints a form like the one shown in Figure 4-18.

If you need to make changes to an employee's benefit information after the employee has reviewed the Flexible Benefits Confirmation Statement, you can update the employees' benefit elections using the *Update Employee Benefits* function, which is explained next.

```

=====
| F L E X I B L E       B E N E F I T S       C O N F I R M A T I O N       S T A T E M E N T |
=====
ART W PETERSON                EMPLOYEE#    5113    Soc Sec# 051-78-9874
Region    EAST    Division    SALES    Department CLAIM
                FLEX BENEFITS TAX EFFECTS
Illustrated below is the effect of the selected Flex Benefit plans
on your annual paycheck for 1996.
                WITHOUT FLEX PROGRAM                WITH FLEX
                -----                -----
GROSS COMPENSATION                36000.00                36000.00
LESS PRE-TAX DEDUCTIONS FOR:
1. ADDITIONAL FLEX COSTS                580.93
2. CONTRIBUTIONS TO SPENDING A/Cs                1500.00
Add Cash Back - Dollars                .00
GROSS TAXABLE INCOME                36000.00                33919.07
LESS TAXES AND TAXABLE DEDUCTIONS
    FEDERAL INCOME TAX                4436.25                4124.11
    SOCIAL SECURITY TAX                2232.00                2102.98
    MEDICARE TAX                .00                .00
    POST-TAX PLAN COSTS                86.40                86.40
    ADDITIONAL FLEX COSTS                580.93
REIMBURSEMENT FROM SPENDING A/Cs                1500.00
NET ANNUAL INCOME                28750.82                29191.98
SAVINGS AMOUNT                441.16
    
```

Figure 4-18: Flexible Benefits Confirmation Statement - Tax Effect

Mass Enrolling Employees

Overview

You use the *Mass Enrollment* function to enroll groups of employees into a plan by benefit group or by an entire company. With this function, one entry of benefit identity, plan, and year automatically enrolls all employees belonging to the specified benefit group or all employees of the company. This function is designed for use with core plans where all employees in a group receive automatic benefit coverage.

When you mass enroll a group of employees, the effective enrollment date equals the plan effective date and any eligibility requirements. If you need to adjust this date, you must use the *Update Employee Benefits* function.

This function only enrolls employees into a plan. If the enrollment has incurred an additional cost, then you must update additional cost information through the *Update Employee Benefits* function.

Note: If you plan to use the quick *Enter Employee Benefits* function to enroll employees, you should complete that enrollment process before mass enrolling employees. The *Enter Employee Benefits* function does not support updates.

Mass Enrollment is actually a two-part process, consisting of the *Trial Mass Enroll Employees* function and the *Mass Enroll Employees* function. You should always run the *Trial Mass Enroll Employees* before actually enrolling employees so you can review and verify that your enrollments are correct.

Before mass enrolling employees, use the Infinium FB *Trial Mass Enroll Employees* function to verify the outcome of enrollment. After you run the *Trial Mass Enroll Employees* function, you can then adjust the data if necessary, prior to actually enrolling employees. After you run the *Trial Mass Enroll Employees* function, the system automatically inserts the field values onto the Mass Enroll Employees screen.

If you are using the *Mass Enroll Employees* function to enroll employees and are also using the *Enter Employee Benefits* function to enter employee information, use the *Enter Employee Benefits* function first. You cannot enter employee information through the *Enter Employee Benefits* function after an employee is enrolled.

Caution: Run the *Trial Mass Enroll Employees* function before running the *Mass Enroll Employees* function to verify that the employee records that you are updating are correct.

Enrolling Multiple Employees

To enroll multiple employees into a plan, perform the following steps:

- 1 From the Infinium FB menu select *Enrollment Operations*.
- 2 Select *Mass Update Enrollment Data*.
- 3 If you are running the *Trial Mass Enroll Employees* function, select *Trial Mass Enroll Employees* [TMEE]. If you are running the *Mass Enroll Employees* function, select *Mass Enroll Employees* [MEE]. The system displays a screen similar to Figure 4-19.

```

5/08/03   10:51:58   Mass Enroll Employees   PRGFB50   PRDFB50
-----
Employer . . . . .  ___ +
Benefit identity . . .  ___ +
Benefit plan . . . . .  _____ +
Flex year . . . . .  0000 +
Benefit group . . . . .  _____ +

F3=Exit F4=Prompt F10=QuikAccess F18=Message line

```

Figure 4-19: Mass Enroll Employees screen

- 4 Complete both the Trial Mass Enroll Employees screen and the Mass Enroll Employees screen using the field descriptions that follow.

When you enter field values on the Mass Enroll Employees screen, make sure they match the values that you entered on the Trial Mass Enroll Employees. Otherwise, the actual mass enrollment will not match the enrollment data you verified based on the trial mass enrollment process.

Employer

Type the employer code value in this field or press F4 to select from a list of valid employers. If the employer code is less than three characters, press FieldExit to advance to the next field. This is a required field.

Benefit identity

Type the benefit identity code value or press F4 to select from a list of valid benefit identities. This is a required field.

Benefit plan

Type the benefit plan code value that you want to enroll employees into or press F4 to select from a list of valid benefit plans. This is a required field.

Flex year

Type the flexible benefits year code value into which you want to enroll the employees.

Benefit group

Type the benefit group that you want to process or leave this field blank to include all benefit groups. Press F4 for a list of all valid benefit group codes.

- 5 Verify that the field values on this screen are correct and press Enter to enroll/trial enroll all employees according to the specified criteria. If you are running the *Trial Mass Enroll Employees* function, the system produces the Trial Mass Enroll Employees report so you can verify your enrollment details.
-

Creating Initial Enrollments Using Update Employee Benefits

Overview

The *Update Employee Benefits* function lets you create new enrollments and update active enrollments during the flexible benefits year. This section explains how you enter initial employee benefit enrollments using the *Update Employee Benefits* function. If you are changing enrollment information for an existing employee flexible benefits record (because of a lifestyle change, for example), refer to the “Changing Enrollments Based on Lifestyle Changes” chapter in this guide.

If you have already created the employee flexible benefits record using the *Enter Employee Benefits* function, explained earlier in this chapter, and you must make corrections to the record or enter adjustments because of a lifestyle change, you must use the *Update Employee Benefits* function to do so. You cannot make changes to an existing employee flexible benefits record using the *Enter Employee Benefits* function.

Specifically, the *Update Employee Benefits* function allows you to:

- enter dependent and beneficiary data
- enter any additional costs that need to be recouped
- allocate any unused benefit credits to spending accounts
- display enrollment history screens
- update or create preferred provider records

This enrollment process enters the employee into the plans, calculates either remaining credits to be distributed or additional cost to be recovered, as well as additional salary contributions to spending accounts.

Creating Initial Enrollments

To update employee flexible benefits using the *Update Employee Benefits* function, perform the following steps:

- 1 From the Infinium FB main menu select *Enrollment Operations*.
- 2 Select *Update Enrollment Data*.
- 3 Select *Update Employee Benefits* [UEB]. The system displays a screen similar to Figure 4-20.

```
5/08/03  10:52:29  Update Employee Benefits  PRGBE510  PRDBE510
-----
Employer . . . . .  ___ +
Employee . . . . .  _____ + -or- Last name . . . . .  _____ +
Flex year . . . . .  ___ +

-----
F3=Exit  F4=Prompt  F10=QuikAccess  F18=Message line
```

Figure 4-20: Update Employee Benefits prompt screen

- 4 Complete this screen as explained in the field descriptions that follow.

Employer

Type the employer code value in this field for a specific employer or press F4 to select from a list of valid employer codes. If the employer code is less than three characters, press FieldExit to advance to the next field.

Employee

Type the employee number in this field and press FieldExit or press F4 to select from a list of valid employee numbers. If you do not know the employee number, leave this field blank and move the cursor to the *Last name* field.

Last name

Type the last name of the employee or press F4 to select from a list of valid employee names. If you do not know the entire name, type as much of the

name as you can before pressing F4. The system displays all employees who match the criteria. Select the correct name and number and press Enter.

Flex year

You can leave the *Flex year* field blank if you are enrolling in the default flex plan year on the employer benefit controls. Otherwise, enter the flexible benefits year for which this enrollment is effective. Press F4 to select from a list of valid flexible benefits year codes.

- 5 When you complete this screen, press Enter. The system displays a screen similar to Figure 4-21.

```

5/08/03   10:53:14   Update Employee Benefits   PRGBE510   PRDBE510
-----
Employer . . . . . : GMR       GALE TEST
Employee . . . . . :   80005   ACCURATE,ALAN N
Tax ID# . . . . .  : 183-44-1266
Flex year . . . . . : 2003

Flexible credits . . 10000.00
Benefit group . . . . FLEX +
Flex annual salary . . 60,000
Pay pds. remaining . 26

-----
F3=Exit  F4=Prompt  F5=Calculate credits  F10=QuikAccess  F12=Cancel
F16=Update/Exit  F18=Message line

```

Figure 4-21: Update Employee Benefits screen 1

- 6 Complete this screen using the field descriptions that follow.

Flexible credits

This field displays the flexible benefit credits available to this employee at the beginning of the specified flexible benefits year. If you have not already allocated credits to the employee, you can enter a value in this field.

You can also calculate an employee's credits if you have identified a custom, user-created program in the employee benefit control file. If you have a custom program, use your custom program to calculate available credits in one of two ways:

- From this screen, press F5 to access the custom program and insert the employee's flexible benefits credits into this field.
- From the *Mass Update Enrollment Data* function, use the *Calculate Employee Benefit Credits* function to calculate flexible benefits credits by individual employee or by employer.

See the sections on calculation and allocation of flexible benefit credits at the beginning of this chapter for more information.

Benefit group

You can enter the benefit group to which this employee belongs, unless the system has already retrieved the value from basic data.

If you enter a value in the *Benefit group* field, keep in mind that this value updates the *Benefit group* field in the employee's basic data. This value also displays the benefits available to the employee based on that benefit group code.

Flex annual salary

The system defaults the employee's annualized salary into this field. The system uses this salary amount, instead of the current salary, during employee enrollment to calculate flexible benefits, such as life insurance that equals two times the amount in this field. To update this information, type the actual salary in this field.

Pay pds. remaining

Type the number of pay periods remaining for the flex year for which you are calculating information. If you are calculating credits for the current flexible benefits year, this field defaults to the year's pay period (for example, 12 for monthly or 24 for bi-weekly). If you are calculating credits for the next flexible benefits year, the system defaults the total number of pay periods defined in the Employee Payroll Master for the selected employee in this field.

Note: The *Pay pds. remaining* field is also located on other screens in the system, such as Calculate Additional Cost and Allocate Unused Credits. When you enter a value in this field, the value will also change for all other *Pay pds. remaining* fields on the system as well.

- 7 Once you have verified that the information on this screen is correct, press Enter. The system displays a screen similar to Figure 4-22. Use this screen to select the employee enrollment record that you want to update.
-

```

5/28/03  16:55:27      Update Employee Benefits      PRGBE510  PRDBE510
-----
Employer . . . . . : FLX      FLEXIBLE BENEFITS COMPANY
Employee . . . . . :      80005  ACCURATE,ALAN N
Tax ID# . . . . . : 183-44-1266
Flex year . . . . . : 2003

Select option, then press Enter.
5=Work with

Opt  Benefit Identity  Plan    Cost  Plan Description
-   DENTAL PROVIDER #2  DENTD  600.00  DENTAL WITH DEDUCTION CODE
-   FLEX AD&D           ADD1    36.00  FLEX AD&D
-                               ADD2    FLEX AD&D 2
-                               MENLA   MASS ENROLL AD&D
-   FLEX AD&D/HIPAA    FAH     21.60  FLEX AD&D/HIPAA - WITHOUT DEDUCTION
-                               FAH-D   FLEX AD&D/HIPAA - WITH DEDUCTION
-   FLEX SPENDING ACCT/ FCH     FLEX SPENDING ACCOUNT/HIPAA - WITHOUT
-                               FCH-D   FLEX SPENDING ACCOUNT/HIPAA - WITH DED
-                               MENLS   MASS ENROLL SPENDING ACCT          +
-----
F3=Exit  F5=Dependents  F8=Unused credits  F9=Additional costs  F10=QuikAccess
F12=Cancel  F14=Scoreboard  F15=Lifestyle 2  F18=Message line

```

Figure 4-22: Update Employee Benefits screen 2

The system displays various messages on the main Update Employee Benefits screen, instructing you as to what actions you must take because of the changes you have made. The messages that can possibly display are:

Message	Description
CREDITS HAVE CHANGED	You have made changes to an employee's spending account.
ALLOC UNUSED CREDITS AND ADDITIONAL COST ***PLEASE CHECK***	The employee has additional costs and you have already allocated unused credits. You must take care of the unused credits first. When you are making adjustments, be sure to allocate unused credits, F8, before you enter additional cost, F9.
UNUSED CREDIT MUST ALLOCATE	The employee has unused credits that are not accounted for. You must assign them to a spending account or cash back using F8.
UNUSED CREDIT CHANGE MUST REALLOCATE	The employee already has unused credits, but now has fewer or more. You must adjust for this using F8.

Message	Description
ADDITIONAL COST MUST CALCULATE	The employee has used more credits than the number allocated. You must calculate the per pay period amount using F9.
ADDTL COST CHANGE MUST RECALCULATE	The employee already has additional cost, but the amount has changed. You must recalculate using F9.

If the total flexible benefits price exceeds the total credit allocated, you can recoup the additional costs in the Enter Additional Costs Data screen by pressing F9. This function is explained in detail in the “Flex Cost Recouping Additional Costs” section of this guide.

Updating Dependent and Beneficiary Information

On the Update Dependent/Beneficiaries screen, shown in Figure 4-23 you can add or update the dependent and beneficiary data pool for all plans.

This function creates a file of all eligible dependents and beneficiaries regardless of the enrollment. You can access this file and select beneficiaries when enrolling employees into specific plans, if you specify on the plan control to show dependents and beneficiaries. The employee has the option of selecting different beneficiaries for each plan. For example, the employee can name a beneficiary for a life insurance plan and a totally different beneficiary for another enrollment.

Within this option you can perform the following three tasks:

- add a dependent/beneficiary
- update dependent/beneficiaries data
- delete a dependent/beneficiary

Caution: Updating dependent information through this function also updates dependent information in Infinium HR.

- 8 From the Update Employee Benefits screen, press F5 to display the Update Dependents/Beneficiaries selection screen.

```

5/28/03 16:56:59 Update Dependents/Beneficiaries PRGM DP PRMDP

Employer . . . : FLX FLEXIBLE BENEFITS COMPANY
Employee . . . : 80005 ACCURATE,ALAN N

2=Change 4=Delete

Opt Dependents/Beneficiaries      Relation Age Birth Date Tax ID#
- MARY                             CHILD  2  1/01/2001 3214325432
- ALVIN ACCURATE                   SON    2  2/18/2001 602-55-1255
- ANDREA ACCURATE                  SPOUS 34  7/15/1968 708-65-4321
- EBEAM TEST                       OTH    3  7/07/1999 555-44-6666
- ANNA EBEAM                       DAUGH  2  9/15/2000 556-12-1212
- NEARLY ACCURATE                  CHILD  3  5/01/2000 055-11-2222
- CLOSE TWO ACCURATE               SON   13  1/22/1990 888-77-9999
- ACCRUATE, MORETHAN               DAD   58  5/01/1945 888-99-7777
- NEW NAME                          CHILD  1  1/02/2002
- FIRST, FIRST THINGS              OTH    3  2/02/2000 564897979 +

F3=Exit F6=Create F10=Access F12=Cancel

```

Figure 4-23: Update Dependents/Beneficiaries screen

You can do the following on this screen:

- Change dependent or beneficiary information by typing **2** in *Opt*.
 - Delete dependent or beneficiary information by typing **4** in *Opt*. The system replaces the dependent or beneficiary record with the message *DLTE to show that a dependent or beneficiary record has been removed from the list. The system does not actually remove the record until you exit and update by using F3.
 - Create new dependent or beneficiary information by pressing F6.
- 9 Press F6. The system displays the Create Dependents/Beneficiaries screen similar to Figure 4-24.

```

5/28/03 17:01:27 Create Dependents/Beneficiaries PRGM DP2 PRDMDP2

Employer . . . . : FLX FLEXIBLE BENEFITS COMPANY
Employee . . . . : 80005 ACCURATE,ALAN N

Name . . . . . _____
- or - First Name _____ MI _ Last Name _____

Relationship . . _____ + Type . . . . . 1 (1->2)

Date of Birth . . _____ Tax ID# . . . . . _____
Student? . . . . 0 (0, 1, 2) Internal seq# . 017
Gender . . . . . _ (F, M, U) User alpha . . _____
Disability . . . . _ User numeric . . _____ .00
Smoker? . . . . . _

Address . . . . . _____
(Line 2) . . . . _____
(Line 3) . . . . _____

F3=Exit F4=Prompt F10=Access F12=Cancel F20=Accept

```

Figure 4-24: Create Dependents/Beneficiaries screen

10 Complete this screen as explained in the field definitions below.*Name*

Type the dependent's complete name.

or First Name, MI, Last Name

Type the dependent's first name, middle initial and last name.

Relationship

Type the dependent's relationship to the employee or press F4 to select from a list of valid relationship code values. The entry in this field must be a valid code value. To create relationship code values use the *Update Employer Codes* function under the *Master Files* function in Infinium HR or Infinium PY. The code type is REL.

Type

Type 1 if this person is a true dependent claimed by the employee on the Federal Income Tax Return. Type 2 if this is a nominated beneficiary (non-dependent relative, charity, or trust fund).

Date of birth

Type the date of birth of the beneficiary/dependent.

Tax ID#

Type the beneficiary's or dependent's tax ID number. In the United States this would be the beneficiary's/dependent's social security number.

Student?

Specify whether this dependent or beneficiary is a student and, if so, whether part or full time. Valid values are:

0	Not a student
1	Full time student
2	Part time student
Blank	Unknown

Gender

Specify this dependent's or beneficiary's gender. Valid values are:

F	Female
M	Male
U	Unknown

User alpha

Type user defined alphabetical information you want to store for association with a dependent record. You can use this information with custom programs and queries. This information does not appear in any other function.

Disability

Specify whether this dependent or beneficiary is disabled and the term of the disability. Valid values are:

Blank	None
1	Short term disability
2	Long term disability
3	Total or permanent disability

User numeric

Type user defined numerical information you want to store for association with a dependent record. You can use this information with custom programs and queries. This information does not appear in any other function.

Smoker?

Specify whether this dependent or beneficiary is a smoker. Valid values are:

N	Non-smoker
Y	Smoker
Blank	Unknown

Address (lines 1-3)

Type the mailing address for this dependent or beneficiary if the address is not the same as that of the employee.

- 11 Press F3 to exit and update. If you do not want to update, press F12. The system restores all of the previous data, including deleted records. If you update this screen, you are also updating this information in Infinium HR.

Adding Enrollments

- 1 To add an enrollment, from the Update Employee Benefits screen shown in Figure 4-22, type 5 in the *Opt* field next to each plan in which the employee is not currently enrolled but has elected to enroll and press Enter. The system displays the Enter Employee Benefits screen for the first plan you selected from the list. For example, Figure 4-25 shows a medical spending account plan.
-

```

8/25/06   16:46:46       Enter Employee Benefits       PRGBE510   PRDBE510
-----
Employer . . . . . :
Benefit identity . . : | FLX   FLEXIBLE BENEFITS COMPANY
Benefit plan . . . . : |
Employee . . . . . :
Tax ID# . . . . . : FME   FLEX MEDICAL
Flex year . . . . . :

Policy number . . . . . _____ HIPAA
Flex plan cost . . . . . 5400.00   Pre-exist Expire Dt . _____
Enrollment date . . . . . 1012005   Prior Months Coverage _____
Cancel date . . . . . _____       Coverage Level . . . . . _____ +
                                           Change Reason . . . . . _____ +
                                           Date/Time Qualifier . . . . . _____ +

Primary Care Phys . . . . . _____ +
Est. Patient? . . . . . _ (0,1,2)

F3=Exit F4=Prompt F5=Prorate F8=History F9=Attach Benefits/Dep
F10=QuikAccess F12=Cancel F14=Pref. Providers F18=Message line F22=Delete

```

Figure 4-25: Enter Employee Benefits medical spending account screen

All of the screens for the selected plans are displayed sequentially for you to process. Each screen may be slightly different, depending upon how you set up the control fields for the specified plan (that is, benefit type, pre- or -post-tax).

When the system enrolls an employee into a flexible benefits plan, it calculates and enters an enrollment date. The enrollment date used is either the result of the eligibility criteria contained in the employer's benefit control and in the plan control, or the effective date of the plan, whichever is later:

- If the employee meets all eligibility requirements prior to the plan effective date, the enrollment date is the plan effective date.
- If the employee meets all eligibility requirements after the plan effective date, then that date displays in the *Enrollment date* field.

Because the annual plan cost that displays on each individual plan screen is based on the beginning of the flexible benefits year enrollment, you must prorate any plan costs where the enrollment date does not equal the plan effective date. This step ensures that the actual cost of the plan coverage time is reflected. Refer to the "Prorating Costs for Employees Hired After the Beginning of the Flexible Benefits Year" section of this chapter for more information.

- 2 Use the information below to fill in the fields on this screen.

Policy number

Type the policy number for this plan.

Pre-exist Expire Dt

You can enter a date for expiration of a pre-existing condition. The *Pre-exist Expire Dt* field is informational only. It is used to identify employees who have a pre-existing condition expiration date, which must be satisfied before claims for the pre-existing condition will be paid. You can perform a query for customized reports for accessing information in the *Pre-exist Expire Dt* field.

Flex plan cost

The annual pre-tax plan cost is the default when you add an enrollment.

You can change this value by:

- Typing a new value.
- Changing the enrollment date and pressing F5 to prorate the annual flex cost.
- Entering a cancellation date and pressing F5 to prorate the annual flex cost.

Prior Months Coverage

Specify the number of months this employee had coverage under a previous benefit according to the HIPAA certificate.

Enrollment date

This is the date when the employee is eligible for this benefit. You can override this date with another date to reflect a lifestyle change.

Coverage Level

Specify the value that identifies this employee's level of coverage for this benefit.

The code type associated with this code value is CLC. Use the *Update Employer Codes* function to define code values.

Cancel date

Specify the employee's cancellation date for this benefit.

When this cancel date occurs, the cancellation is indicated when you view the employee's benefits.

When you enter a cancellation date that is prior to the end of the flexible benefits year, press F5 to prorate the annual cost of this plan.

Change Reason

Specify the value that identifies the reason for changing this beneficiary's or dependent's coverage under this plan.

The code type associated with this value is MRC. Use the *Update Employer Codes* function to define code values.

Date/Time Qualifier

Specify the value that identifies the qualifying event for the changes being made to this enrollment record on this date and at this time.

The code type associated with this value is DTQ. Use the *Update Employer Codes* function to define code values.

Primary Care Phys

Specify the name of the employee's primary care physician.

Est. Patient?

If you specify a primary care physician, you must enter a value in this field. Specify whether this employee is an established patient of the specified primary care physician. Valid values are:

- | | |
|----------|-------------------------|
| 0 | Unknown |
| 1 | Established patient |
| 2 | Not established patient |

Pre-tax and Post-tax Enrollments

As a result of the entries you made on the benefit plan control, the enrollment screens appear in the pre-tax or post-tax format.

Post-tax plans require a per pay period cost based on the pay periods remaining in addition to the actual annual cost. If you pro-rate the annual cost, you must pro-rate the per pay cost accordingly. You also need to adjust the remaining pay periods to reflect the later enrollment date. Use F5 to complete this step.

Medical Care, Dental Care, Vision Care, Prescription Drug, and Dependent Life

The following screens address medical care, dental care, vision care, prescription drug, and dependent life enrollments.

If this is a pre-tax plan, the flexible benefit cost displays along with the policy number of the plan and the enrollment date, as illustrated in Figure 4-26. You can override all of these values.

```

8/25/06  16:56:39      Update Employee Benefits      PRGBE510  PRDBE510
-----
Employer . . . . . : JBF  JEAN'S FLEX COMPANY
Benefit identity . . : FMD  FLEX MEDICAL
Benefit plan . . . . : MEDF  MED FAMILY
Employee . . . . . :      4428  BURGER, BEEF Y
Tax ID# . . . . . : 132-56-5454
Flex year . . . . . : ****

Policy number . . . . FMH-123456      HIPAA
Flex plan cost . . . . 5400.00      Pre-exist Expire Dt . _____
Enrollment date . . . . 1012005      Prior Months Coverage _____
Cancel date . . . . . _____      Coverage Level . . . . _____ +
                                          Change Reason . . . . _____ +
                                          Date/Time Qualifier . . . . _____ +

Primary Care Phys . . _____ +
Est. Patient? . . . . _ (0,1,2)

F3=Exit F4=Prompt F5=Prorate F8=History F9=Attach Benefits/Dep
F10=QuikAccess F12=Cancel F14=Pref. Providers F18=Message line F22=Delete
    
```

Figure 4-26: Update Employee Benefits pre-tax enrollment screen

If this is a post-tax plan, the system displays the annual post-tax cost, along with a per pay period cost based on the employee pay frequency (that is, number of pay periods in the year) and the policy number, all of which you can override. If you have associated a deduction code in your plan control with the post-tax cost, the system also displays on the screen, as shown in Figure 4-27.

```

8/28/06  11:17:42      Enter Employee Benefits      PRGBE510  PRDBE510
-----
Employer . . . . . : JBF  JEAN'S FLEX COMPANY
Benefit identity . . : FMH  FLEX MEDICAL/HIPAA
Benefit plan . . . . : FMH-D FLEX MEDICAL/HIPAA - WITH DEDUCTION
Employee . . . . . : 4425 SMITH,JOHN Y
Tax ID# . . . . . : 132-56-5454
Flex year . . . . . : 2005

Policy number . . . . FMH-D-123      HIPAA
Pre-exist Expire Dt . . . . .
Prior Months Coverage . . . . .
Enrollment date . . . . 1012005      Coverage Level . . . . . +
Cancel date . . . . . Change Reason . . . . . +
Pay pds. remaining . . 0      Date/Time Qualifier . . . . . +
Annual cost . . . . . .00
Per pay pd. cost . . . . . .00
Deduction code . . . : M1FBP

Primary Care Phys . . . . . +
Est. Patient? . . . . _ (0,1,2)

-----
F3=Exit F4=Prompt F5=Prorate F8=History F9=Attach Benefits/Dep
F10=QuikAccess F12=Cancel F14=Pref. Providers F18=Message line F22=Delete

```

Figure 4-27: Enter Employee Benefits post-tax enrollment screen

Entering a Date for Expiration of a Pre-existing Condition

You can enter a date for expiration of a pre-existing condition expiration. The *Pre-exist Expire Dt* field is informational only. It is used to identify employees who have a pre-existing condition expiration date, which must be satisfied before claims for the pre-existing condition will be paid. You can perform a query for customized reports for accessing information in the *Pre-exist Expire Dt* field.

AD&D, Life Insurance, and Disability Enrollments

The following screen shows AD&D, life insurance, and disability enrollments.

For the life insurance, accidental death and dismemberment, short-term disability, and long-term disability plans, the system adds the *Coverage Amount* field to the display. This value is the result of coverage definitions on the plan control.

If the plan control specifies to display all beneficiaries, the system displays them at the bottom of the screen. See the section explaining beneficiary/dependent data later in this section.

If this is a pre-tax plan, the flexible benefit cost displays along with the policy number of the plan and the enrollment date. See Figure 4-28. You can

override all of these values. The system displays the coverage amount, but you cannot override the coverage amount.

```

8/25/06  17:03:01      Update Employee Benefits      PRGBE510  PRDBE510
-----
Employer . . . . . : JBF  JEAN'S FLEX COMPANY
Benefit identity . . : FAD  FLEX AD&D
Benefit plan . . . . : ADD1 FLEX AD&D
Employee . . . . . :      80005 ACCURATE,ALAN N
Tax ID# . . . . . : 483-44-1266
Flex year . . . . . :      2005

Policy number . . . . . _____ HIPAA
Pre-exist Expire Dt . _____
Coverage amount . . . : 35000.00  Prior Months Coverage _____
Flex plan cost . . . . : 21.00    Coverage Level . . . . E1D +
Enrollment date . . . . : 1012005  Change Reason . . . . 02 +
Cancel date . . . . . _____  Date/Time Qualifier . . . . _____ +

Primary Care Phys . . _____ +
Est. Patient? . . . . _ (0,1,2)

-----
F3=Exit F4=Prompt F5=Prorate F8=History F9=Attach Benefits/Dep
F10=QuikAccess F12=Cancel F14=Pref. Providers F18=Message line F22=Delete
    
```

Figure 4-28: Update Employee Benefits pre-tax enrollment screen

If this is a post-tax plan, the system displays the annual post-tax cost, along with a per pay period cost based on the employee pay frequency (that is, number of pay periods in the year.) If you have associated a deduction code in your plan control with the post-tax cost, it also displays on the screen, as illustrated in Figure 4-29. Also, the system displays the coverage amount even though you cannot override it.

```

8/28/06  11:21:07      Enter Employee Benefits      PRGBE510  PRDBE510
-----
Employer . . . . . : JBF  JEAN'S FLEX COMPANY
Benefit identity . . : FPH  FLEX DEP. LIFE/HIPAA
Benefit plan . . . . : FPH-D  FLEX DEPENDENT LIFE/HIPAA - WITH DEDUC
Employee . . . . . :      4425  SMITH,JOHN Y
Tax ID# . . . . . : 132-56-5454
Flex year . . . . .
Policy number . . . . FPH-D-1234      HIPAA
Pre-exist Expire Dt . _____
Prior Months Coverage _____
Enrollment date . . . 1012005      Coverage Level . . . . _____ +
Cancel date . . . . . _____      Change Reason . . . . _____ +
Pay pds. remaining . 0      Date/Time Qualifier . _____ +
Annual cost . . . . . 400.00
Per pay pd. cost . . . 33.34
Deduction code . . . : LIFE

Primary Care Phys . . _____ +
Est. Patient? . . . . _ (0,1,2)

-----
F3=Exit  F4=Prompt  F5=Prorate  F8=History  F9=Attach Benefits/Dep
F10=QuikAccess  F12=Cancel  F14=Pref. Providers  F18=Message line  F22=Delete
    
```

Figure 4-29: Enter Employee Benefits post-tax enrollment screen

Contributing to Spending Accounts

When you select a spending account enrollment by typing 5 next to the benefit, the system displays a screen similar to Figure 4-30. Use this screen to enroll employees into and enter contributions to spending accounts.

```

8/28/06  11:24:12      Enter Employee Benefits      PRGBE510  PRDBE510
-----
Employer . . . . . : JBF  JEAN'S FLEX COMPANY
Benefit identity . . : FCH  FLEX SPENDING ACCT/HIPAA
Benefit plan . . . . : FCH-D FLEX SPENDING ACCOUNT/HIPAA - WITH DED
Employee . . . . . :      80113 BLOSSOM,CHERRY
Tax ID# . . . . . : 223-48-6957
Flex year . . . . . : ----

          Voluntary Salary Contributions to Spending Accounts
Annual amount . . . . . : .00          Per pay pd. amount . . . . . : .00
Deduction code . . . : DSA          Pay pds. remaining . . . : 0
Income code . . . . . : MSAR          Enrollment date . . . : 1012005
Cancel date . . . . . :              Spend. account bal. : .00
          From Unused Benefit Credits
Annual          Per Pay Period
Health care . . . . . :          Health care . . . . . :
Dependent care . . . :          Dependent care . . . :
Legal services . . . :          Legal services . . . :
Cash Back - Credits :          Cash Back - Credits :
-----
F3=Exit F5=Prorate F8=History F9=Attach Benefits/Dep F10=QuikAccess
F12=Cancel F14=Pref. Providers F18=Message line F22=Delete
    
```

Figure 4-30: Enter Employee Benefits entering contributions to spending accounts screen

Complete this screen using the field descriptions that follow.

Annual amount

Enter the annual amount that the employee wants to contribute to this spending account. This amount must be between the minimum and maximum amount on the plan control and should be exclusive of any contribution due to the allocation of unused benefit credits. You process those later. The value that you enter here results in a direct salary deduction from Infinium PY. See the *Per pay pd. amount* field.

Per pay pd. amount

Enter the per pay period amount for this spending account deduction or enter pay periods remaining and use the prorate function key to calculate per pay period cost. See the *Annual amount* field and *Pay pds. remaining* field.

Pay pds. remaining

The system fills this field by the value on the employee's Basic Data screen if you are enrolling an employee into the future flexible benefits year (you can override it if you want; otherwise, 0 defaults in and you must enter a value in order to obtain a per pay period cost. Press F5 to calculate the per pay period amount. The *Mass Update Spending Account Deductions* function places this amount into a deduction record in Infinium PY. You can override the resulting per pay period values if you wish.

Enrollment date

The date that the employee is eligible for this benefit defaults into this field when you add a new enrollment. However, you can change the value in this field to accommodate lifestyle change enrollments.

Cancel date

Use this field when you are changing an employee's record based on lifestyle changes. Otherwise, leave this field blank.

Deduction code

This is a display only field that you cannot change. This field displays the deduction code entered on the plan controls that the system uses to process any salary deductions through Infinium PY.

Income code

This is a display only field that you cannot change. This field displays the income code entered on the plan controls that the system uses to process claim reimbursements.

Spend. account bal.

This is a display only field that you cannot change. The spending account balance comes from Payroll and consists of:

- the amount deposited into this spending account after you have deposited unused credits and extracted payroll contributions
- any claims reimbursed against this account

The plan keeps a running total of the spending account balance throughout the flexible benefits year.

The bottom of the screen displays the amount of unused benefit credits allocated to the three spending accounts. The system checks both the annual amount contributed and the unused allocated benefit credits allocated to ensure that the combined allocations on the spending account do not exceed the maximum set on the plan controls.

Note: To process reimbursements against the spending account, you must assign a minimum or maximum income code to all employees who qualify for spending account plans. You can do this using the *Update Income Data* function.

Processing Vacation and Personal Leave Benefits

Select a vacation or personal leave plan by typing 5 next to the respective benefit plan from the list of plans on the Update Employee Benefits screen. The system displays a screen similar to Figure 4-31 or Figure 4-32 depending on whether the plan is a buy days or exchange days plan.

If you defined the plan as a buy days plan, the system displays the flexible benefit cost, illustrated in Figure 4-31. This cost is a result of the cost per day multiplied by the number of days entered on the plan control. The system applies this value to the employee's annualized base salary from the employee's basic data record.

```

5/08/03   14:38:45       Enter Employee Benefits   PRGBE510   PRDBE510
-----
Employer . . . . . : ZUS   SAMPLE US COMPANY
Benefit identity . . : VAC   VACATION DAYS
Benefit plan . . . . : VACA   VACATION DAYS BUY
Employee . . . . . :   80005   ACCURATE,ALAN N
Tax ID# . . . . . :   083-44-1266
                                     Pre-exist Expire Dt . _____

Flex plan cost . . . . .           .00
Enrollment date . . . .    1012003   
Cancel date . . . . . _____

-----
F3=Exit F5=Prorate F8=History F10=QuikAccess F12=Cancel F18=Message line
F22=Delete
    
```

Figure 4-31: Enter Employee Benefits buy days plan screen

If you defined the plan as an exchange days plan, the system displays flexible credits, as illustrated in Figure 4-31. These credits are a result of the cost per day multiplied by the number of days entered on the plan control. The system then applies this value to the employee's annualized base salary from basic data.

5/08/03	14:35:54	Enter Employee Benefits	PRGBE510	PRDBE510
Employer	ZUS	SAMPLE US COMPANY		
Benefit identity . . .	PL	PERSONAL LEAVE		
Benefit plan	PL	PERSONAL LEAVE		
Employee	80005	ACCURATE,ALAN N		
Tax ID#	083-44-1266			
		Pre-exist Expire Dt .		
		Flex credits00
Enrollment date . . .	1012003			
Cancel date				
<hr/> F3=Exit F5=Prorate F8=History F10=QuikAccess F12=Cancel F18=Message line F22=Delete				

Figure 4-32: Enter Employee Benefits exchange days plan screen

Displaying Beneficiary/Dependent Information

If you have defined the plan control to involve beneficiaries or dependents, the system displays all possible beneficiaries/dependents for the employee below the enrollment screen.

Type 1 in the field adjacent to the beneficiary's/dependent's name to select the beneficiaries or dependents you want included on the plan. In the case of a life insurance plan, or something similar, you can enter a percentage in this field to indicate the relative proportions of the benefit amount that you want distributed among the different beneficiaries.

You may also enter the effective dates or cancellation dates for each beneficiary or dependent. Type 1 in the *Cont* field to show that this is a contingent beneficiary. Leave the field default at 0 if it is a primary beneficiary.

Enrollment History

Each time you change an employee's enrollment, the system places a record of the enrollment in a separate file called Enrollments History. The change may also be an addition or deletion of an enrollment

```

8/28/06   11:40:20   Flex Election History   PRGBE510   PRDBE510
-----
Employer . . . . . : JBF   JEAN'S FLEX COMPANY
Benefit identity. . . : FAD   FLEX AD&D
Benefit plan . . . . : MENLA
Employee . . . . . :   4425 SMITH, JOHN Y
Tax ID# . . . . . : 132-56-5454
Flex year . . . . . : 2007
Select option, then press Enter.   1=Display   Enter=Sequential display

Opt Plan   Change Date   User           Action         Costs         Credits
-  ADD1    6/09/2003   GXR           Changed        541.80        .00
-  ADD1    5/15/2003   GXR           Changed        541.80        .00
-  ADD1    5/07/2003   GXR           Changed        541.80        .00
-  ADD1    5/07/2003   GXR           Added          541.80        .00
-  ADD2    5/09/2003   GXR           Added          3250.80       .00
-  MENLA   5/07/2003   GXR           Added           27.60        .00
-  ADD1    5/09/2003   GXR           Deleted        541.80        .00 +
-----
F3=Exit  F8=Ben/Dep Hist.  F10=QuikAccess  F12=Cancel  F18=Message line
    
```

Figure 4-33: Flex Election History screen

The enrollment changes that you see involve all plans within the benefit identity. For example, if you are in a particular health plan enrollment for an employee, F8 shows all changes for all health plans and not just the plan you selected to update.

Press Enter to see the detail of each change sequentially. The system displays the date of the change, the name of the user who entered the change and the program that made the change.

Prorating Costs for Employees Hired After the Beginning of the Flexible Benefits Year

If you enroll employees anytime after the beginning of the flexible benefits year, the system calculates and enters the enrollment date, reflecting eligibility controls. However, the system shows the flexible benefits costs for the plan as full annual amounts. To prorate these amounts, follow the steps below.

- 1 Press F5 from the Update Employee Benefits screen to prorate the cost of the plan based on the number of days remaining in the Flex year. This step is necessary to ensure that the correct flexible benefits prices are calculated for this employee's flexible benefits coverage period.

For example, if you are operating with a calendar flexible benefits year and are enrolling an employee with an enrollment date of 09151996 for a flexible

benefits health plan that costs \$1500 annually, press F5 to prorate this figure to \$444. This figure represents the cost for the remaining period in the year.

If this is a post-tax plan, you must also prorate the price because the enrollment occurs after the start of the flexible benefits year. In this case, the system prorates the annual cost correctly but you need to prorate the per pay period amount based on number of pay periods remaining in the year.

- 2 Type the number of pay periods remaining during the current year and use F5 to complete the process. The deduction code that you associated with the post-tax cost also displays on the screen.

Recouping Additional Flexible Benefits Costs

If the total flexible benefits price exceeds the total credits allocated, you must recoup the additional cost. This section explains how to recoup these additional flexible benefits costs. When you use the *Update Employee Benefits* function, the **Additional cost** message appears if the total flexible benefits price exceeds total credits. Follow the procedure below to recoup the additional flexible benefits costs.

- 1 Press F9 to enter additional cost data. The system displays a screen similar to Figure 4-34.

```

5/29/03   09:38:19   Enter Additional Cost Data   PRGBE510   PRDBE510
-----
Employer . . . . . : FLX       FLEXIBLE BENEFITS COMPANY
Employee . . . . . : 80005    ACCURATE,ALAN N
Flex year . . . . . : -----

New Addtl Cost . . . :      .00      Orig Addtl Cost . . . :      .00

Payroll Deduction to Recoup Additional Cost
Annual amount . . . . :      .00
Pay period amount . . :      .00
Effective date . . . . :      ____
Tax basis . . . . . : 1 1=Pre-tax, 2=Post-tax
Pay periods left . . . :      ____

YTD deduct. amount :      .00
Pay frequency . . . . : B

-----
F3=Exit  F5=Calculate  F10=QuikAccess  F12=Cancel  F24=More keys

```

Figure 4-34: Enter Additional Cost Data screen

Infinium FB inserts the additional cost incurred into the *Annual amount* field in the Enter Employee Flexible Benefits screen. This is the amount that you

must recover through Infinium PY using either the FLEX1 (pre-tax) or FLEX2 (post-tax) deduction.

You must override the value in the *Annual* field, but the system will continue to display the actual annual additional cost in the *Additional Cost* field.

2 Complete this screen as explained in the field descriptions that follow.

New Addtl cost

This field is a display only field that shows the total annual additional cost calculated by the system, regardless of what you enter in the *Annual Amount* field.

Orig Addtl cost

This field is a display only field that reflects the total annual additional cost value that you last entered and saved in the *Annual amount* field.

Annual amount

The annual additional cost incurred by the enrollment into flexible benefits plans defaults into this field. You can override this value.

Pay period amount

Type the per pay period amount here or use F5 if you want the system to calculate the pay period remaining amount.

You must enter a per pay period amount to effectively process the payroll deductions. This is the amount that the *Mass Update Cost Deductions* function passes to Infinium PY.

Effective date

Type the date on which the deduction should begin. When you execute the *Mass Update Cost Deductions* function, the deduction interfaces with Infinium PY if this effective date is included in the specified date range.

Tax basis

Type **1** if the deduction amounts for recoupment of additional cost should be pre-tax. Type **2** if the amounts should be taken after taxes.

If you type **1**, the system processes the deduction amounts through deduction code FLEX1 (pre-tax) in Infinium PY. If you type **2**, the system processes the deduction amounts through deduction code FLEX2 (post-tax).

You must set up and use the FLEX1 and FLEX2 deduction codes through the *Update Deduction Controls* function in Infinium PY before you run the *Update Cost Deductions* function. If you do not, the system will not process any additional costs.

Pay periods left

If you are enrolling an employee into a future flexible benefits year, the system fills this field with the value on the employee's Basic Data screen. You can override this value if the employee's actual deduction frequency is different from the employee's basic data record. If you are enrolling an employee into the current flexible benefits year, 0 defaults into this field and you must enter a value to obtain a per pay period cost.

YTD deduct. amount

This is a display only field that you cannot change on this screen. The system updates this value from Infinium PY whenever you use this function. If you are updating because of a lifestyle change that incurs an additional cost amount, either more or less, you should subtract the year-to-date amount already deducted from the annual additional cost amount shown here to obtain the annual balance due for additional amount.

For example, an employee who has 24 pay periods per year has an annual additional cost at the start of the flexible benefits year of \$1200, or \$50 per pay period. After 6 months, a lifestyle change causes this additional cost figure to increase to \$1500 per year. However, since the \$600.00 has already been deducted, the balance due for the remainder of the flexible benefits year is \$900.00 (\$1500 less \$600 = \$900). You must prorate this figure to a per pay period amount based on the remaining 12 pay periods or \$75 per pay period ($900 / 12$ for \$75.00).

If you type 12 in the number of remaining pay periods and press F5 to calculate per pay period amount, Infinium FB subtracts any YTD deduction amount from the entered annual figure before dividing by the pay periods.

Pay frequency

This is a display only field that you cannot change on this screen. The value displayed here is from the employee's Basic Data screen. It helps you determine pay periods remaining if needed.

- 3 When you have finished entering information to recoup additional costs from the employee, press F3 to exit this screen and save your data.
 - 4 When you are satisfied with the data shown in the individual enrollment screen, press Enter to create the enrollment. The system displays the enrollment screen for the next plan that you want to update.
-

When you have processed all the enrollments selected, the system returns you to the first screen. The system highlights the benefit options to indicate that each is a current enrollment. The system also highlights the flexible benefits price if it is a pre-tax plan. For post-tax plans, the system shows the annual post-tax costs.

- 5 Repeat this procedure for each benefit plan that you want to update.

Allocating Unused Benefit Credits

When you have completed the enrollments, there may be unused benefit credits to allocate. This situation occurs when the total credits are greater than the total flexible benefits price.

If there are unused credits after your enrollments are complete, the system displays the unused credits message on the Update Employee Benefits screen (Figure 3-22), notifying you that there are unused credits to distribute. Follow the procedure below to distribute these credits.

- 1 Press F8 on the Update Employee Benefits screen. The system displays a screen similar to Figure 4-35.

5/29/03 09:39:57		Allocate Unused Credits		PRGBE510	PRDBE510
Employer	FLX	FLEXIBLE BENEFITS COMPANY			
Employee	80005	ACCURATE,ALAN N			
Tax ID#	183-44-1266				
Flex year		Pay frequency . . .	B		
Pay periods left . .	0	One credit equals .	1.00	Deposited in	
Unused Benefit Credit Allocations		Annual	Adj.	Per Pay Pd.	Spending Acct.
1.		.00		.00	
2.		.00		.00	
3.		.00		.00	
4. Health care spend. acct.		.00		.00	
5. Dependent care spend. acct.		.00		.00	
6. Legal services spend. acct.		.00		.00	
7. Cash Back - Credits		.00		.00	
Cash Back - Dollars		.00		.00	
Additional Salary Contributions					
Code	Plan Description	Annual		Per Pay Pd.	
F3=Exit F5=Calculate F10=QuikAccess F12=Cancel F24=More keys					

Figure 4-35: Allocate Unused Credits screen

Viewing Credits and Cost Using the Scoreboard

- Use the Scoreboard to show actual credits and costs by pressing F14. You can also display the Scoreboard at any time from the Enter Employee Benefits screen. The system displays a window similar to Figure 4-36.

```

_ 5/29/03 09:39:57 Allocate Unused Credits PRGBE510 PRDBE510
-----
Employer . . . . . : FLX FLEXIBLE BENEFITS COMPANY
Employee . . . . . : 80005 ACCURATE,ALAN N
Tax ID# . . . . . : 183-44-1266
Flex year . . . . . : ____ Pay frequency . . . B
Pay periods left _____
Unused Benefit C _____
1. _____
2. _____
3. _____
4. Health care s _____
5. Dependent car _____
6. Legal service _____
7. Cash Back - C _____
   Cash Bac _____

Code Plan Des _____

Flexible credits . . . : 10000.00
+ Vacation credits . . : .00
= Total credits . . . : 10000.00
- Total flex cost . . . : 6578.68
= Unused credits . . . : 3421.32

Unused allocated . . . : .00
Unused allocated Adj : .00

Additional cost . . . : .00
Additional cost Adj : .00

1.00 Deposited in
Pay Pd. Spending Acct.
er Pay Pd.

Press Enter to continue

F3=Exit F5=Calculate F10=QuikAccess F12=Cancel F24=More keys

```

Figure 4-36: Scoreboard window

- Press Enter to return to the Allocate Unused Credits screen.

The Scoreboard shows the six unused benefit credit allocations available to the employee. Not all may be active. You must, however, allocate the unused benefit credits to one or more of the options.

Type the appropriate amounts in the *Annual* fields, and enter the remaining number of pay periods in the *Pay period remaining* field if it is different from the value obtained from the Basic Data screen. The system displays the pay frequency on the screen to assist you.

On the bottom of the screen, the system displays additional salary contributions to spending accounts that you entered on the enrollment screen. The system ensures that the combined contributions to any one spending account do not exceed the limits set on the plan controls.

