Infor Infinium HCM Human Resources Guide to Setup and Processing for Benefits Administration

Volume 1

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Publication Information

Release: Infor Infinium HCM 11.1.23

Publication date: January 15, 2025

Document code: INFHRPY20V1_ALL_29

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About this Guide

This part focuses on the following information:

- Purpose of this guide
- Conventions used in this guide

Intended Audience

This guide is for benefits administrators and other users of Infinium Human Resources (Infinium HR) including those who perform daily benefits administration, employee data entry, Human Resources and Payroll mangers, and system administrators who provide technical support to Infinium HR users.

Purpose of This Guide

The purpose of this guide is to provide you with an in-depth explanation of how to set up controls and utilize processing options in the *Benefits Administration* function in Infinium HR. This guide is intended to be used for reference.

Organization of This Guide

This guide is task oriented. We have grouped related tasks into parts. Each chapter contains overview information and step-by-step instructions to lead you through the tasks.

This guide contains information on how to set up benefits controls and process employee benefit enrollments using Infinium HR.

Information for establishing system-wide controls and general system processing activities in Infinium HR is not included in this guide. Refer to the *Infinium Human Resources Guide to Controls* for information on how to define and maintain Infinium HR controls. Refer to the *Infinium Human Resources Guide to Processing* for information on how to track applicants, hire employees, and maintain basic employee information.

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
Italic typeface	Menu options and field names The guide uses the same abbreviations as the screen.	*Master Files* Use *Max Lnth* to specify the maximum length of alpha user fields.
Bold standard typeface	Used for notes, cautions and **WARNING**s	**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 *System* 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 *Employer Controls.* Select a record. From the *List* menu, select *Display*.
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	To access online help for the current context (menu option, screen or field), press Help (or the function key mapped for help). 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.	Press Help for more information about the current field.

Convention	Description	Example
[Quick Access Code]	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. Quick access codes are listed on the Menu Tree and in the path for each task next to the executable function.	Select *Update Employer Controls* [UCO].
Publication titles	Unless otherwise stated, titles refer to Infinium applications and use standard name and abbreviations.	*Infinium Training Administration Guide to Setup and Processing* is referred to as *Infinium TR Guide to Setup and Processing.*

Function Keys

Infinium AM function keys and universal Infinium PY function keys for the IBM AS/400 or iSeries are described in the following table. All Infinium PY 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

Function Key	Name	Description
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.