The system displays the credit amounts that you have already deposited into the spending accounts on the screen.

- 4 Press F5 to calculate per pay period amounts, so the system can deposit the correct values into the spending accounts as the year passes and the employee earns unused credits.

Note: Infinium FB will not deposit any unused credits into a spending account if you have not calculated a per pay period amount.

- 5 Press Enter. When you allocate unused credits to a spending account, the system automatically enrolls the employee into the default spending account plan found in benefit control if the enrollment is not active already.

If you have allocated more unused credits or fewer unused credits than allowed, the system displays an error message, informing you of the variance.

- 6 Type the correct amount in the *Adj* field to the right of the *Annual* field if there is a variance. If you accept the variance, press F21 to override the error message. The system displays the variance and its override on the confirmation form so that the employee is aware of any action taken that was different from his original selections.

Updating or Creating Preferred Provider Information

To modify preferred provider information or to create new preferred provider information from the Update Employee Benefits plan screen similar to Figure 4-30, press F14. The system displays a screen similar to Figure 4-37.

```
7/30/03 14:29:45      Update Preferred Provider Info      PRGUPP      PRDUPP
Employer . . . : FLX      FLEXIBLE BENEFITS COMPANY
      2=Change 4=Delete
Opt Provider Name                               State      Postal Code
- WILLIAM S. JONES                               MA          03495

F3=Exit F6=Create F10=Access F12=Cancel

Bottom
```

Figure 4-37: Update Preferred Provider Info selection screen

On this screen, you can:

- Select a preferred provider to update by typing **2** next to the preferred provider.
 - Delete preferred provider information by typing **4**.
 - Create new preferred provider information by pressing **F6**.
- 1 Press **F6** to create new preferred provider information. The system displays the Create Preferred Provider Info screen similar to Figure 4-38.

```
7/30/03 14:30:16   Create Preferred Provider Info   PRGUPP2   PRDUPP2
                                     Sequence #
Employer . . . . : FLX   FLEXIBLE BENEFITS COMPANY   149

Full Name . . . . _____ Prefix ____
First Name. . . . _____ Suffix ____
Middle Name . . . _____
Last Name . . . . _____
Address Line 1. . _____
Address Line 2. . _____
City/Town . . . . _____
State/Province. . ____ + County. . ____ + Postal Code. _____
Country. . . . ____ +
Provider ID . . . . _____
Entity Identifier ____ +
Entity Type . . . . _ 1=Person, 2=Non-person
Telephone . . . . _____

F3=Exit F4=Prompt F10=QuikAccess F12=Cancel
```

Figure 4-38: Create Preferred Provider Info screen

- 2 Use the information below to fill in the fields on this screen.

Full Name

Type the organization's or provider's complete name.

Prefix

Type the provider's prefix, such as **MR.**, **MRS.**, **MS.**, and so on. This field is not used in any processing; it is for informational purposes only.

First Name

Type the provider's first name.

Suffix

Type the provider's suffix, such as **JR.** or **SR.**

Middle Name

Type the provider's middle name.

Last Name

Type the provider's last name.

Address Line 1, Address Line 2

Type the provider's street address. Type the provider's second address line, if any.

City/Town

Type the provider's city or town.

State/Province

Type the provider's state or provincial code. This must be the state or province from the provider's mailing address.

This value is associated with code type STA. See the "Setting up and Maintaining Employer Code Values" chapter in the *Infinium HR Guide to Controls* for more information.

County

Type the county from the provider's mailing address.

The code type associated with this code value is CNT.

Postal Code

Type the postal code associated with the mailing address for this provider. You can use various types of postal codes, depending upon your requirements. For example:

- US zip code (old style) - 01100
- US zip code (new style) - 01100-0001
- Canadian postal code - M3B 2W6

Country

Specify the value that represents the provider's country.

Provider ID

Type the provider's identification number.

Entity Identifier

Specify the value that identifies the entity that is used by this provider.

The code type associated with this value is PEI. See the "Setting up and Maintaining Employer Code Values" chapter in the *Infinium HR Guide to Controls* for information.

Entity Type

Specify the type of entity for this provider. Valid values are:

- 1** Person
- 2** Non-person

Telephone

Type the provider's telephone number. Include meaningful characters such as hyphens (-).

- 3** Press Enter.

Issuing a Certificate of Coverage Using Print HIPAA Certificates

Overview

The Health Insurance Portability Accountability Act (HIPAA) requires that upon termination the employer issue a certificate of coverage to employees enrolled in a company group health plan.

Infinium provides you with a shell custom program and shell printer file that you can modify for your specific needs.

Printing a HIPAA Certificate

To print a HIPAA certificate, perform the following steps:

- 1 From the Infinium Flexible Benefits main menu select *Enrollment Operations*.
- 2 Select *List Enrollment Data*.
- 3 Select *Print HIPAA Certificates* [PHC]. The system displays a screen similar to Figure 4-39.

Figure 4-39: Print HIPAA Certificates screen

4 Use the following information to fill in the fields on this screen.

Employer

Type the value that identifies the employer for which you are issuing HIPAA certificates.

Issue Date

Type the issue dates of the certificates.

Benefit Group

Type the value that identifies a benefit group that contains eligible benefit plans for HIPAA processing. The system only generates HIPAA certificates for plans associated with the specified benefit group.

Selection Type

Type the value that identifies the individuals who will receive certificates.

Valid values for this field are:

- 1 Employees only
- 2 Employees and dependents attached to the plans

3 Dependents only

Clear Workfile?

Type the value that indicates if you want to clear the certificate work file, PRPHI, before you add records for the certificates generated by this request.

If you do not clear the work file, the system adds new certificate information to the existing information stored in the work file. The system adds records to the work file when you generate the certificates on the AS/400 or iSeries. The work file contains all the employee specific information required for printing a certificate.

To issue a certificate with text that differs from the text Infinium Software provides, you can export the work file from the AS/400 or iSeries to a file on a PC. Then, use the mail-merge feature of a word processor package to merge this data with a master document and create specialized certificates.

Valid values for this field are:

- 0** Do not clear the work file. The system adds records to the end of the current file.
- 1** Clear the work file before adding new records to the file.

Employee

Type the value associated with the single employee whose records you are processing. Press F4 to view and select from a list of valid employees.

Last Name

Type up to the first 18 characters of the employee's last name. Press F4 to display all employees that match the entered information. Select the employee you want to process and the system enters the employee number.

From Cancel Date

Type the starting cancellation date for employees eligible to receive certificates.

If you enter a starting date, you must enter an ending date. Employees with a benefit cancellation date within this range will receive HIPAA certificates.

To Cancel Date

Type the ending cancellation date for employees eligible to receive certificates.

If you enter an ending date, you must enter a starting date. Employees with a benefit cancellation date within this range will receive HIPAA certificates.

From Term Date

Type the starting termination date for employees eligible to receive certificates.

If you enter a starting date, you must enter an ending date. Employees with a termination date within this range will receive HIPAA certificates.

To Term Date

Type the ending termination date for employees eligible to receive certificates.

Use this field to type the ending termination date for employees eligible to receive certificates.

Issuer Name Overd

Type the value that identifies the issuer of the certificate if different from the name on the employer control record. Leave this field blank to use the employer name on the employer control record.

Issuer Addr 1

Type the value that identifies the first address line on the certificate if different from the address line 1 on the employer control record. Leave this field blank to use the employer address line 1 on the employer control record.

Issuer Addr 2

Type the value that identifies the second address line on the certificate if different from the address line 2 on the employer control record. Leave this field blank to use the employer address line 2 on the employer control record.

City/State/Zip

Type the value that identifies the issuer city, state, and zip code on the certificate if different from the issuer city, state, and zip code on the employer control record. Leave this field blank to use the employer city, state, and zip code on the employer control record.

Issuer Phone Ovr

Type the value that identifies the issuer telephone number on the certificate if different from the issuer telephone number on the employee control record. Leave this field blank to use the telephone number on the employer control record.

Addl Info Phone

Type the additional telephone number to print on the certificate.

Line 8 Indicator

Type the value that indicates that the individuals identified on the certificate have at least 18 months of creditable coverage. This information appears on line 8 of the HIPAA certificate.

Valid values are:

- 0** The system leaves the space for information in line 8 of the HIPAA certificate blank to indicate that the individuals have less than 18 months of creditable service.
- 1** The system places an X in line 8 of the HIPAA certificate to indicate that the individuals have at least 18 months of creditable service.

Wait Pd Date Ovr

Type the date a waiting period or affiliation period (if any) began.

Cov. Beg Dt Ovr

Leave this field blank to use the enrollment date on the employer benefit enrollment record. Type an override for the coverage begin date.

If you type 1 in the *Line 8 Indicator* field, leave this field blank.

Cov. End Dt Ovr

Leave this field blank to use the cancellation date on the benefit enrollment record. Type an override for the coverage end date.

If you type 1 in the *Line 8 Indicator* field, leave this field blank.

Cov. Continue Ind

Type the value that indicates that the coverage is continuing as of the date of this certificate. This information appears on line 11 of the HIPAA certificate.

Valid values for this field are:

- 0** The system prints the coverage end date in line 11 of the HIPAA certificate.
-

- 1 The system places an X in line 11 of the HIPAA certificate to indicate coverage will continue.

Custom Select Program

Type the name of the custom program your company will call to perform the employee benefit enrollment selection and HIPAA certificate printing. Leave this field blank to use the standard program, PRGHIPEX.

- 5 Press Enter. The system displays the following message at the bottom of the Print HIPAA Certificates screen and returns you to the Infinium Flexible Benefits main menu.

Building Submission request...

The system uses batch processing to generate the HIPAA certificate. Access the Work with Submitted Jobs screen, the Work with All Spooled Files screen, or the Work with Printer Output screen. You can view or print the HIPAA certificate using options on these screens.

Notes

Chapter 5 Infinium FB to Infinium PY Processing

5

A major time-saving feature of Infinium FB is its ability to automatically create and update appropriate employee payroll deduction and income records in Infinium PY. Once you enter or update employee benefits, you must perform the necessary functions to update these Infinium PY records. This chapter explains each of those functions.

The chapter consists of the following topics:

Topic	Page
Overview of Infinium PY/Infinium FB Processing	5-2
Updating Voluntary Spending Account, Tax Plan Deductions, and Cash Income	5-4
Updating Spending Account Deductions	5-5
Updating Flex Cost Deduction Records	5-8
Updating Cash Income	5-11
Updating Voluntary Spending Account Contributions	5-14
Updating Spending Account Unused Credits	5-17
Updating Cash Back Paid	5-20

Overview of Infinium PY/Infinium FB Processing

Updating Employee Payroll Records

Spending Accounts Contributions, Unused Credits, and Cash Back

Infinium FB interfaces with Infinium PY to process spending account contributions, update unused credits, and perform cash back processing. The functions you use to accomplish this include:

- *Extracting Spending Account Contribs*
- *Trial Unused Credits - Spend Acct*
- *Update Unused Credits - Spend Acct*
- *Trial Update for Cash Back Paid*
- *Updating Cash Back Paid*

Infinium FB also interfaces with Infinium PY to post and print spending account reimbursement checks. For information about processing reimbursement checks, refer to the section in this guide entitled “*SARC Processing.”

Caution: You must monitor your timing for sending new enrollment data to Infinium PY. You must complete the last payroll of the current year before you update payroll records with flexible benefits information for the new year.

Flexible Benefits Cost and Deduction Details

In addition to spending account information, Infinium FB interfaces with Infinium PY so that you can update Infinium PY with additional flexible benefits cost and deduction information. This includes:

- Flex Cost and Post-Tax Deduction Records
 - Updating Cash Income
 - Updating Additional Spending Account Deductions
 - Updating Excess Group Life Coverages
-

To process any Infinium PY interface operations, you must set the *PY2000 installed* field on the Infinium FB Update Employer Benefit Controls screen to 1.

Processing Flexible Benefits through Infinium PY

There are seven interface functions between Infinium FB and Infinium PY. You may have to perform the first five of the functions below on a regular basis.

- *Mass Update Cost Deductions*
- *Update Spending Acct Deductions*
- *Extract Spending Account Contribs*
- *Update Cash Back Paid*
- *Update Excess Group Life Coverages*
- *Post/ Print Reimbursement Checks*
- *Post/Print Prior Year Reimb Cks*

Objectives

After completing this chapter, you should be familiar with the various Infinium FB functions required to update employee payroll records with the flexible benefit cost and income information that you enter for the employee(s).

Updating Voluntary Spending Account, Tax Plan Deductions, and Cash Income

Infinium FB is designed to interface to Infinium PY so that you can update the flexible benefits cost and deduction information that you entered in Infinium FB. This includes:

- Additional cost deductions
- Spending account deductions
- Post-tax plan cost deductions

To process any Infinium PY interface operations, you must set the *PY2000 installed* field on the Infinium FB Update Employer Benefits Controls screen to 1.

Creating Deductions Codes to Recoup Additional Costs

The system needs two deduction codes to recoup the additional cost of flexible benefits from the employee's paycheck. The code for pre-tax treatment of the deduction amounts must be **FLEX1**. The code for post-tax treatment of the deduction amounts must be **FLEX2**. See the section on Creating Flex 1 and Flex 2 Deduction Codes in the "Setting Up Plans and Benefits" chapter in this guide.

Creating Post-tax Plan Deduction Codes

You need a unique deduction code for each spending account, so that Infinium PY recovers salary contributions to the accounts.

You must have as many post-tax deduction codes as you have plan controls. This point is important when an employee cannot use flexible credits to pay for the plan, but must have a direct salary deduction. Enter the code on the plan control screen, and the enrollment and subsequent Update Flex Cost Deductions will create the deduction for the employee.

Updating Spending Account Deductions

Overview

If you have made changes to spending account deductions in Infinium FB, you need to create the deduction records necessary to process the additional salary contributions to spending accounts.

The *Update PY deductions* field on the Infinium FB Update Employer Benefit Controls screen must be 1. You must also set the *PY2000 installed* field to 1 to process any additional salary contributions.

Running the Trial Update for Spending Account Deductions

The trial update gives you a listing of what the actual update accomplishes in Infinium PY, without doing any updates. Before you run the *Mass Update Spending Account Deductions* function to update deduction records in Infinium PY, you should run the *Trial Update Spending Account Deductions* function first to verify that the updated amounts are correct. To run the trial update, refer to the procedure for running the actual update in the next section.

Updating for Spending Account Deductions

In this procedure, you pass the deduction amounts associated with the specified spending account to Infinium PY.

Before you update spending account deductions to Infinium PY, you should run the *Trial Update Spending Account Deductions* function to ensure that the amounts that you are updating are correct. Once you are satisfied with the calculation amounts provided by the trial update, run the *Update Spending Acct Deductions* function.

To update spending account deductions, perform the following steps:

- 1 From the Infinium FB main menu select *PY/400 Interface Operations*.
 - 2 Select *Spending Account Interfaces*.
-

- 3 Select *Update Spending Acct. Deductions* [USAD]. The system displays a screen similar to Figure 5-1.

```
2/01/08 12:47:13 Update Spending Acct Deductions PRGFB50 PRDFB50
-----
Employer . . . . . ____ +
Benefit identity . . ____ +
Benefit plan . . . . ____ +
Flex year . . . . . 0000 +
Pay cycle . . . . . ____ +
As of date . . . . . _____
-----
F3=Exit F4=Prompt F10=QuikAccess F18=Message line
```

Figure 5-1: Update Spending Acct Deductions screen

- 4 Complete this screen using the field descriptions that follow.

Employer

Type an employer code value, up to three characters or press F4 to select from a list of valid employer code values. You must already have established benefit controls for the employer through the *Update Benefit Controls* function. This is a required field.

Benefit identity

Type the code value that identifies the benefit identity for the spending account that you want to process or press F4 to select from a list of valid benefit identities. This is a required field.

Benefit plan

Type the code value that identifies the benefit plan for the spending account that you want to process or press F4 to select from a list of valid benefit identities. This is a required field.

Flex year

Type the flexible benefits year for which you want to update spending account deductions in Infinium PY. You must use an existing year code value that you create through the *Update Employer Codes* function under the *Update Master Files* option on Infinium HR or Infinium PY. This is a required field.

Pay cycle

Type the code value that identifies the pay cycle for which you want to update spending account deductions in Infinium PY or press F4 to select from a list of valid pay cycles. Leave this field blank to update all pay cycles for this employer.

As of date

Type the last date of spending account enrollments to include in this run. You can leave this field blank to default the system date to process all new, updated, and deactivated spending account contribution amounts to date.

- 5 When you have completed this screen, press Enter to pass the deduction amounts associated with the specified spending account to Infinium PY.

When you create the deduction, the system also brings over a deduction starting date. The system does not update this date from year to year if the employee retains the deduction from year to year. The system only updates deduction amounts and limit amounts.

Likewise, if you have canceled a spending account plan, the update will deactivate that deduction immediately if you have included the cancellation date on the enrollment in the as of date range.

Updating Flex Cost Deduction Records

Overview

To process the additional cost of flexible benefits plans and post-tax plans, the *Trial Update Cost Deductions* and the *Mass Update Cost Deductions* functions create, update, and deactivate pre- and post-tax deductions to recover any additional cost of flexible benefits to the employee.

The *Update PY deductions* field on the Infinium FB Update Employer Benefit Controls screen must be 1 to process any additional costs.

The deduction codes for recouping additional flexible benefits costs must be **FLEX1** for pre-tax amounts and **FLEX2** for post-tax amounts. These must be the deduction code values that you define in Infinium PY for recouping to work correctly.

In addition to FLEX1 and FLEX2 deductions, these functions process the individual post-tax deduction codes associated with the *Post-Tax Deduction Code* fields in the plan controls.

Running the Trial Update for Cost Deductions

Before you run the *Mass Update Cost Deductions* function to update flexible benefits cost and post-tax deduction records to Infinium PY, you should run the *Trial Update Cost Deductions* function first to verify that the updated amounts are correct. To run the trial update, refer to the procedure for running the actual update in the next section.

Updating for Cost Deductions

To update flexible benefits cost and post-tax deduction records to Infinium PY, perform the following steps:

- 1 From the Infinium FB main menu select *PY/400 Interface Operations*.
 - 2 Select *Mass Update PY/400 Data*.
-

- 3 Select *Mass Update Cost Deductions* [MUCD]. The system displays a screen similar to Figure 5-2.

2/01/08	12:50:18	Mass Update Cost Deductions	PRGFB50	PRDFB50
<hr/>				
Employer	_____	+		
Flex year	0000	+		
Pay cycle	_____	+		
As of date	_____			
<hr/>				
F3=Exit F4=Prompt F10=QuikAccess F18=Message line				

Figure 5-2: Mass Update Cost Deductions screen

- 4 Complete this screen using the field descriptions that follow.

Employer

Type an employer code value, up to three characters or press F4 to select from a list of valid employer code values. You must already have established benefit controls for the employer through the *Update Benefit Controls* function. This is a required field.

Flex year

Type the flexible benefits year for which you want to update cost deductions to Infinium PY. You must use an existing year code value that you create through the *Update Employer Codes* function under the *Update Master Files* function on Infinium HR or Infinium PY. This is a required field.

Pay cycle

Type the code value that identifies the pay cycle for which you want to update cost deductions or press F4 to select from a list of valid pay cycles. Leave this field blank to update all pay cycles for this employer.

As of date

Type the last date of enrollments that you wish to include in this trial update or leave this field blank to process all new, updated, and deactivated enrollment amounts to date. The system date defaults in.

- 5 Press Enter to update flexible benefits cost and post-tax deduction records to Infinium PY.

When the system creates the deduction, the system also brings over a deduction starting date. The system does not update this date from year to year if the employee retains the deduction from year to year. The system updates only deduction amounts and limit amounts.

If you canceled a benefit plan, the update process deactivates that deduction immediately if you have included the cancellation date on the enrollment in the range that you entered in the *As of date* field.

The system deactivates additional flexible benefits cost deductions (FLEX1 and FLEX2 deductions) immediately upon cancellation.

Updating Cash Income

Overview

During benefit enrollments, employees can elect to allocate unused flexible benefit credits to cash. Use the *Trial Update Cash Income* and the *Mass Update Cash Income* functions to process these cash allocations and update the respective cash accounts in Infinium PY. This feature allows you to:

- Authorize employees to a valid income code that you specified in the employer benefit controls if those employees have Cash - Credit and Cash - Dollar values in the *Unused Credits Per Pay PD* field in their enrollment records.
- Use the income basis **I** (individual) and the payroll cycle ***AUTO** defaults on enrollment records. Use these values to process auto pay income.
- Pass the value in the employee's *Cash Dollars - Per Pay Pd* field to the *Income amount* field in the employees' income record. This pay period amount is then used as income for this employee in each pay cycle.
- Pass the value in the *Cash Dollars - Annual* field to the *YTD Limit* field in the employee's income record.
- Identify changed amounts in the *Cash Dollars - Annual* field and update the *YTD Limit* field with the new amount in the employee's income record.
- Deactivate an employee's income record when a change in benefit enrollments uses credits previously allocated to the cash back account.

You should run this function before running your pay cycles. This action will ensure that the system properly updates the *Income amount* and *YTD Limit* fields in Infinium PY.

Running the Trial Update for Cash Income

Before you run the *Mass Update Cash Income* function to update flexible benefits cash allocations, you should run the *Trial Update Cash Income* function first to verify that the updated amounts are correct. To run the trial update, refer to the procedure for running the actual update in the next section.

Updating Cash Income

Follow the procedure below to update cash accounts in Infinium PY for employees who elected to allocate unused credits to cash.

You should run the *Trial Update Cash Income* function before updating cash accounts in Infinium PY so that you can verify that the information that you are updating is correct.

- 1 From the Infinium FB main menu select *PY/400 Interface Operations*.
- 2 Select *Mass Update PY/400 Data*.
- 3 Select *Update Cash Income [MCACR]*. The system displays a screen similar to Figure 5-3.

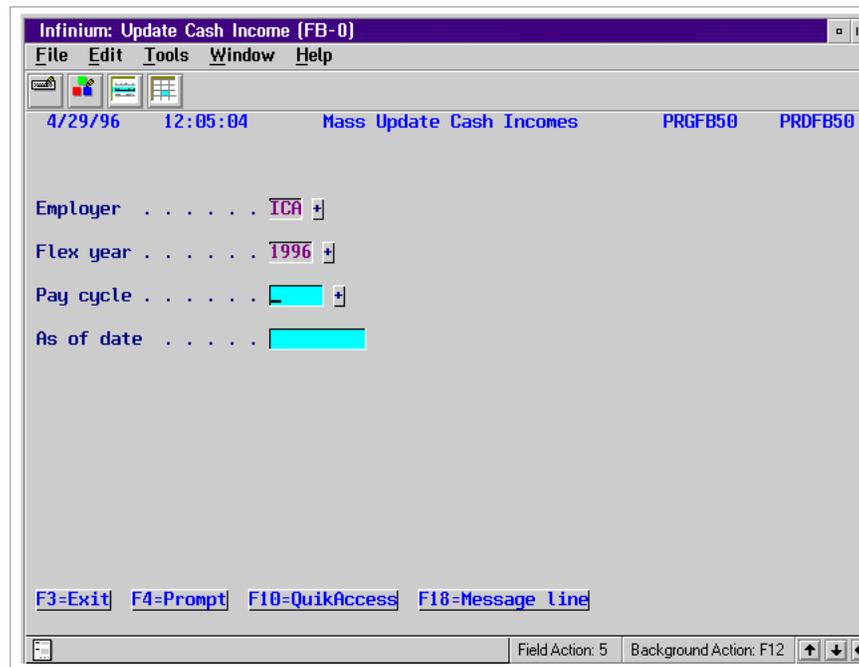


Figure 5-3: Mass Update Cash Incomes screen

- 4 Complete this screen using the field descriptions that follow.

Employer

Type an employer code value up to three characters or press F4 to select from a list of valid employer code values. You must already have established benefit controls for the employer through the *Update Benefit Controls* function. This is a required field.

Flex year

Type the flexible benefits year for which you want to update cash accounts in Infinium PY. You must use an existing year code value that you create through the *Update Employer Codes* function under the *Update Master Files* function on Infinium HR or Infinium PY. This is a required field.

Pay cycle

Type the code value that identifies the pay cycle for which you want to update cash accounts in Infinium PY or press F4 to select from a list of valid pay cycles. Leave this field blank to update all pay cycles for this employer.

As of date

Type the date up to which you want to include cash income information. If you enter an as of date, the system will process all added, updated and deactivated incomes that you entered on or before this date.

Leave this field blank to process all added, updated and deactivated incomes up to and including the system date in the trial update.

- 5 Press Enter to update cash accounts in Infinium PY.
-

Updating Voluntary Spending Account Contributions

Spending account contributions occur when employees elect to make voluntary salary contributions to their spending accounts each pay period. For this purpose, you must establish payroll deductions so that the correct amounts are withheld from the employee's pay. You must set up and administer employee spending accounts in a file separate from flexible benefit enrollments.

To maximize Infinium PY pay cycle performance, the pay cycle deducts the correct amounts, but does not actually record these amounts into the employee's spending account. You must use the *Extract Spending Account Contributions* interface function to record that voluntary salary contributions will be deposited into spending accounts. This function processes the records for all employees enrolled in a spending account and extracts the amounts of the voluntary salary contributions for a specified date range from payroll deduction history.

After you have activated spending account deductions, you must extract the contributions made to the various spending accounts from Infinium PY deduction history and record those amounts into Infinium FB.

Extracting Spending Account Contributions from Infinium PY

After you run the payroll, record all of the contributions generated by payroll deductions in the latest cycle into the appropriate spending accounts, as explained in the steps below. Also, refer to the "Summary of Responsibilities of Infinium PY" section later in this chapter.

- 1 From the Infinium FB main menu select *Spending Account/Cash Operations*.
 - 2 Select *Mass Update/FSA Cash Data*.
 - 3 Select *Extract Spending Acct Contribs*. [ESAC] The system displays a screen similar to Figure 5-4.
-

Figure 5-4: Extract Spending Acct Contribs screen

- 4 Complete this screen as explained in the field descriptions that follow.

Employer

Type the employer code value in this field for a specific employer or press F4 to select from a list of valid employer code values. If the employer code is less than three characters, press FieldExit to advance to the next field. This is a required field.

Benefit identity

Type the benefit identity for the spending account for which you want to extract payroll data or press F4 to select from a list of valid benefit identity codes. The value that you enter in this field must be a spending/reimbursement benefit type. This is a required field.

Benefit plan

Type the spending account benefit plan for which you want to extract payroll data or press F4 to select from a list of valid spending account benefit plan codes. This is a required field.

Flex year

Type the desired flexible benefits year code in this field or press F4 to select from a list of valid flexible benefits year codes. This must be a valid year code previously set up in Infinium PY. This is a required field.

Pay period from

Type the earliest date when you want to process contributions. The system will deposit all spending account contributions from the employee's pay into the employee's spending account from this date up to and including the Pay period to date.

Leave this field blank to process all contributions within the flexible benefits year up to and including the Pay period to date that you have not already deposited into spending accounts.

to

Type the latest date you want to process contributions. The system will deposit all employee spending account contributions that you have deducted from the employee's pay into the employee's spending account from the Pay period from date up to and including this date.

Leave this field blank to process all contributions from the pay period from date up to and including the system date that you have not already deposited into spending accounts.

- 5 When you have completed this screen, press Enter to process the selected contributions.

Updating Spending Account Unused Credits

Overview

Spending account credits result from unused flexible benefit credits. Since employees earn flexible benefit credits throughout the flexible benefits year, any unused credits also have to be earned. Therefore, you must deposit per pay period amounts of the unused credits into employee spending accounts each pay period. The *Unused Credits to Spending Accounts* function automates this process and produces a report of all deposited credits.

Running a Trial Update for Spending Account Unused Credits

The *Trial Unused Credits to Spending Accounts* function is identical in function to the *Update Unused Credits - Spend/Acct* function, except that the system does not actually perform the update. Run the *Trial Unused Credits to Spending Accounts* function before running the actual update to verify that the update will accomplish what you want.

To run the trial update, use the procedure in the section entitled Updating Spending Account Credits.

Since employees earn flexible benefit credits throughout the flexible benefits year, they also must earn any unused credits. Therefore, you must deposit per pay period amounts of the unused credits into employee spending accounts each pay period. Be sure to run the *Trial Unused Credits - Spend Acct* function to verify what the actual update will accomplish before running the update.

The *Update Unused Credits - Spend/Acct* function automates this process and produces a report of all credits deposited.

If you run the *Update Unused Credits - Spend/Acct* function more than once in a seven day period, the system will display a **WARNING** that you can override.

Updating Spending Account Unused Credits

To update spending account unused credits, perform the following steps:

- 1 From Infinium FB main menu select *Spending Account/Cash Operations*.
- 2 Select *Mass Update FSA/Cash Data*.
- 3 Select *Update Unused Credits - Spend/Acct. [UUCSA]* The system displays a screen similar to Figure 5-5.

Figure 5-5: Update Unused Credits-Spend Acct screen

- 4 Complete this screen as explained in the following field descriptions.

Employer

Type the employer code in this field or press F4 to select from a list of valid employer codes. If the employer code is less than three characters, press FieldExit to advance to the next field. This is a required field.

Benefit identity

Type the spending account/reimbursement benefit identity code in this field or press F4 to select from a list of valid benefit identities. This is a required field.

Benefit plan

Type the spending account plan code in this field or press F4 to select from a list of valid plan codes. You must process every spending account separately. This is a required field.

Flex year

Type the flex year in this field or press F4 to select from a list of valid flexible benefits year codes. This is a required field.

Enrollment from

Type the earliest enrollment date from which you want to process employees. You may leave this field blank to include all enrollments between the beginning of the flex year and the system date, if you entered the current flexible benefits year. If you entered a previous flexible benefits year, the system includes all enrollments from that year.

to

Type the latest enrollment date to which you want to process employees. You may leave this field blank to include all employees that have enrollments between the *Enrollment from* date and the system date.

Pay frequency

Type the frequency that the employees are paid. The available options are:

W	Weekly
B	Bi-Weekly
S	Semi-Monthly
M	Monthly

Leave this field blank to include all pay frequencies.

- 5 When you have completed this screen, press Enter to update employee unused credits.
-

Updating Cash Back Paid

Overview

Cash back occurs when an employee elects to receive cash in lieu of benefits. Infinium FB supports cash back by providing you with the ability to designate an employee's unused flexible benefit credits for conversion to cash, supporting user-defined formulas to convert unused flexible credits to a cash dollar amount, and allowing user-defined income codes to hold the cash income for Infinium PY. The system also allows you to update employee cash back accounts in Infinium FB with actual cash back amounts paid to the employee in Infinium PY.

To allow cash back, you must set up a cash-back income code through *Update Income Controls* in Infinium PY and indicate in Infinium FB that cash back is allowed. You can establish the credit value through the *Update Benefit Controls* function or create a custom program to establish the dollar value of each credit.

After you have used the *Update Cash Income* function to pass cash back income information from Infinium FB to Infinium PY, you can use the *Update Cash Back Paid* function to update Infinium FB with data from Infinium PY. The system extracts cash back paid information from the Infinium PY employee income ledger file and uses it to update the *Deposited in Spending Acct.* field on the employee's *Allocate Unused Credits* screen in Infinium FB.

When you update employee plan enrollments during the year due to a lifestyle change, the system uses the cash back paid amount to adjust the unallocated credits. If the unallocated credits change, when you recalculate the system reduces the annual adjusted amount by the dollar amount of cash back paid. This results in an accurate calculation of the pay period amount for the balance of the year.

Prerequisites

Before you run the *Update Cash Back Paid* function, you must first do the following:

- Update income controls to establish an income code for flexible benefits converted to cash. Refer to the *Infinium PY Guide To Controls*.
-

- Update benefit controls to enter the income code that you established for cash incomes and create the unused credit option, Cash, for a designated employer. Refer to the section in this guide entitled, “Setting Up Plans and Benefits.”
- Set up the conversion formula to indicate the dollar amount associated with one credit. Refer to the section in this guide entitled, “Setting Up Plans and Benefits.”
- Update employee benefits to update the employee’s flexible benefit record by assigning unused credits to the *Cash* option. See the “Processing Employee Flexible Benefits” chapter in this guide.
- Update Cash Incomes to authorize employees to cash back income per pay period, and to pass this information to Infinium PY. Updating cash income is explained earlier in this chapter.

Running a Trial Update for Cash Back Paid

You run the *Trial Update Cash Back Paid* function the same way as you run the actual update.

Processing Cash Back Paid

When you are ready to update employee cash back paid, complete the following steps:

- 1 From the Infinium FB main menu select *Spending Account/Cash Operations*.
 - 2 Select *Mass Update FSA/Cash Data*.
 - 3 Select *Update Cash Back Paid [MCAPD]*. The system displays a screen similar to Figure 5-6.
-

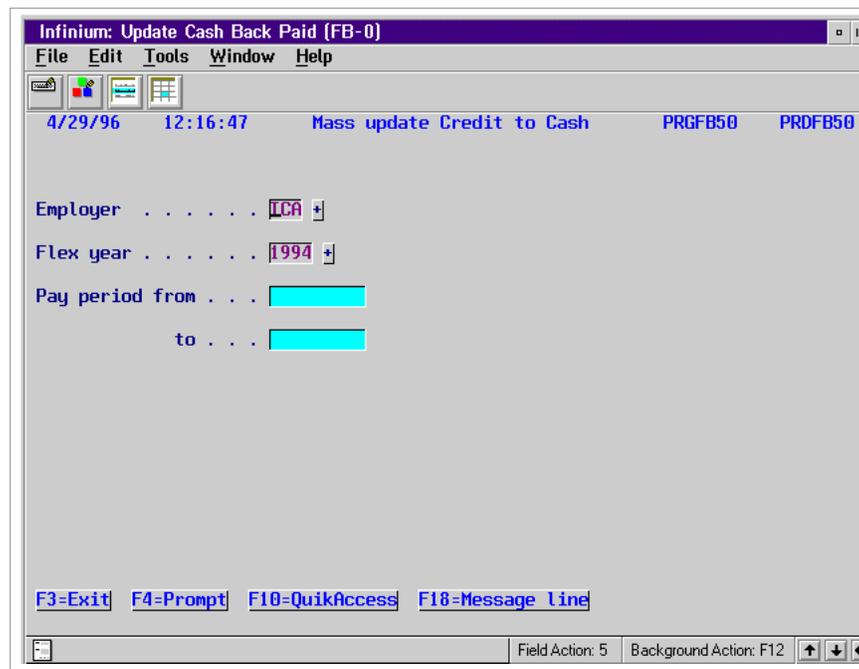


Figure 5-6: Mass update Credit to Cash screen

- 4 Complete this screen as explained in the field descriptions that follow.

Employer

Type the employer code value in this field for a specific employer or press F4 to select from a list of valid employer code values. If the Employer code value is less than three characters, press FieldExit to advance to the next field. This is a required field.

Note: You must set up the Employer Benefit Controls for this employer and specify 1 in the *PY2000 installed* field in order to process cash back paid information.

Flex year

Type the flexible benefits year for which you want to update cash back paid information or press F4 to select from a list of valid flexible benefits year codes. This is a required field.

Pay period from

Type the earliest date from which you want to update the cash back account in Infinium FB with cash back income paid in Infinium PY.

The system will deposit all employee cash back incomes that you have added to the employee's pay from this date up to and including the *Pay period to date* into the employee's cash back account in Infinium FB.

You may leave this field blank to process all cash back incomes within the flexible benefits year entered up to and including the *Pay period to date* that have not been deposited into the employee's Cash back account.

to

Type the latest date to which you want to update the cash back account in Infinium FB with cash back income paid in Infinium PY.

The system will deposit all employee cash back incomes into the employee's Cash back account in Infinium FB that you have added to the employee's pay from the pay period from date up to and including this date.

You may leave this field blank to process all cash back incomes from the Pay period from date, up to and including the system date that you have not deposited into the employee's Cash back account.

- 5 When you have completed this screen, press Enter to update Infinium FB with income data from Infinium PY.
-

Notes

Chapter 6 Working with Spending Accounts

6

This chapter provides the information that you need to work with spending accounts. This includes entering spending account credits, displaying and listing spending account information, generating statements of spending accounts, and processing claims.

The chapter consists of the following topics:

Topic	Page
Overview of Working with Spending Accounts	6-2
Entering Spending Account Credits/Voluntary Salary Contributions	6-4
Processing Claims	6-9
Displaying Spending Account and Cash Election Data	6-20
Listing Spending Account and Cash Election Data	6-34
Generating Statement of Spending Account	6-49

Overview of Working with Spending Accounts

A flexible benefits program is one in which a company offers employees a variety of benefits to choose from (also known as a cafeteria plan) which the employee can re-elect each year. Benefit costs for the employee may be deducted on a pre-tax or post-tax basis. Also, a company can issue credits to its employees that the employees can then use to purchase the various benefits the company makes available to them.

Employees can elect to use fewer credits than they have available. For example, an employee may have a spouse who has good medical coverage elsewhere and, therefore, does not need to enroll in the company's health plan. In companies that offer spending account benefit programs, employees can use their unused credits, credits they did not spend, after the initial enrollment period to purchase spending account benefits, or they can receive cash for their unused credits.

Spending accounts are savings benefits that allow employees to put money aside, on a pre- or post tax basis, to pay for medical services not covered by insurance for example, deductions and co-payments, dependent care or legal services.

For each spending account benefit that your company offers, you must set up a spending account in which to distribute unused credits. Infinium FB currently supports four types of spending accounts. Three of these are legally defined spending accounts. They are:

- Health Care
- Dependent Care
- Legal Services (Adoption)

Employees can participate in any of the three legally defined spending account benefit programs by distributing unused benefit credits or making voluntary salary contributions to the appropriate accounts.

In addition, Infinium FB allows you to set up company defined spending accounts, separate from any of the three legally defined spending accounts. Companies can define up to three user-defined spending accounts and can enroll employees in one or more of these spending accounts.

Enrolling in a legally-defined spending account signifies that the employee is using that spending account. This process also records:

- The annual and per pay period amounts of unused benefit credits or salary contributions
-

- The current spending account balance and any unused credits that you have already deposited into the account.

The system processes account transactions, credits and claims, in a separate account file for legally-defined spending accounts. You administer user-defined spending accounts manually.

Functions Available for Working with Spending Accounts

- *Enter Spending Account Credits*
- *Display Spending Account Claims*
- *Display Spending Account Credits*
- *Display Employee Cash Elections*
- *Display Spending Account Activity*
- *List Spending Account Claims*
- *List Spending Account Claims Transactions*
- *List Spending Account Credits*
- *List Employee Cash Elections*
- *Statement of Spending Account*
- *Update Spending Acct Claims*
- *Update Spending Acct Claim Hist.*

Objectives

When you complete this chapter, you should be familiar with how to perform the tasks associated with processing flexible benefits spending account information. This includes:

- Entering spending account credits
 - Displaying and listing spending account information
 - Generating statements of spending accounts
 - Processing claims
-

Entering Spending Account Credits/Voluntary Salary Contributions

Overview

Flexible benefit credits are an allowance for benefits provided by the employer to the employee. The employee uses them to pay for or help pay for flexible benefits coverages by exchanging credits for benefits. The number of flexible benefit credits that you allocate to each employee may be dependent on many factors, such as salary, length of service, and hours normally worked.

You can use credits toward only pre-tax plans and unused benefit credit options.

Enrollees can also choose to make additional voluntary salary contributions to spending accounts by specifying an annual amount and a per pay period amount for each. For employees who have elected to make voluntary salary contributions to their spending accounts each pay period, you must establish payroll deductions so that the correct amounts are withheld from the employee's pay.

Spending account funds include unused flexible benefit credits and/or voluntary salary contributions. You can deposit unused credits in the employee's spending account manually through the *Enter Spending Account Credits* function, or automatically through the *Unused Credits to Spending Accounts* function. Infinium Flexible Benefits captures employee salary contributions using the *Extract Spending Account Contributions* function.

Entering Spending Account Credits

To manually enter spending account credits, perform the following steps:

- 1 From the Infinium FB main menu select *Spending Account/Cash Operations*.
 - 2 Select *Update Spending Account Data*.
 - 3 Select *Enter Spending Account Credits* [ESACR]. The system displays a screen similar to Figure 6-1.
-

Infinium: Enter Spending Account Credits (FB-0)

File Edit Tools Window Help

4/29/96 12:19:35 Enter Spending Account Credits PRGBSM2 PRDBSM2

Employer ICA +

Benefit identity FSA +

Benefit plan HSAC +

Flex year 1996 +

Employee 199 + -or- Last name BOYLE +

F3=Exit F4=Prompt F10=QuikAccess F18=Message Line

Field Action: 5 Background Action: F12

Figure 6-1-: Enter Spending Account Credits prompt screen

- 4 Use the information below to fill in the fields on this screen.

Employer

Type the value that identifies the employer whose records you are processing or press F4 to select from a list of valid employer codes. If the employer code is less than three characters, press FieldExit to advance to the next field. This is a required field.

Benefit identity

Type the code value that identifies the benefit identity for the spending account for which you want to add credits or press F4 to select from a list of valid benefit identity codes. The value that you enter in this field must be a spending/reimbursement benefit type.

Leave this field blank and press Enter to use the employer default spending account benefit identity. The system retrieves the default spending account benefit identity from the *Employer Benefit Controls* function.

Benefit plan

Type the code value that identifies the spending account benefit plan for which you want to enter credits or press F4 to select from a list of valid spending account benefit plan codes. This is a required field.

Flex year

The system displays the code value that identifies the default flexible benefits year if you specified one in *Update Employer Benefit Controls*. If you have not specified a default, or if the flexible benefits year for which you want to enter credits differs from the default, type the flexible benefits year code value in this field. Press F4 to select from a list of valid flexible benefits year codes.

Employee

Type the employee number in this field and press FieldExit or press F4 to select from a list of valid employee numbers. If you do not know the employee number, leave this field blank and move the cursor to the *Last name* field.

Last name

Type the last name of the employee or press F4 to select from a list of valid employee names. If you do not know the entire name, type as much of the name as you can before pressing F4. The system displays all employees who match the criteria.

Select the correct name and number and press Enter. The system displays a screen similar to Figure 6-2.

The screenshot shows a terminal window titled 'Inifinium: Enter Spending Account Credits [FB-0]'. The window has a menu bar with 'File', 'Edit', 'Tools', 'Window', and 'Help'. Below the menu bar, there are several icons and a status bar showing the date '4/29/96', time '12:20:42', and program names 'PRGBSM2' and 'PRDBSM2'. The main display area contains the following text:

```

Employer . . . . . : ICA
Benefit plan . . . : HSAC      HEALTH CARE SPENDING ACCOUNT
Benefit identity . : FSA        Flex year . . . . . : 1996
Employee . . . . . :      199  BOYLE, JOHN T

Account balance . . : 100.00      Employee maximum . . : 2000.00
From ben. credits . : .00
From salary contr. . : 100.00
Comments . . . . . : UPDATE SALARY CONTRIBUTIONS_

Select option, then press Enter.
2=Change  4=Delete
Opt  Benefit Credits  Salary Contrib.  Date Entered  Entered By  Method
[ ]    100.00          [ ]             4/29/1996   GXR        MANUAL ENTRY

```

At the bottom of the screen, there are function key shortcuts: 'F3=Exit', 'F10=QuikAccess', 'F12=Cancel', and 'F18=Message line'. The status bar at the very bottom shows 'Field Action: 5' and 'Background Action: F12' along with arrow keys.

Figure 6-2: Enter Spending Account Credits screen

When entering credits, the system records the user who entered the amount and records the fact that manual entry was the method used. The system also edits against the employee's spending account maximum when applying the credits to the account balance. The system displays the employee's maximum elected credits and the current account balance from the employee's enrollment record for your information.

- 5 Use the information below to fill in the fields on this screen.

Account balance

The system automatically displays the employee's spending account balance. This amount is for display only and cannot be edited.

Employee maximum

The system automatically displays the employee's maximum number of credits in this field. This amount is for display only.

From ben. credits

Type the amount of credit that you will deduct from the employee's unused balance.

From salary contr.

Type the amount of the credit in this field that is to come from a voluntary salary contribution.

You can enter a value in the *From ben. credits* field or the *From salary contr.* field, but not both fields.

Comments

Use this field to type any additional information that you want to include with this record, up to 77 characters.

If you require any additional data to explain this action, complete the comment field.

If the employee has no credits on file, the system displays the following informational message:

There are no spending account credits on file for your selection.

- 6 Press Enter to save (record) the information that you entered. The system displays each record that you enter on the lower half of the screen. You can update or delete each spending account record on the list as follows:
-

- Update a credits record by typing **2** in the *Opt* field next to the record and press Enter. The system displays the spending account credit details so you can make your changes.
- Delete a record by moving the cursor to the record that you want to delete, typing **4** in the *Opt* field, and pressing Enter. The system displays the word ***DELETE** in place of the record until you exit from the *Enter Spending Account Credits* function.

The system deletes the record when you exit and update the file using F3.

- 7 Press F12 to cancel any changes or deletions that you made to a spending account record(s) or press F3 to exit and save.

Processing Claims

Updating Spending Account Claims

Use the *Update Spending Acct Claims* function to record details of claims made by employees for reimbursement from their spending accounts. When you enter claims through this function, you are creating a claims history record that the system accesses when you run your *SARC or SA## pay cycles for reimbursements. The claims that you enter through this function have no direct impact on Infinium PY.

To update spending Account Claims, perform the following steps:

- 1 From the Infinium FB main menu select *Spending Acct/Cash Operations*.
- 2 Select *Update Spending Account Data*.
- 3 Select *Update Spending Acct Claims [USAC]*. The system displays a screen similar to Figure 6-3.

Infinium: Update Spending Account Claims (FB-0)

File Edit Tools Window Help

4/29/96 12:26:10 Update Spending Account Claims PRGSCM PRDSCM

Employer ICA +
Benefit identity FSA +
Benefit plan BSAC +
Flex year 1996 +

F3=Exit F4=Prompt F10=QuikAccess F18=Message Line

Field Action: 5 Background Action: F12

Figure 6-3: Update Spending Account Claims prompt screen

- 4 Complete this screen using the field descriptions that follow.

Employer

Type a valid employer code value in this field, up to 3 characters, or press F4 to select from a list of valid employer codes. You must have already defined the code you enter in this field through the *Update Employer Controls* function in Infinium HR or Infinium PY. This is a required field.

Benefit identity

Type the benefit identity for the spending account that you want to process or press F4 to select from a list of valid benefit identity codes. The value that you enter in this field must be a spending account benefit type.

Leave this field blank and press Enter to use the employer default spending account benefit identity. The system retrieves the default spending account benefit identity from the *Update Employer Benefit Control* function. This is a required field.

Benefit plan

Type the spending account benefit plan you wish to process or press F4 to select from a list of valid spending account benefit plan codes. This is a required field.

Flex year

The system uses a default flexible benefits year if you have specified one in the *Update Employer Benefit Controls* function. If you have not specified a default, or if the flexible benefits year you want to enter in this field differs from the default, type the flexible benefits year code in this field. Press F4 to select from a list of valid flexible benefits year codes. This is a required field.

Caution: Be sure that you enter the correct flexible benefits year. This is particularly important at the end of a plan year when you are likely to be entering current and previous year claims.

- 5 When you have completed the Update Spending Account Claims screen, press Enter. The system displays a screen similar to Figure 6-4.
-

4/29/96 12:29:33 Update Spending Account Claims PRGSCM PRDSCM

Employer : ICA
 Benefit identity . . : FSA Flex year : 1996
 Benefit plan . . . : HSAC HEALTH CARE SPENDING ACCOUNT
 Employee : 199 + -or- Last name :
 Separate check? . . : 0 0=No, 1=Yes
 Claim code : DOC + Claim amount . . . : 75.00
 Partially pay? . . . : 1 0=No, 1=Yes Claim date : 011596
 Amount paid : .00 Date of service . . : 011096
 Service provider . . : Dependent code . . : +
 Desc. of service . . : +

Select option, then press Enter. 2=Change 4=Delete

Opt	Employee	Employee Name	Rel	Code	Claim Date	Claim Amt.	Paid Amt.
SCN							
	199	BOYLE, JOHN T		OFFVS	1/05/1996	300.00	.00
	218	BARKER, BRENDA B		OFFVS	1/09/1996	150.00	.00

F3=Exit F4=Prompt F5=Refresh F10=QuikAccess F12=Cancel F18=Message Line

Field Action: 5 Background Action: F12

Figure 6-4: Update Spending Account Claims screen

- 6 Complete this screen as explained in the field descriptions that follow.

Employee or Last name

Type the employee number in this field and press FieldExit or press F4 to select from a list of valid employee numbers. If you do not know the employee number, leave this field blank and move the cursor to the *Last name* field.

Last name

Type the last name of the employee or press F4 to select from a list of valid employee names. If you do not know the entire name, type as much of the name as you can and press F4 to display all employees who match the criteria. Select the correct name and number and press Exit to return to the selection screen.

Separate check?

The default for this field is 0. If 0, the system issues one check for multiple claims for each plan (separate checks for claims under different plans) made to this spending account.

Type 1 if you want the system to issue separate checks for multiple claims under a plan. The system then issues a separate check for each claim. You may want to issue separate checks if you are paying directly to a provider or if an employee requests it. This is a required field.

Claim code

Type the code value for which the employee has submitted the claim or press F4 to select from a list of valid code values. This is a required field.

Infinium FB uses the code type SPE with Infinium FB spending accounts. You assign code values to the spending account code type in the *Update Employer Codes* function in Infinium PY or Infinium HR.

Claim amount

Type the amount of the claim to be paid. This is the difference between what must be paid and the actual bill (you do not pay the deductible amount).

Partially pay?

Type **1** if you allow partial payments for reimbursement claims. The system will pay a claim to the extent possible and keep a balance for the amount in excess of the employee's account balance. Type **0** if you do not allow partial payments.

The value that you enter in this field depends on the value that you entered in the *Negative Bal?* field in your spending account plan. If you set the spending account plan control to **1**, partial payment will be effective when the employee's spending account reaches the maximum. If the *Negative Bal?* field value is **0** (no negative balance allowed), the partial pay flag will edit against the credits available in the spending account deposited from an Infinium PY extract and/or unused benefit.

Claim date

Type the date that the claim was entered or submitted by the employee, which is not necessarily the service date. This is a required field.

Amount paid

The amount paid to the employee is automatically displayed by the system and cannot be edited.

Date of service

Type the date that the employee received the service.

Service provider

Identify the provider of the service, up to 18 characters.

Dependent code

If the service was provided to a dependent, use this field to identify the dependent who received the service. Type the appropriate code value in this field, up to 4 characters, or press F4 to select from a list of valid dependent codes. You must create dependent codes through the *Update Employer Codes* function in Infinium HR or Infinium PY, using the code type REL.

Desc. of service

Type a description of the service, up to 55 characters.

- 7 If for any reason you must re-enter the claim details, press F5 refresh to clear the screen.
- 8 Press Enter to add the claim record to the file.
- 9 You can perform the following actions with pending claims:
 - Update an existing claim record by typing 2 in the *Opt* field next to the claim record and pressing Enter. The system displays the claim details so you can make your changes.
 - Delete a claim by moving the cursor to the record that you want to delete, typing 4 in the *Opt* field, and pressing Enter. The system displays the word *DELETE in place of the claim record until you exit the *Update Spending Account Claims* function. The system does not actually delete the claim until you exit and update the file using F3.
- 10 Press F12 to restore data that existed prior to any changes or deletions that you made or press F3 to exit and save the new claim information.

Locating Claim Records

If there is a large number of pending claims, you can use the scan function to locate the record that you want.

Keep in mind that claims are removed from this screen, respectively, once you have processed reimbursements for the claims.

The scan function isolates claims based on criteria that you enter beneath the column headings (*Employee, Employee Name, Claim Date, Claim Amt., and Paid Amt.*) on the SCN line. Enter the selection data in the appropriate column(s) and enter the relationship in the *Rel* field.

The following are valid values that you can enter in the *Rel* field.

- **GT** (Greater Than) Isolate all claims where data is greater than the selection criteria.
-

- **LT** (Less Than) Isolate all claims where data is less than the selection criteria.
- **EQ** (Equal) Isolate all claims where data is equal to the selection criteria.
- **LE** (Less Than or Equal To) Isolate all claims where data is less than or equal to the selection criteria.
- **GE** (Greater Than or Equal To) Isolate all claims where data is greater than or equal to the selection criteria.

The *Rel* column defaults to **GT** after every execution of the scan function.

Spending Account Claims That Exceed the Employee's Maximum

You can enter spending account claims that exceed the employee's maximum. However, the system will not issue a reimbursement check if:

- After payment of the claim the employee's maximum is exceeded and no partial payment is allowed because the partial pay flag equals zero
- The employee has reached the maximum reimbursement (regardless of the status of the partial payment flag)
- You allow partial payment but the partial payment reimbursement check exceeds the employee's maximum credit

Updating Spending Account Claim History

Infinium FB maintains a history of Health, Dependent Care and Legal Services spending account claims made and paid out to employees through the *Update Spending Account Claim History* function. You maintain spending accounts for employees, like other flexible benefits records, separately by year. This method allows the spending account transactions and balances for a flexible benefits year to exist independently from those of the following year. This method also allows you to implement a grace period (for example 90 days) on claims processing for a flexible benefits year before the use-it-or-lose-it rule takes effect.

You use this function to view reimbursement history and manually adjust claim details by specific employee.

To view reimbursement history and manually adjust any details, perform the following steps:

- 1 From the Infinium FB main menu select *Spending/Cash Account Operations*.
 - 2 Select *Update Spending Account Data*.
-

- 3 Select *Update Spending Acct Claim Hist* [USACH]. The system displays a screen similar to Figure 6-5.

Figure 6-5: Update Spend. Acct. Claim History prompt screen

- 4 Complete the screen as explained in the field descriptions that follow.

Employer

Type the employer code in this field to view claim history for a specific employer or press F4 to select from a list of valid employer codes. Leave this field blank to include all employers. If the employer code is less than three characters, press FieldExit to advance to the next field. This is a required field.

Benefit identity

Type the benefit identity for the spending account that you want to view or press F4 to select from a list of valid benefit identity codes. The value that you enter in this field must be a spending/reimbursement benefit type.

Leave this field blank and press Enter to use the employer default spending account benefit identity. The system retrieves the default spending account benefit identity from the *Update Employer Benefit Control* function. This is a required field.

Benefit plan

Type the spending account benefit plan that you wish to view or press F4 to select from a list of valid spending account benefit plan codes. This is a required field.

Flex year

The system uses a default flexible benefits year if you have specified one in the *Update Employer Benefit Controls* function. If you have not specified a default, or if the flexible benefits year that you want to enter in this field differs from the default, type the flexible benefits year code in this field. Press F4 to select from a list of valid flexible benefits year codes. This is a required field.

Employee

Type the employee number in this field and press FieldExit or press F4 to select from a list of valid employee numbers. If you do not know the employee number, move the cursor to the *Last name* field.

Last name

Type the last name of the employee or press F4 to select from a list of valid employee names. If you do not know the entire name, type as much of the name as you can before pressing F4. The system will display all employees who match the criteria. Select the correct name and number.

- 5 Press Exit. The system displays a screen similar to Figure 6-6, showing the complete spending account history for the selected employee.
-

Infinium: Update Spending Acct Claim Hist (FB-0)

File Edit Tools Window Help

4/29/96 12:31:41 Update Spend. Acct. Claim History PRGBSM PRDBSM

Employer ICA
 Benefit plan HSAC HEALTH CARE SPENDING ACCOUNT
 Benefit identity FSA Flex year : 1996
 Employee 199 BOYLE, JOHN T
 Account balance 200.00 Employee maximum 2000.00
 Claim code DOC Claim date 010396
 Claim amount 55.00 Amount paid 55.00
 Check date 010496 Check number 522
 Date of service 010396 Service provider
 Dependent code *
 Service description

Select option, then press Enter. 2=Change 4=Delete
 Opt Code Claim Date Claim Amt Paid Amt Svc. Date Provider

F3=Exit F4=Prompt F10=QuikAccess F12=Cancel F18=Message Line

Field Action: 5 Background Action: F12

Figure 6-6: Update Spend. Acct. Claim History screen (2 of 2)

6 Complete this screen using the field descriptions that follow.

Employer

The system automatically displays the employer, based on the employer code value that you entered on the Update Spend. Acct. Claim History prompt screen.

Benefit plan

The system automatically displays the benefit plan, based on the benefit plan code value that you entered on the Update Spend. Acct. Claim History prompt screen.

Benefit identity

The system automatically displays the benefit identity, based on the benefit identity code value that you entered on the Update Spend. Acct. Claim History prompt screen.

Employee

The system automatically displays the employee, based on the employee number that you entered on the Update Spend. Acct. Claim History prompt screen.

Account balance

The system automatically displays the spending account balance for the selected employee. You cannot edit this field.

Employee maximum

The system automatically displays the maximum number of benefit credits for the selected employee. You cannot edit this field.

Claim code

Type the code value that identifies the benefit for which the employee has submitted the claim (for example, **DAYCR** for Daycare). Press F4 to select from a list of valid code values. This is a required field.

Infinium FB uses the code type SPE for use with Infinium FB spending accounts. You assign code values to the spending account code type in the *Update Employer Codes* function in Infinium PY or Infinium HR.

Claim date

Type the date of the claim. This is a required field.

Claim amount

Type the claim amount that was submitted by the employee. This is a required field.

Amount paid

Type the amount paid to the employee or service provider. This amount may differ from the claim amount.

Check date

Type the date that the check for the reimbursement was issued.

Check number

Type the number of the reimbursement check.

Date of service

Type the date that the employee received the service.

Service provider

Identify the provider of the service, up to 18 characters.

Dependent code

Use this field to identify the dependent who received the service. Type the appropriate code in this field, up to 4 characters, or press F4 to select from a list of valid dependent codes. You must create dependent codes through the *Update Employer Codes* function in Infinium HR or Infinium PY, using the code type REL.

Service Description

Type a description of the service, up to 55 characters.

- 7 If for any reason you must re-enter the claim details, you can press F5 to clear the screen of the details that you have already entered.
 - 8 When you have finished entering claim details for the selected employee, press Enter to add the claim record to the file.
 - 9 You can use the following actions items for working with each claim record:
 - Update an existing claim record by typing 2 in the *Opt* field next to the claim record and pressing Enter. The system displays the claim details so you can make your changes.
 - To delete a claim, move the cursor to the record that you want to delete, type 4 in the *Opt* field, and press Enter. The system displays the word *DELETE in place of the claim record until you exit the *Update Spending Account Claims* function. The system does not actually delete the claim until you exit and update the file using F3.
 - 10 Press F12 to restore data that existed prior to any changes or deletions that you made or press Enter to move the cursor back to the *Claim code* field so you can enter a new claim.
-

Displaying Spending Account and Cash Election Data

Overview

This section explains how to display spending account information in the three ways listed below and how to display employee cash election information:

- Spending account claims
- Spending account credits
- Spending account activity

Displaying Spending Account Claims

To view the spending account claims that have been paid or partially paid for selected employees, perform the following steps:

- 1 From the Infinium FB main menu select *Spending Account/Cash Operations*.
 - 2 Select *Display FSA/Cash Data*.
 - 3 Select *Display Spending Account Claims [DSAC]*. The system displays a screen similar to Figure 6-7.
-

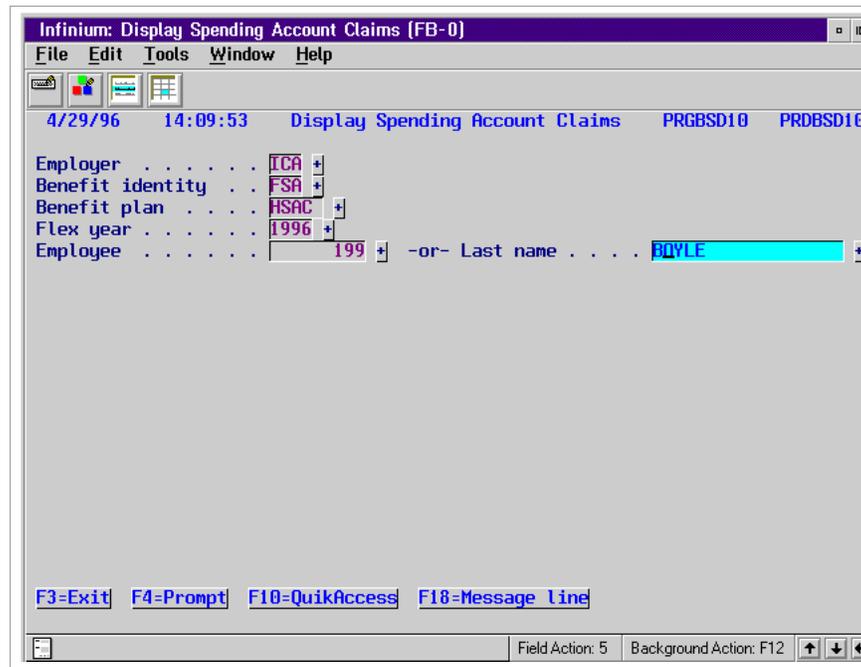


Figure 6-7: Display Spending Account Claims prompt screen

4 Use the information below to fill in the fields on this screen.

Employer

Type the value that identifies the employer in this field or press F4 to select from a list of valid employer codes. Leave this field blank to include all employers. If the value is less than three characters, press FieldExit to advance to the next field.

Benefit identity

Type the code value that identifies benefit identity for the spending account that you want to display or press F4 to select from a list of valid benefit identity codes. The value that you enter in this field must be a spending/reimbursement benefit type.

Leave this field blank and press Enter to use the employer default spending account benefit identity. The system retrieves the default spending account benefit identity from the *Update Employer Benefit Controls* function. This is a required field.

Benefit plan

Type the spending account benefit plan that you want to display or press F4 to select from a list of valid spending account benefit plan codes.

Flex year

The system uses a default flexible benefits year if you have specified one in the *Update Employer Benefit Controls* function. If you have not specified a default, or if the flexible benefits year for which you want to enter credits differs from the default, type the flexible benefits year code value in this field. Press F4 to select from a list of valid flexible benefits year codes.

Employee

Type the employee number in this field and press FieldExit or press F4 to select from a list of valid employee numbers. If you do not know the employee number, leave this field blank and move the cursor to the *Last name* field.

Last name

Type the last name of the employee or press F4 to select from a list of valid employee names.

If you do not know the entire name, type as much of the name as you can before pressing F4. When the system displays all employees who match the criteria, select the correct name and number and press Enter. The system displays a screen similar to Figure 6-8.

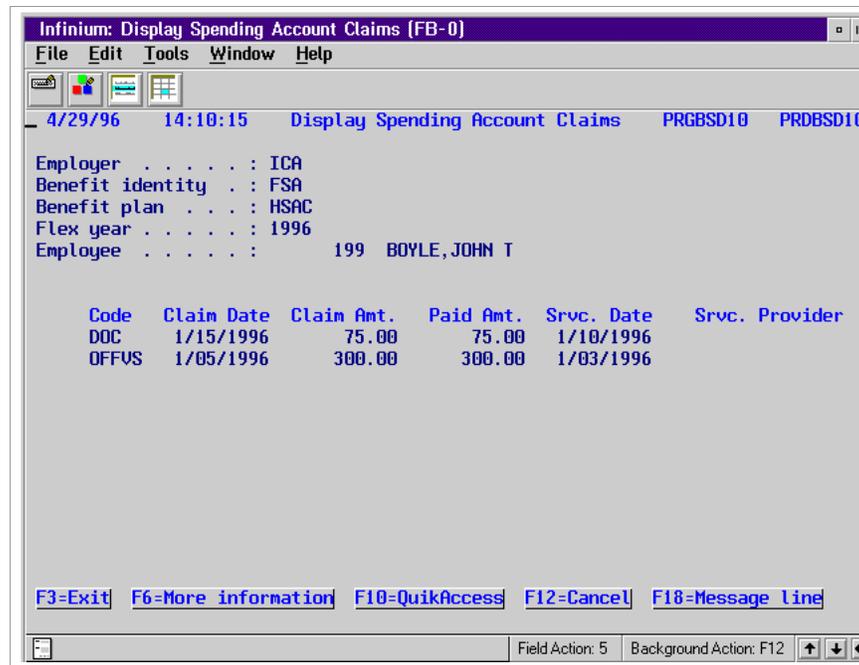


Figure 6-8: Display Spending Account Claims screen

The system displays the code value for the claim type, the actual claim date, the claim amount, the amount paid, the date of service, and the service

provider. Do not confuse the claim date with the date that the claim was paid which the system displays when you use the *Display Statement of Activity* function.

- 5 Press F5 to display more data regarding each claim. The system displays the description of the claim type and the check number issued for the payment of the claim. Press F5 again to return the screen to its original status without the additional detail.

If you have not reimbursed the employee for any claims, the following message appears:

There are no spending account claims on file for your selection.

- 6 Press Enter to return to the Display Spending Account Claims prompt screen. If this employee is on leave or has been terminated, this message shows in the upper section of the screen:

On Leave or Terminated

Displaying Spending Account Credits

The three methods by which the system deposits credits and contributions into spending accounts follow:

- Updating unused benefit credits
- Extracting payroll salary contributions
- Manually entering benefit credits and salary contributions

The unused credit update method indicates that you used the *Unused Credits to Spending Accounts* function to credit the spending account.

The payroll extract indicates that you used a voluntary salary contribution to credit the spending account through the *Extract Spending Account Contributions* function.

The manual entry indicates that you used the *Enter Spending Account Credits* function to manually enter unused credit or voluntary salary contribution rather than using either the mass extract or unused credit update noted above.

To view the spending account credits that you have deposited in an account for the selected employees, perform the following steps:

- 1 From the Flexible Benefits main menu select *Spending Account/Cash Operations*.
- 2 Select *Display Cash Data*.
- 3 Select *Display Spending Account Credits [DSACR]*. The system displays a screen similar to Figure 6-9.

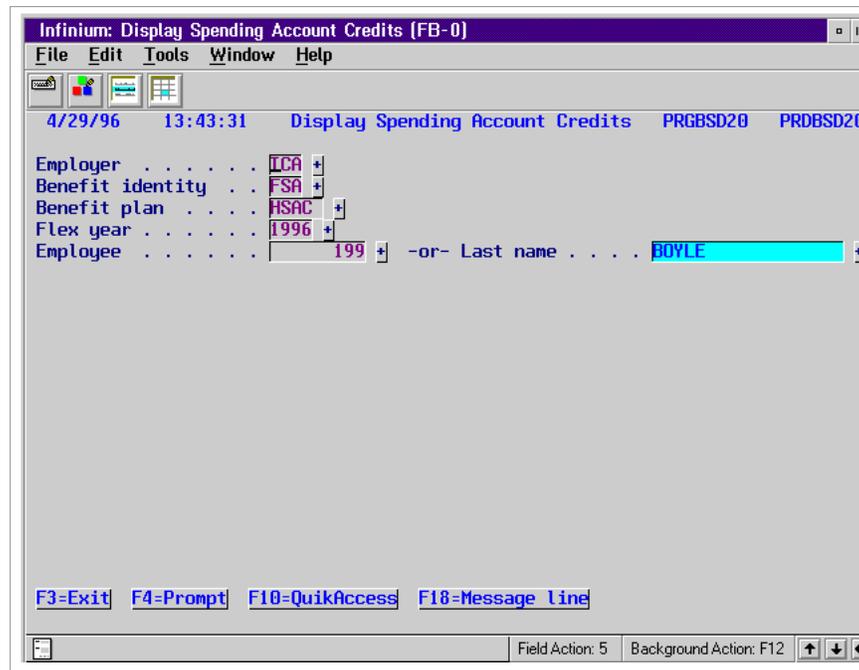


Figure 6-9: Display Spending Account Credits screen

- 4 Complete this screen as explained in the field descriptions below.

Employer

Type the value that identifies the employer whose records you are processing or press F4 to select from a list of valid employer codes. Leave this field blank to include all employers. If the employer code is less than three characters, press FieldExit to advance to the next field.

Benefit identity

Type the code value that identifies benefit identity for the spending account for which you want to display credits or press F4 to select from a list of valid benefit identity codes. The value you enter in this field must be a spending/reimbursement benefit type.

Leave this field blank and press Enter to use the employer default spending account benefit identity. The system retrieves the default spending account benefit identity from the *Update Employer Benefit Controls* function.

Benefit plan

Type the spending account benefit plan for which you want to enter credits or press F4 to select from a list of valid spending account benefit plan codes.

Flex year

The system uses a default flexible benefits year if you specified one in the *Update Employer Benefit Controls* function. If you have not specified a default, or if the flexible benefits year for which you want to enter credits differs from the default, type the flexible benefits year in this field. Press F4 to select from a list of valid flexible benefits year codes. This is a required field.

Employee

Type the employee number in this field and press FieldExit or press F4 to select from a list of valid employee numbers. If you do not know the employee number, leave this field blank and move the cursor to the *Last name* field.

Last name

Type the last name of the employee or press F4 to select from a list of valid employee names. If you do not know the entire name, type as much of the name as you can before pressing F4.

- 5 Type a character in the *Opt* field next to the employee record you want to display. The system displays all employees who match the criteria. and press Enter. The system displays a screen similar to Figure 6-10.
-

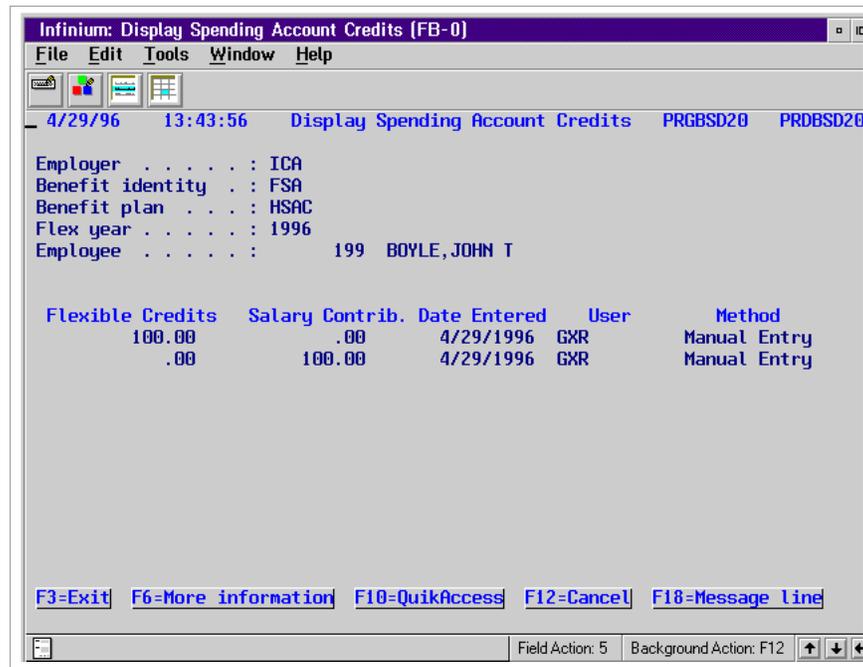


Figure 6-10: Display Spending Account Credits screen

The system displays the salary contribution amounts that the employer or employee has deposited into the spending account. The system also displays the date that the amounts were transferred, the user that initiated the processing and the method of deposit.

- 6 Press F6 to display additional data about the deposit. This data includes descriptions or comments that you have entered.
- 7 Press Enter at any time to return to the Display Spending Account Credits prompt screen.

Displaying Employee Cash Election Information

To view the spending account claims, credits, contributions, and balances of selected employees, perform the following steps:

- 1 From the Infinium FB main menu select *Spending Account/Cash Operations*.
- 2 Select *Display FSA/Cash Data*.
- 3 Select *Display Employee Cash Elections [DCELEC]*. The system displays a screen similar to Figure 6-11.

The screenshot shows a terminal window titled 'Inifinium: Display Employee Cash Election (FB-0)'. The window has a menu bar with 'File', 'Edit', 'Tools', 'Window', and 'Help'. Below the menu bar, the date and time '4/29/96 13:52:18' are displayed, followed by the program name 'Display Employee Cash Elections' and two user identifiers 'PRGBE545' and 'PRDBE545'. The main area contains several prompts: 'Employer ICA +', 'Flex year 1996 +', 'Elections from', 'to', and 'Include term.? . . . 0=No, 1=Yes'. At the bottom, there are function key prompts: 'F3=Exit', 'F4=Prompt', 'F10=QuikAccess', and 'F18=Message Line'. The status bar at the very bottom shows 'Field Action: 5' and 'Background Action: F12' along with navigation arrows.

Figure 6-11: Display Employee Cash Elections prompt screen

- 4 Use the information below to fill in the fields on this screen.

Employer

Type the code value that identifies the employer field for a specific employer or press F4 to select from a list of valid employer codes. Leave this field blank to include all employers. If the value is less than three characters, press FieldExit to advance to the next field. This is a required field.

Flex year

The system uses a default flexible benefits year if you have specified one in *Update Employer Benefit Controls* function. If you have not specified a default, or if the flexible benefits year for which you want to enter credits differs from the default, type the flexible benefits year code value in this field. Press F4 to select from a list of valid flexible benefits year codes. This is a required field.

Elections from/to

Type the earliest and latest election dates for which you want to display employees/information.

Leave the *Election from* field blank to include all elections between the beginning of the flexible benefits year and the system date, if the flexible benefits year entered is the current flexible benefits year. If the flexible

benefits year is for a previous flexible benefits year, the system will include all elections from that year.

Leave the *Election to* field blank to include all employees that have made elections between the election from date and the system date.

Include term?

Type **1** in this field if you want to display credits for terminated employees. Type **0** in this field if you do not want to display credits for terminated employees.

- 5 Press Enter. The system displays a screen similar to Figure 6-12.

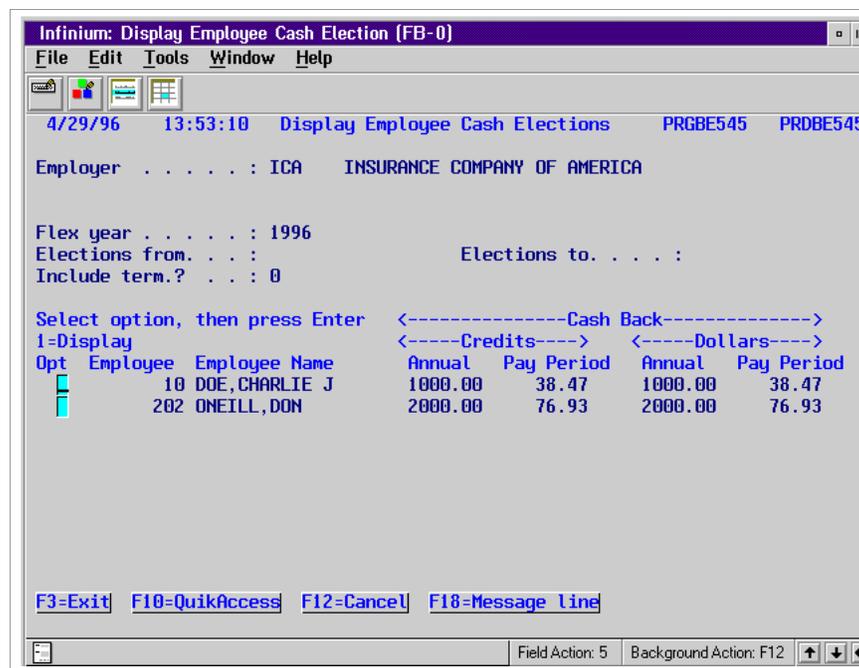


Figure 6-12: Display Employee Cash Elections selection screen

The Display Employee Cash Elections selection screen lists all of the employees who have cash elections for the specified flexible benefits year, including terminated employees if you chose to include them. The system lists employees by employee number.

The system shows the employee credit and cash election amounts to the right of the employee number and name, showing the total elected credit and dollar amounts for each employee.

- 6 To display additional details about employee credit and cash elections, position the cursor next to the employee record whose elections you want to view, type **1**, and press Enter. The system displays a screen similar to Figure 6-13.

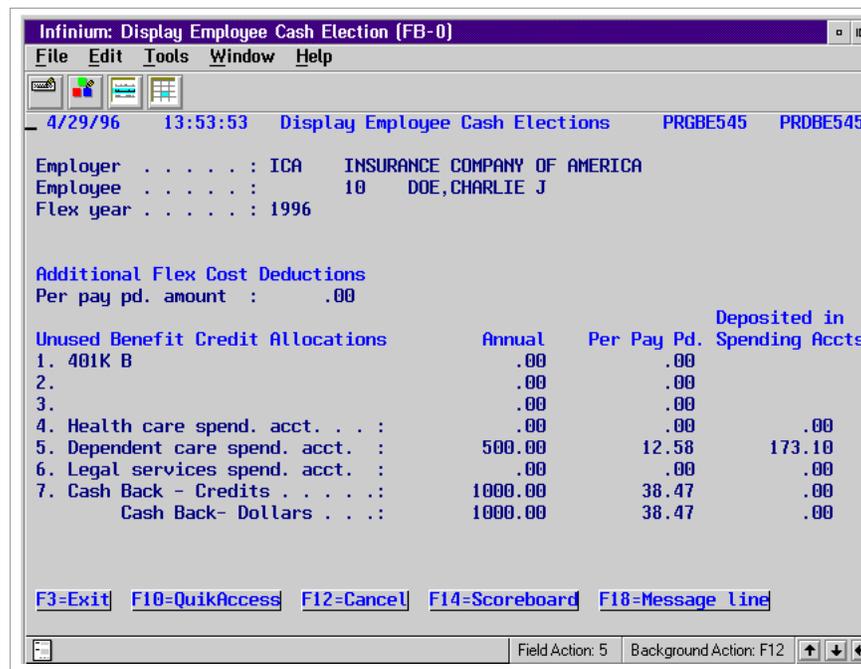


Figure 6-13: Display Employee Cash Elections screen (3 of 3)

This third screen shows all annual and pay period unused benefit credit allocations for the selected employee for the selected flexible benefits year. This screen also shows the accounts to which credits have been allocated.

- 7 Press F14 to display the Scoreboard window, illustrated in Figure 6-14.

The Scoreboard window shows the employee’s total flexible benefit credits, total cost, unused credits, unused but allocated credits, and any additional benefit costs to the employee.

```

_ 5/29/03 09:39:57 Allocate Unused Credits PRGBE510 PRDBE510
-----
Employer . . . . . : FLX FLEXIBLE BENEFITS COMPANY
Employee . . . . . : 80005 ACCURATE,ALAN N
Tax ID# . . . . . : 183-44-1266
Flex year . . . . . : 2003 Pay frequency . . . B
Pay periods left . . . . . 1.00 Deposited in
Unused Benefit C . . . . . Pay Pd. Spending Acct.
1. Flexible credits . . . : 10000.00 .00
2. + Vacation credits . . . : .00 .00
3. = Total credits . . . : 10000.00 .00
4. Health care s - Total flex cost . . . : 6578.68 .00
5. Dependent car = Unused credits . . . : 3421.32 .00
6. Legal service . . . . . .00
7. Cash Back - C Unused allocated . . . : .00 .00
Cash Bac Unused allocated Adj : .00 .00

Code Plan Des Additional cost . . . : .00 er Pay Pd.
Additional cost Adj : .00

Press Enter to continue

-----
F3=Exit F5=Calculate F10=QuikAccess F12=Cancel F24=More keys

```

Figure 6-14: Scoreboard window

- 8 Press Enter to return to the Display Employee Cash Elections screen.

Displaying Spending Account Activity

To view the spending account claims, credits, contributions, and balances of selected employees, perform the following steps:

- 1 From the Infinium FB main menu select *Spending Account/Cash Operations*.
- 2 Select *Display FSA/Cash Data*.
- 3 Select *Display Spending Account Activity [DSAA]*. The system displays a screen similar to Figure 6-15.

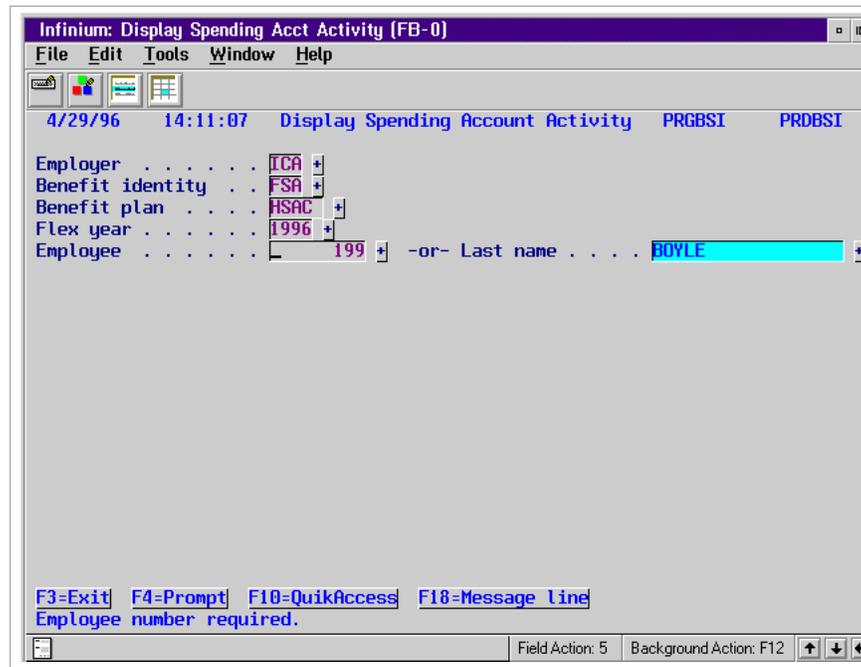


Figure 6-15: Display Spending Account Activity prompt screen

- 4 Complete this screen as explained in the field descriptions that follow.

Employer

Type the employer code value in this field for a specific employer or press F4 to select from a list of valid employer codes. Leave this field blank to include all employers. If the employer code is less than three characters, press FieldExit to advance to the next field. This is a required field.

Benefit identity

Type the benefit identity for the spending account for which you want to add credits or press F4 to select from a list of valid benefit identity codes. The value you enter in this field must be a spending/reimbursement benefit type.

Leave this field blank and press Exit to use the employer default spending account benefit identity. The system retrieves the default spending account benefit identity from the *Update Employer Benefit Control* function. This is a required field.

Benefit plan

Type the spending account benefit plan for which you want to enter credits or press F4 to select from a list of valid spending account benefit plan codes. This is a required field.

Flex year

The system uses a default flexible benefits year if you have specified one in *Update Employer Benefit Controls* function. If you have not specified a default, or if the flexible benefits year for which you want to enter credits differs from the default, type the flexible benefits year code in this field. Press F4 to select from a list of valid flexible benefits year codes. This is a required field.

Employee

Type the employee number in this field and press FieldExit or press F4 to select from a list of valid employee numbers. If you do not know the employee number, leave this field blank and move the cursor to the *Last name* field.

Last name

Type the last name of the employee or press F4 to select from a list of valid employee names. If you do not know the entire name, type as much of the name as you can before pressing F4. The system displays all employees who match the criteria. Select the correct name and number and press Exit.

- 5 Press Enter to display the spending account activity. The system displays a screen similar to Figure 6-16.

4/29/96 14:11:34 Display Spending Account Activity PRGBSI PRDBSI

Employer : ICA INSURANCE COMPANY OF AMERICA
 Benefit identity . . . : FSA FLEX SPENDING ACCOUNTS
 Benefit plan : HSAC HEALTH CARE SPENDING ACCOUNT
 Flex year : 1996
 Employee : 199 BOYLE, JOHN T
 Tax ID# : 023-45-9090

Total credits . . . : 100.00 Total claims . . . : 375.00
 Total contributions : 100.00 Account balance . . : 175.00-

Date	Description	Cred/Contr.	Claims	Balance
1/01/1996		.00	.00	.00
2/01/1996	OFFICE VISIT	.00	300.00	300.00-
2/01/1996	OTHER THAN OWN PHYSICIAN	.00	75.00	375.00-
4/29/1996	FROM UNUSED BENEFIT CREDITS	100.00	.00	275.00-
4/29/1996	OTHER CONTRIBUTION	100.00	.00	175.00-

F3=Exit F10=QuikAccess F12=Cancel F18=Message line

Field Action: 5 Background Action: F12

Figure 6-16: Display Spending Account Activity screen

The date column reflects the date that you processed the action. If it is a claim, the date reflects the claim period ending date. If the action is a payroll extract or From Unused Benefit Credits, the date is the date when the *Extract Spending Account Contributions* and *Unused Credits to Spending Account* functions actually deposited the amounts into the spending account.

The system displays the claim description, defined when creating the claim type codes, and the credit/contribution descriptions next to the date. The claim amount, credit or contribution amount, and spending account balance after the transaction follow.

If this employee is on leave, a message **On Leave** appears in the upper section of the screen. If this employee has terminated employment, a message **Terminated** appears in the upper section.

Listing Spending Account and Cash Election Data

Overview

This section explains how you print spending account data in the three ways listed below and how you print employee cash election information:

- Account claims
- Account claim transactions
- Account credits

Listing Spending Account Claims

Use the *List Spending Account Claims* function to print details about the spending account claims that have been paid or partially paid for selected employees. You can generate the report for a single employee or for all employees who are enrolled in this spending account plan for a flexible benefits year. You can generate the report in summary or in detail.

To list spending account claims, perform the following steps:

- 1 From the Infinium FB main menu select *Spending Account/Cash Operations*.
 - 2 Select *List FSA/Cash Data*.
 - 3 Select *List Spending Account Claims [LSAC]*. The system displays a screen similar to Figure 6-17.
-

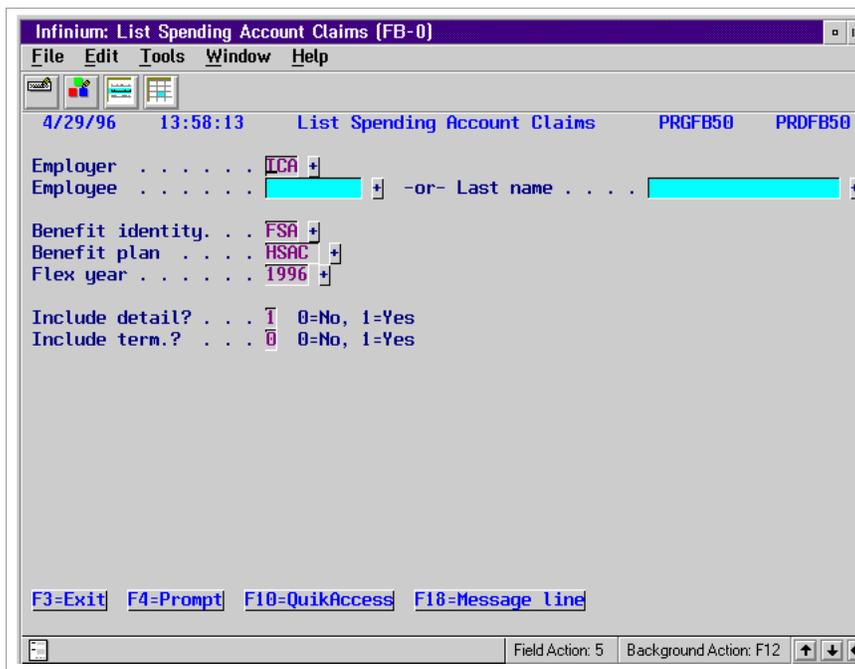


Figure 6-17: List Spending Account Claims screen

- 4 Complete this screen as explained in the field descriptions that follow.

Employer

Type the employer code value in this field for a specific employer or press F4 to select from a list of valid employer codes. Leave this field blank to include all employers. If the employer code is less than three characters, press FieldExit to advance to the next field. This is a required field.

Employee

Type the employee number in this field and press FieldExit or press F4 to select from a list of valid employee numbers. If you do not know the employee number, leave this field blank and move the cursor to the *Last name* field.

Last name

Type the last name of the employee or press F4 to select from a list of valid employee names. If you do not know the entire name, type as much of the name as you can before pressing F4. The system displays all employees who match the criteria. Select the correct name and number and press Enter.

Benefit identity

Type the benefit identity for the spending account for which you want to add credits or press F4 to select from a list of valid benefit identity codes. The

value that you enter in this field must be a spending/reimbursement benefit type.

Leave this field blank and press Enter to use the employer default spending account benefit identity. The system retrieves the default spending account benefit identity from the the *Update Employer Benefit Controls* function. This is a required field.

Benefit plan

Type the spending account benefit plan for which you want to enter credits or press F4 to select from a list of valid spending account benefit plan codes. This is a required field.

Flex year

The system uses a default flexible benefits year if you have specified one in the *Update Employer Benefit Controls* function. If you have not specified a default, or if the flexible benefits year for which you want to enter credits differs from the default, type the flexible benefits year code in this field. Press F4 to select from a list of valid flexible benefits year codes. This is a required field.

Include detail?

Type **1** to include detail on each employee. Type **0** to print the report in summary. This is a required field.

Include term.?

Type **1** to include terminated employees. Type **0** to exclude terminated employees. This is a required field.

- 5 Press Enter to generate the list of the spending account credits. If you have requested the report to include detail, the system prints a report like the one on the next page.
-

PRGBE860 PRTBE860
4/29/96 16:12:35

S P E N D I N G A C C O U N T C L A I M S

PAGE 1

EMPLOYER ICA INSURANCE COMPANY OF AMERICA
IDENTITY FSA FLEX SPENDING ACCOUNTS
PLAN HSAC HEALTH CARE SPENDING ACCOUNT

FLEX YEAR 1996

EMPLOYEE#	EMPLOYEE NAME	CLAIM DATE	CLAIM AMOUNT	PAID AMOUNT	CHECK NUMBER	CHECK DATE	PROVIDER
199	BOYLE, JOHN T	1/15/1996	75.00	75.00	29		
		1/05/1996	300.00	300.00	29		
		1/05/1996	300.00	375.00-	29		
	*EMPLOYEE TOTAL		675.00				
						*SPENDING ACCOUNT BALANCE	353.86

***** E N D O F R E P O R T *****

Listing Spending Account Claims Transactions

Use the *List Spending Account Claims* function to print details about claims transactions that you have performed for the various spending account claims. You can generate the report for a single employee or for all employees who you have enrolled in this spending account plan for a flexible benefits year. You can generate the report in summary or in detail.

To list spending account claims transactions, perform the following steps:

- 1 From the Infinium FB main menu select *Spending Account/Cash Operations*.
- 2 Select *List FSA/Cash Data*.
- 3 Select *List Spending Account Claims Transactions [LSACT]*. The system displays a screen similar to Figure 6-18.

Infinium: List Spending Acct Claim Trans (FB-0)

File Edit Tools Window Help

4/29/96 13:57:10 List Spending Acct Claim Trans PRGFB50 PRDFB50

Employer ICA +

Employee + -or- Last name +

Benefit identity. ESA +

Benefit plan HSAC +

Flex year 1996 +

Include detail? 0=No, 1=Yes

Include term.? 0=No, 1=Yes

F3=Exit F4=Prompt F10=QuikAccess F18=Message Line

Field Action: 5 Background Action: F12

Figure 6-18: List Spending Account Claims Transactions screen

- 4 Complete this screen as explained in the field descriptions that follow.

Employer

Type the employer code value in this field for a specific employer or press F4 to select from a list of valid employer codes. Leave this field blank to include

all employers. If the employer code is less than three characters, press FieldExit to advance to the next field. This is a required field.

Employee

Type the employee number in this field and press FieldExit or press F4 to select from a list of valid employee numbers. If you do not know the employee number, leave this field blank and move the

Last name

Type the last name of the employee or press F4 to select from a list of valid employee names. If you do not know the entire name, type as much of the name as you can before pressing F4. The system displays all employees who match the criteria. Select the correct name and number and press Exit.

Benefit identity

Type the benefit identity for the spending account for which you want to add credits or press F4 to select from a list of valid benefit identity codes. The value that you enter in this field must be a spending/reimbursement benefit type.

Leave this field blank and press Exit to use the employer default spending account benefit identity. The system retrieves the default spending account benefit identity from the *Update Employer Benefit Controls* function. This is a required field.

Benefit plan

Type the spending account benefit plan for which you want to enter credits or press F4 to select from a list of valid spending account benefit plan codes. This is a required field.

Flex year

The system uses a default flexible benefits year if you have specified one in the *Update Employer Benefit Controls* function. If you have not specified a default, or if the flexible benefits year for which you want to enter credits differs from the default, type the flexible benefits year code in this field. Press F4 to select from a list of valid flexible benefits year codes. This is a required field.

Include detail?

Type **1** to include detail on each employee. Type **0** to print the report in summary. This is a required field.

Include term.?

Type **1** to include terminated employees. Type **0** to exclude terminated employees. This is a required field.

- 5 Press Enter to generate the list of the spending account credits. If you have requested the report to include detail, the system prints a report like the one on the next page.

PRGBE860 PRTBE860
4/29/96 16:12:35

S P E N D I N G A C C O U N T C L A I M S

PAGE 1

EMPLOYER ICA INSURANCE COMPANY OF AMERICA
IDENTITY FSA FLEX SPENDING ACCOUNTS
PLAN HSAC HEALTH CARE SPENDING ACCOUNT

FLEX YEAR 1996

EMPLOYEE#	EMPLOYEE NAME	CLAIM DATE	CLAIM AMOUNT	PAID AMOUNT	CHECK NUMBER	CHECK DATE	PROVIDER
199	BOYLE, JOHN T	1/15/1996	75.00	75.00	29		
		1/05/1996	300.00	300.00	29		
		1/05/1996	300.00	375.00-	29		
	*EMPLOYEE TOTAL		675.00				
						*SPENDING ACCOUNT BALANCE	353.86

***** E N D O F R E P O R T *****

Listing Spending Account Credits

Use the *List Spending Account Credits* function to print details about the spending account credits that you have deposited in an account of selected employees. You can generate the report for a single employee or for all employees who you have enrolled in this spending account plan for a flexible benefits year. You can generate the report in summary or in detail.

To list spending account credits, perform the following steps:

- 1 From the Infinium FB main menu select *Spending Account/Cash Operations*.
- 2 Select *List FSA/Cash Data*.
- 3 Select *List Spending Account Credits* [LSACR]. The system displays a screen similar to Figure 6-19.

Infinium: List Spending Account Credits (FB-0)

File Edit Tools Window Help

4/29/96 14:00:37 List Spending Account Credits PRGFB50 PRDFB50

Employer ICA +

Employee [redacted] + -or- Last name [redacted] +

Benefit identity. FSA +

Benefit plan HSAC +

Flex year 1996 +

Include detail? 1 0=No, 1=Yes

Include term.? 1 0=No, 1=Yes

F3=Exit F4=Prompt F10=QuikAccess F18=Message Line

Figure 6-19: List Spending Account Credits screen

- 4 Complete this screen as explained in the field descriptions that follow.

Employer

Type the employer code value in this field for a specific employer or press F4 to select from a list of valid employer codes. Leave this field blank to include all employers. If the employer code is less than three characters.

Employee

Type the employee number in this field and press FieldExit or press F4 to select from a list of valid employee numbers. If you do not know the employee number, leave this field blank and move the cursor to the *Last name* field.

Last name

Type the last name of the employee whose records you are processing.

Benefit identity

Type the last name of the employee or press F4 to select from a list of valid employee names. If you do not know the entire name, type as much of the name as you can before pressing F4. The system displays all employees who match the criteria. Select the correct name and number and press Enter.

Type the benefit identity for the spending account for which you want to add credits or press F4 to select from a list of valid benefit identity codes. The value you enter in this field must be a spending/reimbursement benefit type.