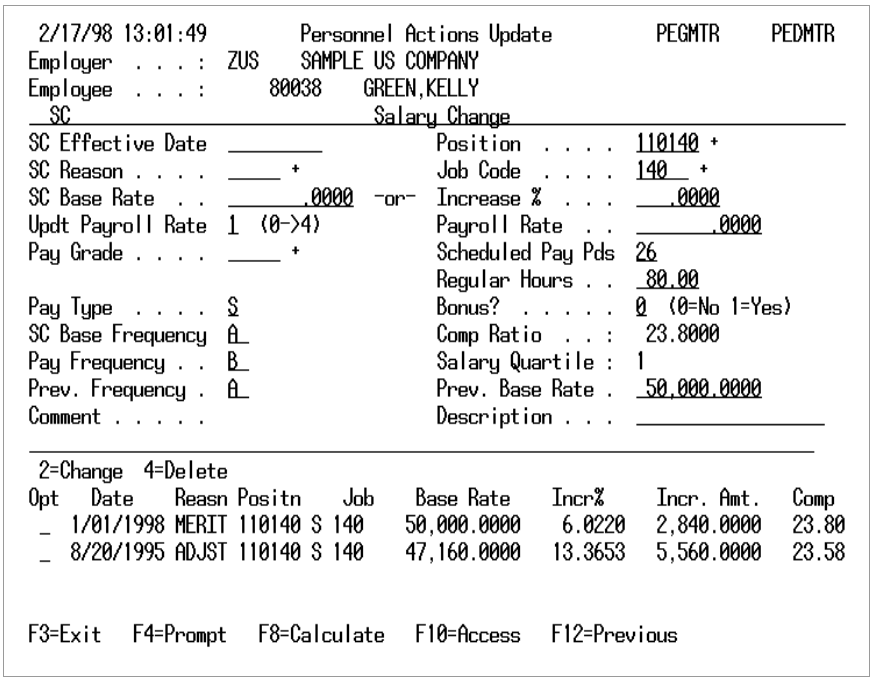

Figure 1: Sample character-based screen for Infinium HR suite

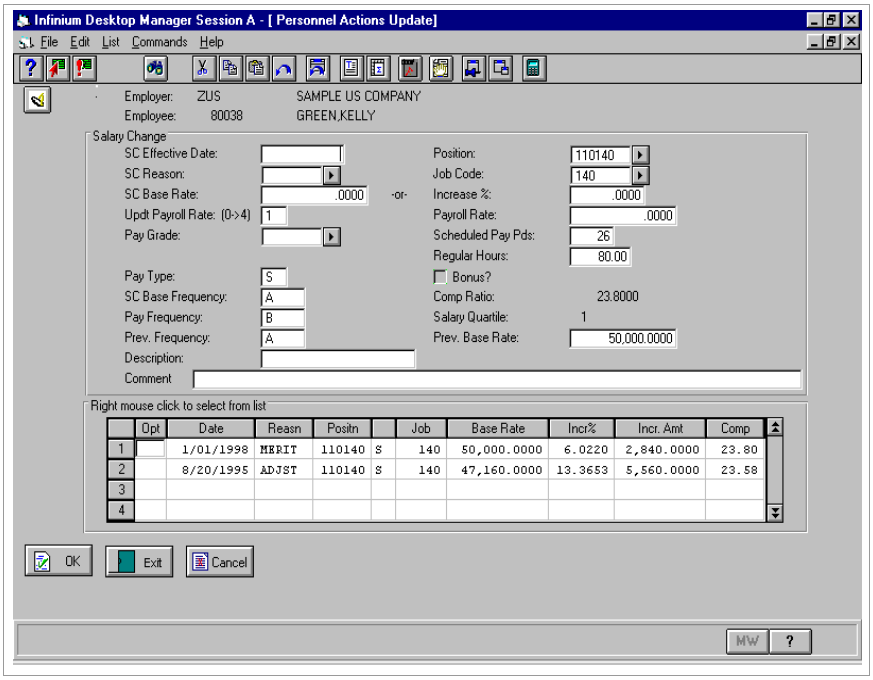

Figure 2: Sample graphical-based screen for Infinium HR suite

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.

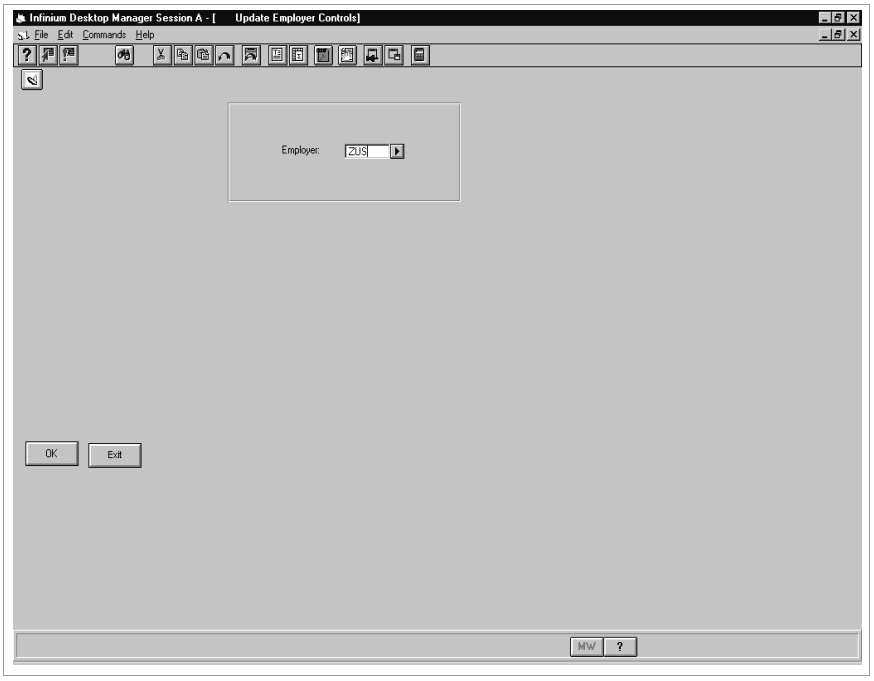

Figure 3: PY prompt screen

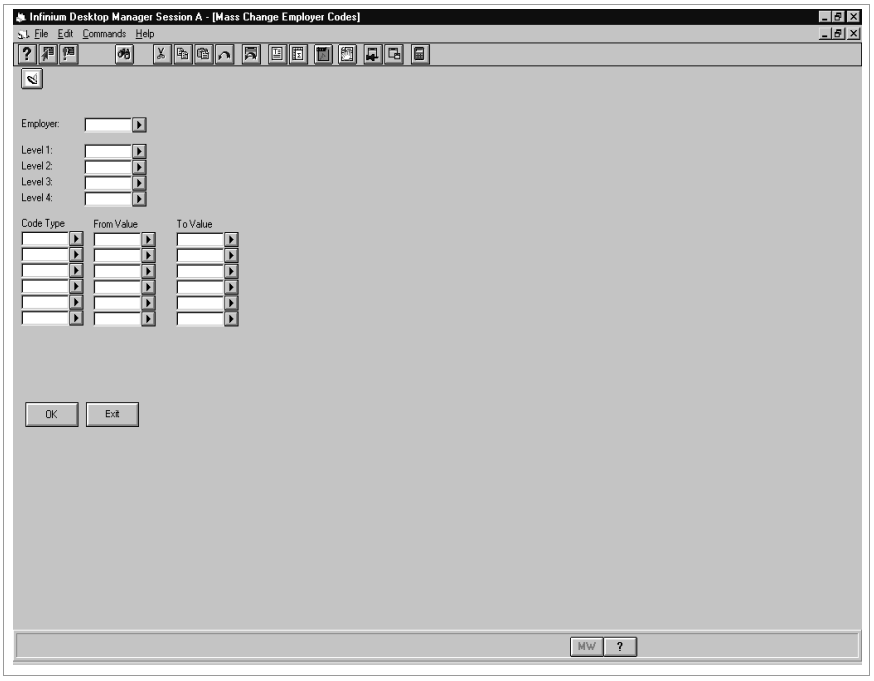

Figure 4: PY selection screen

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

For additional information about Infinium HR, refer to the following:

- *Infinium Human Resources/Payroll Conversion Workbook*
- *Infinium Human Resources/Payroll Technical Guide Volume 1*

- *Infinium Human Resources/Payroll Technical Guide Volume 2*
- *Infinium Human Resources Guide to Controls*
- *Infinium Human Resources Guide to Processing Volume 1*
- *Infinium Human Resources Guide to Processing Volume 2*
- *Infinium Human Resources Guide to Management Functions Volume 1*
- *Infinium Human Resources Guide to Management Functions Volume 2*
- *Infinium Human Resources Menu Tree*
- *Infinium Human Resources/Payroll Reports Books*
- *Program Reference Guide*
- *File/Field Descriptions*
- *Database Relations*
- Online help

Installation instructions and release notes are available on Infor365.