Leave this field blank and press Enter to use the employer default spending account benefit identity. The system retrieves the default spending account benefit identity from the *Update Employer Benefit Controls* function. This is a required field.

Benefit plan

Type the spending account benefit plan for which you want to enter credits or press F4 to select from a list of valid spending account benefit plan codes. This is a required field.

Flex year

The system uses a default flexible benefits year if you have specified one in the *Update Employer Benefit Controls* function. If you have not specified a default, or if the flexible benefits year for which you want to enter credits differs from the default, type the flexible benefits year code in this field. Press F4 to select from a list of valid flexible benefits year codes. This is a required field.

Include detail?

Type **1** to include detail on each employee. Type **0** to print the report in summary. This is a required field.

Include term.?

Type **1** to include terminated employees. Type **0** to exclude terminated employees. This is a required field.

- 5 Press Enter to generate the list of the spending account credits. If you have requested the report to include detail, the system prints a report like the one on the next page.

PRGBE850 PRTBE850
4/29/96 16:12:56

S P E N D I N G A C C O U N T C R E D I T S

PAGE 1

EMPLOYER ICA INSURANCE COMPANY OF AMERICA
IDENTITY FSA FLEX SPENDING ACCOUNTS
PLAN HSAC HEALTH CARE SPENDING ACCOUNT

FLEX YEAR 1996

EMPLOYEE#	EMPLOYEE NAME	CREDIT AMOUNT	ENTERED BY	DATE ENTERED	ENTRY METHOD
199	BOYLE, JOHN T	100.00	GXR	4/29/1996	MANUAL- UNUSED BENEFIT CREDITS
		100.00	GXR	4/29/1996	MANUAL - SALARY CONTRIBUTION
		76.93	GXR	4/29/1996	EXTRACTED FROM BENEFIT CREDITS
		76.93	GXR	4/29/1996	EXTRACTED FROM BENEFIT CREDITS
	*TOTAL VALUE OF CREDITS	353.86	*SPENDING ACCOUNT BALANCE		353.86

***** E N D O F R E P O R T *****

Listing Employee Cash Elections

Use the *List Employee Cash Elections* function to print details about the spending account claims, credits, contributions, and balances of selected employees. You can organize the report by company level to show employees assigned to specific levels. Company levels are explained in detail in the *Infinium Payroll Guide to Controls*.

To list employee cash elections, perform the following steps:

- 1 From the Infinium FB main menu select *Spending Account/Cash Operations*.
- 2 Select *List FSA/Cash Data*.
- 3 Select *List Employee Cash Election [LECELEC]*. The system displays a screen similar to Figure 6-20.

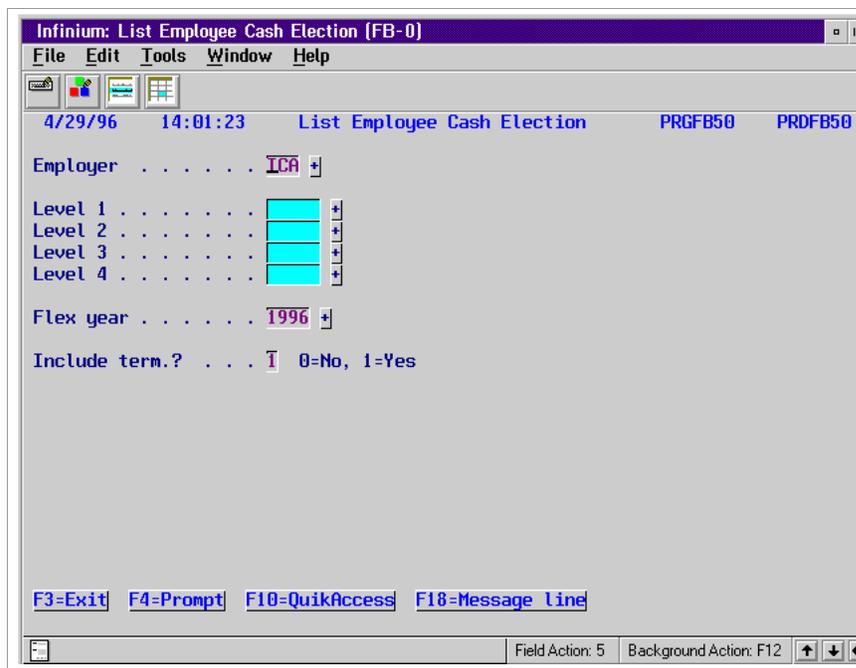


Figure 6-20: List Employee Cash Election screen

- 4 Complete this screen as explained in the field descriptions that follow.

Employer

Type the employer code value in this field for a specific employer or press F4 to select from a list of valid employer codes. Leave this field blank to include all employers. If the employer code is less than three characters, press FieldExit to advance to the next field. This is a required field.

Level 1 through 4

Type the organization level in each of these fields to include employees assigned to specific organizational levels, respectively. If you have not entered a value in these fields, the system includes employees within every organizational level on the report.

When you enter a value in a level, the system includes all employees associated with that level and all employees in subsequent levels as well, even if you leave those subsequent levels blank. For example, if you enter a value in the *Level 1* field, the system includes all employees for levels 2, 3, and 4 on the report.

Flex year

The system uses a default flexible benefits year if you have specified one in the *Update Employer Benefit Controls* function. If you have not specified a default, or if the flexible benefits year for which you want to enter credits differs from the default, type the flexible benefits year code in this field. Press F4 to select from a list of valid flexible benefits year codes. This is a required field.

Include term.?

Type **1** to include terminated employees. Type **0** to exclude terminated employees. This is a required field.

- 5 Press Enter to generate a list of employee cash elections. A sample Employee Cash Elections report is shown on the next page.
-

PRGBE555 PRTBE555 EMPLOYEE CASH BACK ELECTIONS LISTING PAGE 1

4/29/96 16:13:16
 EMPLOYER ICA INSURANCE COMPANY OF AMERICA FLEX YEAR 1996

EMPLOYEE#		EMPLOYEE NAME		C R E D I T S				D O L L A R S			
		ORIG. ANNUAL	ADJ. ANNUAL	PER PAY	USED TO DATE	ORIG. ANNUAL	ADJ. ANNUAL	PER PAY	USED TO DATE		
10	DOE, CHARLIE J	1,000.00	1,000.00	38.47		1,000.00	1,000.00	38.47			
202	ONEILL, DON	2,000.00	2,000.00	76.93		2,000.00	2,000.00	76.93			
Region	EAST	Division	SALES	Department	AGENT						
TOTALS											
EMPLOYEES	2	3,000.00	3,000.00	115.40		3,000.00	3,000.00	115.40			

Region	EAST	Division	SALES	Department	AGENT						
TOTALS											
EMPLOYEES	2	3,000.00	3,000.00	115.40		3,000.00	3,000.00	115.40			

Region	EAST	Division	SALES								
TOTALS											
EMPLOYEES	2	3,000.00	3,000.00	115.40		3,000.00	3,000.00	115.40			

Region	EAST										
TOTALS											
EMPLOYEES	2	3,000.00	3,000.00	115.40		3,000.00	3,000.00	115.40			

Region	WEST										
TOTALS											
EMPLOYEES											

TOTAL FOR EMPLOYER ICA											
EMPLOYEES	2	3,000.00	3,000.00	115.40		3,000.00	3,000.00	115.40			

***** END OF REPORT *****

Generating Statement of Spending Account

Overview

The Statement of Account is a spending account statement that you generate to show employees the status of their flexible spending accounts. Typically, you print the statement of accounts monthly, quarterly, or yearly, depending on your needs. You should at least run the statement of accounts at the end of the plan year to show how much of their voluntary contributions employees will forfeit if they do not submit valid claims within the ninety day use-it-or-lose-it period.

The information contained on the Statement of Account includes:

- all claims that have been paid
- all credits that have been applied to the spending account
- current spending account balances

You can generate this statement by employer code, benefit identity, plan, and flexible benefits year. You can also generate this statement for an individual employee or for all employees.

You can request this statement for only those accounts with balances over a certain amount or for only those accounts with a negative balance.

Generating a Statement of Spending Account Activity

To generate a statement of spending account, perform the following steps:

- 1 From the Infinium FB main menu select *Spending Account Operations*.
 - 2 Select *List FSA/Cash Data*.
 - 3 Select *Statement of Spending Account [SOSA]*. The system displays a screen similar to Figure 6-21.
-

Figure 6-21: Statement of Spending Account screen

- 4 Complete this screen as explained in the field descriptions that follow.

Employer

Type the employer code in this field for a specific employer or press F4 to select from a list of valid employer codes. Leave this field blank to include all employers. If the employer code is less than three characters, press FieldExit to advance to the next field. Either this field or the *Employer Group* field is required.

Employer group

Type the employer group code in this field to print the statement for all employers associated with the employer group. Press F4 to select from a list of valid employer group codes. Leave this field blank if you have entered an employer code the *Employer* field. Either this field or the *Employer* field is required.

Employee

Type the employee number in this field and press FieldExit or press F4 to select from a list of valid employee numbers. If you do not know the employee number, leave this field blank and move the cursor to the *Last name* field.

Last name

Type the last name of the employee or press F4 to select from a list of valid employee names. If you do not know the entire name, type as much of the name as you can before pressing F4. The system displays all employees who match the criteria. Select the correct name and number and press Enter.

Benefit identity

Type the benefit identity for the spending account for which you want to add credits or press F4 to select from a list of valid benefit identity codes. The value that you enter in this field must be a spending/reimbursement benefit type.

Leave this field blank and press Enter to use the employer default spending account benefit identity. The system retrieves the default spending account benefit identity from the *Update Employer Benefit Control* function. This is a required field.

Benefit plan

Type the spending account benefit plan for which you want to enter credits or press F4 to select from a list of valid spending account benefit plan codes. This is a required field.

Flex year

The system uses a default flexible benefits year if you have specified one in the *Update Employer Benefit Controls* function. If you have not specified a default, or if the flexible benefits year for which you want to enter credits differs from the default, type the flexible benefits year code in this field. Press F4 to select from a list of valid flexible benefits year codes. This is a required field.

Balances over

If you want this report to include only those employees with spending account balances over a certain amount, enter that amount in this field; otherwise leave this field blank. Use this to let employees know that they have money left over so that they can take the necessary steps not to lose it.

Negative bal. only?

Type **1** if you want this report to include only those employees with negative balances; otherwise type **0**. This is a required field.

Include term.?

Type **1** to include terminated employees on the statement. Type **0** to exclude terminated employees. Use this field to remind terminated employees that they still have balances to use up.

- 5 Press Enter to generate the statement of spending account. The system generates a report like the one on the next page.

STATEMENT OF SPENDING ACCOUNT ACTIVITY
 6/25/98 11:14:41
 EMPLOYER: MED MED'S TEST COMPANY FLEX YEAR 1998
 BENEFIT IDENTITY: SAC SPENDING ACCOUNTS
 BENEFIT PLAN: MED MEDICAL SPENDEING ACCOUNT
 BONATO,LISA SOCIAL SECURITY NUMBER: 044-89-8989
 9008 FIG TREE BLVD EMPLOYEE NUMBER: 9651
 DENVER CO 80012

DATE	DESCRIPTION	CREDITS/ CONTRIBUTIONS	CLAIMS	BALANCE	AVAILABLE BALANCE
01/01/1998	ANNUAL ELECTION AMOUNT				500.00
01/01/1998	BEGINNING BALANCE			.00	
1/06/1998	PAYROLL CONTRIBUTION	9.62		9.62	500.00
1/08/1998	OWN PHYSICIAN REIMBURSEMENT		5.00	4.62	495.00
1/15/1998	PAYROLL CONTRIBUTION	9.62		14.24	495.00
1/23/1998	PAYROLL CONTRIBUTION	9.62		23.86	495.00
1/25/1998	OWN PHYSICIAN REIMBURSEMENT		100.00	76.14-	395.00
2/05/1998	PAYROLL CONTRIBUTION	9.62		66.52-	395.00
2/15/1998	PAYROLL CONTRIBUTION	9.62		56.90-	395.00
ENDING BALANCE		48.10	105.00	56.90-	395.00

Notes

Chapter 7 Spending Account Claims Processing

7

This chapter provides the information that you need to post spending account reimbursements and print reimbursement checks for the current flexible benefits year.

The chapter consists of the following topics:

Topic	Page
Overview of Spending Account Claims Processing	7-2
Running Trial Register Reimbursement Checks	7-3
Posting and Printing Reimbursement Checks	7-7

Overview of Spending Account Claims Processing

You process current year reimbursements after you have entered current year claims through the *Update Spending Acct Claims* function. Current year processing involves two Infinium FB functions, which are explained in detail later in this chapter.

- *Trial Register Reimbursement Cks*
- *Post/Print Reimbursement Checks*

Using Pay Cycle Controls

Before processing reimbursements, you must first create the special pay cycle, *SARC, through the *Update Cycle Controls* function in Infinium PY. *SARC, Spending Account Reimbursement Check, is a spending account payment cycle that you use to process current year spending account reimbursements.

Using Income Controls

You must authorize the employee to a spending account reimbursement income through the *Update Employee Income Codes* function in Infinium PY before you can process reimbursements for the employee. The system will not generate a reimbursement check for employees who are not authorized for the reimbursement income under the plan that you are processing.

Objectives

After completing this chapter you should be familiar with how to perform the tasks associated with generating employee flexible benefit reimbursements for the current flexible benefits year.

Running Trial Register Reimbursement Checks

Overview

Use the *Trial Register Reimbursement Cks* function before actually printing reimbursement checks to verify that the reimbursements are correct. You must run a separate trial register for each flexible benefits plan.

The system prints the following reports when you run the *Trial Register Flex Reimbursement* function, which you can use to verify employee reimbursements before actually generating reimbursement checks:

- Flexible Benefits Spending Account Reimbursements Register
- Payroll Register for Cycle *SARC

Running the Trial Register

To run the trial register for reimbursement checks, do the following:

- 1 From the Infinium FB main menu select *Spending Account/Cash Operations*.
 - 2 Select *Mass Update FSA/Cash Data*.
 - 3 Select *Trial Register Reimbursement Cks* [TRRC]. The system displays a screen similar to Figure 7-1.
-

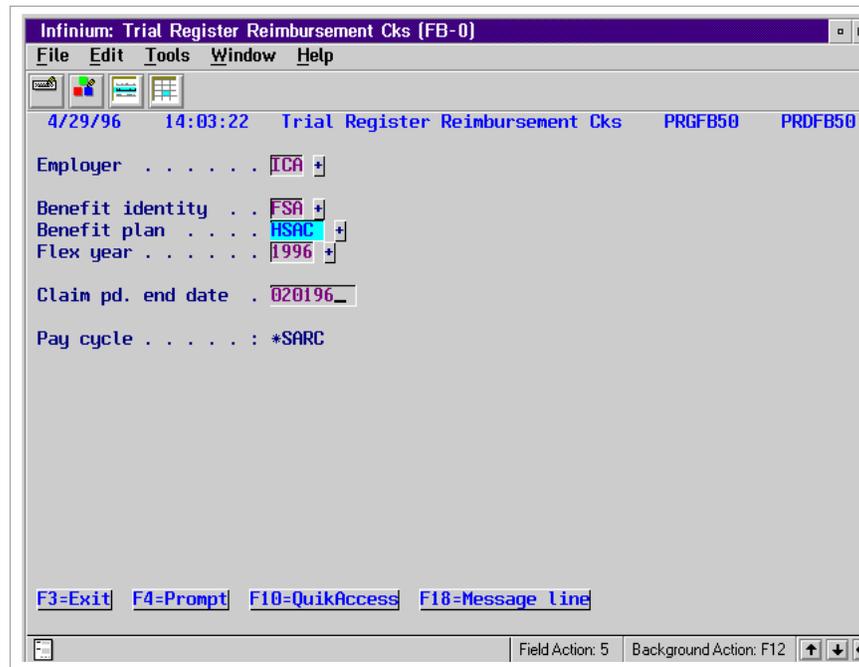


Figure 7-1: Trial Register Reimbursement Cks screen

- 4 Complete this screen as explained in the field descriptions that follow.

Employer

Type the employer code in this field for a specific employer or press F4 to select from a list of valid employer codes. If the employer code is less than three characters, press FieldExit to advance to the next field. This is a required field.

Note: Benefit controls for this employer must already exist. In addition, you must set the *Infinium PY Installed?* field to 1 in order to process any spending account reimbursements.

Benefit identity

Type the benefit identity for the spending account for which you want to run the trial reimbursement or press F4 to select from a list of valid benefit identity codes. The value that you enter in this field must be a spending/reimbursement benefit type. This is a required field.

Benefit plan

Type the spending account benefit plan for which you want to run the trial reimbursement or press F4 to select from a list of valid spending account benefit plan codes. You can run the trial reimbursement for only one plan at a time. This is a required field.

Flex year

Type the flexible benefits year for which you want to run the trial reimbursement or press F4 to select from a list of valid flexible benefits year codes. This is a required field.

Caution: The flexible benefits year is based on the *SARC cycle value and must match the payroll year. Also, when processing current year reimbursements, be sure that you enter all current year adjustments in the current plan year.

Claim pd. end date

Type the spending account reimbursement period ending date to determine which claims get paid. The system will process all outstanding claims from the beginning of the flexible benefits year up to and including the date you enter in this field.

Caution: You cannot use the same claim period end date twice, even when you are processing reimbursements for other plans. For example, medical plans and dental plans cannot use the same end date. If you have already used a claim period end date for a previous plan, you must enter a different end date now.

Pay cycle

The reimbursement cycle *SARC must exist in Infinium PY in order to process current year reimbursements. The system enters the *SARC reimbursement cycle in this field automatically. If you have not set up this pay cycle, you must do so through the *Update Cycle Controls* function under Update Master Files in Infinium PY.

- 5 When you have completed this screen, press Enter to run the trial reimbursement. Once you have verified that the information on the trial run is correct, you can post/print your prior year reimbursement checks as explained in the next section.

The trial register shows each claim that would be paid, not paid, or partially paid, based on the following:

- the claim period ending date
- the partial pay field status of the claim
- the entry into the *Negative Bal?* field on the spending account plan control

If you are not satisfied with the results printed on the trial register, you can change any claim data and assign the spending account income code to any employee that has submitted a claim but has not been authorized to the

appropriate income at this time. If the employee needs any income code authorized, the Trial prints out a message showing this directly above the employee's name and claim.

You can run the trial as many times as necessary until you are satisfied with the results.

Posting and Printing Reimbursement Checks

Overview

Through the *Posting and Printing Reimbursement Checks* function, the system pays spending account claims that you enter through the *Update Spending Acct Claims* function in one of the following ways:

- Automatically produces reimbursement checks, or
- Generates direct deposit vouchers in a spool file through the interface with Infinium PY

In addition to printing reimbursement checks, the system prints the following reports when you run the *Post/Print Reimbursement Checks* function:

- Flexible Benefits Spending Account Reimbursements Register
- Payroll Register for Cycle *SARC
- Payroll Check Register

To successfully post and print the current year reimbursement checks, you must first create the special Spending Account Reimbursement Checks pay cycle (*SARC) in Infinium PY.

Be sure to run the *Trial Register Reimbursement Checks* function before posting or printing reimbursement checks to verify that the reimbursements are correct.

Posting and Printing Reimbursement Checks

To post and print current year reimbursement checks, perform the following steps:

- 1 From the Infinium FB main menu select *Spending Account/Cash Operations*.
 - 2 Select *Mass Update FSA/Cash Data*.
 - 3 Select *Post/Print Reimbursement Checks* [PPRC]. The system displays a screen similar to Figure 7-2.
-

```

8/12/05  11:41:47  Post/Print Reimbursement Checks  PRGFB50  PRDFB50
-----
Employer . . . . . █_ +
Benefit identity . . ___ +
Benefit plan . . . . ___ +
Flex year . . . . . 0000 +

Claim pd. end date . _____
Check date . . . . . _____

Accounting month . . _
Accounting year . . . ___

Checking account . . ___ +
Direct Dep. Account . ___ +

Prompt operator? . . _ 0=No, 1=Yes

Pay cycle . . . . . : *SARC

-----
F3=Exit F4=Prompt F10=QuikAccess F11=Enter voids F18=Message line

```

Figure 7-2: Post/Print Reimbursement Checks screen

- 4 Complete this screen as explained in the field descriptions that follow.

Employer

Type the employer code in this field for a specific employer or press F4 to select from a list of valid employer codes. If the employer code is less than three characters, press FieldExit to advance to the next field. This is a required field.

Note: Benefit Controls for this employer must already exist. In addition, the *Infinium PY Installed?* flag must be set to 1 in order to process any spending account reimbursements.

Benefit identity

Type the benefit identity for the spending account for which you want to post/print reimbursement checks or press F4 to select from a list of valid benefit identity codes. The value that you enter in this field must be a spending/reimbursement benefit type. This is a required field.

Benefit plan

Type the spending account benefit plan for which you want to post/print reimbursement checks or press F4 to select from a list of valid spending account benefit plan codes.

Flex year

Type the code value for the flexible benefits year for which you want to post/print reimbursement checks or press F4 to select from a list of valid flexible benefits year codes. This is a required field.

Caution: The flexible benefits year is based on the *SARC cycle value and must match the payroll year. Also, when processing current year reimbursements, be sure you enter all current year adjustments in the current plan year.

Claim pd. end date

Type the spending account reimbursement period ending date. The system processes all outstanding claims from the beginning of the flexible benefits year up to and including the date that you enter in this field. This is a required field.

Caution: You cannot use the same claim period end date twice, even when you are processing reimbursements for other plans. For example, medical plans and dependent care plans cannot use the same end date. If you have already used a claim period end date for a previous plan, you must enter a different end date now.

Check date

Type the date that you want to print on the reimbursement check. If you want the check date to be the same as the reimbursement cycle period ending date, leave this field blank.

Caution: For the *Accounting month* and the *Accounting year*, use the current month or year which has not been closed to general ledger.

Accounting month

Type the accounting month for this reimbursement income. This is a required field.

Accounting year

Type the accounting (fiscal) year of this reimbursement cycle. This is a required field.

Checking account

Type the code value that identifies the checking account through which these reimbursements should be paid or press F4 to select from a valid list of checking accounts. The checking account code must exist in Infinium PY

(*Update Checking Accounts* function under Master Files). This is a required field.

Direct Dep. Account

Specify the direct deposit checking account through which to pay reimbursement checks. Type ***NONE** to issue regular checks instead of direct deposit vouchers.

The system uses ***DD** as the default direct deposit checking account in the *Direct Dep. Account* field if you do not specify a checking account and you have a ***DD** checking account set up for your employer or a central disbursement account.

You use the *Update Checking Accounts* function in Infinium PY to set up checking accounts.

Prompt operator?

Type **1** if you want the data processing operator to receive a start check number message prior to printing checks so that the operator can enter in the next check number. If not, type **0**. The system will keep track of the previous check number used.

Note: The system prompts the Data Processing Operator to enter the check number, not the Infinium FB user. For this reason, the user may not see the message. If you type **1** in this field, and the system operator does not enter a check number, the system will not generate the checks.

Pay cycle

The reimbursement cycle ***SARC** must exist in Infinium PY in order to process prior year reimbursements. The system enters ***SARC** in this field automatically. If you have not set up this pay cycle, you must do so through the *Update Cycle Controls* function under Update Master Files in Infinium PY.

- 5 When you have completed this screen, press Enter. The system removes all fully paid claims from the spending account claims file and creates history records that you can view through the *Update Spending Account Claim History* function.

Note: The *Trial Register Reimbursement Cks* and *Post/Print Reimbursement Checks* functions and the *Trial Prior Year Reimbursements* and the *Post/Print Prior Year Reimb Cks* functions are identical, except that the *Post/Print Reimbursement Checks* function adjusts current year totals within Infinium FB and Infinium PY.

Chapter 8 Prior Year Spending Account Processing

8

This chapter provides the information that you need to post spending account reimbursements and print reimbursement checks for the prior flexible benefits year.

The chapter consists of the following topics:

Topic	Page
Overview of Prior Year Spending Account Processing	8-2
Trial Prior Year Reimbursements	8-3
Posting and Printing Prior Year Reimbursement Checks	8-6

Overview of Prior Year Spending Account Processing

Prior year processing is used to process spending account reimbursements for the prior year, within the 90 day grace period after the plan year end. To process prior year reimbursements, you must use the special spending account pay cycle, SA## that you set up in Infinium PY. You process prior year reimbursements for prior year claims that you entered through the *Update Spending Acct Claims* function.

Prior year processing involves two Infinium FB functions, each of which are explained in detail later in this chapter.

- *Trial Prior Year Reimbursements*
- *Post/Print Prior Year Reimb Cks*

Using Pay Cycle Controls

Before processing reimbursements, you must first create the special pay cycle, *SA##, through the *Update Cycle Controls* function in Infinium PY.

Using Income Controls

You must authorize the employee to a spending account reimbursement income through the *Update Employee Income Codes* function in Infinium PY before you can process reimbursements for the employee. The system will not generate a reimbursement check for employees who are not authorized for the reimbursement income under the plan that you are processing.

Objectives

When you have finished this chapter, you should be able to perform the tasks associated with generating employee flexible benefit reimbursements for the prior flexible benefits year.

Trial Prior Year Reimbursements

Overview

Before you actually process your prior year reimbursements, be sure to run the *Trial Prior Year Reimbursements* function to first verify that your reimbursement amounts are correct.

When you run the *Trial Register Prior Year Reimbursement* function, the system prints the following reports, which you can use to verify employee reimbursements before actually generating reimbursement checks:

- Flexible Benefits Spending Account Prior Year Reimbursements Register
- Payroll Register for Cycle *SA##

Posting and Printing Trial Prior Year Reimbursements

To post and print prior year reimbursement checks, do the following:

- 1 From the Infinium FB main menu select *Spending Acct/Cash Operations*.
 - 2 Select *Mass Update FSA/Cash Data*.
 - 3 Select *Trial Prior Year Reimbursements* [TPYR]. The system displays a screen similar to Figure 8-1.
-

Infinium: Trial Prior Year Reimbursements (FB-0)

File Edit Tools Window Help

4/29/96 14:06:29 Trial Prior Year Reimbursements PRGFB50 PRDFB50

Employer ICA +

Benefit identity FSA +

Benefit plan HSAC +

Flex year 1995 +

Claim pd. end date 013096

Pay cycle : *SA##

F3=Exit F4=Prompt F10=QuikAccess F18=Message Line

Field Action: 5 Background Action: F12

Figure 8-1: Trial Prior Year Reimbursements screen

- 4 Complete this screen as explained in the field descriptions that follow.

Employer

Type the value that identifies the employer code specific employer or press F4 to select from a list of valid employer codes. If the value is less than three characters, press FieldExit to advance to the next field. This is a required field.

Benefit identity

Type the benefit identity code value for the spending account for which you want to run the trial reimbursement or press F4 to select from a list of valid benefit identity codes. The value that you enter in this field must be a spending/reimbursement benefit type. This is a required field.

Benefit plan

Type the spending account benefit plan code value for which you want to enter credits or press F4 to select from a list of valid spending account benefit plan codes. You can run only one trial register per plan. This is a required field.

Flex year

Type the flexible benefits year code value for which you want to run the trial reimbursement or press F4 to select from a list of valid flexible benefits year codes. This is a required field.

Caution: The flexible benefits year is based on the *SA## cycle value and must match the payroll year. Also, when processing prior year reimbursements, be sure you enter all prior year adjustments in the prior plan year.

Claim pd. end date

Type the spending account reimbursement period ending date to determine which claims are paid. The system processes all outstanding claims from the beginning of the flexible benefits year up to and including the date that you enter in this field.

Caution: You cannot use the same claim period end date twice for same plan year, even when you are processing reimbursements for other plans. For example, medical plans and dependent care plans cannot use the same end date. If you have already used a claim period end date for a previous plan, you must enter a different end date now.

Pay cycle

The reimbursement cycle *SA## must exist in Infinium PY in order to process prior year reimbursements. The system enters the *SA## reimbursement cycle in this field automatically. If you have not set up this pay cycle, you must do so through the *Update Cycle Controls* function under *Update Master Files* in Infinium PY.

- 5 When you complete this screen, press Enter to run the trial reimbursement. Once you verify that the information on the trial run is correct, you can post/print your prior year reimbursement checks as explained in the next section.
-

Posting and Printing Prior Year Reimbursement Checks

Overview

The *Post/Print Prior Year Reimbursement Checks* function pays prior year spending account claims that you enter through the *Update Spending Acct Claims* function in one of the following ways:

- Automatically produces reimbursement checks, or
- Generates direct deposit vouchers in a spool file through the interface with Infinium PY

. In addition to printing reimbursement checks, the system prints the following reports when you run the *Post/Print Prior year Reimbursement Checks* function:

- Flexible Benefits Prior Year Spending Account Reimbursements Register
- Payroll Register for Cycle *SA##
- Payroll Check Register

To successfully post and print prior year reimbursement checks, you must first create the special cycle, *SA##, using the *Cycle Controls* function under *Update Master Files* in Infinium PY.

Posting and Printing Prior Year Reimbursements

To post and print prior year reimbursement checks, do the following:

- 1 From the Infinium FB main menu select *Spending Acct/Cash Operations*.
 - 2 Select *Mass Update FSA/Cash Data*.
 - 3 Select *Post/Print Prior Year Reimb Cks* [PPYRC]. The system displays a screen, similar to Figure 8-2.
-

```
8/12/05  11:42:36  Post/Print Prior Year Reimb Cks  PRGFB50  PRDFB50
-----
Employer . . . . . █ +
Benefit identity . . █ +
Benefit plan . . . . █ +
Flex year . . . . . 0000 +

Claim pd. end date . _____
Check date . . . . . _____

Accounting month . . █
Accounting year . . . █

Checking account . . █ +
Direct Dep. Account . █ +

Prompt operator? . . _ 0=No, 1=Yes

Pay cycle . . . . . : *SA##

-----
F3=Exit F4=Prompt F10=QuikAccess F11=Enter voids F18=Message line
```

Figure 8-2: Post/Print Prior Year Reimb Cks screen

4 Complete this screen as explained in the field descriptions that follow.

Employer

Type the value that identifies employer whose records you are processing or press F4 to select from a list of valid employer codes. If the employer code is less than three characters, press FieldExit to advance to the next field. This is a required field.

Benefit identity

Type the benefit identity code value for the spending account for which you want to post/print reimbursement checks or press F4 to select from a list of valid benefit identity codes. The value that you enter in this field must be a spending/reimbursement benefit type. This is a required field.

Benefit plan

Type the spending account benefit plan code value for which you want to post/print reimbursement checks or press F4 to select from a list of valid spending account benefit plan codes.

Flex year

Type the flexible benefits year code value for which you want to post/print reimbursement checks or press F4 to select from a list of valid flexible benefits year codes. This is a required field.

Caution: The flexible benefits year is based on the *SA## cycle value and must match the payroll year. Also, when processing prior year reimbursements, be sure that you enter all prior year adjustments in the prior plan year.

Claim pd. end date

Type the spending account reimbursement period ending date. The system processes all outstanding claims from the beginning of the flexible benefits year up to and including the date that you enter in this field.

Caution: You cannot use the same claim period end date twice for same plan year, even when you are processing reimbursements for other plans. For example, medical plans and dental plans cannot use the same end date. If you have already used a claim period end date for a previous plan, you must enter a different end date now.

Check date

Type the date that you want to print on the reimbursement check. If you want the check date to be the same as the reimbursement cycle period ending date, leave this field blank.

Accounting month

Type the accounting month for this reimbursement income. This is a required field.

Accounting year

Type the accounting (fiscal) year of this reimbursement cycle. This is a required field

Direct Dep. Account

Specify the direct deposit checking account through which to pay reimbursement checks. Type ***NONE** to issue regular checks instead of direct deposit vouchers.

The system uses ***DD** as the default direct deposit checking account in the *Direct Dep. Account* field if you do not specify a checking account and you have a ***DD** checking account set up for your employer or a central disbursement account.

You use the *Update Checking Accounts* function in Infinium PY to set up checking accounts.

Checking account

Type the code value that identifies the checking account through which these reimbursements should be paid or press F4 to select from a valid list of checking accounts. The checking account code values must exist in Infinium PY (*Update Checking Accounts* function under *Update Master Files*). This is a required field.

Prompt operator?

Type 1 if you want the data processing operator to receive a start check number message prior to printing checks. If not, type 0. The system keeps track of the prior check number used in either case.

Note: The system prompts the Data Processing Operator, not the Infinium FB user, to enter the check number. For this reason, the user may not see the message. If you type 1 in this field, and the system operator does not enter a check number, the system will not generate the checks.

Pay cycle

The reimbursement pay cycle *SA## must exist in Infinium PY in order to process prior year reimbursements. The system enters the *SA## reimbursement cycle in this field automatically. If you have not set up this pay cycle, you must do so through the *Update Cycle Controls* function under *Update Master Files* in Infinium PY.

- 5 When you complete this screen, press Enter. The system removes all fully paid claims from the spending account claims file and creates history records that you can view using the *Update Spending Account Claim History* function.

The *Trial Prior Year Reimbursements and Post/Print Prior Year Reimbursement Checks* functions are identical to the *Trial and Post/Print Reimbursement* functions except that the *Post/Print Prior Year Reimbursement Checks* function adjusts all prior year totals within both Infinium FB and Infinium PY.

Notes

Chapter 9 Changing Enrollments Based on Lifestyle Changes

9

This chapter provides the information that you need to process changes in employee enrollments due to lifestyle changes.

The chapter consists of the following topics:

Topic	Page
Overview of Changing Enrollments Based on Lifestyle Changes	9-2
Changing Enrollment Records	9-4

Overview of Changing Enrollments Based on Lifestyle Changes

Lifestyle changes are changes that employees experience, such as marriage, divorce, legal separation, or the birth of a child, that can affect their benefit needs. Lifestyle changes can also include loss of coverage by a spouse and a change in a spouse's employment status (for example, employment status changing from full-time to part time). Infinium FB programs allow employees who experience a lifestyle change to alter their originally selected flexible benefits options.

WARNING! You must make sure that the lifestyle change information is accurate and entered correctly before you save the employee benefit record. You will not be able to change incorrectly entered data once you save the record.

The system uses the lifestyle information that you enter as the basis for all future calculations. You cannot undo incorrectly entered information. Before entering any information, be sure you have the correct information for each screen. If you begin making changes to the flexible benefits record and discover you do not have all the information that you need or are not sure the information is correct, use F12 to cancel and exit from the function. Do not save the record with incomplete or incorrect information.

The functions available for entering changes in enrollment based on lifestyle changes include:

- *Changing Credits*
- *Adjusting Year-To-Date Amounts*
- *Canceling Previous Enrollments*
- *Adding New Enrollments*
- *Updating Dependent and Beneficiary Information*
- *Recouping Additional Cost*
- *Allocating Unused Benefit Credits*

You access each of these functions through the *Update Employee Benefits* function. Each function is explained later in this chapter.

Although you can use the *Update Employee Benefits* function to make changes to existing enrollments and to add new enrollments, you cannot use the *Enter Employee Benefits* function to make changes to employee

enrollments after the enrollment period. The *Enter Employee Benefits* function must be used for new enrollments only.

Before updating employee benefits, you should be familiar with the Infinium FB and Infinium PY controls that affect employee enrollments. Controls are discussed in the “Setting Up Plans and Benefits” chapter of this guide and include:

- Setting up deduction codes, including Flex 1 and Flex 2
- Creating the *SARC and *SA## reimbursement cycles
- Creating spending account income codes
- Updating the SPE and YER Employer codes
- Updating employer benefit controls
- Updating benefit identities
- Updating benefits plans
- Defining and assigning benefit groups
- Updating insurance age rates

Objectives

When you have finished this chapter, you should be able to perform the tasks associated with making adjustments to employee flexible benefits due to lifestyle changes, such as an employee getting married after the initial enrollment period.

Changing Enrollment Records

To enter information for new employees or employees experiencing lifestyle changes, do the following:

- 1 From the Infinium FB main menu select *Enrollment Operations*.
- 2 Select *Update Enrollment Data*.
- 3 Select *Update Employee Benefits [UEB]*. The system displays a screen similar to Figure 9-1.

```

5/27/03   17:18:57   Update Employee Benefits   PRGBE510   PRDBE510
-----
Employer . . . . . FLX +
Employee . . . . . 80005 + -or- Last name . . . . . ACCURATE +
Flex year . . . . . ----

F3=Exit F4=Prompt F10=QuikAccess F18=Message line

```

Figure 9-1: Update Employee Benefits prompt screen

- 4 Complete this screen using the field descriptions that follow.

Employer

Type the employer code value in this field for a specific employer or press F4 to select from a list of valid employer codes. If the employer code is less than three characters, press FieldExit to advance to the next field.

Employee

Type the employee number in this field and press FieldExit or press F4 to select from a list of valid employee numbers. If you do not know the employee number, leave this field blank and move the cursor to the *Last name* field.

Last name

Type the last name of the employee or press F4 to select from a list of valid employee names. If you do not know the entire name, type as much of the name as you can before pressing F4. The system will display all employees who match the criteria. Select the correct name with any character and number and press Enter.

Flex year

You can leave the *Flex year* field blank if you are updating records in the default flexible benefits plan year on the *Update Employer Benefit Controls* function. Otherwise, type the year for which you are updating the enrollment. Press F4 to select from a list of valid flexible benefits year codes.

- 5 When you have completed this screen, press Enter. The system displays a screen similar to Figure 9-2.

```

5/27/03   17:19:18   Update Employee Benefits   PRGBE510   PRDBE510
-----
Employer . . . . . : FLX           FLEXIBLE BENEFITS COMPANY
Employee . . . . . :      80005   ACCURATE,ALAN N
Tax ID# . . . . .  : 183-44-1266
Flex year . . . . . : 2002

Flexible credits . . . . . :      .00
Benefit group . . . . . : FLEX      +
Flex annual salary . . . . . :      _____
Pay pds. remaining . . . . . :      _0

-----
F3=Exit  F4=Prompt  F5=Calculate credits  F10=QuikAccess  F12=Cancel
F16=Update/Exit  F18=Message line
    
```

Figure 9-2: Update Employee Benefits screen

- 6 Complete this screen using the field descriptions that follow.

Flexible credits

The system displays the flexible benefit credits in this field that are available to this employee at the beginning of the specified flexible benefits year. You may type a value here or call your existing custom program to calculate available credits in one of two ways.

If you have incorporated calculating capability in your custom program, press F5 to call the custom program to insert the employee's flexible benefits credits into this field.

Benefit group

If the benefit group for this employee has changed, type the benefit group in which this employee is included or press F4 to select from a list of valid benefit group codes values.

If the benefit group change means the absence of a plan in which the employee is currently enrolled, cancel that plan before entering the benefit group change.

Caution: If you change the default value here, the system automatically updates the benefit group on the employee's basic data record with this information, so proceed with caution.

Flex annual salary

Type a flexible benefits annualized salary if it differs from the employee's annual salary. The system will use the employee's annual salary as a default if you leave this field blank.

Pay pds. remaining

Use the *Pay pds. remaining* field to specify the number of pay periods remaining from the date of the lifestyle change to the end of the flexible benefits year that you are calculating.

If you are calculating credits for the current flexible benefits year, the system defaults 0 into this field. If you are calculating credits for the next flexible benefits year, the system defaults the total number of pay periods defined in the employee payroll master for the selected employee in this field.

Note: The *Pay pds. remaining* field is also located on other screens in the system, such as Calculate Added Cost, Allocate Unused Credits, and Enter Employee Benefits. If the lifestyle change does not affect all of the employee's benefit plans, you may want to change the pay periods remaining value directly on the plan(s) affected. If you enter a value in this field, the value will change for all other *Pay pds remaining* fields on the system.

- 7 Once you verify the information on this screen, press Enter. The system displays one of the following two screens:
 - If you have established user defined spending accounts for distributing credits and the employee is authorized to a user-defined spending account benefit, the system displays the Enter User Defined S/A Deposits a screen similar to Figure 9-3.
 - If you have not established any user-defined spending accounts, or if the employee is not authorized to the benefit, the system displays the Update Employee Benefits enrollment a screen similar to Figure 9-4.

Note: Even if you have established user-defined spending accounts, the system will not display the Enter User Defined S/A Deposits screen if the employee whose benefits you are updating is not authorized to a user-defined spending account. To authorize the employee to a user-defined spending account, press F8 from the Update Employee Benefits Screen Figure 9-4.

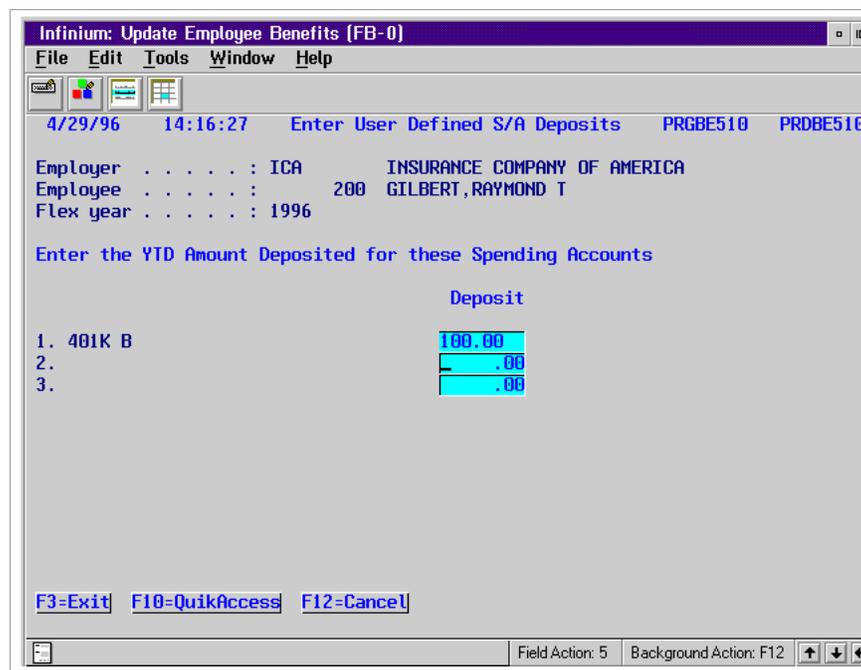


Figure 9-3: Enter User Defined S/A Deposits screen

Adjusting User-Defined Year-To-Date Amounts

Infinium PY updates Infinium FB for legally defined spending accounts (Medical, Dependent Care, Legal) and cash back. The update user-defined spending accounts process, however, does not update Payroll. You must use the Enter User Defined S/A Deposits screen to update this information and proceed with the enrollment change.

- 8 Type the year-to-date amounts for any of the three user defined spending accounts. The system uses these amounts during the calculation routine.

Be sure to enter the year-to-date amount prior to doing new enrollments. Obtain the year-to-date amounts from Infinium PY for the income being used. Make sure you use the correct income code for each user-defined account. User-defined fields do not need a Benefits Plan set up.

- 9 When you have finished entering the appropriate amounts, press Enter. The system displays a screen similar to Figure 9-4, listing the flexible benefit plans and their status for the selected employee.

```

5/29/03  10:02:21      Update Employee Benefits      PRGBE510  PRDBE510
-----
Employer . . . . . : FLX      FLEXIBLE BENEFITS COMPANY
Employee . . . . . : 80005  ACCURATE,ALAN N
Tax ID# . . . . . : 183-44-1266
Flex year . . . . . : 2003

Select option, then press Enter.
5=Work with

Opt  Benefit Identity  Plan      Cost  Plan Description
-   DENTAL PROVIDER #2  DENTD    600.00  DENTAL WITH DEDUCTION CODE
-   FLEX AD&D           ADD1      36.00   FLEX AD&D
-                                     ADD2      FLEX AD&D 2
-                                     MENLA     MASS ENROLL AD&D
-   FLEX AD&D/HIPAA    FAH       21.60   FLEX AD&D/HIPAA - WITHOUT DEDUCTION
-                                     FAH-D     FLEX AD&D/HIPAA - WITH DEDUCTION
-   FLEX SPENDING ACCT/ FCH       FLEX SPENDING ACCOUNT/HIPAA - WITHOUT
-                                     FCH-D     FLEX SPENDING ACCOUNT/HIPAA - WITH DED
-                                     MENLS     MASS ENROLL SPENDING ACCT      +
-----
F3=Exit  F5=Dependents  F8=Unused credits  F9=Additional costs  F10=QuikAccess
F12=Cancel  F14=Scoreboard  F15=Lifestyle 2  F18=Message line
    
```

Figure 9-4: Update Employee Benefits screen

If you have changed credits for an employee, the system displays various messages on the Update Employee Benefits enrollment screen, instructing you as to what actions you must take because of the changes that you have made. The possible messages are:

Message	Description
CREDITS HAVE CHANGED	You have made changes to an employee's spending account.

Message	Description
ALLOC UNUSED CREDITS AND ADDITIONAL COST ***PLEASE CHECK***	The employee has additional costs and you have already allocated unused credits. You must take care of the unused credits first. When you are making adjustments, be sure to allocate unused credits, F8, before you enter additional cost, F9.
UNUSED CREDIT CHANGES MUST ALLOCATE	The employee has unused credits that are not accounted for. You must assign them to a spending account or cash back using the F8.
UNUSED CREDIT CHANGE MUST REALLOCATE	The employee already has unused credits, but now has fewer or more. You must adjust for this using F8.
ADDITIONAL COST MUST CALCULATE	The employee has used more credits than the number allocated. You must calculate the per pay period amount using F9.
ADDTL COST CHANGE MUST RECALCULATE	The employee already has additional cost, but the amount has changed. You must recalculate using F9.

For a typical lifestyle or family status change, the employee cancels out of one plan and enrolls in a different plan. To keep track of the correct flexible benefits costs over the full year, you need to cancel the original plan and prorate the flexible benefits cost for the period from enrollment date to cancellation date. Similarly, you need to prorate the annual cost for the new plan to reflect the period from actual enrollment to the end of the flexible benefits year.

The tasks listed below represent the functions provided in Infinium FB for you to use when making adjustments to an employee's enrollment because of a lifestyle change.

- Canceling enrollments
- Adding enrollments
- Adding/updating dependent and beneficiary information
- Recouping additional costs
- Allocating flexible benefits unused credits

Each of these tasks is explained in the paragraphs that follow.

Canceling Enrollments

There are four scenarios in which you would want to cancel an employee's enrollment:

- Going from an additional cost to an additional cost with a different amount
- Going from additional cost of credits to unused credits
- Going from unused credits to additional cost
- Going from unused credits to reallocation of unused credits

If you are changing an employee's enrollment based on a lifestyle change, be sure to cancel the employee's enrollment in the current plan before enrolling the employee into a new plan.

To cancel an employee enrollment, do the following:

- 1 From the Update Employee Benefits screen, select the enrollment record that you want to cancel by typing 5 in the *Opt* field next to the enrollment record and pressing Enter. The system displays a screen similar to Figure 9-5.

```

5/29/03   10:04:47       Enter Employee Benefits       PRGBE510   PRDBE510
-----
Employer . . . . . : FLX   FLEXIBLE BENEFITS COMPANY
Benefit identity . . : FMD   FLEX MEDICAL
Benefit plan . . . . : MED1D  MEDICAL 1 DEP
Employee . . . . . :   80005  ACCURATE,ALAN N
Tax ID# . . . . . : 183-44-1266

                                HIPAA
Policy number . . . . . _____ Pre-exist Expire Dt . _____
Flex plan cost . . . . . 2000.00   Prior Months Coverage _____
Enrollment date . . . . . 4012003  Coverage Level . . . . . _____ +
Cancel date . . . . . _____      Change Reason . . . . . _____ +
                                Date/Time Qualifier . . . . . _____ +

Primary Care Phys . . _____ +
Est. Patient? . . . . . _ (0,1,2)

-----
F3=Exit F4=Prompt F5=Prorate F8=History F9=Attach Benefits/Dep
F10=QuikAccess F12=Cancel F14=Pref. Providers F18=Message line F22=Delete

```

Figure 9-5: Enter Employee Benefits screen

- 2 Each enrollment screen has a *Cancel date* field on it. Fill in the *Cancel date* field.

- 3 You must prorate the cost of the plan to date so that the prorated cost is correctly reflected in the total flexible benefits price. For example, if the employee was enrolled in Life 1 for two months, then 2/12 of the cost of Life 1 must remain as part of the total flexible benefits price. Press F5 to accomplish this.
- 4 Press Enter and the plan is lowlighted on the enrollment screen, with *Cancelled next to the plan description.

Once the cancellation date is reached, the mass update functions deactivate any associated deduction records in Infinium PY. See the “Updating Payroll” chapter for more information on deactivation.

Adding New Enrollments

If you are changing an employee’s enrollment based on a lifestyle change, be sure to cancel the employee’s enrollment in the current plan before enrolling the employee into a new plan.

To add a new enrollment, perform the following steps:

- 5 Select the new benefit plan in which the employee has elected to enroll because of the lifestyle change by typing 5 in the *Opt* field next to the plan and pressing Enter. The Enter Employee Benefits screen displays for the selected enrollment record.
- 6 The date in the *Enrollment date* field is based on the eligibility controls of the plan. For a lifestyle change, you might need to change this date since it is based on the plan begin date.
- 7 For post-tax enrollments, you must also enter the number of pay periods remaining to accurately adjust per pay period cost when you run the Proration. You may not have to change this value if you already entered the pay period remaining on the Enter User Defined S/A Deposits screen (Figure 9-3) previously explained.
- 8 After you have completed this screen, press F5 so that the system prorates the annual cost of the plan and the per pay period cost for the period during which the employee is actually enrolled. Press Enter and the new plan is highlighted as active.

The *Mass Update Deductions* function creates any new or updated deductions in Infinium PY. See the “Updating Payroll” chapter for more information.

- 9 Once the cancellations and enrollments are complete, you should update the total flexible benefits price in the benefits scoreboard F14 to reflect the prorated costs of the canceled plans and the new enrollments. One of the messages previously listed may display to warn you that you may have to adjust the unused benefit credits data or additional cost. Press F8 to adjust unused benefit credits. Press F9 to adjust additional cost data.

Adding, Updating and Deleting Dependents and Beneficiaries

This function creates a file of all eligible dependents and beneficiaries regardless of the enrollment. You can access this file and select beneficiaries if you specified on the plan control to show dependents and beneficiaries. The employee has the option of selecting different beneficiaries for each plan. For example, the employee can name a beneficiary for a life insurance plan and a totally different beneficiary for another enrollment.

Within this option there are three tasks that you can complete:

- add a dependent/beneficiary
- update dependent/beneficiaries data
- delete a dependent/beneficiary

To add, update or delete dependents and beneficiaries, perform the following steps:

- 1 Press F5 from the Update Employee Benefits screen. The system displays the Update Dependents/Beneficiaries selection screen similar to Figure 9-6.
-

```

5/27/03 16:44:10 Update Dependents/Beneficiaries PRGMDP PRMDMP

Employer . . . . : FLX FLEXIBLE BENEFITS COMPANY
Employee . . . . : 80005 ACCURATE,ALAN N

2=Change 4=Delete

Opt Dependents/Beneficiaries      Relation Age Birth Date Tax ID#

- MARY                            CHILD  2  1/01/2001 3214325432
- ALVIN ACCURATE                  SON    2  2/18/2001 602-55-1255
- ANDREA ACCURATE                 SPOUS 34  7/15/1968 708-65-4321
- EBEAM TEST                      OTH    3  7/07/1999 555-44-6666
- ANNA EBEAM                     DAUGH  2  9/15/2000 556-12-1212
- NEARLY ACCURATE                CHILD  3  5/01/2000 055-11-2222
- CLOSE TWO ACCURATE             SON    13  1/22/1990 888-77-9999
- ACCRUATE, MORETHAN            DAD    58  5/01/1945 888-99-7777
- NEW NAME                       CHILD  1  1/02/2002
- FIRST, FIRST THINGS           OTH    3  2/02/2000 564897979 +

F3=Exit F6=Create F10=Access F12=Cancel

```

Figure 9-6: Update Dependent/Beneficiaries selection screen

2 From the Update Dependent/Beneficiaries selection screen, you can:

- Add a dependent or beneficiary by pressing F6.
- Update an existing dependent or beneficiary record by typing 2 in the *Opt* field next to the record to change and pressing Enter. Complete the respective fields that you want to update using the field descriptions that follow.
- Remove a dependent or beneficiary from the list by typing 4 in the *Opt* field and pressing Enter. The system replaces the dependent or beneficiary record with the message *DLTE to show that a dependent or beneficiary record has been removed from the list. The system does not actually remove the record from the system until you exit and update by using F3.

3 Press F6. The system displays the Create Dependents/Beneficiaries screen similar to Figure 9-7.

```

5/27/03 16:45:19      Create Dependents/Beneficiaries  PRGMDP2  PRDMDP2

Employer . . . . : FLX  FLEXIBLE BENEFITS COMPANY
Employee . . . . : 80005  ACCURATE,ALAN N

Name . . . . . _____
- or - First Name _____ MI _ Last Name _____

Relationship . . _____ +          Type . . . . . 1 (1->2)

Date of Birth . . _____          Tax ID# . . . . . _____
Student? . . . . 0 (0, 1, 2)          Internal seq# . 017
Gender . . . . . _ (F, M, U)          User alpha . . . _____
Disability . . . . _                  User numeric .  _____ .00
Smoker? . . . . . _

Address . . . . . _____
(Line 2) . . . . . _____
(Line 3) . . . . . _____

F3=Exit F4=Prompt F10=Access F12=Cancel F20=Accept

```

Figure 9-7: Create Dependents/Beneficiaries screen

Name

Type the name of the employee's dependent or beneficiary. It is helpful if you use a consistent format when you enter the names of beneficiaries and dependents so that the information looks uniform on reports and displays.

or First Name, MI, Last Name

Type the dependent's first name, middle initial and last name.

Relationship

Type the dependent's relationship to the employee or press F4 to select from a list of valid relationship code values. The entry in this field must be a valid code value. To create relationship code values use the *Update Employer Codes* function under the *Master Files* function in Infinium HR or Infinium PY. The code type is REL.

Type

Type 1 if this person is a true dependent (claimed by the employee on the federal income tax return). Type 2 if this is a nominated beneficiary (non-dependent relative, charity, or trust fund).

Date of Birth

Type the date of birth of the beneficiary or dependent.

Tax ID#

Type the beneficiary's or dependent's tax ID number. In the United States this is the beneficiary's or dependent's social security number.

Student?

Specify whether this dependent or beneficiary is a student and, if so, whether part or full time. Valid values are:

- | | |
|--------------|-------------------|
| 0 | Not a student |
| 1 | Full time student |
| 2 | Part time student |
| Blank | Unknown |

Gender

Specify this dependent's or beneficiary's gender. Valid values are:

- | | |
|----------|---------|
| F | Female |
| M | Male |
| U | Unknown |

User alpha

Type user defined alphabetical information you want to store for association with a dependent record. You can use this information with custom programs and queries. This information does not appear in any other function.

Disability

Specify whether this dependent or beneficiary is disabled and the term of the disability. Valid values are:

- | | |
|--------------|-------------------------------|
| Blank | None |
| 1 | Short term disability |
| 2 | Long term disability |
| 3 | Total or permanent disability |
-

User numeric

Type user defined numerical information you want to store for association with a dependent record. You can use this information with custom programs and queries. This information does not appear in any other function.

Smoker?

Specify whether this dependent or beneficiary is a smoker. Valid values are:

N	Non-smoker
Y	Smoker
Blank	Unknown

Address (lines 1-3)

Type the mailing address for this dependent or beneficiary if the address is not the same as that of the employee.

- 4 Press F3 if you want to exit and update. If you do not want to update the data, press F12. The system restores all of the previous data, including deleted records.

Recouping Additional Costs

If the changes that you made result in the total flexible benefits price exceeding the total credits allocated, you must recoup that additional cost. When this happens, the system displays the **Additional cost** message. Follow the procedure below to recoup the additional flexible benefits costs.

To recoup additional flexible benefits costs, perform the following steps:

- 1 Press F9 from the Update Employee Benefits screen to enter additional cost data. The system a screen similar to Figure 9-8.
-

```

5/27/03  17:10:13  Enter Additional Cost Data  PRGBE510  PRDBE510
-----
Employer . . . . . : FLX      FLEXIBLE BENEFITS COMPANY
Employee . . . . . : 80005  ACCURATE,ALAN N
Flex year . . . . . : 2003

New Addtl Cost . . . :      .00      Orig Addtl Cost . . . :      .00

Payroll Deduction to Recoup Additional Cost
Annual amount . . . . :      .00
Pay period amount . . :      .00
Effective date . . . . :
Tax basis . . . . . : 1  1=Pre-tax, 2=Post-tax
Pay periods left . . . :

YTD deduct. amount :      .00
Pay frequency . . . : B

-----
F3=Exit  F5=Calculate  F10=QuikAccess  F12=Cancel  F24=More keys
    
```

Figure 9-8: Enter Additional Cost Data screen

2 Complete this screen as explained in the following field descriptions.

New Addtl Cost

This field is a display only field that shows the total annual additional cost calculated by the system, regardless of what you enter in the *Annual Amount* field.

Original Addtl Cost

This field is a display only field that reflects the total annual additional cost value that was last calculated and saved in the *Annual amount* field.

Annual amount

Infinium FB inserts the additional cost incurred into the *Annual amount* field. This is the amount that Infinium PY must recover using either the FLEX1 (pre-tax) or FLEX2 (post-tax) deduction.

You can override the value in the *Annual amount* field, but the system will continue to display the actual annual additional cost in the *Additional Cost* field.

The system also displays the actual annual cost in the scoreboard window when you press F14.

Pay period amount

Type the per pay period amount here or press F5 to calculate the pay period remaining amount.

You must enter a per pay period amount to effectively process the payroll deductions. This is the amount that the *Mass Update Cost Deductions* function passes to Infinium PY.

Effective date

Type the date on which the deduction should begin. When you execute the *Mass Update Cost Deductions* function, the system calculates the deduction amount in Infinium PY if you have included this effective date in the as of date range.

Tax basis

Type 1 if this deduction is pre-tax. Type 2 if this is an after tax deduction.

If you type 1, the system processes the deduction amounts through deduction code FLEX1 (pre-tax) in Infinium PY. If you enter 2, the system processes the deduction amounts through deduction code FLEX2 (post-tax).

You must use the FLEX1 and FLEX2 deduction codes that you set up through the *Update Deduction Controls* function in Infinium PY before you run the *Update Cost Deductions* function. Otherwise, the system will not process any additional costs.

Pay periods left

If you are making adjustments because of lifestyle changes in the current flexible benefits year, and you did not change the number of remaining pay periods on the Enter User Defined S/A Deposits screen (Figure 9-3), 0 defaults into this field. You must enter a value here so the system can calculate a per pay period cost.

If you entered the pay periods remaining on the Enter User Defined S/A Deposits screen previously, you do not need to enter the pay periods remaining on this screen. The system displays the value that you previously entered.

YTD deduct. amount

This is a display only field and cannot be changed on this screen. The system updates this value from Infinium PY whenever you use this function. If you are updating because of a lifestyle change that incurs an additional cost amount, either more or less, you should subtract the YTD already

deducted amount from the annual additional cost amount shown here to arrive at the annual balance due for the additional amount.

For example, an employee has an annual additional cost at the start of the flexible benefits year of \$1200, or \$50 per pay period. After 6 months, a lifestyle change causes this additional cost figure to increase to \$1500 per year. However, since the YTD already deducted \$600, the balance due for the remainder of the flexible benefits year is \$1500 less \$600 = \$900. This figure has to be prorated to a per pay period amount, based on the remaining 12 pay periods = \$75 per pay period.

If you type 12 in the number of remaining pay periods and press F5 to calculate per pay period amount, Infinium FB subtracts any YTD deduction amount from the entered annual figure before dividing by the pay periods.

Pay frequency

This is a display only field and cannot be changed on this screen. The value displayed here is from the employee's basic data record. It helps you determine pay periods remaining if needed.

- 3 Press F5 to calculate the pay period amount. The system passes the correct deduction to Infinium PY when you run the *Mass Update* function. See "Updating Payroll" for more information.
- 4 When you have finished entering information to recoup additional costs from the employee, press F3 to exit this screen and save your data.

If the employee has elected to contribute more or less to an active spending account or contribute to a new enrollment, the system updates, adds, or deactivates the salary contribution accordingly when you use the *Mass Update Spending Account Deductions* function.

Recouping Cash Back Paid after a Lifestyle Change

The system allows you the option of recouping the amount of cash paid to date and adding that amount to the additional cost for the payroll system to recoup, when an employee experiences a lifestyle change with the following conditions:

- The lifestyle change creates an additional cost from an unused credit condition
 - The employee originally elected to receive the unused credit as cash
 - Payroll needs to recoup the cash paid to date
-

For example, an employee has

- 26 pay periods per year
- a flexible benefits cost of \$1000
- \$500 taken as cash back annually (\$19.23 per pay period or \$250 for 13 periods)
- a lifestyle change after 13 pay periods
- lifestyle change cost of \$500

The lifestyle change increases the employee's flexible benefits cost to \$1500 annually (\$500 plus \$1000 = \$1500) plus the \$250 the employee took as cash back during the first 13 pay periods. The balance due for the remainder of the flexible benefits year is \$750 (\$500 additional cost plus \$250 recovered cash back). You must prorate this figure to a per pay period amount for the remaining 13 pay periods or \$57.69 ($\$750 / 13 = \57.69).

To recoup the amount the employee has received as cash back, perform the following steps:

- 1 From the Infinium FB main menu select *Enrollment Operations*.
 - 2 Select *Update Enrollment Data*.
 - 3 Select *Update Employee Benefits* [UEB]. The system displays the Update Employee Benefits screen.
 - 4 Complete this screen and press Enter. The system displays the second Update Employee Benefits screen.
 - 5 Complete the *Pay pds. remaining* field on this screen.
 - 6 Press Enter. The system displays a screen similar to Figure 9-9.
-

```

5/27/03  17:13:44      Update Employee Benefits      PRGBE510  PRDBE510
-----
Employer . . . . . : FLX      FLEXIBLE BENEFITS COMPANY
Employee . . . . . : 80005  ACCURATE,ALAN N
Tax ID# . . . . .  : 183-44-1266
Flex year . . . . . : 2002

Select option, then press Enter.
  5=Work with

Opt  Benefit Identity  Plan      Cost  Plan Description
-   FLEX AD&D          ADD1     36.00 FLEX AD&D
-   FLEX AD&D          ADD2           FLEX AD&D 2
-   FLEX DENTAL        DENTF  3600.00 DENTAL FAMILY
-   FLEX DENTAL        DENTS           DENTAL SINGLE
-   FLEX DENTAL        DENT1           DENTAL 1 DEP
-   FLEX LIFE          LIFE1           LIFE 1
-   FLEX LIFE          LIFE2           LIFE 2
-   FLEX LIFE          LIFE3           LIFE3
-   FLEX MEDICAL       MEDF           MED FAMILY
-----
F3=Exit  F5=Dependents  F8=Unused credits  F9=Additional costs  F10=QuikAccess
F12=Cancel  F14=Scoreboard  F15=Lifestyle 2  F18=Message line
    
```

Figure 9-9: Update Employee Benefits screen

7 Press F15. The system displays a screen similar to Figure 9-10.

```

5/27/03  17:14:24      Enter Additional Cost Data      PRGBE510  PRDBE510
-----
Employer . . . . . : FLX      FLEXIBLE BENEFITS COMPANY
Employee . . . . . : 80005  ACCURATE,ALAN N
Flex year . . . . . : 2002

New Addtl Cost . . . : 3636.00      Orig Addtl Cost . . . : .00

Payroll Deduction to Recoup Additional Cost
Annual amount . . . . . : .00
Pay period amount . . . : .00
Effective date . . . . . :
Tax basis . . . . . : 1  1=Pre-tax, 2=Post-tax
Pay periods left . . . :

YTD deduct. amount : .00
Pay frequency . . . : B

-----
F3=Exit  F5=Calculate  F10=QuikAccess  F12=Cancel  F24=More keys
    
```

Figure 9-10: Enter Additional Cost Data screen

- Run the *Mass Update Costs Deductions* function to update the flexible benefits cost. Refer to the “Infinium FB to Infinium PY Processing” chapter in this document.

Allocating Unused Benefit Credits

The adjustments that you make may result in unused benefit credits that you must allocate. This situation occurs when the total credits are greater than the total flexible benefits price.

If there are unused credits after adjustments to lifestyle changes, the system displays the unused credits message, notifying you that there are unused credits to distribute.

To distribute unused benefit credits, perform the following steps:

- Press F8 from the Update Employee Benefits screen. The system displays a screen similar to Figure 9-11.

5/27/03 17:17:22		Allocate Unused Credits		PRGBE510	PRDBE510
Employer	FLX	FLEXIBLE BENEFITS COMPANY			
Employee	80005	ACCURATE,ALAN N			
Tax ID#	183-44-1266				
Flex year	2002	Pay frequency . . .	B		
Pay periods left . .	0	One credit equals .	1.00 Deposited in		
Unused Benefit Credit Allocations		Annual	Adj.	Per Pay Pd.	Spending Acct.
1.		.00		.00	
2.		.00		.00	
3.		.00		.00	
4.	Health care spend. acct.	.00		.00	
5.	Dependent care spend. acct.	.00		.00	
6.	Legal services spend. acct.	.00		.00	
7.	Cash Back - Credits	.00		.00	
	Cash Back - Dollars	.00		.00	
Additional Salary Contributions					
Code	Plan Description	Annual		Per Pay Pd.	
F3=Exit F5=Calculate F10=QuikAccess F12=Cancel F24=More keys					

Figure 9-11: Allocate Unused Credits screen

- Press F14 to view the benefits scoreboard to display the number of unused credits to be allocated. Press Enter to return to the Update Employee Benefits screen.

The Allocate Unused Credits screen shows the six unused benefit credit options available to the employee. Not all may be active. You must, however, allocate the unused benefit credits to one or more of the options.

Pay periods left

If you are making adjustments because of lifestyle changes in the current flexible benefits year, and you did not change the number of remaining pay periods on the Enter User Defined S/A Deposits screen (Figure 9-3), 0 defaults into this field. You must enter a value here so the system can calculate a per pay period cost.

If you did change the number of remaining pay periods on the Enter User Defined S/A Deposits screen, you do not have to change this value on this screen.

Pay frequency

This is a display only field and cannot be changed on this screen. The value displayed here is from the employee's basic data. It helps you determine pay periods remaining if needed.

One credit equals

This is the dollar value associated with one credit. The value defaults from the *Conversion formula* field within the *Update Benefit Controls* function.

To override the value in this field to accommodate specific enrollment criteria, type the appropriate value in this field. The system uses the value that you enter here in the calculation of per pay period income adjustments.

Annual

Type the annual amount that you are allocating to the plan(s) in the *Annual* field for each benefit.

Adj

If you have allocated more unused credits or fewer unused credits than allowed, an error message displays, informing you of the variance.

Type the adjusted amount in the *Adj* field to the right of the *Annual* field to correct this variance. If you want the variance to go through, press F21 to override the error message. The variance and its override appear on the confirmation form so that the employee is aware of any action taken that may be different from his original selections.

The system displays additional salary contributions to spending accounts that you entered on the enrollment screen at the bottom of the screen. The

system ensures that the combined contributions to any one spending account do not exceed the limits set on the plan controls.

The credit amounts that have already been deposited into the spending accounts are also displayed on the screen.

Per pay pd.

Press F5 to calculate per pay period amounts, so that the correct values can be deposited into the spending accounts as the year passes and the unused credits are earned.

Infinium FB will not deposit any unused credits into a spending account if you have not calculated a per pay period amount.

- 3 Press Enter. When you allocate unused credits to a spending account, the system automatically enrolls the employee into the default spending account plan found in benefit control if the enrollment is not active already.
- 4 When you have finished distributing unused credits, press F3 to exit from this screen and save your data.

Summary of Steps for Changing Enrollment Records Based on Lifestyle Changes

The following represents the steps you must follow to enter adjustments to an employee's benefits record because of life style changes:

- 1 Calculate the pay period remaining. This is important for calculating unallocated credits and Flex1 and Flex2 costs.
 - 2 Cancel existing enrollments. The cancellation date is the last day of coverage.
 - 3 Prorate the cost of the new plan.
 - 4 Enter enrollments. The enrollment is the first date of the new coverage.
 - 5 Calculate the new plan costs.
 - 6 Make any necessary adjustment based on any displayed system messages the system displays. The system displays messages when:
 - You changed annual credits on the first enrollment screen.
-

- A new election results in change in unused credits. You must allocate the unused credits, using F8 to allocate credits to spending accounts or cash back.
- Changed unused credits result in either an increase or decrease in remaining credits. You must change the allocation using the *Adjust* column on the Allocate Unused Credits screen and recalculate using F5.
- The new election results in additional costs. You must calculate credits for Flex1 and Flex2 using F9.
- The costs for Flex1 and Flex2 change. Use F9 to recalculate.
- Both unused credits and costs have changed. First, use F8 to allocate unused credits and then use F9 to calculate costs.

Each of the functions mentioned above are described in this chapter in detail.

Notes

Chapter 10 Voiding and Reissuing Reimbursement Checks

10

This chapter describes the steps that you must follow to void and reissue employee flexible benefits reimbursement checks.

Caution: Do not void flexible benefits spending account reimbursement checks in Infinium PY. Voiding in Infinium PY does not reverse entries in Infinium FB. However, you must void cash back entries in Infinium PY, not Infinium FB.

The chapter consists of the following topics:

Topic	Page
Overview of Voiding and Reissuing Reimbursement Checks	10-2
Voiding Reimbursement Checks	10-3
Reissuing Reimbursement Checks	10-9

Overview of Voiding and Reissuing Reimbursement Checks

You can post and print flexible benefits spending account reimbursement checks using either the *SARC (current year) or SA## (prior year) reimbursement pay cycles. Occasionally, you may need to cancel and reissue a reimbursement check. The purpose of this chapter is to explain how you void reimbursement checks and, when necessary, issue another check.

Objectives

When you have finished this chapter, you should be able to perform the steps necessary to void an employee's flexible benefits reimbursement check and, when necessary, reissue the reimbursement check to the employee.

Voiding Reimbursement Checks

Complete the following steps if you have issued a current plan year or prior plan year reimbursement check to an employee that you now need to void:

- 1 From the Infinium FB main menu select *Spending Account/Cash Operations*.
- 2 Select *Mass Update FSA/Cash Data*.
- 3 Select *Post/Print Reimbursement Checks* [PPRC] if you want to void a current plan year reimbursement check. The system displays a screen similar to Figure 10-1.

To void a prior plan year reimbursement check, select *Post/Print Prior Year Reimb Cks* [PPYRC]. The system displays the Post/Print Prior Year Reimb Cks screen.

```

8/12/05  11:26:18  Post/Print Prior Year Reimb Cks  PRGFB50  PRDFB50
-----
Employer . . . . .  ___ +
Benefit identity . .  ___ +
Benefit plan . . . .  ___ +
Flex year . . . . .  0000 +

Claim pd. end date .  _____
Check date . . . . .  _____

Accounting month . .  ___
Accounting year . . .  ___

Checking account . .  ___ +
Direct Dep. Account .  █ ___ +

Prompt operator? . .  _ 0=No, 1=Yes

Pay cycle . . . . .  : *SA##

-----
F3=Exit  F4=Prompt  F10=QuikAccess  F11=Enter voids  F18=Message line
    
```

Figure 10-1: Post/Print Prior Year Reimb Cks screen

- 4 Complete this screen as explained in the field descriptions that follow.

Employer

Type the employer code value in this field for a specific employer or press F4 to select from a list of valid employer codes. If the employer code is less than

three characters, press FieldExit to advance to the next field. This is a required field.

Benefit identity

Type the benefit identity for the spending account for which you want to void the reimbursement check. Press F4 to select from a list of valid benefit identity codes. The value that you enter in this field must be a spending/reimbursement benefit type. This is a required field.

Benefit plan

Type the spending account benefit plan for which you want to void the reimbursement checks. Press F4 to select from a list of valid spending account benefit plan codes.

Flex year

Type the flexible benefits year when you issued the reimbursement or press F4 to select from a list of valid flexible benefits year codes. This is a required field.

Claim pd. end date

Type the respective spending account reimbursement period ending date. This is a required field.

Check date

Type the date that the system printed on the reimbursement check.

Accounting month

Type the accounting month for which you issued the check. This is a required field.

Accounting year

Type the accounting (fiscal) year of this reimbursement cycle. This is a required field.

Checking account

Type the checking account through which you paid the reimbursement or press F4 to select from a valid list of checking accounts. This is a required field.

Direct Dep. Account

Specify the direct deposit checking account through which to pay reimbursement checks. Type ***NONE** to issue regular checks instead of direct deposit vouchers.

The system uses ***DD** as the default direct deposit checking account in the *Direct Dep. Account* field if you do not specify a checking account and you have a ***DD** checking account set up for your employer or a central disbursement account.

You use the *Update Checking Accounts* function in Infinium PY to set up checking accounts.

Prompt operator?

Type **1** in this field if you have an operator to prompt; otherwise, leave this field at **0**.

Pay cycle

The system enters the ***SARC** or **SA##** reimbursement cycle in this field automatically, depending on whether you are in the Post/Print Reimbursement Checks screen or the Post/Print Prior Year Reimb Cks screen.

- 5 When you complete this screen, press F11. The system a screen similar to Figure 10-2.
-

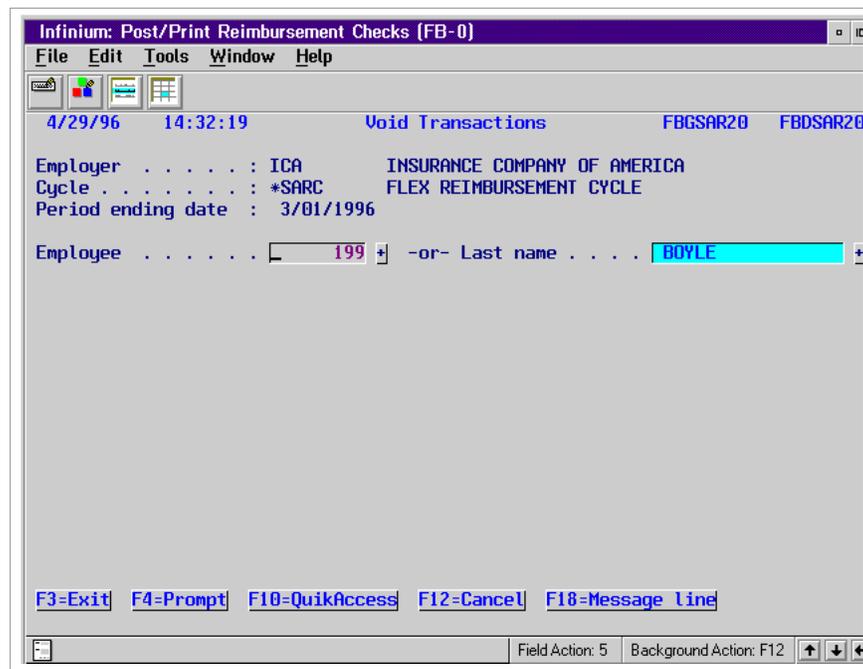


Figure 10-2: Void Transactions prompt screen

- 6 Complete this screen using the field description provided below.

Employee

Type the employee number in this field and press FieldExit or press F4 to select from a list of valid employee numbers. If you do not know the employee number, leave this field blank and move the cursor to the *Last name* field.

You can only void by employee. You cannot run the entire cycle at one time.

Last name

If you do not know the employee number, type the last name of the employee or press F4 to select from a list of valid employee names. If you do not know the entire name, type as much of the name as you can before pressing F4. The system will display all employees who match the criteria. Select the correct name and number and press Enter.

The system lists the reimbursement checks issued to the selected employee, as illustrated in Figure 10-3.

- 7 Select the check you want to void by typing 5 in the *Opt* field next to it and press Enter.

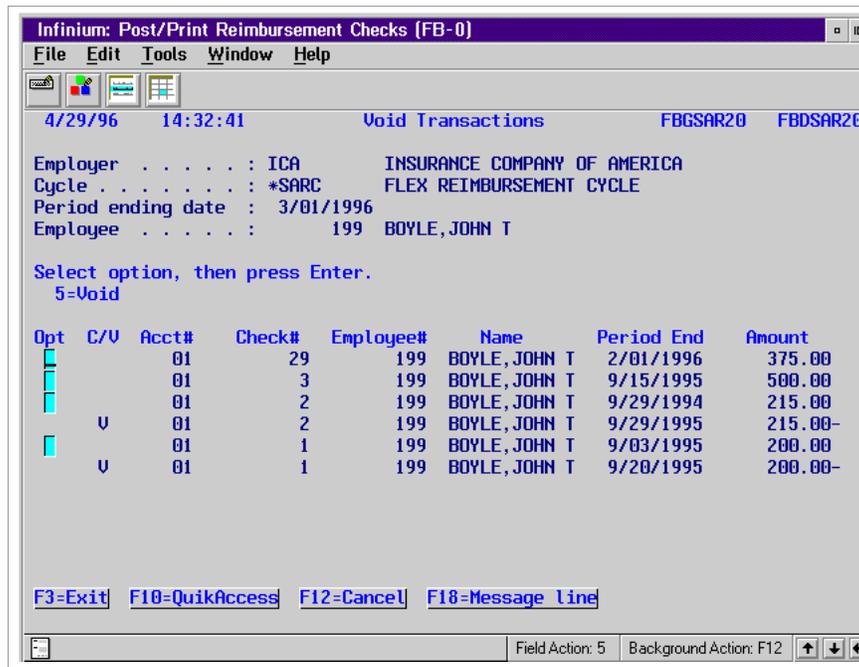


Figure 10-3: Void Transactions selection screen

- 8 Press F3 to exit from the Void Transactions screen. The system displays a window similar to Figure 10-4 showing the check number and amount.

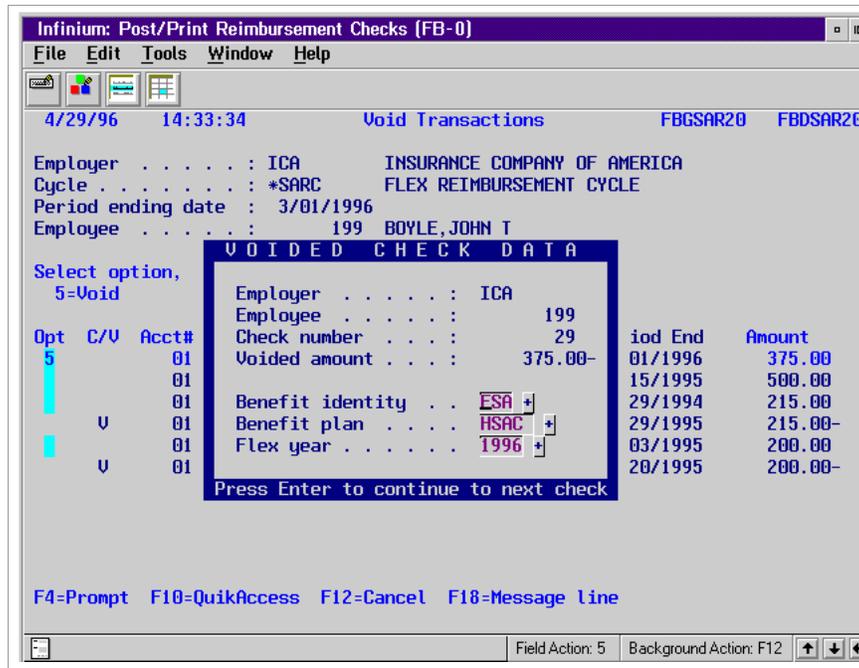


Figure 10-4: Void check data window

WARNING! When voiding a check, you must enter the void only once.

- 9 Complete this screen using the field descriptions that follow.

Benefit identity

Type the benefit identity code value associated with the reimbursement check that you are voiding. Press F4 to select from a list of valid benefit identity codes.

Benefit plan

Type the spending account benefit plan code value associated with the reimbursement check that you are voiding. Press F4 to select from a list of valid benefit plan codes.

Flex year

Type the flexible benefits year code value in this field for which you issued the reimbursement. Press F4 to select from a list of valid flexible benefits year codes.

- 10 When you complete the fields in the pop-up window, press F3 to return to the Post/Print Reimbursement Checks screen.
- 11 Press Enter to post the void.

Caution: If you do not press Enter, the system does not void the check.

Note: Although the employee account is credited when you void the check, the system does not restore the claim. You must enter a new claim.

Reissuing Reimbursement Checks

If you have voided an employee's reimbursement check and now want to reimburse the employee with the correct reimbursement amount, you must re-enter the claim. Refer to the section of this manual entitled "Working with Spending Accounts." The old claim will remain in history.

Notes

Chapter 11 Enrolling Employees in a New Plan Year

The chapter consists of the following topics:

Topic	Page
Overview of Enrolling Employees in a New Plan Year	11-2
Enrolling Employees in a New Plan Year	11-5

Overview of Enrolling Employees in a New Plan Year

This chapter discusses the steps that you must take to enroll employees, dependents, and beneficiaries in a new flexible benefits year. These steps include:

- Setting up necessary controls
- Calculating and allocating flexible benefits credits
- Distributing enrollment forms
- Setting up employee enrollment records
- Updating cost deductions and spending account deductions
- Applying unused credits

Creating the New Flexible Benefits Plan Year

Before enrolling employees, dependents, and beneficiaries in a new flexible benefits year, you must first create the new flexible benefits year code using the *Update Employer Codes* function in Infinium HR or Infinium PY.

The flexible benefits year is an important concept in Infinium FB. Within the context of a flex year you perform the following:

- define flexible benefit plan controls
- allocate flexible benefit credits
- enroll employees
- set up rate tables

The flexible benefits year enables you to keep all your processing separate, by year. The flexible benefits year is especially important during the enrollment period when, towards the end of a year, you want to enroll employees into flexible benefits plans for the following year.

Preparing for the New Plan Year

In addition to creating the new flexible benefits year, you must do the following before enrolling employees, dependents, and beneficiaries into the new flexible benefits year:

- create any new plan identities that you need (You do not need to create existing valid plan identities again.).
- create age tables for new benefit plans, if applicable
- create new benefit groups or update existing groups
- calculate and allocate flexible benefit credits
- update cost and spending account deductions
- apply unused credits

Each of these tasks is discussed in their respective parts of this guide.

Setting Up Flexible Benefit Plan Controls

Before enrolling employees, you should be familiar with the Infinium FB and Infinium PY controls that affect employee enrollments. Controls are discussed in the “Setting Up Plans and Benefits” chapter of this guide and include:

- Setting up deduction codes, including Flex 1 and Flex 2
 - Creating the *SARC and *SA## reimbursement cycles
 - Creating spending account income codes
 - Updating the SPE and YER employer codes
 - Updating employer benefit controls
 - Updating benefit identities
 - Updating benefits plans
 - Defining and assigning benefit groups
 - Updating insurance age rate tables
-

Objectives

After you complete this chapter, you should be familiar with the various requirements for enrolling employees, dependents, and beneficiaries in a new flexible benefits plan year.

Enrolling Employees in a New Plan Year

Pre-enrolling Employees in a New Flexible Benefits Year

Plan Identities

Create the plan identities for the new plan year. You do not need to change existing identities each year, but you must establish new identities if you are adding new types of coverage or if you are adding carriers in the new plan year. Setting up benefit IDs is discussed in the section of this guide entitled “Setting Up Plans and Benefits.”

Benefit Plans and *AGES Tables

Create the required plans with effective dates for the new plan year. Use the copy function to copy existing plans to the new plan year. If you use one or more *AGES tables, you can re-create them for the new year or copy them to the new year. Setting up benefit plans and *AGES tables is discussed in the section of this guide entitled “Setting Up Plans and Benefits.” The benefit plan and *AGES copy functions are discussed in the “Copying Flexible Benefit Plans, Insurance Age Rate Tables and Employee Enrollments” chapter.

Benefit Groups

Create the benefit groups for the new plan year. You do not have to create benefit groups every year, but you must associate the new year plans to the benefit group. Benefit groups are discussed in the section of this guide entitled “Setting Up Plans and Benefits.”

Flexible Benefit Credits and Enrollment Forms

After making any required changes to the employee’s benefit group, calculate and allocate flexible benefits credits and issue enrollment forms for the new flexible benefits year. Enrollment forms are also referred to as election forms. Calculating credits, allocating credits and printing enrollment forms are discussed in the section of this guide entitled “Processing Employee Flexible Benefits.”

Flexible Benefits Plan Year

Optionally, you can change the default plan year on your benefit plan control records from the current plan year to the new plan year.

WARNING! Since the plan year you enter in the benefit plan control is the default that the system uses on employee enrollment screens, be careful of the timing of this change. If you change the default date in the control record and then need to make lifestyle changes for the current plan year, be sure that you enter the correct plan year in the employee's enrollment record.

This step is optional since you can enter the new plan year on each enrollment screen during the enrollment process.

Enrolling Employees in a New Flexible Benefits Year

Updating Employee Records

You can enter, update or copy employee enrollment records for the new plan year. Each employee record must have some action taken. You cannot just continue with the current year enrollments. You must satisfy all system messages while enrolling an employee. These system messages are explained in the sections of this guide entitled "Processing Employee Flexible Benefits" and "Changing Enrollments Based on Lifestyle Changes."

Updating Cost Deductions and Spending Account Deductions

After the last payroll cycle in the current plan year, and before the first payroll cycle of the new plan year, run the update cost deduction process and the update spending account deduction process. You must do this before the first payroll cycle in the new year to update the employee deduction records with the correct new year plan, deduction amounts and limits.

Apply Unused Credits

Apply unused credits to spending accounts, if applicable. This is also a function which you should run periodically throughout the plan year, such as per pay period, monthly, or quarterly.

Chapter 12 Copying Benefit Plans, Age Rate Tables and Employee Enrollments

12

This chapter discusses the steps that you must take to copy flexible benefits plans, insurance age rate tables; and employee benefit enrollments for use in a new flexible benefits year.

The chapter consists of the following topics:

Topic	Page
Overview of Copy Functions	12-2
Mass Copying Benefit Plans	12-3
Copying Benefit Plans in Groups	12-6
Copying Insurance Age Rate Tables	12-9
Copying Employee Plan Enrollments	12-12

Overview of Copy Functions

As the next year approaches, you need to create new plans that are associated with the new flexible benefits year. For benefit plans that remain similar from year to year, Infinium FB provides a number of copy functions to help make the annual setup process more efficient.

The following functions are provided for copying selected benefit plans, all plans in a benefit group: age rate tables; and employee, dependent, and beneficiary enrollments respectively:

- *Trial Mass Copy Benefit Plans*
- *Mass Copy Benefit Plans*
- *Copy Plans in Benefit Groups*
- *Copy Insurance Age Rates*
- *Trial Mass Copy Enrollments*
- *Mass Copy Enrollments*

Each of these functions is explained in detail in this chapter.

Objectives

When you have completed this chapter, you should be familiar with the procedures for copying the following to a new flexible benefits year:

- Flexible benefit plans
 - Insurance age rate tables
 - Employee benefit enrollments
-

Mass Copying Benefit Plans

Use the *Trial* and *Mass Copy Benefit Plans* functions to copy benefit plans from one employer and/or flex year to another. This feature differs from the *Copy Plans in Benefit Groups* function. Using the *Mass Copy Benefit Plans* feature, you can select the specific benefit identities and plans you want to copy.

Trial Mass Copy Benefit Plans

The *Trial Mass Copy Benefit Plans* and the *Mass Copy Benefit Plans* are identical in function, except you do not actually copy any plans during the trial mass copy. Use the *Trial Mass Copy Benefit Plans* function to verify that the plans that you want to copy are correct before you actually copy them. To run the *Trial Mass Copy Benefit Plans* function, follow the field descriptions below for the *Mass Copy Benefit Plans* function.

Mass Copy Benefit Plans

Use the *Mass Copy Benefit Plans* function to copy benefit plans from one employer to another employer or employer group or from one flexible benefits year to another. In addition, you can use this function to:

- Specify whether to copy active plans, required plans, or all plans
- Specify an effective date
- Specify whether or not to replace benefit plan information with copied data

If you want to copy all plans associated with a particular benefit group, use the *Copy Plans in Benefit Groups* function.

To mass copy flexible benefits plans, perform the following steps:

- 1 From the Infinium FB main menu select *Master Files*.
 - 2 Select *Mass Update Master Files*.
 - 3 Select *Mass Copy Benefit Plans [MCOPYBP]*. The system displays a screen similar to Figure 12-1.
-

Figure 12-1: Mass Copy Benefit Plans screen

- 4 Complete this screen as explained in the field descriptions that follow.

From employer

Type the employer code value from whose benefit plan records you want to copy. Press F4 to select from a list of valid employer codes. If the employer code is less than three characters, press FieldExit to advance to the next field. This is a required field.

Benefit identity

Type the benefit identity for the benefit plan data that you want to copy or leave this field blank to copy all benefit plan data for the specified employer. Press F4 to select from a list of valid benefit identity codes.

Benefit plan

Type the benefit group code that contains the benefit plan data you want to copy or press F4 to review a list of valid benefit group codes. Do not type a benefit group code in this field if you have entered a benefit ID in the *Benefit identify* field. If you specify a benefit group, the system copies all plans within the benefit group. The system does not copy the benefit group definition.

Type the code for the benefit plan that you want to copy or press F4 to select from a list of valid benefit plan codes. Leave this field blank to include all benefit plans associated with either the benefit identity or employer group, depending on which you specified.

From year

Type the plan year from which you want to copy the benefit plan data. Press F4 to select from a list of valid flexible benefits year codes. This is a required field.

To employer

Type the employer code value that identifies the employer to whom you want to copy benefit plan data. Press F4 to select from a list of valid employer codes. If the employer code is less than three characters, press FieldExit to advance to the next field.

Leave this field blank if you plan to enter a value in the *Employer group* field. Either this field or the *Employer group* field is required.

If you have not entered a value in the *To employer* field, type the employer group code that contains the benefit plan data you want to copy. Or, press F4 to review a list of valid benefit group codes.

To year

Type the plan year to which you want to copy benefit plan data. Press F4 to select from a list of valid flexible benefits year codes. This is a required field.

Set effective date

Type the effective date that you want assigned to all plans created by the mass copy process.

Copy active only?

Type **1** (Yes) to copy active benefit plans only. Type **0** (No) to copy all plans regardless of their status.

Copy required only?

Type **1** (Yes) to copy required benefit plans only. Type **0** (No) to copy all plans regardless of their status.

Replace existing?

Type **1** (Yes) to replace any existing plans with copied data. Type **0** (No) if you do not want to replace existing plans.

- 5 When you have completed this screen, press Enter to copy the specified plan data. The system copies the specified plan information and returns you to the Infinium FB main menu.
-

Copying Benefit Plans in Groups

Overview

The *Copy Plans in Benefit Groups* function allows you to assign benefit plans to a benefit group for a specified flexible benefits year. This feature differs from the *Mass Copy Benefit Plans* function. The *Mass Copy Benefit Plans* function allows you to identify specific benefit identities and plans to copy, regardless of whether they are assigned to a benefits group. When you use the *Copy Plans in Benefit Groups* function, the system assigns plans to each benefit group based on the value in the *From year* field.

Copying Plans in Benefit Groups

To copy flexible benefits plans, perform the following steps:

- 1 From the Infinium FB main menu select *Master Files*.
 - 2 Select *Mass Update Master Files*.
 - 3 Select *Copy Plans in Benefit Groups* [COPYGRPS]. The system displays a screen similar to Figure 12-2.
-

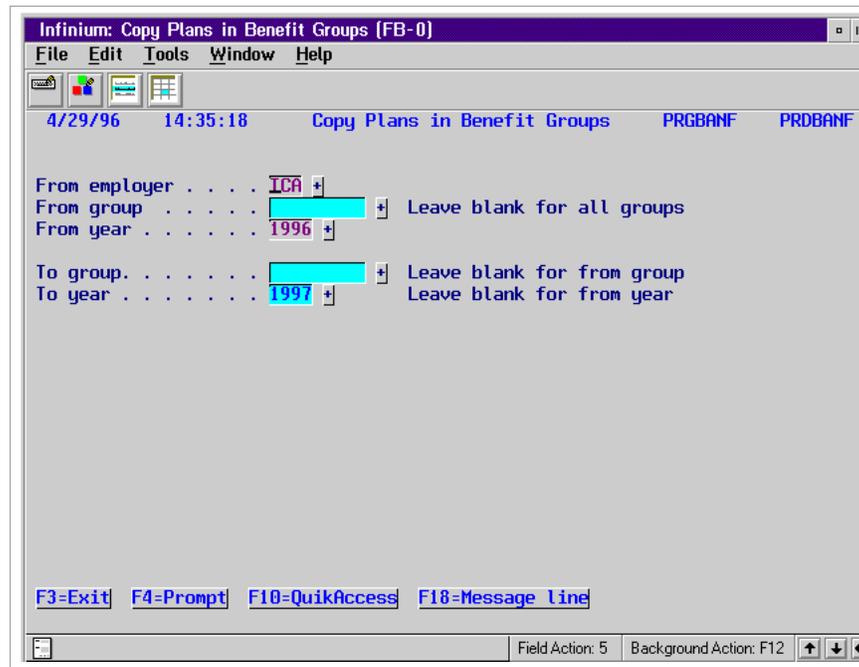


Figure 12-2: Copy Plans in Benefit Groups screen

4 Complete this screen using the following field descriptions.

From employer

Type the value in this field that identifies the employer from whose records you are copying. Press F4 to select from a list of valid employer codes. If the employer code is less than three characters, press FieldExit to advance to the next field. This is a required field.

From group

Type the code value for the benefit group whose records you are copying. Leave this field blank to copy all groups within a flexible benefits year to another flexible benefits year. Press F4 to select from a list of valid benefit groups.

From year

Type the year from which you want to copy benefit plans associated to a benefit group(s). This is a required field.

To group

Type the benefit group code to which you want to copy benefit plans, or press F4 to select from a list of valid benefit groups. The benefit plans that you copy to this group are attached to the benefit group you identified in the *From*

group field. If you left the *From group* field blank, you must leave this field blank as well.

To year

Type the code value for the year when you want to copy benefit group plans. Leave this field blank if you want the system to use the *From year*. This allows you to copy plan attachments from one benefit group to another within the same year.

- 5 Press Enter to copy the flexible benefits plans to the flexible benefits year/benefit group that you specified. The system displays a message at the bottom of the screen informing you how many plans were copied.
-

Copying Insurance Age Rate Tables

Overview

Use the *Copy Insurance Age Rates* function to copy established insurance age rate tables from one employer and flexible benefits year to:

- the same employer in another flexible benefits year
- another employer in the same flexible benefits year
- another employer in a different flexible benefits year

For more information about insurance age rates, refer to the section of this guide entitled “Updating Insurance Age Rates.”