Notes

Chapter 1 Infinium Human Resources and Benefits Administration: An Overview

1

This chapter provides you with an overview of Infinium Human Resources and its *Benefits Administration* function. Infinium HR is a comprehensive human resources management system that allows you to manage employee information and perform human resources reporting and administrative activities.

Infinium Human Resources shares information with Infinium Payroll, Infinium Flexible Benefits, Infinium Occupational Health and Infinium Training Administration. Each product uses core employee information contained in Infinium Human Resources to avoid redundancy and duplicate maintenance of basic employee data. Infinium HR and Infinium Payroll share the same database and together make up the product known as Infinium HCM.

Within Infinium HR, you use the *Benefits Administration* function to set up your benefit plans, enroll employees in the plans, associate beneficiaries and dependents with plan enrollments, track employee and employer costs, and pass cost information to Infinium Payroll. You can use the *COBRA Administration* function within Infinium HR to track similar benefit information for COBRA participants.

After you set up employee benefit enrollment records on Infinium HR, you transfer related payroll deduction information to Infinium Payroll on a regular basis so that the Payroll system always contains the most current employee benefit deduction information for pay cycle processing.

The chapter consists of the following topics:

Topic	Page
Overview of Infinium Human Resources and Infinium Payroll	1-3
Overview of the *Benefits Administration* Function	1-5
Conventions Used in Infinium Human Resources	1-7

Commonly Used Fields in the *Benefits Administration* Function 1-15

Overview of Infinium Human Resources and Infinium Payroll

The flowchart that follows identifies key components of both Infinium Human Resources and Infinium Payroll. Information that is shared between the two systems is positioned in the upper middle and lower middle parts of the chart. For example, the entity control and level controls are shared between Infinium HR and Infinium PY. Similarly, the employee basic data record is shared between Infinium HR and Infinium PY.

Information that is unique to Infinium Human Resources or Infinium Payroll is shown on the chart under each product heading. For example, you set up and maintain salary ranges and benefit controls using Infinium HR while you use Infinium PY to set up and maintain general ledger controls and income and deduction controls. In the standard system configuration, only Infinium HR includes applicant data and benefit administration options and only Infinium PY includes cycle processing options.

The flowchart that follows depicts the standard configuration of Infinium HR and Infinium PY. Your system administrator determines the menu options that you can access and can move options between Infinium HR and Infinium PY to suit your organization’s needs.