Copying an Age Rate Table

To copy insurance age rate tables, perform the following steps:

- 1 From the Infinium FB main menu select *Master Files*.
 - 2 Select *Mass Update Master Files*.
 - 3 Select *Copy Insurance Age Rates* [CIAR]. The system displays a screen similar to Figure 12-3.
-

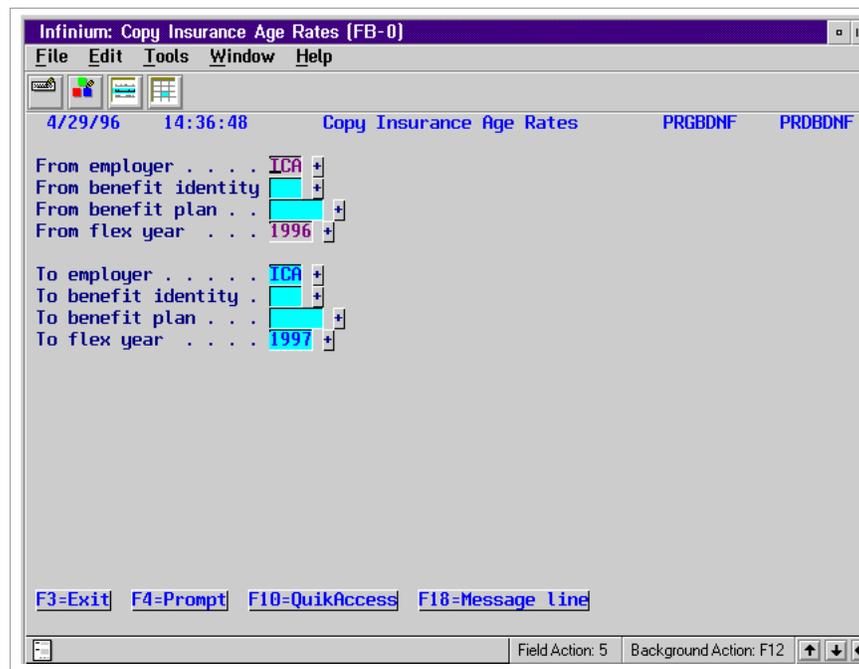


Figure 12-3: Copy Insurance Age Rates screen

- 4 Complete the Copy Insurance Age Rate screen using the field descriptions that follow.

From employer

Type the employer code value that identifies the employer from whom you want to copy age rate information. Press F4 to select from a list of valid employer codes. If the employer code is less than three characters, press FieldExit to advance to the next field. This is a required field.

From benefit identity

Type the benefit identity value that identifies the benefit identity from which you want to copy insurance age rates. Leave this field blank to include all benefit identities. Press F4 to select from a list of valid benefit identity codes.

With this field blank, the system copies insurance age rates to the *To employer* field for those identities/plans that exist in the *To employer* field. If this field is blank, the system does not copy insurance age rates that do not exist in the *To employer* field.

From benefit plan

Type the benefit plan from which you want to copy insurance age rates, or leave this field to include all benefit plans. Press F4 to select from a list of valid benefit plan codes.

With this field blank, the system copies insurance age rates to the To employer for the plan that exists in the *To employer* field. If this field is blank, the system does not copy insurance age rates that do not exist for the *To employer* field.

From flex year

Type the plan year from which you want to copy insurance age rate data. Press F4 to select from a list of valid flexible benefits year codes. This is a required field.

To employer

Type the employer code in this field to which you want to copy age rate information. Press F4 to select from a list of valid employer codes. If the employer code is less than three characters, press FieldExit to advance to the next field.

If you leave this field blank, the system inserts the *From employer* value into this field by default.

To benefit identity

Type the benefit identity to which you want to copy insurance age rates or press F4 to select from a list of valid benefit identity codes. You must leave this field blank if the *From benefit identity* field is blank. The system will use the value in the *From benefit identity* field if you leave this field blank.

To benefit plan

Type the benefit plan to which you want to copy insurance age rates or press F4 to select from a list of valid benefit plan codes. You must leave this field blank if the *From benefit plan* field is blank. The system will use the From benefit plan value if the *From benefit plan* field contains a value and you leave this field blank.

To plan year

Type the plan year to which you want to copy insurance age rate data. Press F4 to select from a list of valid flexible benefits year codes. This is a required field. The system will use the year you enter in the *From flex year* field by default if you leave this field blank.

- 5 After making sure that your from and to parameters are not identical, press Enter when you have completed this screen. The system copies the specified insurance age rate tables.
-

Copying Employee Plan Enrollments

Overview

You use the *Mass Copy Enrollments* menu option to re-enroll all employees in a specified employer or employer group in their existing active flexible benefit plans, except spending accounts and cash back, for the upcoming flex plan year. You can use this option to expedite flex enrollments during your annual open enrollment period. You use the *Trial Mass Copy Enrollments* function to preview the enrollments the system will copy when you run the *Mass Copy Enrollments* function.

You should use the *Mass Copy Enrollments* function only if you want to re-enroll all employees in all of their current flexible benefit plans for the upcoming year regardless of whether they return an election form. You can then use the *Update Employee Benefits* function to enter any changes the employee makes for the new year.

The system copies all existing employee flexible benefit plan enrollment records, except spending account enrollment records, in the following files to the new flex year that you specify:

- Employee Flexible Benefits Enrollment File (PRPFE)
- Employee Flexible Benefits Master File (PRPBY)
- Employee Benefit Enrollment History File (PRPBL)
- Dependent/Beneficiary File (PRPBM)

After completing the copy function, you must use the *Update Employee Benefits* function to assign unallocated credits to cash back or spending accounts.

Preparing to Copy Enrollments

Before you use the *Trial Mass Copy Enrollments* and *Mass Copy Enrollments* options, you must do the following:

- Define a code value for the new flex plan year using code type **YER**
 - Set up or copy flexible benefit plans to the new flex plan year
-

- Set up or copy life insurance age rate tables to the new flex plan year, if you use age rate tables to calculate life insurance premiums
- Update benefit groups with the new flex year plans

This chapter provides detailed information on how to copy benefit plans and age rate tables.

Completing New Flex Year Enrollments

After you copy employee flexible benefit enrollment records to a new flex year, you must take the following steps:

- Use the *Update Employee Benefits* function to work with credits and calculate costs
- Run the *Mass Update Deductions* function to update flexible benefit deductions in Infinium PY

Performing a Trial Run

To generate a report identifying the employee enrollment records the system will copy when you run the *Mass Copy Enrollments* function, perform the following steps:

- 1 From the Infinium FB main menu select *Enrollment Operations*.
 - 2 Select *Mass Copy Enrollment Dat*.
 - 3 Select *Trial Mass Copy Enrollments* [TCPYENRL]. The system displays a screen similar to Figure 12-4.
-

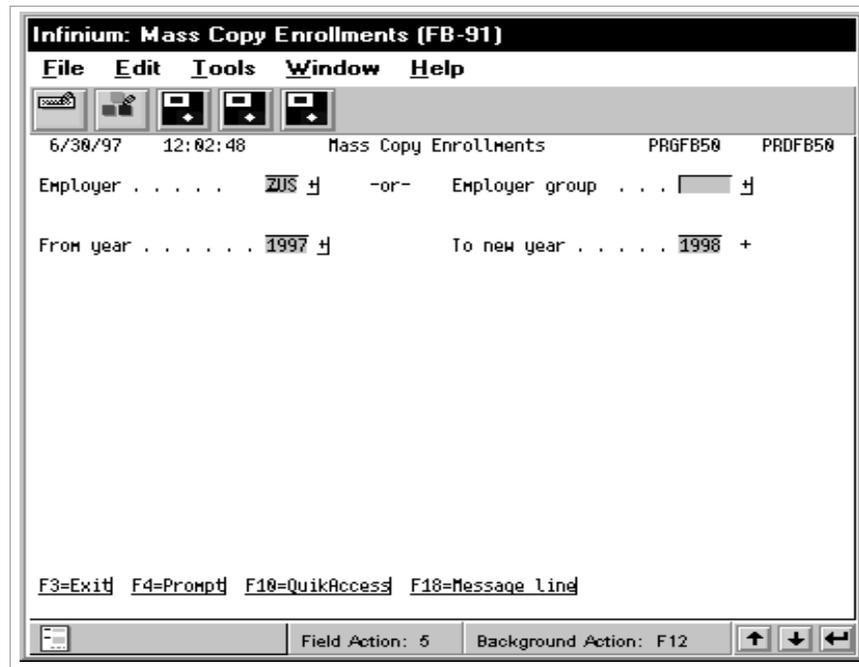


Figure 12-4: Trial Mass Copy Enrollments screen

- 4 Use the following information to complete the fields on this screen.

Employer

Type the value that represents the employer for which you are copying employee enrollments. You must complete this field or the *Employer group* field.

Employer group

Type the value that identifies the group of employers for which you are copying employee enrollments. You must complete this field or the *Employer* field.

From year

Type the current flexible benefit year from which you are copying employee enrollment records.

To new year

Type the new flexible benefit year to which you are copying employee enrollment records.

- 5 Press Enter. The system displays the following message and returns to the Infinium FB main menu:

Building submission request . . .

The system generates the Trial Mass Copy Enrollments report.

- 6 Carefully review the information on the Trial Mass Copy Enrollments report and make any necessary corrections. You can re-run the *Trial Mass Copy Enrollments* function until you obtain the correct results.

Copying Enrollment Records

After you have used the *Trial Mass Copy Enrollments* function to verify the plan enrollments the system will copy, run the *Mass Copy Enrollments* function to copy employee flexible benefit plan enrollments to the new plan year.

To copy employee enrollment records to your new flexible benefits plan year, perform the following steps:

- 1 From the Infinium FB main menu select *Enrollment Operations*.
 - 2 Select *Mass Copy Enrollment Data*.
 - 3 Select *Mass Copy Enrollments* [CPYENRL]. The system displays a screen similar to Figure 12-5.
-

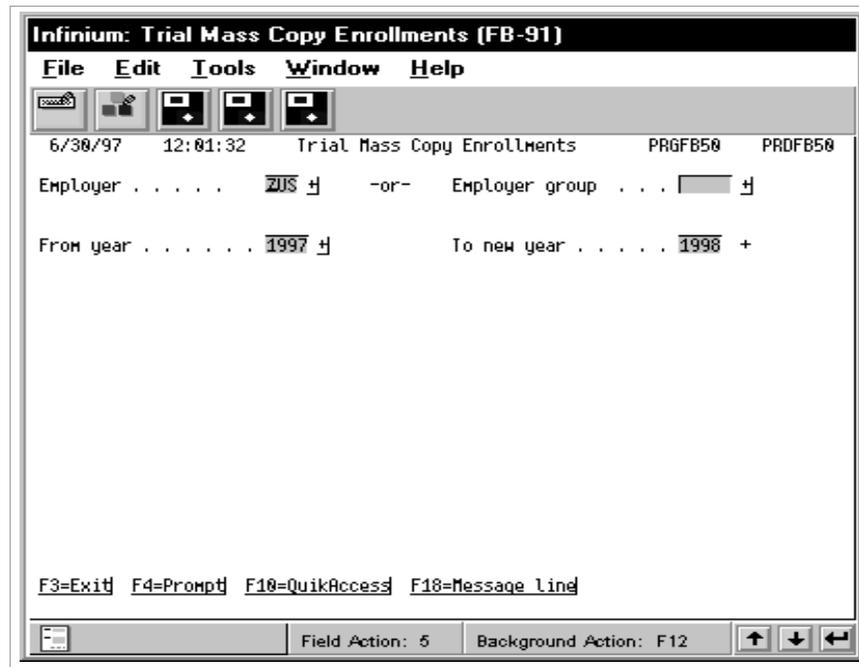


Figure 12-5: Mass Copy Enrollments screen

- 4 Use the information in the “Performing a Trial Run” section to complete the fields on this screen.
- 5 Press Enter. The system displays the following message and returns to the Infinium FB main menu:

Building submission request . . .

The system copies the employee enrollment records and generates the Mass Copy Enrollments report.

Chapter 13 Modeling Employee Flexible Benefits

13

This chapter contains the information you need to create flexible benefit plan models. Models allow you to experiment with various plan scenarios to calculate flexible benefit credits, current costs and the additional costs for a new plan year.

The chapter consists of the following topics:

Topic	Page
Overview of Modeling Employee Flexible Benefits	13-2
Creating Flexible Benefit Models	13-3

Overview of Modeling Employee Flexible Benefits

The *Modeling Employee Flex Benefits* function provides you with What If capability that enables you to experiment with employee flexible benefits without actually creating any enrollment records. Using this option, you can create plan models using system default plans for any given flexible benefits year or enter new plan scenarios.

Modeling allows you to calculate pay period amounts and show the results of your calculations for flexible credits current cost, unused allocated credits, and additional costs before you actually set up your benefit plan(s).

The modeling capability is also useful for personnel who do not have the authority to create enrollment records.

Objectives

When you finish this chapter, you should be familiar with how to create flexible benefit plan models using system default plans or using your own scenarios.

Creating Flexible Benefit Models

To model employee flexible benefits, follow the steps below.

- 1 From the Infinium FB main menu or desktop select *Enrollment Operations*.
- 2 Select *Update Enrollment Data*.
- 3 Select *Modeling Employee Benefits* [MEB]. The system displays a screen similar to Figure 13-1.

Figure 13-1: Modeling Employee Flex Benefits prompt screen

- 4 Complete this screen using the field descriptions that follow.

Type the value that identifies the employer whose records you are processing or press F4 to select from a list of valid employer codes. If the value is less than three characters, press FieldExit to advance to the next field. This is a required field.

Type the employee number in this field. If you do not know the number, leave this field blank and move the cursor to the *Last name* field and enter as much as you know of the employee's name. Press F4 to display all employees who match the criteria.

You can leave the *Flex year* field blank if you are modeling in the default flexible benefits plan year on the Employer Benefit Controls. Otherwise, type the flexible benefits year for which this modeling is effective. Press F4 to select from a list of valid flexible benefits year codes.

- 5 Press Enter. The system displays a screen similar to Figure 13-2. This screen shows the default benefit identities that you entered in the Employer Benefit controls, along with their descriptions.

Infinium: Modeling Employee Benefits (FB-0)

File Edit Tools Window Help

4/29/96 14:40:34 Modeling Employee Flex Benefits PRGBE520 PRDBE520

Employer : ICA INSURANCE COMPANY OF AMERICA Page 1 of 2
 Employee : 195 KELLY, JOSEPH J
 Flex year : 1996

Id.	Description	Plan	Flex Cost	Post-Tax Cost
FMD	+ Medical	FMD		
FDN	+ Dental	EDNTL		
FUC	+ Vision			
	+ Prescription			
FLI	+ Life insurance			
FLD	+ Long term disability			
	+ Short term disability			
FDL	+ Dependent life			
FAD	+ AD & D			
	+ Personal leave			
FVA	+ Vacation			

Payroll Deduction to Recoup Additional Costs

Annual
 Per pay pd
 Pay pds in yr 26 Tax basis 1,2

F3=Exit F4=Prompt F5=Calculate F6=Tax effect F7=Unlock identities
 F9=What if F10=QuikAccess F11=Display enroll. F24=More keys
 -2500.00 variance in unused credits.

Field Action: 5 Background Action: F12

Figure 13-2: Modeling Employee Flex Benefits screen

The system displays the codes in the *Plan* fields for the plans into which you have enrolled this employee; that is, the plans selected by the employee on the Election Form.

Updating Additional Plan Identities

To enter a plan for a benefit identity other than that shown as a default, use F7 to provide access to the identity fields, and then enter the desired identity code. Press F7 again to relock the benefit identities.

Calculating Per Pay Period Amounts

If you have entered annual amounts (along with the number of pay periods remaining in the year) for any of the six available unused credit options, press F5. This calculates the per pay period amounts associated with unused benefit credits and salary contributions to spending accounts.

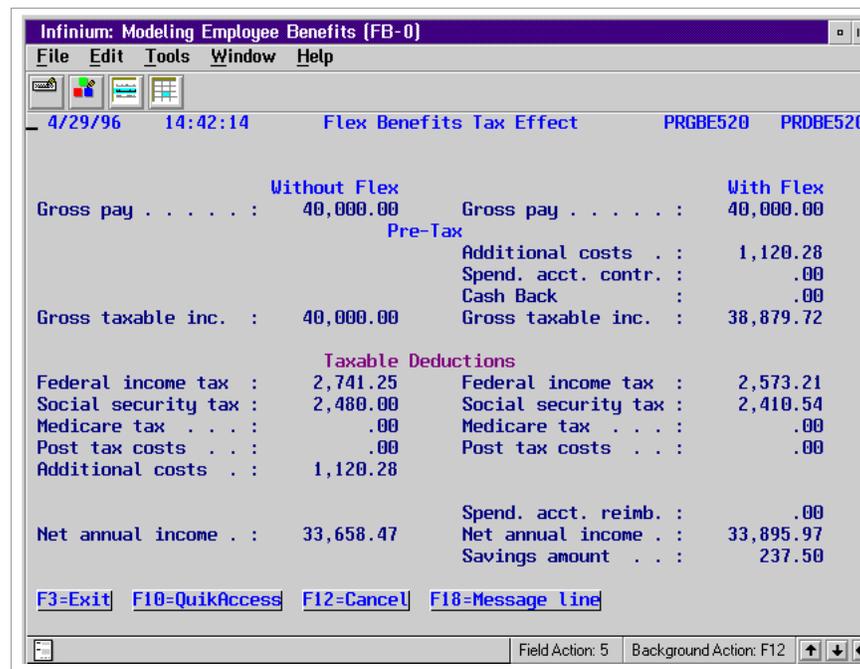
Displaying the Enrollment Status

Press Enter at any time when modeling data to display the status of the selected enrollment. The prices associated with each pre-tax plan appear to the right of every plan code. To the right of that column the cost of post-tax plans appears on the screen. Since the post tax plans cannot be paid for using flexible benefit credits, the system does not reflect their total cost in the *Total Flex Price* on the benefits scoreboard.

Showing the Tax Effect of Changes

Use F6 to illustrate the effect that the selected flexible benefits will have on the employee's annual paycheck.

The Flex Benefits Tax Effect screen, illustrated in Figure 13-3, shows the employee's estimated gross compensation. It also calculates the annual tax savings resulting from paying additional contributions or costs to eligible benefits on a pre-tax rather than a post-tax basis (post-tax plan costs are also included in this illustration.)



Without Flex		With Flex	
Gross pay	40,000.00	Gross pay	40,000.00
		Pre-Tax	
		Additional costs . .	1,120.28
		Spend. acct. contr. .	.00
		Cash Back00
Gross taxable inc. .	40,000.00	Gross taxable inc. .	38,879.72
		Taxable Deductions	
Federal income tax .	2,741.25	Federal income tax .	2,573.21
Social security tax .	2,480.00	Social security tax .	2,410.54
Medicare tax00	Medicare tax00
Post tax costs00	Post tax costs00
Additional costs . . .	1,120.28		
		Spend. acct. reimb. .	.00
Net annual income . .	33,658.47	Net annual income . .	33,895.97
		Savings amount . . .	237.50

Figure 13-3: Flex Benefits Tax Effect screen

Displaying Enrollments

Press F11 at any time from the Modeling Employee Flexible Benefits screen to show the Display Employee Flex Benefits screen. The Display Employer Flex Benefits screen lists each benefit plan and shows the benefit identity, plan cost, description and current status for each.

Displaying the Scoreboard

Press F14 to display the benefits scoreboard. The scoreboard is a window, illustrated in Figure 13-4, that lists:

- starting flexible credits
- vacation credits (generated if the employee exchanged vacation or personal leave days)
- total credits
- total flexible benefits cost (the sum of all Pre-Tax enrollment costs)
- any unused credits still available

- the total number of unused credits that have been allocated to spending accounts
- any additional costs incurred as a result of pre-tax plan enrollments

It also shows updates regarding the credit versus cost status you request.

```

_ 5/29/03 09:39:57 Allocate Unused Credits PRGBE510 PRDBE510
-----
Employer . . . . . : FLX FLEXIBLE BENEFITS COMPANY
Employee . . . . . : 80005 ACCURATE,ALAN N
Tax ID# . . . . . : 183-44-1266
Flex year . . . . . : 2003 Pay frequency . . . B
Pay periods left
Unused Benefit C
1. Flexible credits . . : 10000.00
2. + Vacation credits . . : .00
3. = Total credits . . . : 10000.00
4. Health care s - Total flex cost . . : 6578.68
5. Dependent car = Unused credits . . . : 3421.32
6. Legal service
7. Cash Back - C Unused allocated . . : .00
Cash Bac Unused allocated Adj : .00

Code Plan Des Additional cost . . : .00 er Pay Pd.
Additional cost Adj : .00

S C O R E B O A R D
Press Enter to continue

F3=Exit F5=Calculate F10=QuikAccess F12=Cancel F24=More keys
    
```

Figure 13-4: Scoreboard window

Variance Messages

Variance messages reflect the status of the credit/additional cost situation. The following are possible messages that can display:

Variance in Unused Credits

Variance in Additional Costs

No Unused Credits Available

These messages generally follow the value amount of variation.

If additional costs include allocation of unused benefit credits to the message indicating the variance in additional costs will not be preceded by an amount. The following warning message displays.

No Unused Credits Available.

This message signifies that you make an adjustment because the employee incurred an additional cost before (or by) allocating credits to the unused benefit credit options.

Figure 13-5 shows a sample message screen.

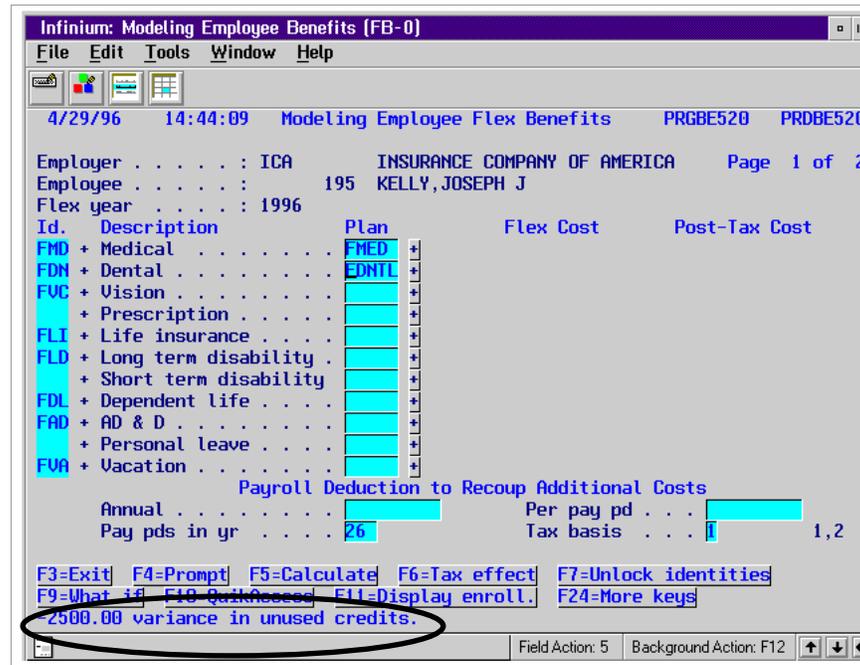


Figure 13-5: Modeling Employee Flex Benefits screen

If you allocated unused credits to spending options calculated by the system, the system displays an error message informing you of this variance.

To correct this problem, follow the steps below:

- 1 Press Enter from anywhere on the Modeling Employee Flex Benefits screen to display the credit allocation screen.
- 2 Enter the correct amount in the *Adj* field to the right of the original *Annual* field.
- 3 Press F5 to recalculate the per pay period amounts.
- 4 Press Enter to display the current status.
- 5 Press F9 and the system displays the annual and per pay period amounts of any additional cost as well as the plans elected and their costs. The system no longer displays variance messages.
- 6 Press F3 to exit when you are done.

Chapter 14 Working with HIPAA Information for EDI Transmission

14

The chapter consists of the following topics:

Topic	Page
Overview	14-2
Setting up Code Values for 834 Work File Processing	14-4
Setting up Benefit ID Reporting Groups	14-10
Setting up Preferred Provider Information	14-13
Creating 834 Work Files	14-14
Correcting 834 Work Files	14-25
Generating Work File Information	14-56
Creating Functional Groups	14-59
Purging 834 Data	14-61

Overview

When you use Infinium FB, during normal processing the system processes the benefits information that can be used for a Benefit Enrollment and Maintenance Transaction or 834 transaction. This chapter discusses setup requirements and the process used to work with data for 834 EDI transmission.

Before you process HIPAA information for transmission, you must:

- Set up code values for the code types used in HIPAA processing
- Set up benefit ID reporting groups
- Set up preferred provider information

You need to set up certain HIPAA code types, some of which can be cross referenced by your existing code types and code values. When you use the cross referencing for code values, the system uses the code value specified as the HIPAA relationship code as the code value in the work files available for EDI transmission. You set up code values in Infinium HR.

After you set up your code values, you need to set up benefit ID reporting groups. You set up the benefit ID reporting groups in Infinium HR.

You also need to create preferred provider information. You can update or create preferred provider information in both Infinium HR and Infinium FB.

You use the *Create Work Files* function to create a work file that contains the data needed to transmit 834 data electronically. You can send the work files to your benefits vendor by using third party EDI translation software or through a custom program.

You can manually correct certain work file information by using the *Correct Work Files* function. The work files can be converted to a transaction set that can be grouped with other transaction sets into a functional group. Use the *Create Functional Group* function to create a work file that your translation software or custom program can use to group work file transaction sets to be submitted together.

You can generate reports by using the *List Work Files Members* and *List Work Files* functions. These reports list the information included in the work files.

You can also purge work files and functional groups. Use the *Purge 834 Work Files* function to purge the data in the work files, and use the *Purge*

Functional Groups function to purge functional group data. You use Infinium HR to purge work files and functional group data.

Setting up Code Values for 834 Work File Processing

Overview

When you process HIPAA information, the system uses certain code types. You must set up code values associated with these code types. The code types used for HIPAA processing are described in the table below.

Code Type	Description
BIG	Benefit ID reporting group
BTC	Broker/TPA (third party administrator) ID code
CLC	Coverage level code
CQC	Communications qualifier
CQE	COBRA qualifying event - HIPAA
DTQ	Date/Time qualifier
HET	HIPAA ethnic code
HRL	HIPAA relationship
HST	HIPAA employment status
ILC	Insurance line code
MRC	Change reason code
PEI	Preferred entity identifier
PPM	Preferred provider maintenance reason code
TZN	Time zone

See the *Infinium Human Resources Guide to Controls* for more information about setting up code values for code types.

For certain code types, the values set up on your system may not correspond with the codes used for EDI transmission of 834 information. If your values for certain code types are not the same as those required for 834 transmission, you can set up values for cross reference code types that the system uses to supply the correct codes for 834 EDI transmission. After you

set up values for the cross reference code types, the system uses the specified value for 834 transmission when you create the work files.

The table below describes the code types that use cross reference code types for HIPAA processing.

Code Type	Cross Reference Code Type	Example
REL – Dependent Relationship	HRL – HIPAA Relationship	You may use the code values DAUGHTER and SON for the REL code type. You might specify the HIPAA relationship code, HRL, as 19, CHILD , which is the HIPAA code value for child and would apply to both son and daughter.
STS – Employment Status	HST – HIPAA Employment Status	You may use the code values FULL and ACTIVE for the STS code type. You might specify the HIPAA employment status code, HST, as FT, full-time employee or full-time active employee , which is the HIPAA code value for both full time and full time active employee.
QUA – COBRA Qualifying Event	CQE – COBRA Qualifying Event - HIPAA	You may use the code value TERMINATED for the QUA code type. You might specify the HIPAA COBRA qualifying event code, CQE, as 1, Termination of Employment , which is the HIPAA code value for termination of employment.

Perform the steps below to establish cross reference codes.

- 1 Set up code values for the cross reference code types, HRL, HST and CQE.

- 2 Associate HIPAA code values with values for code types REL, STS and QUA.

Setting up Code Values for Cross Reference Codes

Follow the steps below to establish values for the cross reference code types HRL, HST and CQE. This example uses the cross reference code type HRL and value **19, CHILD**, for existing value **SON** for code type REL.

- 1 From the Infinium HR main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Employer Codes [UCC]*. The system displays the Update Employer Codes screen similar to Figure 14-1.

```

7/30/03   11:42:26           Update Employer Codes           PRGMCD   PRDMCD
-----
Employer . . . . . ___ +   -or-   Employer group . . . ___ +
Code type . . . . . ___ +
Code value . . . . . _____ +

-----
F3=Exit  F4=Prompt  F10=QuikAccess  F18=Message line  F21=Override

```

Figure 14-1: Update Employer Codes screen

- 4 Type your employer in the *Employer* field.
- 5 Type **HRL** in the *Code type* field.
- 6 Type **19** in the *Code value* field (19 is the HIPAA code value for CHILD).
- 7 Press Enter. The system displays the Update Employer Codes screen similar to Figure 14-2.

```
8/11/03  15:13:19      Update Employer Codes      PRGMCD  PRDMCD
-----
Employer . . . . . : GMR  GALE TEST
Code type . . . . . : HRL  HIPAA RELATIONSHIP
Code value . . . . . : 19
Description . . . . . : CHILD
-----
Active/Inactive . . . . 0      (0=Act./1=Inact)
-----
F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F24=More keys
```

Figure 14-2: Update Employer Codes screen

- 8 Type **CHILD** in the *Description* field.

Associating Cross Reference Codes with Existing Code Types and Code Values

Follow the steps below to establish cross reference codes. This example uses the REL code type and code value **SON**, the HIPAA code 19, **CHILD**.

- 1 From the Infinium HR main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Employer Codes* [UCC]. The system displays the Update Employer Codes screen similar to Figure 14-3.

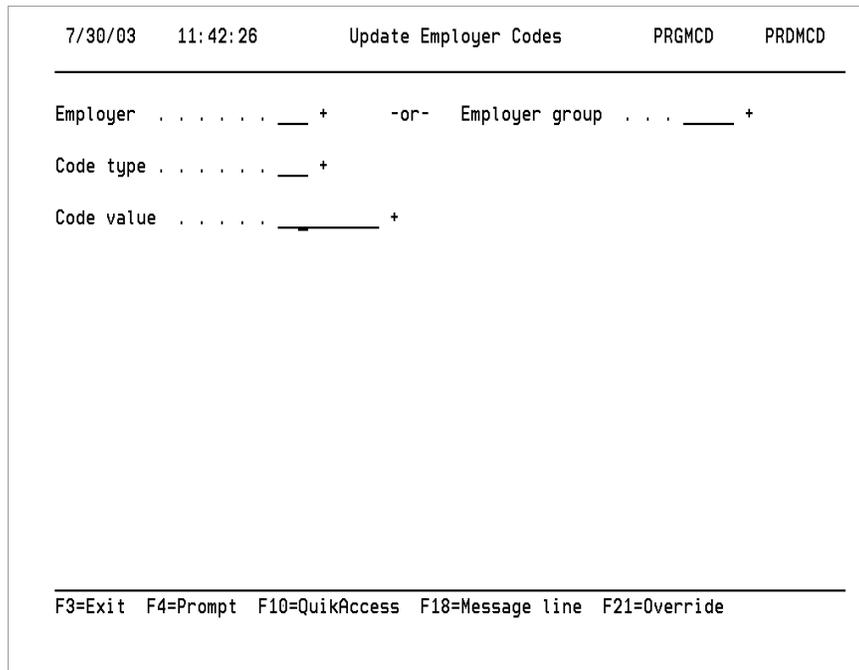


Figure 14-3: Update Employer Codes screen

- 4 Type your employer in the *Employer* field.
- 5 Type **REL** in the *Code type* field.
- 6 Type **SON** in the *Code value* field. The system displays the Update Employer Codes screen similar to Figure 14-4.

```
8/11/03  15:17:32      Update Employer Codes      PRGMCD  PRDMCD
-----
Employer . . . . . : GMR  GALE TEST
Code type . . . . . : REL  DEPENDENT RELATIONSHIP
Code value . . . . . : SON
Description . . . . . : SON
-----
HIPAA Relat. Code . . 19 +
Active/Inactive . . . 0      (0=Act./1=Inact)

-----
F3=Exit F4=Prompt F10=QuikAccess F12=Cancel F24=More keys
```

Figure 14-4: Update Employer Codes screen with the HIPAA Relat Code field

- 7 Type **19** in the *HIPAA Relat. Code* field.
- 8 Press Enter. The system returns to the first Update Employer Codes screen. Repeat the above steps to associate additional existing code values with the corresponding HIPAA code types.

Setting up Benefit ID Reporting Groups

Defining Benefit ID Reporting Group (BIG) Code Values

Before you can set up benefit ID reporting groups, you must establish values for code type BIG, benefit ID reporting group.

To set up these values, follow the steps below.

- 1 From the Infinium Human Resources main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Employer Codes [UCC]*. The system displays the Update Employer Codes screen similar to Figure 14-5.

```

7/30/03   11:44:50   Update Employer Codes   PRGMCD   PRDMCD
-----
Employer . . . . . FLX +   -or-   Employer group . . . ____ +
Code type . . . . . BIG +
Code value . . . . . _____ +

-----
F3=Exit  F4=Prompt  F10=QuikAccess  F18=Message line  F21=Override

```

Figure 14-5: Update Employer Codes screen

- 4 Type the employer or employer group for whom you are creating benefit ID groups.
- 5 Type **BIG** in *Code Type*.

- 6 Type a description of the code type.
- 7 Press Enter. The system displays the second Update Employer Codes screen.
- 8 Complete the fields on this screen as you normally would and press Enter. See the “Setting up and Maintaining Employer Code Values” chapter in the *Infinium HR Guide to Controls* for more information.

Setting up the Benefit ID Reporting Group

Follow these steps to establish a benefit ID reporting group for your employer:

- 1 From the Infinium Human Resources main menu select *Benefits Administration*.
- 2 Select *Update Benefit Data*.
- 3 Select *Update Benefit ID Report Group* [UBIDRG]. The system displays the Update Benefits in Benefit Group prompt screen shown in Figure 14-6.

```
7/30/03 11:48:35    Update Benefits in Benefit Group    PRGMBIG    PRDMBIG

Employer . . . . .  _ +
Benefit ID Group.  _____ +

F3=Exit  F4=Prompt  F10=Access
```

Figure 14-6: Update Benefits in Benefit Group prompt screen

- 4 Fill in the *Employer* and *Benefit ID Group* fields and press Enter.

- 5 The system displays the Update Employer Benefit Controls screen shown in Figure 14-7.

```

7/30/03 11:49:30      Update Benefit ID Reporting Group  PRGMBIG  PRDMBIG

Employer . . . : FLX      FLEXIBLE BENEFITS COMPANY
Benefit ID Group: FLEX    FLEX ID REPORT GROUP

      Mark the IDs to be included in the Group
Opt Ben. ID Description                                     Type
-   ADD  ACCIDENTAL DEATH AND DISMEMBERMENT                02
-   DLI  DEPENDENT LIFE INSURANCE                          07
-   DSA  DEPENDENT CARE SPENDING ACCOUNT                    14
-   D01  DENTAL PROVIDER #1                                04
-   D02  DENTAL PROVIDER #2                                04
-   FAD  FLEX AD&D                                          02
-   FAH  FLEX AD&D/HIPAA                                    02
-   FCH  FLEX SPENDING ACCT/HIPAA                          14
-   FDH  FLEX DENTAL/HIPAA                                  04
-   FDN  FLEX DENTAL                                        04
-   FLH  FLEX LIFE/HIPAA                                    01
-   FLI  FLEX LIFE                                          01
-   FMD  FLEX MEDICAL                                       03
-   FMH  FLEX MEDICAL/HIPAA                                03      +

F3=Exit  F10=Access  F12=Cancel

```

Figure 14-7: Update Benefit ID Reporting Group screen

- 6 Type **X** next to each benefit ID to be included in this benefit ID reporting group.
- 7 Press Enter. The system saves the benefit ID reporting group and returns to the Update Benefits in Benefit Group prompt screen.
- 8 Repeat steps 4 through 7 to create another benefit ID reporting group or press F3 to exit to the main menu.

Setting up Preferred Provider Information

You need preferred provider information to process HIPAA transactions properly. You can create or update preferred provider information in either Infinium FB or Infinium HR.

See the “Updating or Creating Preferred Provider Information” section in the “Processing Employee Flexible Benefits” chapter in this guide for more information about modifying or creating preferred provider records in Infinium FB.

See the “Processing Preferred Provider Information” chapter in the *Infinium HR Guide to Setup and Processing for Benefits Administration* for information about modifying or creating preferred provider records in Infinium HR.

Creating 834 Work Files

Overview

Use the *Create Work Files* function to create a file of 834 information that is extracted from Infinium FB and that can be used for EDI transmission. You create work files for a specified employer and benefit reporting ID group, which includes benefit plans associated with a single vendor. When you create the work files, the system extracts the information into the appropriate work file. The work files that are created are described below.

- Header Work File – PRPA834

The header work file information includes the employer and benefit ID group, the effective date and a reference ID, the time zone where the computer that created the work file is used, a control number, master policy number, sponsor information, if any, and broker or third party administrator (TPA) information.

- Subscriber/Member Level Detail work file – PRPB834

The Subscriber/Member Level Detail work file includes information about the subscriber and each dependent. The information includes social security number, benefit status, name and student status for each member, if applicable.

- Disability Data work file - PRPD834

The Disability Data work file contains disability information for the employee. The information includes the type of disability, the beginning and ending dates of the disability and whether the disability is related to end stage renal failure (ENRF).

- Health Coverage Data work file – PRPE834

The information in the Health Coverage Data work file includes member's coverage information based upon criteria entered when the *Create 834 Work Files* function is used. The information can include the maintenance code, insurance line code, plan description, coverage level code, a date time qualifier and the coverage period. For new enrollments only, the file also includes identification card information, including the type of card: dental, health or prescription.

- Preferred Provider Data work file – PRPP834

This work file includes information for new enrollments and changes to the primary care physician.

- Additional Member Level Data Work File – PRPC834

The information in this file includes additional member information, such as the member's phone and alternate address and wages, that can be entered or changed on the second Create 834 Work Files screen.

- Optional Data Work File – PRPF834

This file contains information that is optional for most vendors. It includes language information, dependent employer, dependent school, custodial parent, responsible person and coordinator of benefits (COB) information.

You can also specify whether to include certain optional information in the work files. This information includes:

- Member communication information
- Marital status
- Member ethnicity
- Member citizenship
- Member income
- Cost of benefits policies to the member

Creating the Work File

To create 834 work files, follow the steps below.

- 1 From the Infinium FB main menu select *834 Workfile Operations*.
 - 2 Select *834 Workfiles*.
 - 3 Select *Create Work Files* [FBA834]. The system displays a screen similar to Figure 14-8.
-

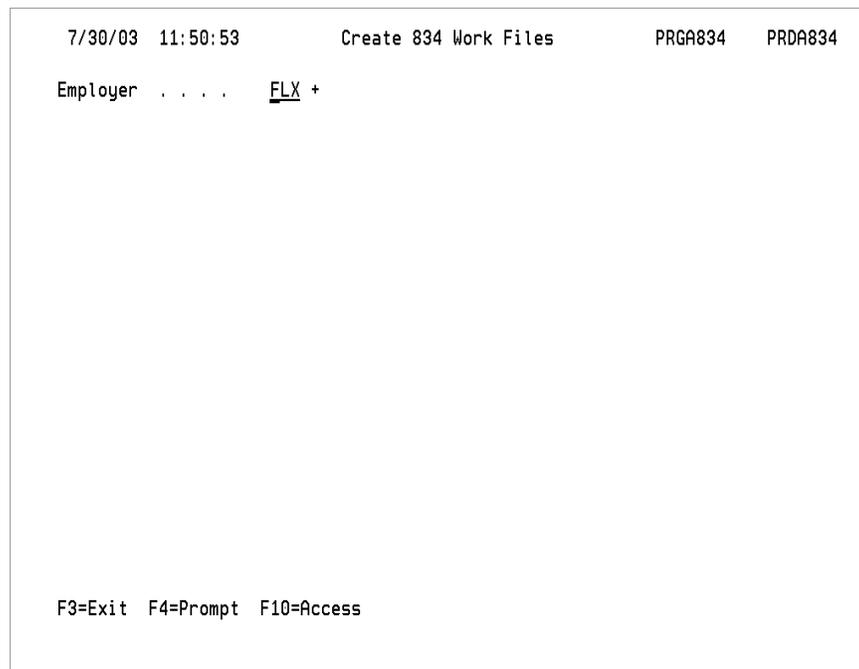


Figure 14-8: Create 834 Work Files prompt screen

On the Create 834 Work Files prompt screen you specify the employer for whom you are creating work files.

- 4 Use the information below to complete the fields on this screen.

Employer

Type the value that represents your employer.

- 5 Press Enter. The system displays the first Create 834 Work Files screen shown in Figure 14-9.
-

```

7/30/03 11:51:20          Create 834 Work Files          PRGA834  PRDA834

Employer . . . : FLX  FLEXIBLE BENEFITS COMPANY

Change/Verify . . V                               Ben. ID Group. . FLEX +
File Effect. Date _____                   Future?. . . . : 0 (1/0)
Control # . . . . _____                   Eff. Date Code . _____
Current Plan Year 2002 +                       Time Zone. . . . ED +
Compare Type. . . _ (N=None,F=Future,P=Prior)
Compare Plan Year _____ +
Period Begin Date _____                   Period End Date. _____
Master Policy # . _____
Plan Sponsor. . . SAM JONES _____
Sponsor ID #. . . SAM JONES _____
Sponsor ID# Type F1
Insurer . . . . SAM JONES _____
Insurer ID #. . . SAM JONES _____
Insurer ID Type. F1

F3=Exit F4=Prompt F10=Access F12=Cancel
+
    
```

Figure 14-9: Create 834 Work Files screen

On the Create 834 Work Files screen you specify the benefit ID group for which you are creating the work files. You specify whether the work file set is a change or verification type. You also specify plan, sponsor and insurer information and whether to compare plans for different years.

6 Use the information below to complete the fields on this screen.

Change/Verify

Specify whether this work file set includes only updates to information already reported or all enrollment information for the specified employer and benefit ID group.

A change work file set includes new enrollments, changes to existing enrollments and cancellations. A verification work file set includes all enrollments and is used to synchronize your data with your vendor’s data. Valid values are:

- C** Change
- V** Verification

Ben ID Group

Specify the benefit ID group whose work files you are creating.

File Effect Date

Specify the date the work files being transmitted to your vendor are effective.

Future?

Use this field if you specify verification in the *Change/Verification* field. Specify whether to include pending enrollments from the change enrollment transaction file in this work file set. Valid values are:

- 0** No, do not include pending enrollments.
- 1** Yes, include pending enrollments.

Control #

Type the control number to be used for the transaction set created from this work file. Consult your vendor for vendor requirements for the control number.

Eff Date Code

Type the value that indicates the reason the work files were created on the specified file effective date. Consult your vendor for vendor requirements. Valid values are:

- 007** Effective
- 303** Maintenance effective
- 382** Enrollment
- 388** First payment

Current Plan Year

If you use plan year processing, specify the current plan year for the employee benefit plan enrollments for this work file.

Time Zone

Specify the value that represents your computer system's time zone. To verify, consult your IT department.

Compare Type

Specify whether to compare current enrollments to a future or prior plan year to determine whether enrollment activity represents actual cancellations and new enrollments as defined by an insurance provider. Valid values are:

- N** Do not compare current year enrollments to a future or prior year plan.
- F** Compare current year enrollments to a future plan year.
- P** Compare current year enrollments to a prior plan year.

The **F** and **P** type enrollments are used to distinguish between first time or canceled enrollments and those canceled at the end of each plan year and reopened for the next plan year.

Compare Plan Year

You must complete this field if you specify **P** or **F** in the *Compare Type* field.

Specify the plan year to be compared to the year in the *Current Plan Year* field.

Period Begin Date

Specify the earliest date for which you want to include information in the work files. For a verification type, this is the beginning date for current enrollments. For a change type, this is the earliest date for reporting enrollment changes based on the last date the information is updated.

Period End Date

Specify the latest date for which you want to include information in the work files. For a verification type, this is the last date for current enrollments. For a change type, this is the latest date for reporting enrollment changes based on the last date the information is updated.

Master Policy #

Type the master policy number if all the plans included in the work file have the same policy number. When you enter a value here, the transaction set policy number header reference record is created in the transaction set.

Plan Sponsor

Type the name of the plan's sponsor if the sponsor is not the employer. Leave blank to use the employer as the sponsor.

Sponsor ID #

Type the sponsor's ID number if it is not the employer's federal tax ID.

Sponsor ID# Type

You must complete this field if you enter a value in the *Sponsor ID #* field.

Type the value that defines this sponsor. Valid values are:

- | | |
|-----------|---|
| F1 | Federal taxpayer ID |
| ZZ | Mutually defined (a number is issued to you by your vendor) |

Insurer

Type the name of the insurer or payer for the plans included in this work file.

Insurer ID #

Type the ID number for this insurer.

Insurer ID Type

Type the type of your insurer's ID. Valid values are:

- | | |
|-----------|---------------------|
| F1 | Federal taxpayer ID |
| XV | National plan ID |

- 7 Press Enter. The system displays the second Create 834 Work Files screen similar to Figure 14-10.
-

```

7/30/03 11:52:39          Create 834 Work Files          PRGA834  PRDA834

Employer . . . : FLX  FLEXIBLE BENEFITS COMPANY

TPA/Broker . . . SAM JONES
TPA/Broker ID # . 1212
T/B? . . . . . T
ID # Type . . . F1 +
TPA/Broker Acct 1 _____
TPA/Broker Acct 2 _____

Use EE# or SS#? . 0 (0=EE#,1=SS#)      Student Age? ____
Member Comm? . . 1 (0=No,1=Yes)

Member Demographics
Marital Status? . 1 (0=No,1=Yes)      Ethnic Data? 1 (0=No,1=Yes)
Citizenship Info? 1 (0=No,1=Yes)      Income? . . . 1 (0=No,1=Yes)
Policy Amounts? . 1 (0=No,1=Yes)
Hlth Cov. Policy? 1 (0=No,1=Yes)

F3=Exit F4=Prompt F10=Access F12=Cancel

```

Figure 14-10: Create 834 Work Files screen 2

Use the Create 834 Work Files screen to enter TPA or broker information. You can also specify whether to include certain types of information about the plan member, including marital status, ethnicity, citizenship information, income, employee contributions to premiums and health coverage information.

- 8 Use the information below to complete the fields on this screen.

TPA/Broker

Type the name of your TPA (third party administrator) or broker.

TPA/Broker ID #

You must complete this field if you enter a value in the *TPA/Broker* field.

Type the ID for the TPA or broker.

T/B?

If you enter a value in the *TPA/Broker* field, you must complete this field.

Specify whether you are a TPA or broker. Valid values are:

T TPA

B Broker*ID# Type*

You must complete this field if you enter a value in the *TPA/Broker* field.

Specify the type of TPA or broker ID code. Valid values are:

- | | |
|-----------|---|
| F1 | Federal taxpayer ID |
| XV | National plan ID |
| 94 | ID assigned by the final receiver of data |

TPA/Broker Acct 1

Type the TPA's or broker's account number if the number is different from the sponsor's number.

TPA Broker Acct 2

If the TPA or broker uses more than one account number for the plans being reported, type the TPA's or broker's second account number.

Use EE# or SS#?

Specify whether to use the employee's employee number or social security number for the subscriber's supplemental identification number. Valid values are:

- | | |
|----------|------------------------|
| 0 | Employee number |
| 1 | Social security number |

Student Age?

Type the age when a non-spousal dependent must confirm student status to retain benefit coverage.

Member Comm?

Specify whether to include information in these work files about member communications, such as telephone number or e-mail address. Valid values are:

- | | |
|----------|-----|
| 0 | No |
| 1 | Yes |
-

Marital Status?

Specify whether to include information in the work files about the subscriber's marital status. Valid values are:

0 No

1 Yes

Ethnic Data?

Specify whether to include information in the work files about the subscriber's ethnicity. Valid values are:

0 No

1 Yes

Citizenship Info?

Specify whether to include information in the work files about the subscriber's citizenship. Valid values are:

0 No

1 Yes

Income?

Specify whether to include information in the work files about the subscriber's income. Valid values are:

0 No

1 Yes

Policy Amounts?

Specify whether to include information in the work files about the amounts paid by the subscriber for benefits policies. Valid values are:

0 No

1 Yes

Hlth Cov Policy?