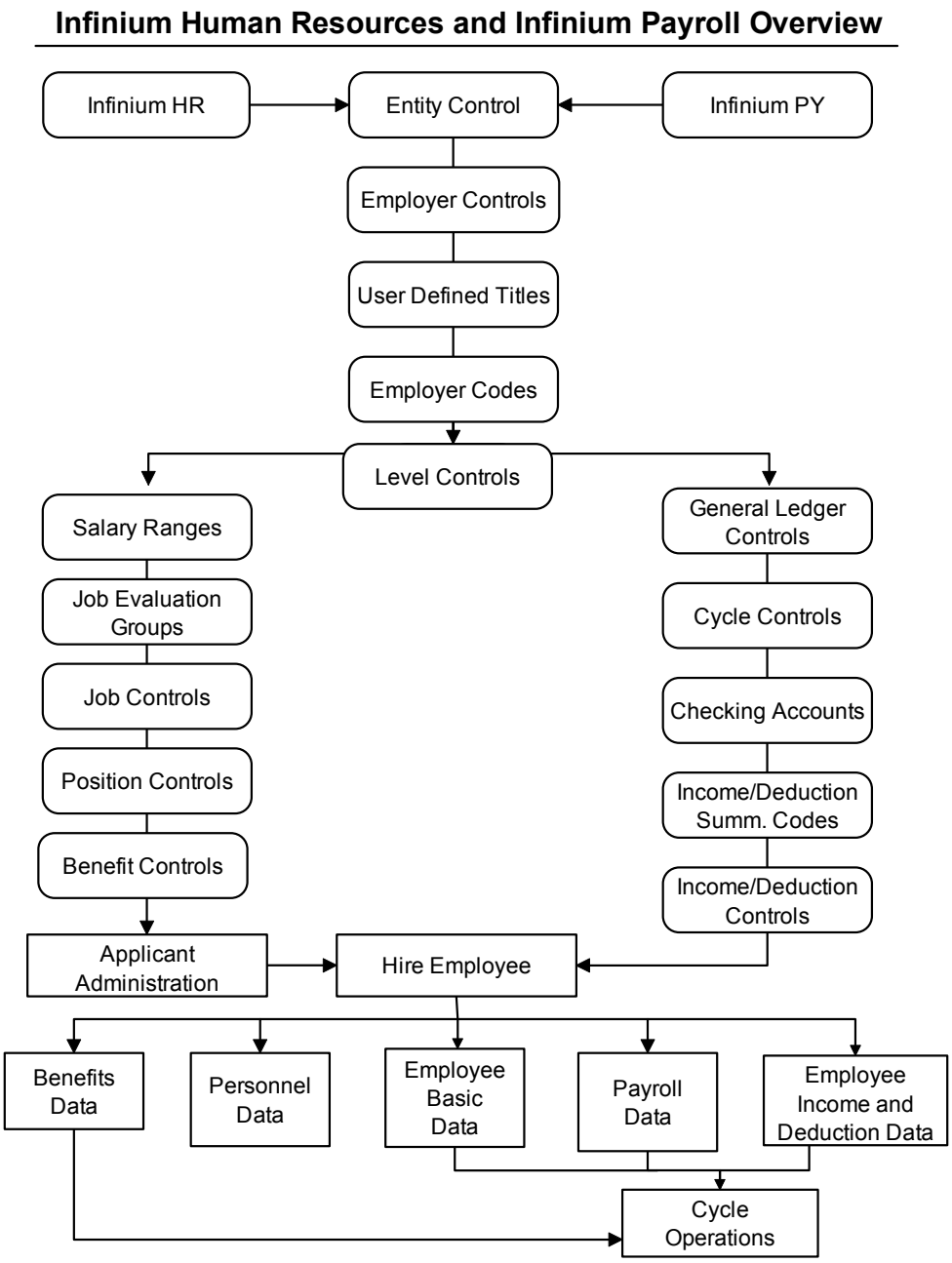

Figure 1-1: Overview of Infinium Human Resources and Infinium Payroll

Overview of the *Benefits Administration* Function

The *Benefits Administration* function in Infinium Human Resources is a module that allows you to set up and track employee benefit enrollment information including the following:

- Employee plan eligibility, enrollment and cancellation dates
- Employee and employer benefit plan costs
- Benefit plan coverage amounts
- Savings plan investment selections
- Beneficiaries and dependents

After you set up your benefit plans and enroll employees in them, you can print reports to track the cost of your organization's benefit programs. Since Infinium Human Resources and Infinium Payroll are integrated, you can pass benefits enrollment information from Infinium Human Resources to Infinium Payroll so that the correct benefit deductions are withheld from employee paychecks and employer liabilities are tracked. Infinium Payroll can pass benefit costs to Infinium General Ledger for inclusion in your organization's financial reports.

For Benefits Administration users, Infinium HR also offers the option of using plan year processing where you can simultaneously maintain employee benefit enrollments for a current plan year and prepare enrollments for the next plan year. Refer to the "Using Plan Year Processing" chapter in this guide for more information.

The following flowchart provides you with an overview of the *Benefits Administration* function.

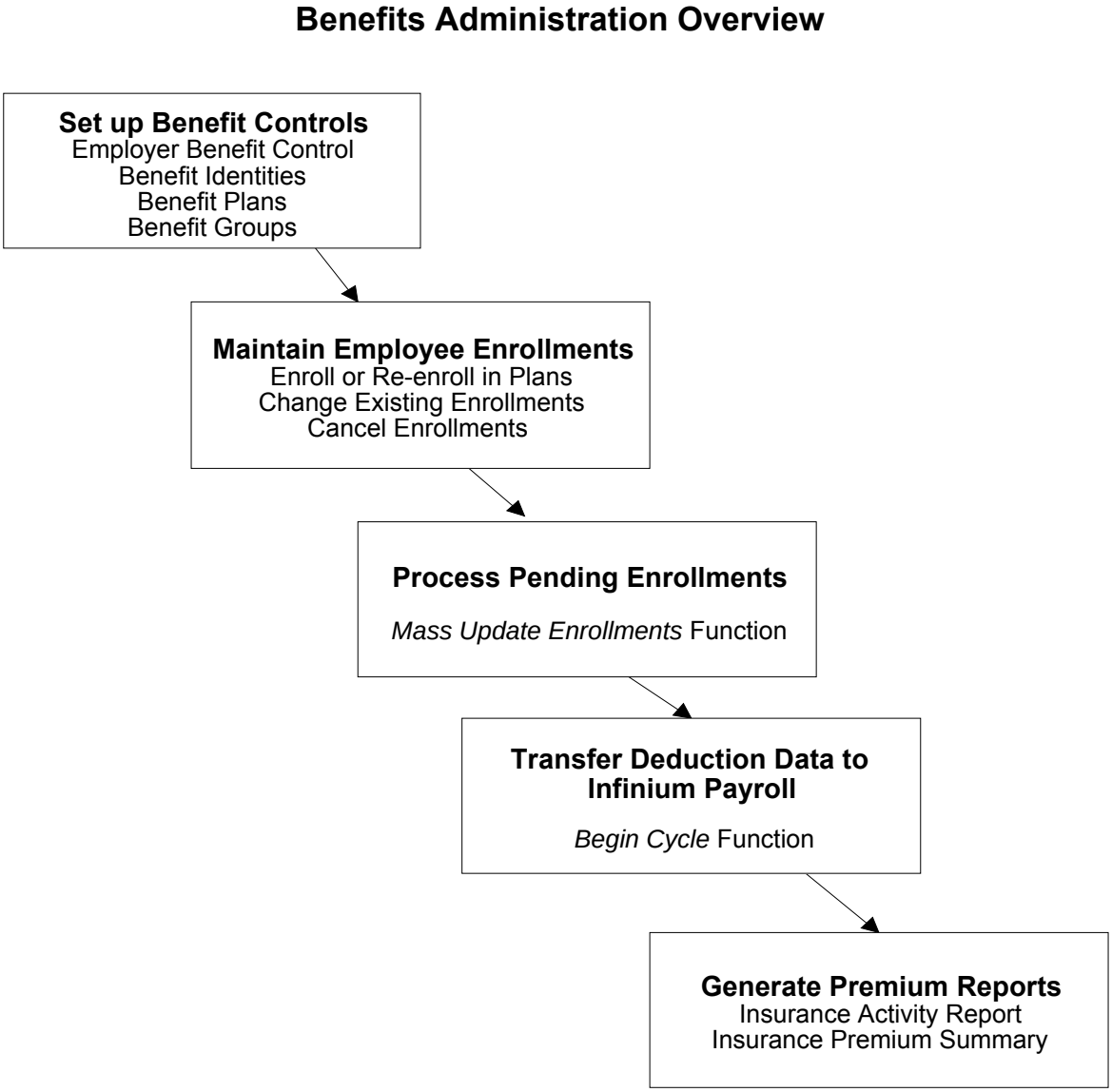

Figure 1-2: Benefits Administration Overview

Conventions Used in Infinium Human Resources

There are several conventions that are used throughout Infinium Human Resources including those listed below.

System Names

In this guide and others, Infinium Human Resources is sometimes referred to as HR. Infinium Payroll is sometimes referred to as PY. The combination of Infinium Human Resources and Infinium Payroll is referred to as HCM.

Update

Throughout Infinium Human Resources, you use options that begin with *Update* to add, change or delete information in the system.

Display

Throughout Infinium Human Resources, you use options that begin with *Display* to view information in the system. You cannot use display options to add, change or delete information.

List

Throughout Infinium Human Resources, you use options that begin with *List* to generate standard reports of information in the system. You generally use a selection screen to identify the information you want to include on the report.

Default

A default is a value that the system automatically assigns or an action that the system automatically takes. Some default values and actions are pre-defined by Infinium Software; others are defined by users as they set up Infinium Human Resources. You generally enter default values on control screens or security screens.

Quick Access

On most screens in Infinium Software products, including Infinium Human Resources, you can press F10 to display a pop-up window that allows you to

go to another function without first returning to the product's main menu. You enter a pre-defined Quick Access code for the function that you want to access. This timesaving feature allows you to move rapidly throughout the systems to which you are authorized.

You can use Quick Access codes to move to functions within Infinium Human Resources or to a function in any other system to which you are authorized. Quick Access codes are displayed in brackets following all menu functions listed in this guide.

Prompting and Selecting

Throughout all Infinium Software products, including Infinium Human Resources, when you place your cursor on any field that displays **+**, you can press F4 or click on the F4 button to display a list of valid values for that field. You can select a value from the list by typing any character in the *Opt* field next to the value you want to use and then press Enter. The system returns to the field your cursor was in when you prompted and automatically fills it with the value you selected.

Required Fields

Many screens have a combination of required and optional fields. You must complete the required fields before the system allows you to proceed. To find out which fields are required for a screen, press Enter or click on the Enter button; the system highlights the fields that you must complete.

Field Exit

With numeric and date fields, the text you type will not always fill the entire field. You can press the Field Exit key to complete the field, right justify numeric entries, and move your cursor to the next field on the screen.

If you use Infinium Desktop, you do not need to complete the field; however, you must ensure that any unused space in the field is blank. You can use the spacebar or the Delete key to remove any unwanted text.

Exiting a Screen

When you press F3 or click on the F3 button to leave a screen, the system displays the Exit Options window. Type **1**, **2** or **3** and press Enter to leave the screen. The table below explains the options:

1	Leave the screen and save any changes you have made.

2 Leave the screen but do not save any changes.

3 Return to the screen.

The default value is **1**.

System Help

Infinium Software provides four levels of Help for all products including Infinium Human Resources. You can press Help on any field in Infinium Human Resources. The system first displays field help for the specific field your cursor was in when you accessed the help system.

If you press Enter on the field help screen, the system next displays screen help. Screen help provides you with information concerning the purpose of the screen you are completing.

If you press Enter on the Screen Help screen, the system next displays function key help. Function key help provides you with an overview of the functions performed by function keys for the screen you are using.

If you press Enter on the Function Key Help screen, the system next displays function help. Function help provides you with an overview of the entire function you are using.

If you press Enter again, the system returns to the field from which you accessed help.

In addition to the four levels of standard system help text, you can also enter up to four levels of your own user defined help text. When you enter your own help text, the system displays it before it displays standard system help text. See the *Getting Around the Desktop* or the *Infinium AM Navigational Features Quick Reference Card* for details.

Working with Sub-files

At the bottom of some screens, the system displays one or more lines of previous information related to the function and specific control or employee with which you are working. The area of the screen in which the system displays these records is called a sub-file.

You can review, modify or, in some cases, delete records from the sub-file. The system displays one line of key information for each record in the sub-file. To review all of the information for a record, you must retrieve it from the sub-file.