Specify whether to include information in the work files about the subscriber's health coverage. Valid values are:

0 No

1 Yes

9 Press Enter. The system creates the benefits enrollment EDI file.

Correcting 834 Work Files

Overview

Use the *Correct Work Files* function to correct 834 information that is in the 834 work files. You select the work file set that contains information you want to correct. Each screen used in the *Correct Work Files* function contains fields associated with one of the work files that is created when you use the *Create Work Files* function. The table below shows the correction screens that are associated with each work file.

Work File	Correct Work File Screen
Header	Correct Header Work File
Subscriber/Member Level Detail	Correct Subscriber/Member Details Correct Additional Member Data
Disability Data	Correct Disability Data
Health Coverage Data	Correct Health Coverage
Additional Member Level Data	Correct Additional Member Data
Preferred Provider Data	Correct Preferred Provider Data
Optional Data	Optional Data Work Files: <ul style="list-style-type: none"> ■ Optional Data Work Files Dependent Employer ■ Optional Data Work Files Dependent School ■ Optional Data Work Files Custodial Parent ■ Optional Data Work Files Responsible Person ■ Optional Data Work File COB Information

Correcting 834 Work Files

To correct 834 work files, follow the steps below.

- 1 From the Infinium FB main menu select *834 Workfiles Operations*.
- 2 Select *834 Work Files*.
- 3 Select *Correct Work Files [FBU834]*. The system displays the Correct 834 Work Files 834 Work File List selection screen similar to Figure 14-11. **F** is displayed to the right of each flexible benefits record.

7/30/03 11:53:23		Correct 834 Work Files		PRGU834	PRDU834	
834 Work File List						
Sorted By Employer						
2=Update						
Opt	ER	Effective Date	Reference ID	Begin Date	End Date	Flex
-	AM2	2003/06/19 ABC	0619200315011583	1/01/2003	6/01/2003	
-	AM2	2003/08/01 ABC	0721200314100720	1/01/2003	1/31/2003	F
-	AM2	2003/06/19 TRAVELERS	0619200314494281	1/01/2003	6/01/2003	
-	COB	2003/06/18 HIPAACOBRA	0618200320442504	6/17/2003	6/18/2003	
-	COB	2003/06/18 HIPAACOBRA	0618200320562559	6/16/2003	6/18/2003	
-	COB	2003/06/20 HIPAACOBRA	0620200311523080	1/01/2003	6/20/2003	
-	COB	2003/06/20 HIPAACOBRA	0620200314183964	6/01/2003	6/20/2003	
-	FLX	2003/06/19 FLEX	0619200314555833	1/01/1999	12/31/2003	
-	FLX	2003/06/19 FLEX	0619200314571207	1/01/1999	12/31/2003	
-	FLX	2003/06/19 FLEX	0619200315035423	1/01/2003	12/31/2003	
-	FLX	2003/06/20 FLEX	0620200310052152	1/01/2002	12/31/2003	F
-	FLX	2003/06/20 FLEX	0620200310074949	1/01/1999	12/31/2003	F
-	FLX	2003/07/30 FLEX	0730200311531762	1/01/1999	12/31/2003	F
-	FLX	2003/06/19 HIPAA1	0619200314134542	1/01/2002	12/31/2003	

More...

F3=Exit F10=Access F12=Cancel F14=Sort Eff. Date F15=Sort Employer

Figure 14-11: Correct 834 Work Files 834 Work File List selection screen

- 4 Use the information below to fill in the field on this screen.

Opt

Type **2** next to the 834 work file record to update.

- 5 Press Enter. the system displays the Correct 834 Work Files selection screen similar to Figure 14-12.

```

7/30/03 11:53:59      Correct Work File Selection      PRGU834  PRDU834

Employer . . . . : FLX  FLEXIBLE BENEFITS COMPANY
Effective Date. . : 2003/07/30
ID Group. . . . . : FLEX
Reference ID #. . : 0730200311531762

Header Workfile?. . 0 (0=No,1=Yes)
Subscriber Sup. ID. _____ + -or- Sub. Last Name. . _____ +
Member SS # . . . . : _____ Member Sequence # . _____
Benefit ID. . . . . _____ + Benefit Plan. . . . _____ +

Work files Select 2=Change

Sub/Member Detail . _
Additional Detail . _
Disability Data . . _
Health Coverage . . _
Preferred Provider. _
Optional Data . . . _

F3=Exit F4=Prompt F10=Access F15=First F12=Previous

```

Figure 14-12: Correct 834 Work Files Selection screen

Use this screen to specify whether to correct certain header information and the specific work files to correct. You can select from the work files below.

- Subscriber/Member detail
- Additional detail
- Disability data
- Health coverage
- Preferred provider
- Optional data

6 Use the information below to complete the fields on this screen.

Header Workfile?

Specify whether to correct information in the header work file. Valid values are:

- | | |
|----------|-----|
| 0 | No |
| 1 | Yes |

Subscriber Sup ID

Prompt to select the subscriber's supplemental ID. This is either the social security number or employee number, depending upon your entry in the *Use EE# or SSN?* field on the second Create 834 Work Files screen.

Sub Last Name

Specify the subscriber's last name and prompt to select a subscriber and member. Or, at the beginning of the field, type the beginning letters of the subscriber's last name and press F4. The system displays a list that matches the letters you type. Select the subscriber and member.

Member SS #

The social security number for the member you selected is displayed.

Member Sequence #

If the specified member is a dependent of a subscriber, this field displays a sequence number associated with the dependent. If the specified member is not a dependent, the subscriber number is 000, and this field is blank.

Benefit ID

Specify the benefit identify associated with the benefit plan for which you are correcting 834 work file data.

Benefit Plan

Specify the benefit plan for which you are correcting 834 work file data.

Sub/Member Detail

Type 2 to select the subscriber or member work file to change. Otherwise, leave blank.

Additional Detail

Type 2 to select the additional detail work file to change. Otherwise, leave blank.

Disability Data

Type 2 to select the additional member level detail work file to change. Otherwise, leave blank.

Health Coverage

Type 2 to select the health coverage data work file to change. Otherwise, leave blank.

Preferred Provider

Type 2 to select the preferred provider work file to change. Otherwise, leave blank.

Optional Data

Type 2 to select the optional work file to change. Otherwise, leave blank.

- 7 Press Enter. Depending upon the criteria you specify on the second Correct 834 Work Files selection screen, the system displays some or all of the correction screens. The information below discusses all of the screens that can be displayed.

The system displays the Correct Header Work File screen similar to Figure 14-13.

```

7/30/03 11:54:29      Correct Header Work File      PRGU834  PRDU834

Employer . . . . : FLX  FLEXIBLE BENEFITS COMPANY
Effective Date. . : 2003/07/30
ID Group. . . . . : FLEX
Reference ID #. . : 0730200311531762

Time Zone. . . . . : ED +                      Transmitted? . . 0 (0/1)
Control #. . . . . : 123
Master Policy # . : 123
Plan Sponsor. . . : SAM JONES
Sponsor ID. . . . : SAM JONES
Insurer Name. . . : SAM JONES
Insurer ID #. . . : SAM JONES
TPA/Broker Code . : E1 +                      Broker/TPA. . . I
TPA/Broker. . . . : SAM JONES
TPA/Broker ID . . : 1212
TPA/Broker Acct 1 :
TPA/Broker Acct 2 :

F3=Exit F4=Prompt F10=Access F12=Previous
    
```

Figure 14-13: Correct Header Work File screen

If you specify yes in the *Header Workfile?* field on the second Correct 834 Work Files selection screen, you use this screen to specify header work file information including the time zone where your iSeries machine resides, whether work files were transmitted to the vendor, sponsor information, insurer information and broker or TPA information.

8 Use the information below to complete the fields on this screen.*Time Zone*

Specify the value that represents your computer system's time zone. To verify, consult your IT department.

Transmitted?

Specify whether these work files were transmitted to the vendor. You can complete this field manually after transmission, or the value can be set by your EDI translation product after the work files are transmitted to the vendor. Valid values are:

- | | |
|----------|-----------------|
| 0 | Not transmitted |
| 1 | Transmitted |

Control #

This number is entered in the *Control #* field on the first Create 834 Work Files screen.

Master Policy #

Type the correct master policy number if all plans included in the work file have the same policy number.

Plan Sponsor

Type the correct name of the plan's sponsor if the sponsor is not the employer.

Sponsor ID

Type the correct sponsor ID if the sponsor is not the employer.

Insurer Name

Type the correct name of the insurer or payer for the plans included in this work file.

Insurer ID #

Type the correct ID for this insurer.

TPA/Broker Code

You must complete this field if you enter a value in the *TPA/Broker* field.

Specify the type of TPA or broker ID code. Valid values are:

- F1** Federal taxpayer ID
- XV** National plan ID
- 94** ID assigned by the final recipient of data

Broker/TPA

If you enter a value in the *TPA/Broker* field, you must complete this field.

Specify whether you are a TPA or broker. Valid values are:

- T** TPA
- B** Broker

TPA/Broker

Type the name of your TPA (third party administrator) or broker.

TPA/Broker ID

Type the name of your TPA (third party administrator) or broker.

TPA/Broker Acct 1

Type the TPA's or broker's account number if the number is different from the sponsor's number.

TPA/Broker Acct 2

If the TPA or broker uses more than one account number for the plans being reported, type the TPA's or broker's second account number.

- 9** Press Enter. The system displays the Correct Subscriber/Member Details screen similar to Figure 14-14.
-

```
7/30/03 11:56:23      Correct Subscriber/Member Details  PRGB834  PRDB834

Employer . . . . . : GMR GALE TEST
ID Group. . . . . : FLEXHIPAA
Reference ID #. . . : 0620200316000485

Subscriber Supp ID:      80113
Member Name . . . . . : BLOSSOM,CHERRY
Sequence #. . . . . : 000

Member SS#. . . . . 223-48-6957
Benefit Status. . . A
Medicare Plan Code. . -
Date of Death . . . 12011999

F3=Exit F10=Access F12=Previous
```

Figure 14-14: Correct Subscriber/Member Details screen

Use this screen to enter the member's social security number if not already entered, benefit status, a Medicare plan code and member's date of death, if applicable.

- 10 Use the information below to complete the fields on this screen.

Member SS#

This is the subscriber's social security number. If this field is blank and you now know the social security number, type it. If the social security number is displayed, you cannot enter a value in this field. Your entry here does not change the social security number in the dependent file.

Benefit Status

Specify the correct benefit status for this member. Valid values are:

- | | |
|----------|--|
| A | Active |
| C | COBRA |
| S | Surviving insured |
| T | Tax Equity and Fiscal Responsibility Act |

Medicare Plan Code

Type the Medicare coverage value. This value is provided by your vendor or the *National Electronic Data Interchange Transaction Set Implementation Guide for 834 Reporting*.

Date of Death

Specify the date of the member's death. This value may be supplied for this subscriber from the *Date of Death* field in the personnel master file.

- 11 Press Enter. The system displays the Correct Additional Member Data screen similar to Figure 14-15.

```

7/30/03 11:56:59      Correct Additional Member Data      PRGC834      PRDC834

Employer . . . . . : GMR
ID Group. . . . . : FLEXHIPAA
Reference ID #. . . : 0620200316000485

Subscriber Supp ID:      80113
Member Name . . . . . : BLOSSOM,CHERRY
Sequence #. . . . . : 000

Telephone # . . . . . _____
Email . . . . . _____
Additional Comm # . . . _____
Location. . . . . _____
Citizenship?. . . . . 1
Wage Frequency. . . . . 1
Wage Amount . . . . . 10.0000
Alt. Address 1. . . . . _____
Alt. Address 2. . . . . _____
Alt. City . . . . . _____
Alt. Zip/Postal . . . . . _____

Comm Code. . . . . __ +
Location Code. . . . . __
Work Hours . . . . . __.00
Salary Grade . . . . . LAB

Alt. State/Prov. __ +
Alt. Country . . . . . __ +

F3=Exit F4=Prompt F10=Access F12=Previous
    
```

Figure 14-15: Correct Additional Member Data screen

Use this screen to enter corrections to additional member data including communications information, the type of citizenship the member holds, wage information and alternate address information.

- 12 Use the information below to complete the fields on this screen.

Telephone #

Type the member's home phone number.

Email

Type the member's email address.

Additional Comm #

Type an additional phone number, email or fax number for the member.

Comm Code

If you complete the *Additional Comm #* field, you must specify an additional communication code value. Specify the type of additional communication.

This value is associated with code type CQC, communications qualifier.

Location

Type the correct location if required by your vendor.

Location Code

You must complete this field if you enter a value in the *Location* field.

Type the value that identifies the type of location. Valid values are:

- | | |
|-----------|---------------|
| 60 | Out of area |
| CY | County/Parish |

Citizenship?

Type the value that describes the subscriber's citizenship. Valid values are:

- | | |
|----------|--------------------------|
| 1 | US citizen |
| 2 | Non-resident alien |
| 3 | Resident alien |
| 4 | Illegal alien |
| 5 | Alien |
| 6 | US citizen, non-resident |
| 7 | US citizen, resident |

Wage Frequency

Specify the wage frequency for the subscriber's wage amount that is being reported. Valid values are:

- | | |
|----------|--------|
| 1 | Weekly |
|----------|--------|
-

- 2** Biweekly
- 3** Semi-monthly
- 4** Monthly
- 6** Daily
- 7** Annual
- 8** Two calendar months
- 9** Lump sum separation allowance

Work Hours

Type the number of hours the subscriber works.

Wage Amount

Type the subscriber's correct wages.

Salary Grade

Type the subscriber's salary grade.

Alt Address 1

Type the member's alternate street address.

Alt Address 2

Type the second line of the member's alternate address.

Alt City

If you complete the *Alt Address 1* field, you must enter a value in this field.

Type the city for the member's alternate address.

Alt State/Prov

Specify the state or province for the member's alternate address.

Alt Zip/Postal

Type the zip or postal code for the member's alternate address.

Alt Country

Specify the value for the country of the member's alternate address.

- 13 Press Enter. the system displays the Correct Disability Data screen shown in Figure 14-16.

```
7/10/03 09:37:20          Correct Disability Data          PRGD834  PRDD834

Employer . . . . . : GMR GALE TEST
ID Group. . . . . : GALESTEST
Reference ID #. . . : 0702200314362489

Subscriber Supp ID:      80005
Member Name . . . . . : ACCURATE,ALAN N
Sequence #. . . . . : 000

Disability Type Code . . 1
End Stage Renal Failure. 0
Disability Begin Date. . 5142003
Disability End Date. . .           

F3=Exit F10=Access F12=Previous
```

Figure 14-16: Correct Disability Data screen

Use this screen to provide member disability information including the type of disability, whether the disability is associated with end stage renal failure and a beginning and ending date for the disability.

- 14 Use the information below to complete the fields on this screen.

Disability Type Code

Type the value for the disability code for the term of the member's disability. Valid values are:

- 1** Short term disability
 - 1** Long term disability
 - 3** Permanent or total disability
 - Blank** None
-

End Stage Renal Failure

Specify whether the disability diagnosis is ESRF (end stage renal failure).
Valid values are:

1 Yes

0 No

Disability Begin Date

You must complete this field if you enter a value in the *Disability Type Code* field. Type the date the disability began.

Disability End Date

You must complete this field if you enter a value in the *Disability Type Code* field. Type the date the disability ended.

- 15 Press Enter. The system displays the Correct Health Coverage Data screen similar to Figure 14-17.

```

7/30/03 11:57:41      Correct Health Coverage Data      PRGE834  PRDE834

Employer . . . . . GMR GALE TEST
ID Group. . . . . FLEXHIPAA
Reference ID #. . . : 0620200316000485

Subscriber Supp ID:      80113
Member Name . . . . . BLOSSOM,CHERRY
Sequence #. . . . . 000
Benefit ID. . . . . HPF              Benefit Plan. : HIPFX

Maintenance Code. . 030
Cover. Period Code.  ___
ID Card Type. . . . . -
ID Card Quantity. .  ___
Action Code . . . . . ___

F3=Exit F10=Access F12=Previous
    
```

Figure 14-17: Correct Health Coverage Work File screen

Use this screen to enter health coverage information. The information includes the maintenance code, insurance line code, plan description, coverage level code, a date time qualifier and the coverage period. You can also enter identification card information, including the number of cards to be created and the type of card: dental, health or prescription.

16 Use the information below to complete the fields on this screen.

Maintenance Code

Type the value that identifies the type of coverage being reported for this member. Valid values are:

001	Change
002	Delete
021	Addition
024	Cancellation or termination
025	Reinstatement
026	Correction
030	Audit or compare
032	Employee information not applicable

Cover Period Code

Specify the value that identifies the reason for the coverage period being reported on this date and at this time. Valid values are:

303	Maintenance effective
348	Benefit begin
349	Benefit end
543	Last premium paid only

ID Card Type

If ID cards are required, type the value that identifies the type of card. Valid values are:

D	Dental
H	Health insurance
P	Prescription

ID Card Quantity

You must complete this field if you enter a value in the *ID Card Type* field.

Type the quantity of ID cards you need.

Action Code

You must complete this field if you enter a value in the *ID Card Type* field.

Specify the action to be taken for ID cards. Valid values are:

- 1** Add
- 2** Change
- RX** Replace

17 Press Enter. The system displays the Correct Preferred Provider Data screen similar to Figure 14-18.

```

7/09/03 17:05:33  Correct Preferred Provider Data  PRGP834  PRDP834

Employer . . . . . : GMR GALE TEST
ID Group. . . . . : GALESTEST
Reference ID #. . . : 0702200314320039

Subscriber Supp ID:      355
Member Name . . . . . : BREEDON, MARY
Sequence #. . . . . : 000      Counter Seq: A
Benefit ID. . . . . : HIP      Benefit Plan. : HIPAA
Full Name . . . . . : DR. JAMES KILDARE      Prefix. . DR.
First Name . . . . . : JAMES      Suffix. .
Middle Name . . . . . :
Last/Org. Name. . . . . : KILDARE
City/Town . . . . . : HYANNIS      State/Prov. MA +
Postal Code . . . . . : 02601      Country . . +
Provider ID . . . . . :      Entity ID . . +
Entity Type . . . . . : 1 (1=Person, 2=Non-person)
Telephone . . . . . :
Location. . . . . :      Loc. Code . +
Current Patient?. 0      Reason. . . AI +
Effective Date. . . . . :
F3=Exit F4=Prompt F6=Add PCP F10=Access F12=Previous
    
```

Figure 14-18: Correct Preferred Provider Data screen

On this screen you can update preferred provider information or you can create an additional preferred provider record by pressing F6.

18 Use the information below to complete the fields on this screen.

Full Name

Type the complete name for the organization or provider.

Prefix

Type the provider's correct prefix such as **MS.**, **MR.**, **MRS.** and so on.

First Name

You must complete this field if you enter a provider's name in the *Last/Org Name* field.

Type the provider's first name.

Suffix

Type the provider's correct suffix such as **JR.**, **SR.**, **II**, **III** and so on.

Middle Name

Type the provider's middle name.

Last/Org Name

Type the organization's name or the provider's last name.

City/Town

You must complete this field if you enter a provider's name in the *Last/Org Name* field.

Type the organization or provider's correct city or town.

State/Prov

You must complete this field if you enter a provider's name in the *Last/Org Name* field.

Specify the value for the state or province for the organization or preferred provider's mailing address.

Postal Code

You must complete this field if you enter a provider's name in the *Last/Org Name* field.

Type the postal code for the organization or provider's address.

Country

Specify the country of the organization or preferred provider's address.

Provider ID

You must complete this field if you enter a provider's name in the *Last/Org Name* field.

Type the organization or preferred provider's ID.

Entity ID

You must complete this field if you enter a provider's name in the *Last/Org Name* field.

Specify the identifier that is used for this provider.

Entity Type

You must complete this field if you enter a provider's name in the *Last/Org Name* field.

Specify the type of entity for this provider. Valid values are:

- 1** Person
- 2** Non-person

Telephone

You must complete this field if you enter a provider's name in the *Last/Org Name* field.

Type the provider's telephone number. Editing of this field is the responsibility of the user. Use edit characters, such as hyphens (-), that are meaningful.

Location

Type a location if required by your vendor.

Loc Code

You must complete this field if you enter a value in the *Location* field.

Specify the type of location for this provider. Valid values are:

- 60** Area
-

CY County/Parish

RJ Region

Current Patient?

You must complete this field if you enter a provider's name in the *Last/Org Name* field.

Specify whether this member is currently a patient of the preferred provider. Valid values are:

0 Unknown

1 Established patient

2 Not an established patient

Reason

You must complete this field if you enter a provider's name in the *Last/Org Name* field.

Specify the value that identifies the reason for this member's current status. This value is associated with code type MRC. Refer to the "Setting up and Maintaining Employer Code Values" chapter in the *Infinium HR Guide to Controls*.

Effective Date

You must complete this field if you enter a provider's name in the *Last/Org Name* field.

Specify the effective date for this preferred provider information.

- 19 Press Enter. The system displays the Correct Optional Data selection screen similar to Figure 14-19.
-

```
7/30/03 11:58:20          Correct Optional Data          PRGF834  PRDF834

Employer . . . . : GMR GALE TEST
ID Group. . . . : FLEXHIPAA
Reference ID #. . : 0620200316000485
Subscriber Supp ID: 80113
Member Name . . . : BLOSSOM,CHERRY
Sequence #. . . . : 000

Section select 2=Change

                - Language
                - Dependent Employer
                - Dependent School
                - Custodial Parent
                - Responsible Person
                - COBRA

F3=Exit F10=Access F12=Previous
```

Figure 14-19: Correct Optional Data selection screen

- 20** Type **2** next to the information to change. You can type **2** next to each selection to be changed. Assume that you type **2** next to all selections for the information below.
- 21** Press Enter. The system displays the Correct Language Data screen similar to Figure 14-20.

```

7/30/03 11:58:55          Correct Language Data          PRGF834  PRDF834
                                                                Page 1
Employer. . . . . : GMR GALE TEST
ID Group. . . . . : FLEXHIPAA
Reference ID #. . . : 0620200316000485
Subscriber Supp.ID:      80113
Member Name . . . . : BLOSSOM,CHERRY
Sequence #. . . . . : 000

Language. . . . . _____ Lang. Type . __
Language Use. . . . -
Prior Incorrect Data
Prior Last Name . . _____
Prior First Name . _____ Prior Prefix _____
Prior Middle Name . _____ Prior Suffix _____
Prior Insur. ID . . _____ ID Type. . . __
Prior DOB . . . . . _____
Prior Inc. Gendr. . -

F3=Exit F10=Access F12=Previous

```

Figure 14-20: Correct Language Data screen 1

Use this screen to enter language information for the member including the language used by the member, incorrect name information previously entered and incorrect insurance information previously entered.

- 22** Use the information below to complete the fields on this screen.

Language

Type the member's language.

Lang Type

Type the language type code provided by your vendor.

Language use

Specify the member's usage level in the reported language. Valid values are:

- 5** The member has a reading knowledge of the language.
- 7** The member has a speaking knowledge of the language.
- 8** The specified language is the member's native language.

Prior Last Name

Type the incorrect last name previously reported for this member.

Prior First Name

Type the incorrect first name previously reported for this member.

Prior Prefix

Type the incorrect prefix previously reported for this member.

Prior Middle Name

Type the incorrect middle name previously reported for this member.

Prior Suffix

Type the incorrect suffix previously reported for this member.

Prior Insur ID

Type the incorrect insurance ID previously reported for this member.

ID Type

Type the incorrect insurance ID previously reported for this member.

Prior DOB

Specify the incorrect date of birth previously reported for this member.

Prior Inc Gendr

Type the incorrect gender previously reported for this member.

- 23** Press Enter. The system displays the Correct Dependent Employer Data screen similar to Figure 14-21.
-

```

7/30/03 11:59:18      Correct Dependent Employer Data      PRGF834      PRDF834
                                                    Page 2
Employer . . . . : GMR GALE TEST
ID Group. . . . : FLEXHIPAA
Reference ID #. . : 0620200316000485
Subscriber Supp ID:      80113
Member Name . . . : BLOSSOM,CHERRY
Sequence #. . . . : 000

Dependent Employer

Last Name/Org. . . . _____
Employer First Name _____ Entity Type.  _
Employer Middle Nm. _____ Emp. ID. . . _____
Employer Telephone. _____
Employer Email. . . _____
Employer Fax. . . . _____
Employer Address 1. _____
Employer Address 2. _____
Employer City . . . _____ State/Prov .  __ +
Empl'r Postal Code. _____

F3=Exit F4=Prompt F10=Access F12=Previous

```

Figure 14-21: Correct Dependent Employer Data screen

Use this screen to enter the dependent's employer information.

- 24** Use the information below to complete the fields on this screen.

Last Name/Org

Type the member's employer's last name or the organization's name.

Employer First Name

Type the member's employer's first name.

Entity Type

Specify whether the member's employer is a person or non-person. Valid values are:

- 1** Person
- 2** Non-person

Employer Middle Nm

Type the member's employer's middle name.

Emp ID

Type the member's employer's ID.

Employer Telephone

Type the member's employer's telephone number.

Employer Email

Type the member's employer's email address.

Employer Fax

Type the member's employer's fax number.

Employer Address 1

Type the first line of the member's employer's street address.

Employer Address 2

Type the second line, if any, of the member's employer's street address.

Employer City

Type the city for the member's employer's address.

State/Prov

Specify the state for the member's employer's address.

Emplyr Postal Code

Type the postal code for the member's employer's address.

- 25** Press Enter. The system displays the Correct Dependent School Data screen similar to Figure 14-22.
-

```
7/30/03 12:00:28 Correct Dependent School Data PRGF834 PRDF834
Page 3
Employer . . . . : GMR GALE TEST
ID Group. . . . : FLEXHIPAA
Reference ID #. . : 0620200316000485
Subscriber Supp ID: 80113
Member Name . . . : BLOSSOM, CHERRY
Sequence #. . . . : 000

Dependent School

School Name . . . . _____
School Telephone. . _____
School Email. . . . _____
School Fax. . . . . _____
School Address 1. . _____
School Address 2. . _____
School City . . . . _____ State/Prov . ___ +
School Postal Code. _____ Country. . . ___ +

F3=Exit F4=Prompt F10=Access F12=Cancel
```

Figure 14-22: Correct Dependent School Data screen

Use this screen to enter a dependent's school information.

- 26 Use the information below to complete the fields on this screen.

School Name

Type the member's school name.

School Telephone

Type the member's school telephone number.

School Email

Type the member's school email address.

School Fax

Type the member's school fax number.

School Address 1

Type the first line of the member's school mailing address.

School Address 2

Type the second line, if any, of the member's school address.

School City

Type the city for the member's school address.

State/Prov

Specify the state or province for the address of the member's school.

School Postal Code

Type the postal code for the member's school address.

Country

Specify the country for the member's school address.

- 27 Press Enter. The system displays the Correct Custodial Parent Data screen similar to Figure 14-23.

```

7/30/03 12:02:55   Correct Custodial Parent Data   PRGF834   PRDF834
                                                    Page 4
Employer . . . . . : GMR GALE TEST
ID Group. . . . . : FLEXHIPAA
Reference ID #. . . : 0620200316000485
Subscriber Supp ID:   80113
Member Name . . . . : BLOSSOM, CHERRY
Sequence #. . . . . : 000

Custodial Parent
Last Name . . . . . _____
First Name. . . . . _____ Prefix . . . _____
Middle Name . . . . . _____ Suffix . . . _____
Tax ID. . . . . _____
Telephone . . . . . _____
Email . . . . . _____
Fax . . . . . _____
Address 1 . . . . . _____
Address 2 . . . . . _____
City. . . . . _____ State/Prov . ____ +
Postal Code . . . . . _____ Country. . . ____ +

F3=Exit F4=Prompt F10=Access F12=Previous
    
```

Figure 14-23: Correct Custodial Parent Data screen

Use this screen to enter information about the dependent's custodial parent.

- 28 Use the information below to complete the fields on this screen.

Last Name

Type the dependent's custodial parent's last name.

First Name

Type the dependent's custodial parent's first name.

Prefix

Type the dependent's custodial parent's prefix.

Middle Name

Type the dependent's custodial parent's middle name.

Suffix

Type the dependent's custodial parent's suffix.

Tax ID

Type the dependent's custodial parent's federal tax ID.

Telephone

Type the dependent's custodial parent's telephone number.

Email

Type the dependent's custodial parent's email address.

Fax

Type the dependent's custodial parent's fax number.

Address 1

Type the first address line for the dependent's custodial parent's mailing address.

Address 2

Type the second address line, if any, for the dependent's custodial parent's mailing address.

City

Type the city for the dependent's custodial parent's mailing address.

State/Prov

Specify the state or province for the dependent's custodial parent's mailing address.

Postal Code

Type the postal code for the dependent's custodial parent's mailing address.

Country

Specify the country for the dependent's custodial parent's mailing address.

- 29 Press Enter. The system displays the Correct Responsible Person screen similar to Figure 14-24.

```

7/30/03 12:03:26          Correct Responsible Person  PRGF834  PRDF834
                                                Page 5
Employer . . . . . : GMR GALE TEST
ID Group . . . . . : FLEXHIPAA
Reference ID #. . . : 0620200316000485
Subscriber Supp ID:   80113
Member Name . . . . : BLOSSOM,CHERRY
Sequence #. . . . . : 000

Responsible Person
Last Name . . . . . _____
First Name . . . . . _____ Prefix . . . _____
Middle Name . . . . . _____ Suffix . . . _____
Tax ID . . . . . _____
Telephone . . . . . _____
Email . . . . . _____
Fax . . . . . _____
Address 1 . . . . . _____
Address 2 . . . . . _____
City . . . . . _____ State/Prov . __ +
Postal Code . . . . . _____ Country. . . __ +

F3=Exit F4=Prompt F10=Access F12=Previous
    
```

Figure 14-24: Correct Responsible Person screen

Use this screen to enter information about the responsible person. This person is not the subscriber. The information includes name, address and phone numbers.

- 30 Use the information below to complete the fields on this screen.

Last Name

Type the last name for the person responsible for the member.

First Name

Type the first name for the person responsible for the member.

Prefix

Type the prefix for the person responsible for the member.

Middle Name

Type the middle name for the person responsible for the member.

Suffix

Type the suffix for the person responsible for the member.

Tax ID

Type the federal tax ID for the person responsible for the member.

Telephone

Type the telephone number for the person responsible for the member.

Email

Type the email address for the person responsible for the dependent's benefit coverage.

Fax

Type the fax number for the person responsible for the member.

Address 1

Type the first address line for the mailing address for the person responsible for the member.

Address 2

Type the second address line, if any, for the mailing address for the person responsible for the member.

City

Type the city for the mailing address for the person responsible for the member.

State/Prov

Specify the state or province for the mailing address for the person responsible for the member.

Postal Code

Type the postal code for the mailing address for the person responsible for the member.

Country

Specify the country for the mailing address for the person responsible for the member.

- 31 Press Enter. The system displays the Correct COBRA Data screen similar to Figure 14-25.

```

7/30/03 12:03:58          Correct COBRA Data          PRGF834  PRDF834
                                                    Page 6
Employer . . . . . GMR GALE TEST
ID Group. . . . . FLEXHIPAA
Reference ID #. . . . 0620200316000485
Subscriber Supp ID:   80113
Member Name . . . . . BLOSSOM,CHERRY
Sequence #. . . . . 000

COBRA Seq. Number . -
OBRA Ins Grp Pol.# _____ COBRA Code . . . _
OBRA Reference ID. _____ COB Ref ID Qual. ___
OBRA Insurer Name. _____
OBRA Grp/Policy #. _____ COB ID Type. . . _
OBRA Begin Date. . _____
OBRA End Date. . . _____

F3=Exit F10=Access F12=Previous
    
```

Figure 14-25: Correct COBRA Data screen

Use this screen to enter coordination of benefits (COB) information for the member. The information includes a sequence number, insurance name, group policy number and beginning and ending dates.

- 32 Use the information below to complete the fields on this screen.

COB Seq Number

For individuals who require coordination of benefits (COB), type the value that identifies the insurance carrier’s level of responsibility for insurance claims. Valid values are:

- P** Primary
- S** Secondary
- T** Tertiary

U Unknown*COB Ins Grp Pol #*

For individuals who have coordination of benefits (COB) coverage, type the group policy number for the coordinating policy.

COB Code

For individuals who have coordination of benefits (COB) coverage, type the value that specifies whether there is coordination of benefits. Valid values are:

- | | |
|----------|--|
| 1 | Coordination of benefits |
| 5 | Unknown |
| 6 | No coordination of benefits; this code value verifies there is no coordination of benefits |

COB Reference ID

Type the COB reference ID.

COB Ref ID Qual

You must complete this field if you enter a value in the *COB Ref ID* field.

Type the qualifier code value for the specified COB reference ID. Valid values are:

- | | |
|-----------|--------------------------------|
| 60 | Account suffix |
| 6P | Group number |
| A6 | Employee identification number |
| SY | Social security number |
| ZZ | Mutually defined |

COB Insurer Name

For individuals who have coordination of benefits (COB) coverage, type the name of the COB insurer.

COB Grp/Policy #

For individuals who have coordination of benefits (COB) coverage, type the group policy number.

COB ID Type

Type the value that identifies the type of COB group policy number. Valid values are:

- FI** Federal taxpayer identification number
- NI** NAIC identification
- XV** National plan ID

COB Begin Date

Specify the effective date for the start of coordinated benefits.

COB End Date

Specify the effective date for the end of coordinated benefits.

- 33** Press Enter. The system saves your changes and displays the Infinium FB main menu.
-

Generating Work File Information

You can generate two types of information about work files:

- Member listing
- Work file listing

Generating Work File Information

Use the *List Work Files* function to generate a listing of the information in the various work files. This listing includes information from these work files:

- Header
- Subscriber/Member level detail
- Additional member level detail
- Disability detail
- Health coverage data
- Preferred provider

To generate work file information, follow the steps below.

- 1 From the Infinium FB main menu select *834 Workfile Operations*.
 - 2 Select *834 Work Files*.
 - 3 Select *List Work Files* [FBL834WF]. The system displays the List 834 Work Files screen similar to Figure 14-26.
-

```

7/30/03 13:46:39          List 834 Work Files          PRGW834  PRDW834

Sorted By Employer

X>Select
Opt ER  Effective Date      Reference ID      Begin Date  End Date  Flex
-----
- AM2  2003/06/19  ABC          0619200315011583  1/01/2003  6/01/2003
- AM2  2003/08/01  ABC          0721200314100720  1/01/2003  1/31/2003  F
- AM2  2003/06/19  TRAVELERS   0619200314494281  1/01/2003  6/01/2003
- COB  2003/06/18  HIPACOBRA   0618200320442504  6/17/2003  6/18/2003
- COB  2003/06/18  HIPACOBRA   0618200320562559  6/16/2003  6/18/2003
- COB  2003/06/20  HIPACOBRA   0620200311523080  1/01/2003  6/20/2003
- COB  2003/06/20  HIPACOBRA   0620200314183964  6/01/2003  6/20/2003
- FLX  2003/06/19  FLEX        0619200314555833  1/01/1999  12/31/2003
- FLX  2003/06/19  FLEX        0619200314571207  1/01/1999  12/31/2003
- FLX  2003/06/19  FLEX        0619200315035423  1/01/2003  12/31/2003
- FLX  2003/06/20  FLEX        0620200310052152  1/01/2002  12/31/2003  F
- FLX  2003/06/20  FLEX        0620200310074949  1/01/1999  12/31/2003  F
- FLX  2003/07/30  FLEX        0730200311531762  1/01/1999  12/31/2003  F
- FLX  2003/06/19  HIPAA1      0619200314134542  1/01/2002  12/31/2003
More...

F3=Exit  F10=Access  F12=Cancel  F14=Sort Eff. Date  F15=Sort Employer
    
```

Figure 14-26: List 834 Work Files screen

4 Use the information below to complete the field on this screen.

Opt

Type **X** next to the work file whose information you want to list.

5 Press Enter. The system generates the listing.

Generating Member Information

You can generate a listing of all the people or members associated with one transaction set. You use the *List Work Files Members* function to generate this list. The information includes the name and address of each member and the effective date for eligibility to benefits.

To generate member information, follow the steps below.

- 1 From the Infinium FB main menu select *834 Workfile Operations*.
- 2 Select *834 Work Files*.
- 3 Select *List Work File Members* [FBL834WM]. The system displays the List 834 Work File Set Members screen similar to Figure 14-27.

```
7/30/03 13:47:16      List 834 Work File Set Members      PRGL834      PRDL834
                        834 Work File List

Sorted By Employer

X>Select
Opt ER  Effective Date      Reference ID      Begin Date  End Date  Flex
- AM2  2003/06/19 ABC      0619200315011583  1/01/2003  6/01/2003
- AM2  2003/08/01 ABC      0721200314100720  1/01/2003  1/31/2003  F
- AM2  2003/06/19 TRAVELERS 0619200314494281  1/01/2003  6/01/2003
- COB  2003/06/18 HIPAACOBRA 0618200320442504  6/17/2003  6/18/2003
- COB  2003/06/18 HIPAACOBRA 0618200320562559  6/16/2003  6/18/2003
- COB  2003/06/20 HIPAACOBRA 0620200311523080  1/01/2003  6/20/2003
- COB  2003/06/20 HIPAACOBRA 0620200314183964  6/01/2003  6/20/2003
- FLX  2003/06/19 FLEX      0619200314555833  1/01/1999  12/31/2003
- FLX  2003/06/19 FLEX      0619200314571207  1/01/1999  12/31/2003
- FLX  2003/06/19 FLEX      0619200315035423  1/01/2003  12/31/2003
- FLX  2003/06/20 FLEX      0620200310052152  1/01/2002  12/31/2003  F
- FLX  2003/06/20 FLEX      0620200310074949  1/01/1999  12/31/2003  F
- FLX  2003/07/30 FLEX      0730200311531762  1/01/1999  12/31/2003  F
- FLX  2003/06/19 HIPAA1     0619200314134542  1/01/2002  12/31/2003

More...

F3=Exit  F10=Access  F12=Cancel  F14=Sort Eff. Date  F15=Sort Employer
```

Figure 14-27: List 834 Work File Set Members screen

- 4 Use the information below to complete the field on this screen.

Opt

Type **X** next to the work file whose member information you want to list.

- 5 Press Enter. The system generates the member listing.

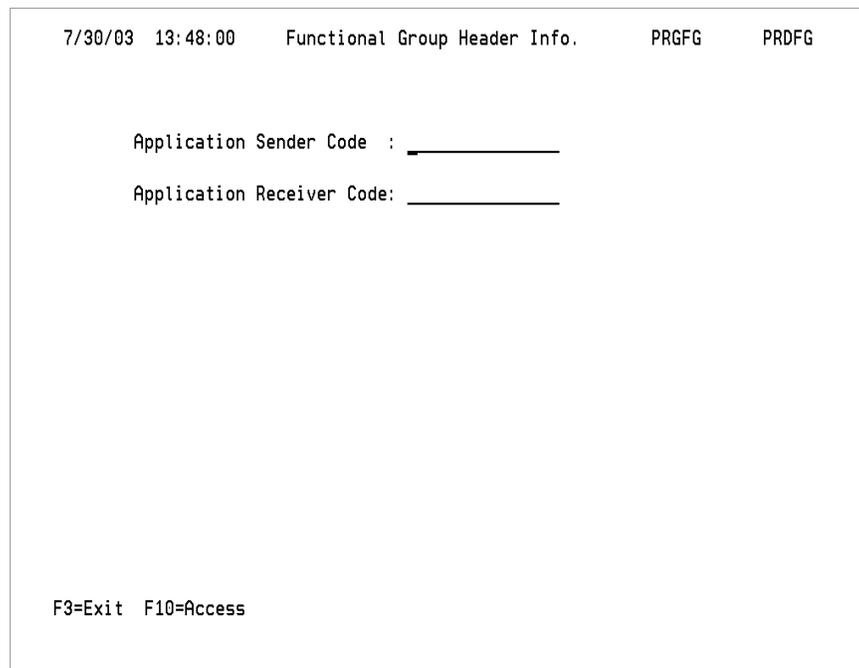
Creating Functional Groups

You can group work files or transaction sets into functional groups to be submitted together. Use the *Create Functional Groups* function to create the functional group file, PRPFG, which contains records that match the header records in the selected work files. The functional group file can be used to map to the appropriate work files.

When you create functional groups, the system does not generate a spool file. You need a utility program to view the contents of the files you create.

To create functional groups, follow the steps below.

- 1 From the Infinium FB main menu select *834 Workfile Operations*.
- 2 Select *834 Work Files*.
- 3 Select *Create Functional Group [FBCFG]*.
- 4 The system displays the Functional Group Header Info. screen similar to Figure 14-28.



```
7/30/03 13:48:00  Functional Group Header Info.  PRGFG  PRDFG

Application Sender Code : _____
Application Receiver Code: _____

F3=Exit  F10=Access
```

Figure 14-28: Functional Group Header Info. screen

- 5 Use the information below to complete the fields on this screen.

Application Sender Code

Type the value provided by your vendor for the application sender code.

Application Receiver Code

Type the value provided by your vendor for the application receiver code.

- 6 Press Enter. The system displays the Create Functional Group Transaction Set List selection screen similar to Figure 14-29.

7/30/03 13:48:25		Create Functional Group Transaction Set List		PRGFG	PRDFG	
Sorted By Employer						
X>Select						
Opt	ER	Effective Date	Reference ID	Begin Date	End Date	Flex
-	AM2	2003/06/19	ABC	0619200315011583	1/01/2003	6/01/2003
-	AM2	2003/08/01	ABC	0721200314100720	1/01/2003	1/31/2003 F
-	AM2	2003/06/19	TRAVELERS	0619200314494281	1/01/2003	6/01/2003
-	COB	2003/06/18	HIPACOBRA	0618200320442504	6/17/2003	6/18/2003
-	COB	2003/06/18	HIPACOBRA	0618200320562559	6/16/2003	6/18/2003
-	COB	2003/06/20	HIPACOBRA	0620200311523080	1/01/2003	6/20/2003
-	COB	2003/06/20	HIPACOBRA	0620200314183964	6/01/2003	6/20/2003
-	FLX	2003/06/19	FLEX	0619200314555833	1/01/1999	12/31/2003
-	FLX	2003/06/19	FLEX	0619200314571207	1/01/1999	12/31/2003
-	FLX	2003/06/19	FLEX	0619200315035423	1/01/2003	12/31/2003
-	FLX	2003/06/20	FLEX	0620200310052152	1/01/2002	12/31/2003 F
-	FLX	2003/06/20	FLEX	0620200310074949	1/01/1999	12/31/2003 F
-	FLX	2003/07/30	FLEX	0730200311531762	1/01/1999	12/31/2003 F
-	FLX	2003/06/19	HIPAA1	0619200314134542	1/01/2002	12/31/2003
More...						
F3=Exit F10=Access F12=Cancel F14=Sort Eff. Date F15=Sort Employer						

Figure 14-29: Create Functional Group Transaction Set List selection screen

- 7 Type **X** in the *Opt* field next to each transaction set to be included in the functional group.
- 8 Press Enter. The system creates the functional group for the specified records and returns to the Infinium FB main menu.

Purging 834 Data

You can purge transmitted 834 work files and functional group work files. Use the *Purge 834 Work Files* function in Infinium HR to purge transmitted 834 work files. Use the *Purge Functional Groups* function in Infinium HR to purge functional group work files.

Purging 834 Work Files

Only transmitted 834 work files can be purged. You can specify the employer and date through which you want to purge the information.

To purge 834 work files, follow the steps below.

- 1 From the Infinium HR main menu select *System Operations*.
 - 2 Select *Personnel Purge Functions*.
 - 3 Select *HIPAA 834 Work Files*.
 - 4 Select *Purge 834 Work Files* [PEBWF130]. The system displays the Purge 834 Work Files screen shown in Figure 14-30.
-

```
7/30/03 13:49:50      Purge 834 Work Files      PRGPWF      PRDPWF

Employer . . . . .  _  +
Purge through date . _____

F3=Exit  F4=Prompt  F10=Access  F18=Message Line
```

Figure 14-30: Purge 834 Work Files screen

- 5 Use the information below to complete the fields on this screen.

Employer

Type the value that represents your employer

Purge through date

Specify the date through which the work files will be purged. Transmitted work files whose header effective date is on or before this date are purged.

- 6 Press Enter. The system purges the specified information and returns to the Infinium HR main menu.

Purging Functional Group Work Files

You can specify the date through which to purge the information.

To purge functional group work files, follow the steps below.

- 1 From the Infinium HR main menu select *System Operations*.
 - 2 Select *Personnel Purge Functions*.
-

- 3 Select *HIPAA 834 Work Files*.
- 4 Select *Purge Functional Groups* [PEBFG140]. The system displays the Purge Functional Groups screen shown in Figure 14-31.

```
7/30/03 13:50:36      Purge Functional Groups      PRGPFGW      PRDPFGW

Purge through date : _____

F3=Exit F10=Access F18=Message Line
```

Figure 14-31: Purge Functional Groups screen

- 5 Use the information below to complete the field on this screen.

Purge through date

Specify the date through which the functional groups will be purged. Functional groups whose effective date is on or before this date are purged. The effective date is the date the files were created when you used the *Create Work Files* function.

- 6 Press Enter. The system purges the specified information and returns to the Infinium HR main menu.

Notes

Chapter 15 Maintaining a HIPAA Audit Trail

15

This chapter discusses how to generate HIPAA audit trails, how to purge the audit trails, how to clear the audit trails, and the associated reports.

The chapter consists of the following topics:

Topic	Page
Overview	15-2
Generating HIPAA Audit Trail Reports	15-3
Purging the HIPAA Security Audit Trail	15-5
Saving Purged HIPAA Audit Files	15-7
Restoring Purged HIPAA Audit Files	15-9
Listing Purged HIPAA Audit Files	15-11
Clearing Purged HIPAA Audit Files	15-13

Overview

When you use Infinium FB to process HIPAA information, the system records the spending account transaction information. The system also tracks information about access to employee personal health information (PHI) and records this audit information.

This chapter discusses the PHI audit functions you can use in Infinium FB. Through these audit functions, you can obtain required information about access to PHI records that includes the date, time, user, and workstation of the user who accesses the employee's personal health record. The system maintains the following files with personal health audit information:

- Spending Account Claim Transaction file, PRPSCA
- Spending Account Transaction file, PRPBSA

Use the *List HIPAA Security Audit Trail* function to generate reports that list information about access to employee spending account information.

Use the *Purge HIPAA Security Audit Trail* function to remove audit files based on a specified employer and date. When you use the *Purge HIPAA Security Audit Trail* function, the system moves the audit files to the purged audit files listed below, which you can retain online or move to a tape backup.

- Spending Account Claim Transaction file, PRPSCAT
- Spending Account Transaction file, PRPBSAT

You can specify that the system reorganize the audit files after it purges the audit records. This may take some time, depending on the number of records remaining in your audit files.

Use the *Save Purged HIPAA Audit Files* function to transfer information from the purged audit files to a backup tape.

Use the *Restore Purged HIPAA Audit Files* function to restore records from the audit files on your tape to the purged audit files on your iSeries.

Use the *List Purged HIPAA Audit Files* function to generate a report that shows the purged information.

Use the *Clear Purged HIPAA Audit Files* function to remove the audit files from your database.

Generating HIPAA Audit Trail Reports

Use the *List HIPAA Security Audit Trail* function to generate reports that list information about access to both employee and non-employee personal health information. The reports include the following information:

- Whether the record was only viewed, viewed and updated, added, or deleted
 - The dates the record was accessed
 - The number of times the record was accessed
 - The users who accessed the record
 - The workstation from which the record was accessed
 - Follow the steps below to generate the HIPAA audit reports.
- 1 From the Infinium Human Resources main menu select *System Operations*.
 - 2 Select *HIPAA Security Audit Functions*.
 - 3 Select *List HIPAA Security Audit Trail [LHSA]*. The system displays the screen shown in Figure 15-1.

```
3/09/05 08:29:26 List HIPAA Security Audit Trail PRGHP50 PRDHP50

Employer . . . .  ___ + (Blank for all)
Employee. . . .  _____ + (Blank for all)
User Profile. . .  _____ + (Blank for all)
Through Date. . .  00000000

F3=Exit F4=Prompt F10=Access
```

Figure 15-1: List HIPAA Security Audit Trail screen

- 4 Use the information below to complete the fields on this screen.