The top half of a sub-file screen contains input fields into which you can type new information or change information for an existing sub-file record you have retrieved from the sub-file. When you press Enter to save new information, the system stores it as a new entry in the sub-file. When you press Enter to save updated information for an existing sub-file record, the system replaces the old sub-file record with the updated record.

To review or modify information in a sub-file record, type **2** in the *Opt* field adjacent to the record. The system moves the information to the input area in the top portion of the screen, where you can review or update it. Press Enter to return the record to the sub-file.

To delete a record from the sub-file, type **4** in the *Opt* field adjacent to the record. When you press Enter, the system displays **DELETED** in place of that line in the sub-file.

You must press F3 to exit from sub-file screens. When you press F3, the system makes your sub-file addition, change or deletion permanent.

Terminology and Concepts for the *Benefits Administration* Function

This section provides you with an overview of terminology and concepts used in the *Benefits Administration* function within Infinium Human Resources. You should be familiar with this material before you continue to the detail parts. These concepts are used throughout the *Benefits Administration* function.

Refer to the *Infinium Human Resources Guide to Controls* or the *Infinium Human Resources Guide to Processing* for an overview of terminology and concepts used throughout the entire Infinium Human Resources system.

Beneficiary

A beneficiary is a person or entity that the employee designates to receive a financial settlement from a plan in the event of the employee's death. Beneficiaries receive the cash value of a benefit plan when the employee dies. Employees specify beneficiaries for benefit plans with monetary value such as life insurance, accidental death and dismemberment, savings and retirement plans.

Employees can name primary beneficiaries and secondary beneficiaries. The primary beneficiary receives proceeds from a benefit plan upon the death of the employee. The secondary beneficiary receives proceeds from a benefit plan if both the employee and the primary beneficiary are deceased.

Benefit Plan

A benefit plan identifies a specific category or type of coverage within a broadly defined benefit program. For example, if you offer employees medical insurance, you can define benefit plans to represent single coverage and family coverage options. Similarly, if you offer employees life insurance, you can define benefit plans to represent basic life, supplementary life, and dependent life insurance options.

The system defaults information, including costs and coverage amounts, from the benefit plan into the enrollment record of each participating employee. You can override the default values for exception employees.

Benefit Identity

A benefit identity distinguishes a broadly defined benefit program, such as life insurance, health insurance and retirement programs. In Infinium HR, you must define identities by benefit provider. For example, if you utilize two health insurance providers, one of which offers employees an indemnity health insurance program and the other offers a health maintenance organization, you must set up two benefit identities.

The system uses benefit identities to group information on screens within the *Benefits Administration* function and to generate premium reports.

Benefit Group

You use benefit groups in the *Benefits Administration* function to collect together benefit plans that are appropriate for certain types or categories of employees. You must define at least one benefit group for each employer that you establish on Infinium Human Resources. You can define benefit groups based on a variety of considerations such as pay type (such as salaried or hourly), status (such as full time or part time), location (geographical or functional), union affiliation and so on.

You can assign an employee to only one benefit group at a time and you can enroll an employee in only the benefit plans within his or her assigned group.

Dependent

A dependent is normally a member of the employee's immediate family who can be covered under the employee's health plans, generally for an additional premium cost. Health plans typically include medical, dental, vision and prescription drug programs.

Your benefit plan documents specify the types and ages of family members eligible for dependent coverage.

Defined Benefit Plan

A defined benefit plan is a savings or retirement program that utilizes a formula to calculate the payout to an employee when he or she retires. Most common is the final salary plan which expresses itself as a percentage of salary based on last or best years of salary, service years or any other factors the employer selects.

Defined Contribution Plan

A defined contribution plan is a savings or retirement program to which the employee and employer may contribute, such as 401(K) and 403(B) plans in the U.S., Registered Pension Plans (RPP) and RRSP (Registered Retirement Savings Plans) in Canada, Personal Pension Plans in the U.K., and so on.

Employees typically elect to contribute a percentage or flat amount of salary; the employer can match the employee contribution using a formula that is typically a percentage of the employee contribution up to a defined maximum. However, other variations may occur such as contributions by age, service, grade, union contract, etc. The benefit the employee receives at retirement is determined by the accrued vested contributions plus investment income.

Deduction

When you set up a benefit plan, you specify the total premium cost per enrollee and identify the portions paid by the employer and the employee. You can associate a payroll deduction with each benefit plan and use it to transfer employee and employer benefit costs to Infinium Payroll.

Enrollment

In the *Benefits Administration* function, you use the enrollment process to assign a benefit selection to an employee.

Lifestyle Change

A lifestyle change in the context of benefits administration typically refers to marriage, divorce and birth or adoption of a dependent child.

Health Maintenance Organization

A health maintenance organization (HMO) is a group of salaried health service providers with centralized management and facilities.

Open Enrollment

Open enrollment is generally an annual event that takes place during a defined time period. During the open enrollment period, employees can freely change benefit plans or coverage, contribution percentages, beneficiaries, dependents, and so on without providing evidence of insurability.

Pending Enrollment

In the *Benefits Administration* function, all employee enrollments, changes and cancellations are pending until you run the *Mass Update Enrollments* function to process them.

Plan Document

The plan document is a detailed legal document that specifies the precise terms of a particular benefit program.

Plan Year

The plan year is the period during which an employer offers pre-tax benefit plans, such as health and life insurance benefit plans, to employees. The plan year may or may not coincide with your company's calendar or fiscal year.