Employer

Specify the employer for which to print HIPAA security audit trail information. Leave this field blank to print the reports for all employers.

Employee

Specify the employee for which to print HIPAA security audit trail information. Leave this field blank to print the reports for all employees.

Non-employee

Specify the non-employee for which to print HIPAA security audit trail information. Leave this field blank to print the reports for all non-employees.

User Profile

Specify the user profile for the user for whom to print HIPAA security audit trail information. Leave this field blank to print the reports for all users.

Through Date

Specify the date through which to print the HIPAA security audit trail reports. Leave this field blank to print the reports through today's date.

- 5 Press Enter to generate the reports and return to the main menu.
-

Purging the HIPAA Security Audit Trail

You use the *Purge HIPAA Security Audit Trail* function to remove records from the following audit files:

- Spending Account Claim Transaction file, PRPSCA
- Spending Account Transaction file, PRPBSA

Follow the steps below to purge HIPAA audit trail information.

- 1 From the Infinium Human Resources main menu select *System Operations*.
- 2 Select *HIPAA Security Audit Functions*.
- 3 Select *Purge HIPAA Security Audit Trail* [PHSA]. The system displays the screen shown in Figure 15-2.

```
3/09/05 08:31:46  Purge HIPAA Security Audit Trail  PRGHP50  PRDHP50

Employer . . . .  _ + (Blank for all)

Through Date. . .  00000000

Reorganize Files?  0 (0=No 1=Yes)

F3=Exit  F4=Prompt  F10=Access
```

Figure 15-2: Purge HIPAA Security Audit Trail screen

- 4 Use the information below to complete the fields on this screen.

Employer

Specify the employer for which to purge HIPAA security audit trail information. Leave this field blank to purge for all employers.

Through Date

Specify the date through which to purge the HIPAA security audit trail information. Leave this field blank to purge through today's date.

Reorganize Files?

Specify no to prevent reorganization of the PRPSCA and PRPBSA audit files after you purge them. Specify yes to reorganize the files after you purge them. When you reorganize the files, the system recovers disk space by removing the space the purged records occupy.

The system needs exclusive use of the audit files to reorganize them. Reorganize the files when no users are using Health Administration functions.

- 5 Press Enter to purge the HIPAA audit trail files and return to the main menu.
-

Saving Purged HIPAA Audit Files

You use the *Save Purged HIPAA Audit Files* function to transfer information from the purged audit files to a backup tape.

S2KOBJOWNR must have authority to IBM command **SAVOBJ** for you to use this function.

You use this function to transfer information from the purged files to a backup tape. You can also specify whether the system should clear the purged benefit enrollment history file after the data is transferred to tape.

Before you run this function, you must initialize enough tapes to hold all of the data in your files. Load one of the initialized tapes on the tape drive before you use this function.

Follow the steps below to save purged HIPAA audit files.

- 1 From the Infinium Human Resources main menu select *System Operations*.
 - 2 Select *HIPAA Security Audit Functions*.
 - 3 Select *Save Purged HIPAA Audit Files* [SHSA]. The system displays the screen shown in Figure 15-3.
-

```
3/09/05 08:32:38      Save Purged HIPAA Audit Files      PRGPHS      PRDPHS
-----
Device name . . . . . _____
Tape volume ID . . . _____
Clear after save? . . _ (0-No, 1-Yes)

This function should not be run unless a sufficient number of tapes have
been initialized to contain the file(s) to be saved.

Note: S2K0BJ0WNR must have authority to IBM command SAVOBJ.

-----
F3=Exit  F10=QuikAccess  F18=Message line
```

Figure 15-3: Save Purged HIPAA Audit Files screen

- 4 Use the information below to complete the fields on this screen.

Device name

Type the name of the tape device where you are saving the audit trail information.

Tape volume ID

Type the volume identifier for the tape, if applicable. Leave this field blank to use the default value ***MOUNTED**.

Clear after save?

Specify yes to clear the purged file(s) after saving the files. Otherwise, specify no.

If you do not clear the files after you save them, you can use the menu options under the *Personnel Purge Functions* function to print the purged data.

- 5 Press Enter to save the audit files and exit to the main menu.

Restoring Purged HIPAA Audit Files

Use the *Restore Purged HIPAA Audit Files* function to restore from tape to disk the data in the purged HIPAA audit files, PRPSCAT and PRPBSAT. If these files already contain data, the system adds the data on the tape to the data that already exists on disk.

You can restore the data for a specified date range for the dates when the data was accessed. The access date is the date a user viewed or updated an employee's private health information.

S2KOBJOWNR must have authority to IBM command **RSTOBJ** for you to use this function.

Follow the steps below to save purged HIPAA audit files.

- 1 From the Infinium Human Resources main menu select *System Operations*.
- 2 Select *HIPAA Security Audit Functions*.
- 3 Select *Restore Purged HIPAA Audit Files* [RHSA]. The system displays the screen shown in Figure 15-4.

```

3/09/05 08:33:54   Restore Purged HIPAA Audit Files   PRGPHS   PRDPHS
-----
Employer . . . . . __ +
Restore from date . . _____
Restore to date . . . _____
Device name . . . . . _____
Tape volume ID . . . _____

NOTE: S2KOBJOWNR must have authority to IBM command RSTOBJ.

-----
F3=Exit F4=Prompt F10=QuikAccess F18=Message line

```

Figure 15-4: Restore Purged HIPAA Audit Files screen

- 4 Use the information below to complete the fields on this screen.

Employer

Specify the employer for which to restore purged HIPAA security audit trail files. Leave this field blank to restore purged files for all employers.

Restore from date

Specify the earliest date to use to restore purged HIPAA audit files from backup tape. The system compares this date to the date in the *Access Date* field in the purged HIPAA security audit trail files on your backup tape. The system restores from the tape only records with an access date on or after this date. Leave this field blank to restore all HIPAA security audit trail records regardless of the access date.

Restore to date

Specify the latest date to use to restore purged HIPAA security audit trail information from your backup tape. The system compares this date to the date in the *Access Date* field in the purged HIPAA security audit trail files on your backup tape. The system restores from the tape only records with an access date that is the same as or before this date. Leave this field blank to restore all HIPAA security audit trail records regardless of the access date.

Device name

Type the device name.

Tape volume ID

Type the volume identifier for the tape, if applicable. Leave this field blank to use the default value ***MOUNTED**.

- 5 Press Enter to restore the purged audit files and return to the main menu.
-

Listing Purged HIPAA Audit Files

Follow the steps below to generate the HIPAA audit reports.

- 1 From the Infinium Human Resources main menu select *System Operations*.
- 2 Select *HIPAA Security Audit Functions*.
- 3 Select *List Purged HIPAA Audit Files* [LPHA]. The system displays the screen shown in Figure 15-5.

```
3/09/05 08:34:42      List Purged HIPAA Audit Files      PRGHP50      PRDHP50

Employer . . . .  ___ + (Blank for all)
Employee. . . .  _____ + (Blank for all)
User Profile. . .  _____ + (Blank for all)
Through Date. . .  00000000

F3=Exit  F4=Prompt  F10=Access
```

Figure 15-5: List Purged HIPAA Audit Files screen

Employer

Specify the employer for which to print purged HIPAA security audit trail information. Leave this field blank to print the reports for all employers.

Employee

Specify the employee for which to print purged HIPAA security audit trail information. Leave this field blank to print the reports for all employees.

Non-employee

Specify the non-employee for which to print purged HIPAA security audit trail information. Leave this field blank to print the reports for all non-employees.

User Profile

Specify the user profile for the user for whom to print purged HIPAA security audit trail information. Leave this field blank to print the reports for all users.

Through Date

Specify the date through which to print the purged HIPAA security audit trail reports. Leave this field blank to print the reports through today's date.

- 4 Press Enter to generate the reports and return to the main menu.
-

Clearing Purged HIPAA Audit Files

Use the *Clear HIPAA Security Audit Files* function to clear the data in the purged HIPAA security audit files, PRPSCAT and PRPBSAT. Before you use this function, we recommend that you use the *Save Purged HIPAA Audit Files* function to save the files.

Follow the steps below to clear purged HIPAA audit files.

- 1 From the Infinium Human Resources main menu select *System Operations*.
- 2 Select *HIPAA Security Audit Functions*.
- 3 Select *Clear Purged HIPAA Audit Files* [CHSA]. The system displays the screen shown in Figure 15-6.

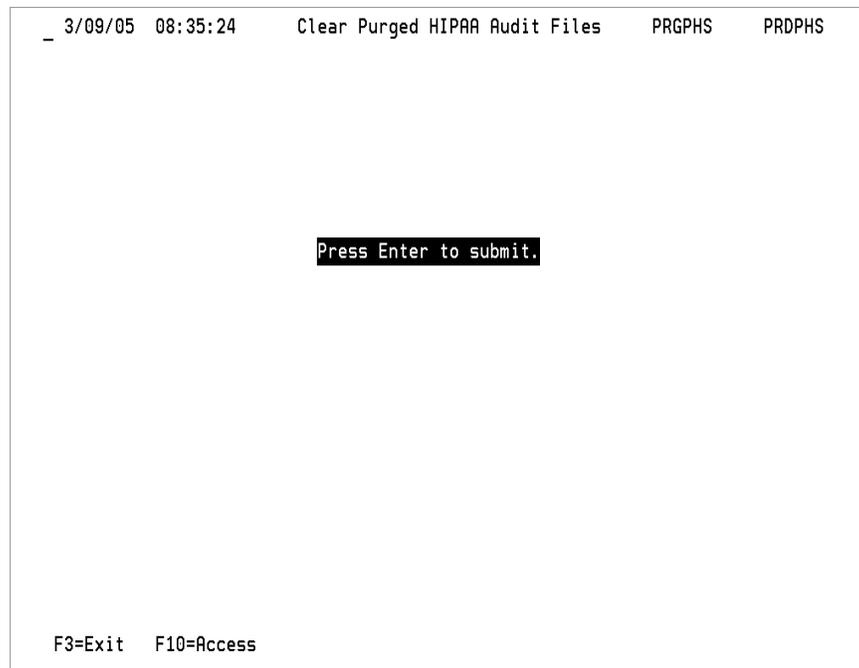
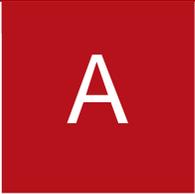


Figure 15-6: Clear Purged HIPAA Audit Files screen

- 4 Press Enter to remove the purged audit files from the database and return to the main menu.

Notes

Appendix A Updating Excess Group Life Imputed Income at Year End

A

The chapter consists of the following topics:

Topic	Page
Overview	A-2
Creating the Summarization Code for Income *F@IN	A-5
Creating the *F@IN Income Control	A-7
Adding the Income to the Auto Pay Group(s)	A-10
Creating a Pre-Tax Flex Deduction	A-12
Creating a Deduction Reporting Group	A-15
Assigning Appropriate Deductions to a Group	A-17
Updating the Group Life Table	A-19
Updating Excess Group Life	A-22
Completing Payroll Cycle Operations	A-24
Deactivating the Income Code	A-26

Overview

The U.S. federal government establishes the ceiling amount that you must use to determine to what extent insurance benefits are taxable. In 1995, for example, premiums paying for \$50,000 or less of life insurance coverage were not taxable for the employee. Coverage offered to the employee in excess of \$50,000 with the premiums paid for by the employer carried a tax on those premiums as a fringe benefit to the employee.

The government provides a premium rate table that you must use to determine a fair premium rate for the coverage that exceeds the ceiling amount. You must sum the face value of all an employee's life insurance policies (coverage amounts) to determine the total amount of coverage. Then you subtract the ceiling amount, for example, \$50,000.00 in 1995, from the total amount and compare the difference against the federal table, which is grouped by age. The premium dollars that pay for coverage in excess of government ceiling are a fringe benefit for the employee. The tax rate is based on that premium amount. The employee pays that tax.

If the employee pays for a portion of the premium, subtract the amount that the employee pays from the premium amount to determine the actual premium amount that is subject to tax as a fringe benefit.

The following sections explain the procedure that you must follow to annually calculate excess group life in Infinium FB. Although you can determine the taxable amount in each pay period throughout the year, depending on how you set up your flexible benefit life insurance plan, you can also perform these procedures at year end to coincide with other year end operations.

Refer to Appendix C in the *Infinium Payroll Guide to US Year End Processing* for more information about processing excess group life imputed income on an annual basis.

Post-tax and Pre-tax Deductions

Post-tax insurance plans in Infinium FB carry deduction codes, assigned to an employee's records. The system passes deduction data to Infinium PY through the *Mass Update Cost Deductions* function. Data that the system passes includes life insurance coverage amounts.

Pre-tax plans, however, do not have deduction codes. This means that a link to Infinium PY is not established. When you run the annual excess group life

calculation, you must create a special deduction code for pre-tax flexible benefits plans and make the total insurance coverage available to this calculation.

You assign this deduction code to the deduction reporting groups for processing using the *Trial Update Excess Group Life* and *Mass Update Excess Group Life* functions.

The complete Annual Excess Group life task, including the steps from Infinium PY and Infinium FB is described below.

Group Life Income

You must create the excess group life income using the naming convention *F@IN. Once the system calculates the imputed value, the system stores that value in the employee's income control record. The system calculates the entered value through the *Annual Exc. Group Life Calculation* function in the Infinium PY system. The system uses the value to determine the amount that the employee should be taxed. The system uses the Group Life Imputed Value Table to obtain this amount.

When you produce W-2 forms at year end, the system calculates the value that was added to Box 10 (wages, tips and other compensation). The system also enters code B and this amount in Box 17.

If you are calculating excess group life outside of a normal pay cycle, be certain to type 0 in the *Print zero dollar checks* field on the employer control record in Infinium PY. You do not want to issue a check as a result of excess group life processing.

Per Pay Period Processing

You can calculate flexible benefits excess group life only on an annual basis. Per pay period processing will be added in a future release.

Summary of Steps

Follow the steps listed below in Infinium PY to set up the control files and process the imputed value:

- 1 Create summarization code for Income *F@IN
-

- 2 Create Income Control *F@IN
- 3 Add the income to auto pay group(s)
- 4 Create pre-tax flexible benefits deduction code
- 5 Create deduction reporting group
- 6 Attach deduction to deduction reporting group
- 7 Update group life table
- 8 Mass update excess group life coverages, pre-tax
- 9 Calculate annual excess group life amounts
- 10 Complete cycle operations
- 11 Deactivate the income code

Each of these procedures is explained in the paragraphs that follow.

Creating the Summarization Code for Income *F@IN

First, you must create the income summarization code for the special excess life group life imputed income. The system prints the description that you enter for this code on the employee's pay stub when the system calculates the excess group life value.

To create the summarization code, perform the following steps:

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Income Summ. Codes [UIS]*. The system displays a screen similar to Figure A-1.

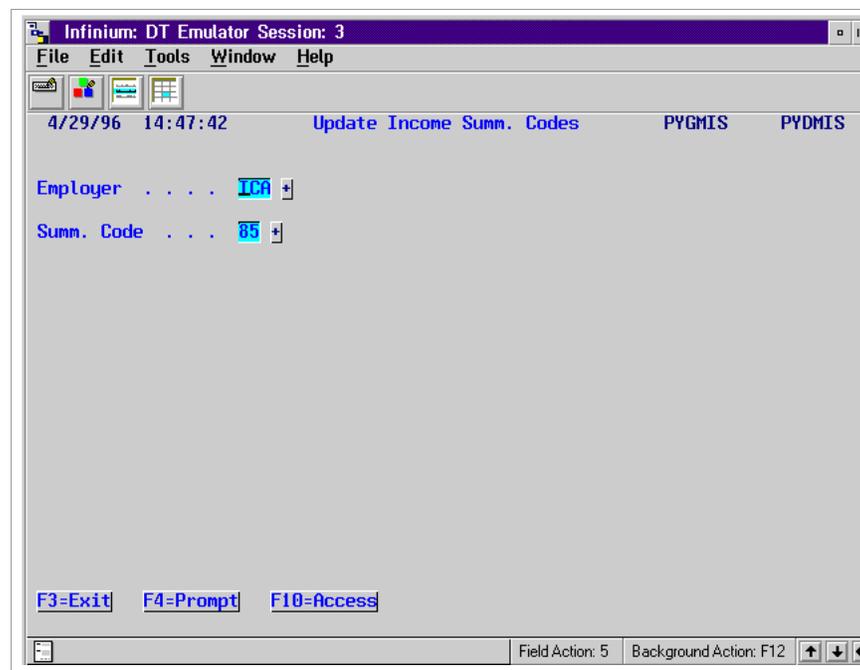


Figure A-1: Update Income Summ. Codes prompt screen

- 4 Complete this screen using the field descriptions that follow.

Type an employer code, up to three characters or press F4 to select from a list of valid employer codes. You must already have established benefit controls for the employer through the *Update Employer Controls* function. This is a required field.

Type the summarization code. The system uses this code to summarize income types on the payroll check. This code also establishes the printing sequence on the check stub.

- 5 Press Enter and the system displays the *Check Name* field.

Type up to a 16 character description of the summarization code. The description you enter in this field prints on the pay stub.

- 6 Press Enter to save your summarization code.
-

Creating the *F@IN Income Control

To establish the income control record *F@IN, perform the following steps. It is a flat amount income type.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Income Controls* [UIC]. The system displays a screen similar to Figure A-2.

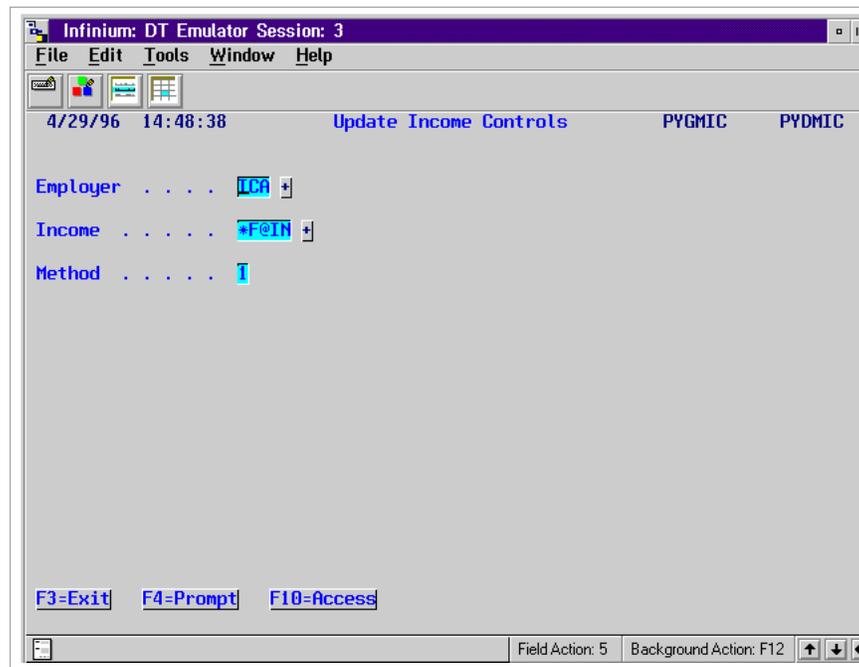


Figure A-2: Update Income Controls prompt screen

- 4 Complete this screen using the field descriptions below. All fields are required.

Employer

Type an employer code value, up to three characters or press F4 to select from a list of valid employer code values. You must already have established benefit controls for the employer through the *Update Employer Controls* function. This is a required field.

Income

Type ***F@IN**. You must use this naming convention to properly identify the imputed income for Infinium PY processing.

Method

Type **1** to denote a flat amount income type that the system calculates for you.

- 5 Press Enter and the system displays a screen similar to Figure A-3.

The screenshot shows a terminal window titled "Infinium: DT Emulator Session: 3". The main title is "Update Income Controls". The screen displays the following information:

- Date: 4/29/96 14:49:50
- Page: 1 of 3
- Employer: ICA INSURANCE COMPANY OF AMERICA
- Income: *F@IN
- Method: 1 - Flat Amount
- Description: EXCES GROUP LIFE
- Priority: 60
- Summ. Code: 85
- Frequency: 9
- Special Tax: 7
- Starting Date: [Redacted]
- Ending Date: [Redacted]
- Distribute Labor: 0 (0=No 1=Yes)
- Workers Comp.: [Redacted]
- Segments Required: 0 (0=No 1=Yes)
- Income Basis: [Redacted]
- Income Amount: [Redacted]
- Income Factor: [Redacted]
- YTD Limit: .00
- Income Matrix: [Redacted]
- Matrix Column: [Redacted]
- Matrix Row: [Redacted]
- Labor Expense: [Redacted]
- Rev. Hierarchy: (Blank=No)
- Shift Calc Method: [Redacted]
- Residual Hours: [Redacted]
- Shift Diff Income: [Redacted]
- 1099-R Dist. Code: [Redacted]
- NQP 457 Plan: [Redacted]

At the bottom, there are function key prompts: F3=Exit, F4=Prompt, F10=Access, F12=Previous, F22=Delete. The status bar shows "Field Action: 5" and "Background Action: F12".

Figure A-3: Update Income Controls screen 1

- 6 Complete this screen using the field descriptions that follow.

Summ. Code

Type the summarization code that you created for the F@IN income that you established in the previous section.

Frequency

Type **0** in the *Frequency* field if you are creating this control before you need to use it. You need to change the frequency to **9** before running the cycle that includes the *F@IN income.

If you are creating this control just before processing, type **9** in this field.

Special Tax

Type 7 in the *Special Tax* field to include this income in the federal, state, and local wage bases but not withhold taxes from the employee's pay check. This value does not suppress the FICA and Medicare deductions.

- 7 Fill in the information in the remaining fields as you normally would.
- 8 Press Enter two times. The system displays a screen similar to Figure A-4.

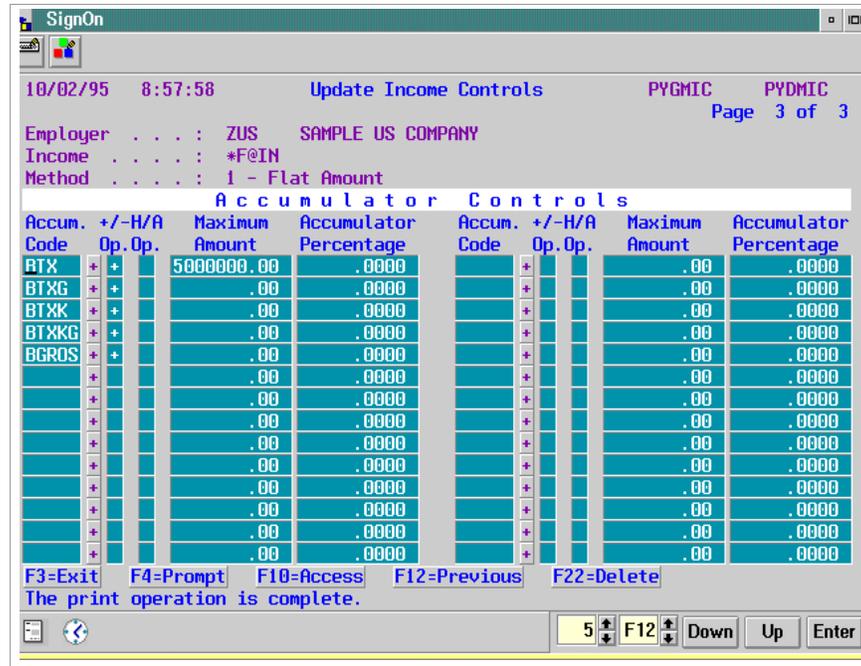


Figure A-4: Update Income Controls screen 3

- 9 Type the user-defined accumulator code(s) that represent the employee's taxable wage base(s) for the appropriate taxes pertaining to the life insurance imputed income, including FICA, Medicare and income taxes, in the *Accum Code* fields. Then type + in the +/- *Op* field. This ensures that the system adds the imputed income to the appropriate taxable wage bases.

Note: The system adds the *F@IN income to the employee's record automatically when you run the *Annual Excess Group Life Calculation* option under the *Tax Liability Reporting* option in Infinium PY.

Adding the Income to the Auto Pay Group(s)

You must add the *F@IN income to the existing auto pay group(s) for the system to add the imputed income to the taxable wage base automatically. You need to create the auto pay group code first if you are not using the auto pay feature. You must set up auto pay groups using the *Update Employer Codes* function, code type APG.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Auto Pay Group* [UAPG]. The system displays a screen similar to Figure A-5.

The screenshot displays a terminal window titled "Infinium: DT Emulator Session: 3". The window has a menu bar with "File", "Edit", "Tools", "Window", and "Help". Below the menu bar, the date and time "4/29/96 14:52:41" are shown, followed by the title "Update Auto Pay Groups" and two codes "PYGMEX" and "PYDMEX". The main area contains a list of fields with their current values and a selection key (F4):

- Employer LCA +
- Cycle Code BIWE +
- Auto Pay Group BIWK +
- Segment +
- Income Type *F@IN +

At the bottom of the screen, there are function key prompts: "F3=Exit", "F4=Prompt", and "F10=Access". The status bar at the very bottom indicates "Field Action: 5" and "Background Action: F12" with navigation arrows.

Figure A-5: Update Auto Pay Groups screen

- 4 Complete all of the fields as described below

Employer

Type an employer code value, up to three characters or press F4 to select from a list of valid employer code values. You must already have established benefit controls for the employer through the *Update Employer Controls* function. This is a required field.

Cycle Code

Type the cycle code in this field or press F4 to select from a list of valid cycle codes.

Auto Pay Group

Type the five-character auto pay group that corresponds to some grouping of employees with common pay characteristics. For example, SAL for salaried employees. Press F4 to select from a list of valid auto pay groups.

You must use the auto pay groups that you create here in employee records so that you can select those employees during the BEGIN process when you open a cycle for timesheet entry. Also, the auto pay group code value must exist as a code before you can use it here. To create the code, use the *Update Employer Codes* function, code type APG.

Segment

Leave this field blank.

Income Type

Type *F@IN income code in this field.

Creating a Pre-Tax Flex Deduction

To create a deduction for pre-tax flexible benefits group life coverage, perform the following steps.

- 1 From the Infinium PY main menu select *Master File*.
- 2 Select *Update Master Files*.
- 3 Select *Update Deduction Controls [UDC]*. The system displays a screen similar to Figure A-6.

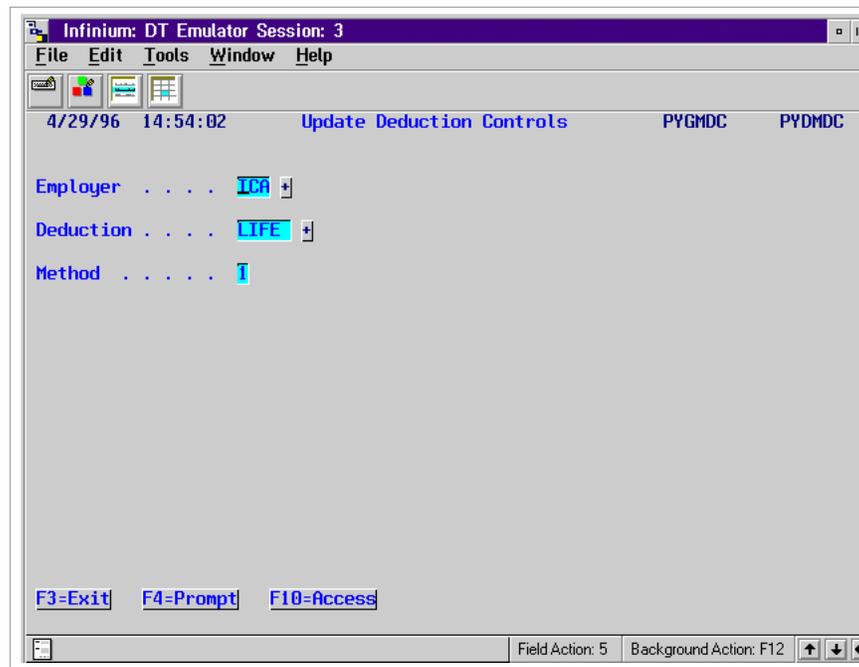


Figure A-6: Update Deduction Controls prompt screen

- 4 Complete this screen using the field descriptions that follow.

Employer

Type an employer code value, up to three characters or press F4 to select from a list of valid employer code values. You must already have established benefit controls for the employer through the *Update Employer Controls* function. This is a required field.

Deduction

Type a unique five-character alphanumeric code that identifies the pre-tax deduction.

Method

Type 1 in this field.

- 5 Press Enter. The system displays a screen similar to Figure A-7.

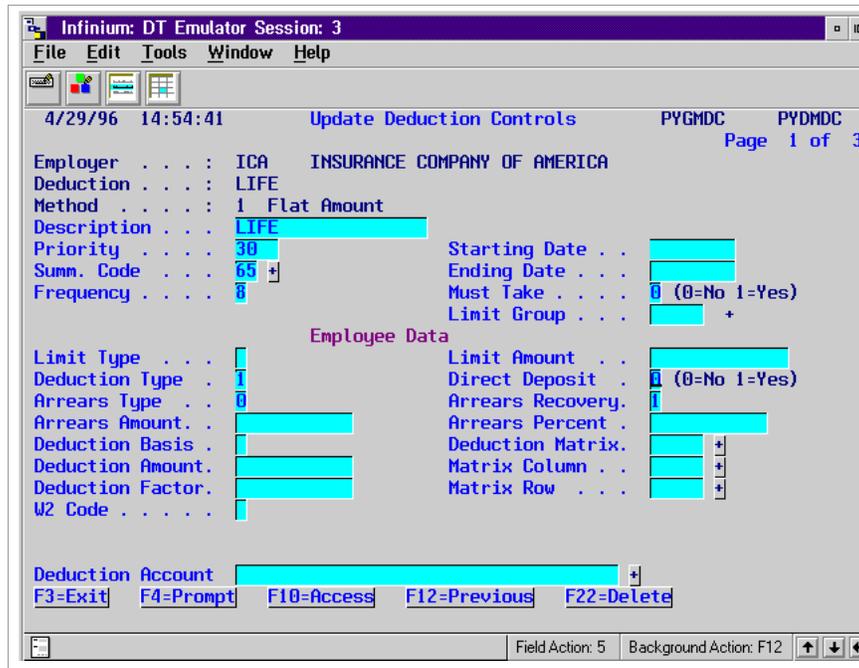


Figure A-7: Update Deduction Controls screen 1

- 6 Complete the fields on this screen as appropriate to your organization using the information below.

Assign a value that places this deduction before taxes when the system calculates deductions during cycle processing.

Type 0.

Type 8.

Leave this field blank.

Type 1 so that the *Insurance Amount* field on individual employees deduction record displays the total pre-tax coverage amount.

Leave this field blank.

- 7 Press Enter. The system displays the next Update Deduction Controls screen. Leave all fields on the screen blank and press Enter.
-

Creating a Deduction Reporting Group

So that you can combine all group life deductions for calculation, create at least one deduction reporting group value. You create this value using code type DRG.

To create a deduction reporting group, perform the following steps:

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Employer Codes [UCD]*. The system displays a screen similar to Figure A-8.

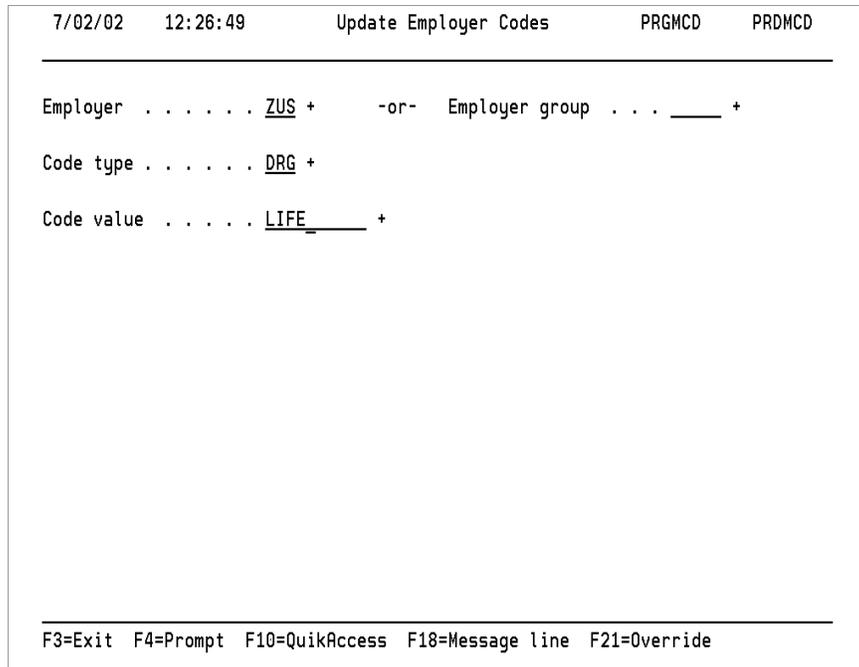


Figure A-8: Update Employer Codes screen (2 of 2)

- 4 Complete all of the fields as described below.

Employer

Type an employer code, up to three characters or press F4 to select from a list of valid employer codes. This is a required field.

Code Type

Type **DRG**. This is a required field.

Code Value

Type a value representing the excess group life deduction reporting group.
This is a required field.

- 5 Press Enter. The system displays the next Update Employer Codes screen.
 - 6 In the *Code description* field, type a description of the code value.
 - 7 Press Enter to save your value.
-

Assigning Appropriate Deductions to a Group

You must assign all the appropriate deductions that should be included in the group life deduction reporting group.

To assign the appropriate deductions, perform the following steps:

- 1 From Infinium PY select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Deduction Reporting Group [UDRG]*. The system displays a screen similar to Figure A-9.

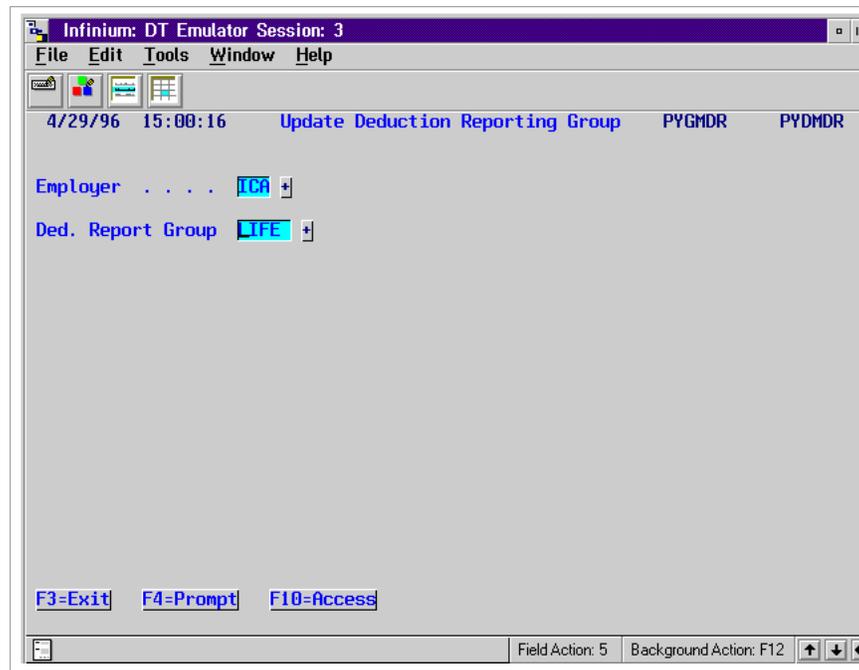


Figure A-9: Update Deduction Reporting Group prompt screen

- 4 Complete the two fields as described below.

Type an employer code value, up to three characters or press F4 to select from a list of valid employer code values. This is a required field.

Type the value that represents your excess group life deduction reporting group.

- 5 Press Enter. The system displays a screen similar to Figure A-10.

4/29/96 14:59:14 Update Deduction Reporting Group PYGMDR PYDMDR

Employer . . . : ICA INSURANCE COMPANY OF AMERICA
 Ded. Report Group LIFE EXCESS GROUP LIFE INS CALC

X=Include

Option	Employer	Group	Deduction Code
<input type="checkbox"/>	ICA	LIFE	*FICA FICA TAX
<input type="checkbox"/>	ICA	LIFE	*FMHI MEDICARE TAX
<input type="checkbox"/>	ICA	LIFE	*FWT FED WITHHOLDING
<input type="checkbox"/>	ICA	LIFE	*SMA STATE INC. TAX
<input type="checkbox"/>	ICA	LIFE	*UMA MASS UNEMPL TAX
<input type="checkbox"/>	ICA	LIFE	*UMN MINN UNEMPLOYMENT
<input type="checkbox"/>	ICA	LIFE	*UNJ NJ UNEMPLOYMENT
<input type="checkbox"/>	ICA	LIFE	DCLON DC LOAN DED
<input type="checkbox"/>	ICA	LIFE	DENTL DENTAL INSURANCE
<input type="checkbox"/>	ICA	LIFE	FDCAR DEPENDENT CARE
<input type="checkbox"/>	ICA	LIFE	FLEX1 FLEX 1
<input type="checkbox"/>	ICA	LIFE	FLEX2 FLEX AFTER TAX
<input type="checkbox"/>	ICA	LIFE	FUN FUN PLAN
<input type="checkbox"/>	ICA	LIFE	GAMES GAMES PLAN

F3=Exit F10=Access

Field Action: 5 Background Action: F12

Figure A-10: Update Deduction Reporting Group screen

- In the *Option* field, type **X** next to all of the deduction(s) that you want included in the group life deduction reporting group. When finished, press Enter.

Updating the Group Life Table

Review the group life imputed income table and update it if necessary.

To update the group life table, perform the following steps:

- 1 From the Infinium PY main menu select *Cycle Operations*.
- 2 Select *Excess Group Life Functions*.
- 3 Select *Excess Group Life Ins Table [UGL]*. The system displays a screen similar to Figure A-11.

The screenshot shows a terminal window titled "Infinium: DT Emulator Session: 3". The menu bar includes "File", "Edit", "Tools", "Window", and "Help". The main display area shows the date and time "4/29/96 15:00:59" and the title "Group Life Imputed Income Table" with sub-titles "PRGXGM" and "PRDXGM". Below this, the "Coverage Limit" is set to "50,000". A section titled "Cost per \$1000 of protection for 1 month" lists age groups and their corresponding costs:

Age Group	Cost per \$1000
Under 30	.08
30 to 34	.09
35 to 39	.11
40 to 44	.17
45 to 49	.29
50 to 54	.48
55 to 59	.75
60 to 64	1.17
65 to 69	2.10
70 and over	3.77

At the bottom left, it says "F3=Exit". At the bottom right, it shows "Field Action: 5" and "Background Action: F12" with navigation arrows.

Figure A-11: Group Life Imputed Income Table screen

- 4 Complete all of the fields as described below.

Coverage Limit

Type the limit amount of group term life coverage for this rate table, if applicable.

Type the cost per \$100 of protection for one month for each of the applicable nine age categories.

- 5 Press Enter to update the group term life table.

Running a Trial Update Excess Group Life

Run the *Trial Update Excess Group Life* function before you run the *Mass Update Excess Group Life* function so that you can verify that the information that you are updating is correct. Once you are satisfied with the calculation amounts provided by the trial, run the *Mass Update Excess Group Life* function.

To run a trail update excess group life, perform the following steps:

- 1 From the Infinium FB main menu select *PY/400 Interface Operations*.
- 2 Select *Mass Update PY/400 Data*.
- 3 Select *Trial Update Excess Group Life* [TUEGL]. The system displays a screen similar to Figure A-12.

```
3/19/03  14:37:44  Trial Update Excess Group Life  PRGFB50  PRDFB50
-----
Employer . . . . .  ___ +
Benefit identity . .  ___ +
Flex year . . . . .  0000 +
Deduction code . . .  ___ +
As of date . . . . .  _____

-----
F3=Exit F4=Prompt F10=QuikAccess F18=Message line
```

Figure A-12: Trial Update Excess Group Life screen

- 4 Complete all of the fields as described below.

Employer

Type an employer code value, up to three characters or press F4 to select from a list of valid employer code values. You must already have established benefit controls for the employer through the *Update Employer Controls* function. This is a required field.

Type the benefit identity. This function will process all pre-tax enrollments that fall under this identity.

Type the flex year for which you want to run the trial update or press F4 to select from a list of valid flexible benefits year codes.

Type the pre-tax flexible benefits deduction code that you created previously.

Type the last date of group life enrollments that you want to include in this run or leave this field blank to process all new, updated, and deactivated group life amounts to date. The system date defaults in.

- 5 Press Enter to run the trial excess group life update. If you are satisfied with the results, run the mass update excess group life coverage, explained in the next section.
-

Updating Excess Group Life

In this procedure, you pass the coverage amounts associated with the special pre-tax flexible benefits deduction from Infinium FB to Infinium PY.

Before you update excess group life to Infinium PY, run the *Trial Update Excess Group Life* function to ensure that the amounts that you are updating are correct. Once you are satisfied with the calculation amounts provided by the trial, run the *Mass Update Excess Group Life* function.

To update an excess group life, perform the following steps:

- 1 From the Infinium FB main menu select *PY/400 Interface Operations*.
- 2 Select *Mass Update PY/400 Data*.
- 3 Select *Mass Update Excess Group Life [MUEGL]*. The system displays a screen similar to Figure A-13.

```
3/19/03  14:46:25  Mass Update Excess Group Life  PRGFB50  PRDFB50
-----
Employer . . . . .  ___ +
Benefit identity . .  ___ +
Flex year . . . . .  0000 +
Deduction code . . .  ___ +
As of date . . . . .  _____

-----
F3=Exit  F4=Prompt  F10=QuikAccess  F18=Message line
```

Figure A-13: Mass Update Excess Group Life screen

- 4 Complete all of the fields as described below.

Employer

Type an employer code value, up to three characters or press F4 to select from a list of valid employer code values. You must already have established benefit controls for the employer through the *Update Employer Controls* function. This is a required field.

Type the benefit identity. This function will process all pre-tax enrollments that fall under this identity.

Type the flex year for which you want to update excess group life or press F4 to select from a list of valid flexible benefits year codes.

Type the pre-tax flexible benefits deduction code value that you used for the trial update.

Type the last date of group life enrollments that you want to include in this run or leave this field blank to process all new, updated, and deactivated group life amounts to date; that is, the system date defaults in.

- 5 Press Enter to run the trial excess group life update. If you are satisfied with the results, run the mass update excess group life coverage, explained in the next section.

The *Mass Update Excess Group Life* function creates and updates the deduction specified. The system does not deactivate the deduction. You must do that in Infinium PY.

Completing Payroll Cycle Operations

Overview

When you begin the cycle, the system automatically selects the *F@IN income code that you associate to an auto pay group. If you have not assigned the income code to an auto pay group, you need to manually add it to each applicable employee during timesheet entry.

Prior to processing, type **9** in the *Frequency* field found on the *F@IN Income Control record.

If you are calculating excess group life outside of a normal pay cycle, be certain to enter **0** in the *Print Zero Dollar Checks* field found on the Employer Control record. You do not want to issue a check as a result of excess group life processing.

Completing the Payroll Cycle

To begin completing the payroll cycle, perform the following steps:

- 1 From the Infinium PY main menu select *Cycle Operations*.
 - 2 Select *Pre-cycle Functions*.
 - 3 Select *Begin Cycle* [BEGIN]. If you are processing excess group life outside of your normal payroll cycle, be certain that you suppress all deductions except taxes and all but the *F@IN income from the cycle.
 - 4 Enter timesheet data using the *Enter Timesheet Data* function. If you are processing excess group life in its own cycle, press F15 to clear the *No Act* field. You do not need to update data in this option.
 - 5 Prove timesheet data using the *Prove Timesheet Data* function.
 - 6 Release timesheet input to cycle.
 - 7 Print the trial register.
-

8 Post cycles and print checks.

If you have closed the calendar year, you must post the cycle through the *Post Prior Year Adjustments* function.

Deactivating the Income Code

After you have calculated the annual excess group life amounts and completed payroll cycle operations, you need to deactivate the *F@IN income control record.

- 1 From the Infinium PY main menu or desktop select *System Operations*.
- 2 Select *Payroll Init Functions*.
- 3 Select *Income and Deduction Data*.
- 4 Select *Mass Change of Employee Incomes [MCIE]*. The system displays a screen similar to Figure A-14.

The screenshot shows a terminal window titled "Infinium: DT Emulator Session: 3". The main menu includes File, Edit, Tools, Window, and Help. The current screen is "Mass Change Employee Income Codes" with a date of 4/29/96 and time 15:03:12. The screen is divided into two columns of fields. The left column includes Employer (ICR), Transaction Type (D), Include Term? (D), Selection Criteria (all are optional - use "N" for negation), Levels, Job Code, Union Code, Shift Code, Marital Status, Current State, Home Locality, Country, Auto Pay Group, Employee Income Data (for duplicates & changes - use "X" to exclude field), Starting Date, Cycle, Amount, Hours Limit, Factor, Column, and Labor Exp Acct. The right column includes Income Code (*F@IN), Replace Dups? (D), Reactivate? (D), Pay Type, Pay Frequency, Pay Cycle, Home State, SUTA State, Current Locality, Current Province, Benefit Group, Ending Date, Std. Hours, Rate/Ext %, Basis, Matrix, and Row. At the bottom, there are four tabs: Additions, Changes, Deletions, and Deactivations. The Deactivations tab is selected. The bottom status bar shows Field Action: 5 and Background Action: F12.

Figure A-14: Mass Change Employee Income Codes screen

- 5 Complete this screen using the field descriptions that follow.

Type an employer code value, up to three characters or press F4 to select from a list of valid employer code values. This is a required field.

Type *F@IN in this field.

Type D to deactivate all employees' *F@IN income records.

- 6 Press Enter to deactivate the employees' incomes. The system uses interactive processing to deactivate the employee *F@IN income records and displays the number of records deactivated at the bottom of your screen when processing is complete.
- 7 Press F3 to return to the Infinium PY main menu.

Notes

Appendix B Parameters for Custom Coded Programs



This appendix contains technical notes for your data processing department. This data involves the parameters needed by Infinium FB to call your custom coded programs for several fields and functions.

Rate Code Field

The following are *Rate code* field parameters that are passed to the custom program from Infinium FB.

Parameters	FB Field Name	Length	Type
PARAM	PRER	3	A
PARAM	ID	3	A
PARAM	PLAN	5	A
PARAM	PREN	9	A
PARAM	BPPERK	7,5	P

Coverage Code Field

The following are *Coverage code* field parameters that are passed to the custom program from Infinium FB.

Parameters	FB Field Name	Length	Type
PARAM	PRER	3	A
PARAM	ID	3	A

Parameters	FB Field Name	Length	Type
PARM	PLAN	5	A
PARM	PREN	9	A
PARM	FEAMT1	9,0	P

Calculate Flexible Benefits Credits Function

The following parameters involved with the function *Calculate Flexible Benefits Credits* are passed to the custom program from Infinium FB.

Parameters	FB Field Name	Length	Type
PARM	PRER	3	A
PARM	PREN	9	A
PARM	YEAR	4	A
PARM	BYCRED	7,2	A
PARM	BYVAC	2,0	P

Flex Credits Program Field on Update Flexible Benefits Controls

The following parameters involved with the *Flex Credits Program* field are passed to the custom program from Infinium FB.

Parameters	FB Field Name	Length	Type
PARM	PRER	3	A
PARM	PREN	9	A
PARM	YEAR	4	A
PARM	BYCRED	7,2	A

Parameters	FB Field Name	Length	Type
PARM	BYVAC	2,0	P

Notes