Preferred Provider Organization

A preferred provider organization (PPO) is a group of independent health service providers with separate facilities who have a contractual agreement with a centralized health service organization and are subject to its administrative oversight.

Provider

A provider is an organization or individual that provides a benefit program or service to employees. Providers include insurance companies, HMOs, PPOs, individual physicians, dentists, and so on.

Qualified Plan

A qualified plan is one that has been approved by the U.S. Internal Revenue Service. Typically, U.S. employers must submit savings and retirement plans to the IRS for approval.

Summary Plan Description

A Summary Plan Description (SPD) is a distilled version of the detailed plan document. It provides employees with basic plan information in laymen's language. In the U.S., you are legally required to provide employees with an SPD for certain types of plans.

Vesting

Vesting is a process that calculates the employee's entitlement to the employer contributions to his or her savings or pension plan account when the employee terminates, generally based on the employee's length of service and a fixed time schedule.

Commonly Used Fields in the *Benefits Administration* Function

Selecting an Employee

You can use two fields on selection screens in Infinium Human Resources to identify the employee whose information you want to review or update:

- *Employee*
- *Last Name*

You must specify the employee's number for the system to locate the employee's record.

Using the Employee Field

You can type the number assigned to the employee whose information you want to update or display in the *Employee* field. If you do not know the employee's number, you can press F4 to display a list of all employees associated with the specified employer or use the *Last Name* field to find the employee number.

When you press F4, the system displays the Employee Locate screen. To locate a specific employee, type some or all of his or her last name on the blank line adjacent to the *Locate* field on the Employee Locate screen and press Enter. The cursor moves to the employee(s) whose name matches the letters or name you specified.

Type any character in the *Opt* field next to the employee you want to update or view and press Enter. The system returns to the prompt screen and automatically fills in the employee number and last name of the employee you selected.

Using the Last Name Field

If you know the employee's complete last name, you can type it in the *Last Name* field and then press F4 to display the Employee Locate screen. The system positions your cursor adjacent to the employee's name and number. Type any character in the *Opt* field next to the employee you want to update

or view and press Enter. The system returns to the prompt screen and automatically fills in the employee number of the employee you specified.

If you do not know the employee's entire last name, type as much as you know and press F4. The system displays employee(s) whose names match the letters or name you specified. Type any character in the *Opt* field next to the employee you want to update or view and press Enter. The system returns to the prompt screen and automatically fills in the complete last name and employee number of the employee you selected.

Selecting an Employer

You use the *Employer* field to identify the employer whose information you want to access, or the employer of the employee whose information you want to access. Type the value that represents the employer in this field.

If you do not know the value that represents an employer, you can press F4 to display a list of all of the employers that have been defined in your Infinium Human Resources database.

Chapter 2 Establishing the Employer Benefit Control, Benefit Identities and Benefit ID Reporting Groups

2

In this chapter you learn how to establish the following controls within the *Benefits Administration* function:

- Employer Benefit Control
- Benefit Identifies
- Benefit Identity Reporting Groups

You use the employer benefit control to establish basic information about the Infinium Human Resources/Payroll products installed on your system and to specify some high-level choices concerning your use of the *Benefits Administration* function. You use benefit identities to categorize your employer's benefit offerings by the type of benefit program and provider. You must set up at least one plan within each benefit identity. You enroll employees in benefit plans to track their benefit choices, costs, dependents and so on.

You can use benefit ID reporting groups to group benefit IDs for reporting purposes.

The chapter consists of the following topics:

Topic	Page
Overview of the Employer Benefit Control, Benefit Identities and Benefit ID Reporting Groups	2-2
Establishing the Employer Benefit Control	2-4
Establishing Benefit Identities	2-10
Setting Up Benefit ID Reporting Groups	2-19

Overview of the Employer Benefit Control, Benefit Identities and Benefit ID Reporting Groups

You use the employer benefit control record to establish basic information about the Infinium Human Resources/Payroll products installed on your system and to specify some high-level choices concerning your use of the *Benefits Administration* function.

You use benefit identities in the following ways:

- to display the appropriate fields when you establish benefit plans and enroll employees in plans
- to generate premium payment reports
- to generate benefit activity reports

You use benefit identities to group your benefit offerings by the type of program and provider. The system uses the identity to group related benefit plans together when you enroll employees in plans. After you enroll employees in benefits, you use the identity to select and sort information on the Insurance Premium Summary and Insurance Activity reports.

Example

If you offer your employees a life insurance program, a health insurance program and a savings plan, you would set up three identities on the system. If you split your health insurance program into medical, dental and vision care options that employees select and pay for separately, you could establish three identities, whether the three programs are offered by the same or different providers. If you offer employees a choice of two medical programs sponsored by two different providers, such as a comprehensive medical program and a health maintenance organization, you must establish two identities.

You use the benefit ID reporting group to group benefit IDs for HIPAA EDI reporting purposes.

Controls that Impact the Employer Benefit Control and Identities

You must set up your employer on Infinium Human Resources before you can set up the employer benefit control and benefit identities. After you

establish the employer benefit control and benefit identities, you set up benefit plans and assign the plans to benefit groups.

You must hire employees into your employer and set up the benefit controls described above before you can enroll employees in benefit plans.

Objectives

After completing this chapter, you should be familiar with how to:

- Set up and maintain the benefit control information for your employer
- Set up, maintain and print benefit identities for your employer
- Set up, maintain and print benefit ID reporting groups for your employer

Establishing the Employer Benefit Control

This section contains information on how to set up the employer benefit control. You must establish a benefit control record for each of your employers.

Setting up the Employer Benefit Control

Follow these steps to establish a benefit control record for your employer:

1. From the Infinium Human Resources main menu select *Benefits Administration*.
2. Select *Update Benefit Data*.
3. Select *Update Benefit Controls* [UEBC]. The system displays the Update Employer Benefit Controls prompt screen shown in Figure 2-1.

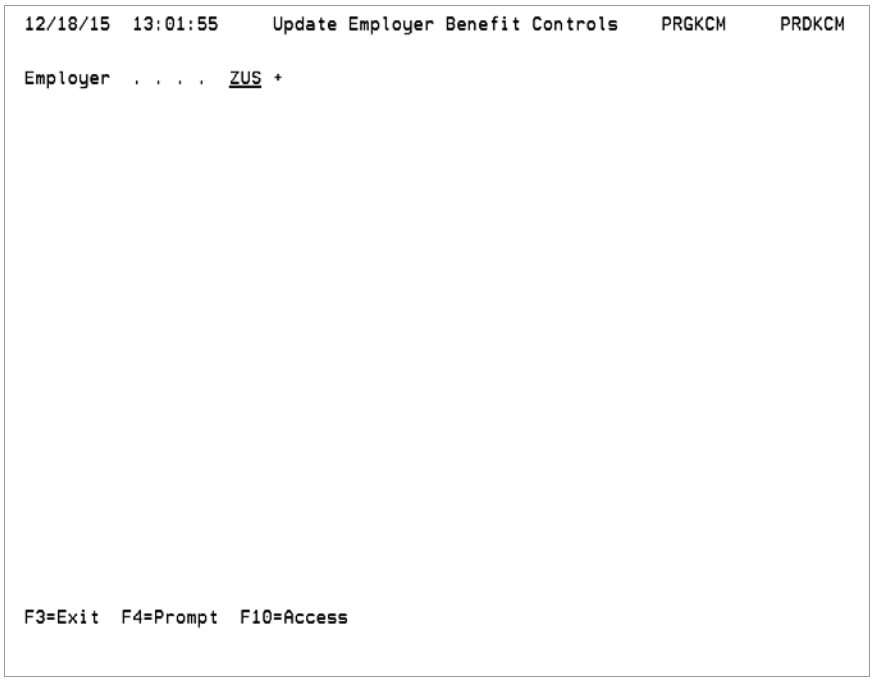

Figure 2-1: Update Employer Benefit Controls prompt screen

4. Fill in the *Employer* field and press Enter.

5 The system displays the Update Employer Benefit Controls screen shown in Figure 2-2.

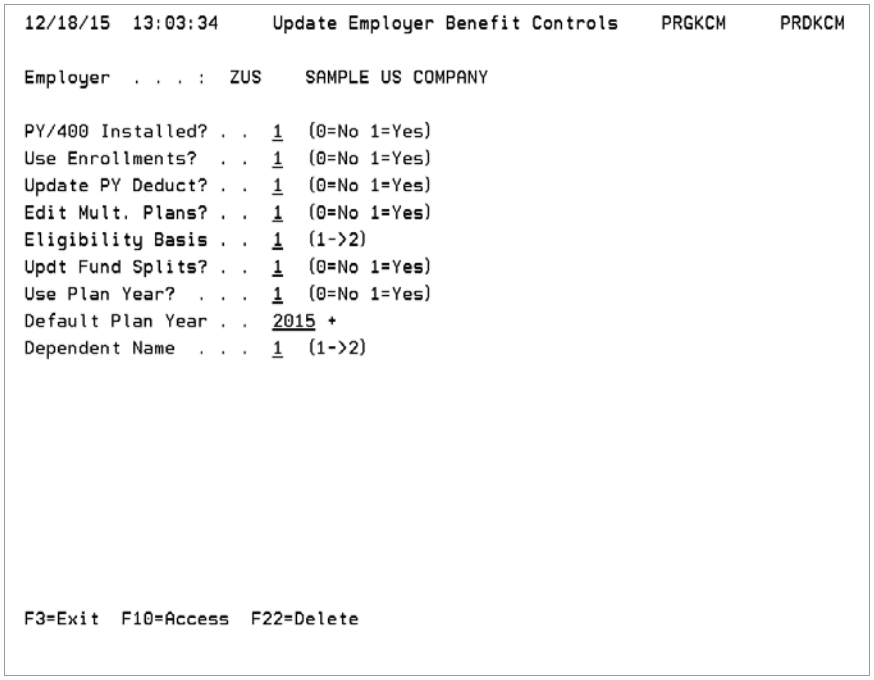

Figure 2-2: Update Employer Benefit Controls screen

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

PY/400 Installed?

In this field indicate if Infinium Payroll is installed on your system. If you type **1** in this field, when you are establishing benefit plans the system ensures that you enter a valid value in the *Deduction Code* field for the benefit plan.

Valid values for this field are:

0 Infinium Payroll is not installed.

1 Infinium Payroll is installed.

When you type **0** in this field, you can enter invalid values in the *Deduction Code* field when you are setting up benefit plans. You can experience difficulties when you run the *Mass Update Enrollments* function if your plans contain invalid deduction code values.

Use Enrollments?

In this field indicate if the system should include employee benefit enrollment screens at the end of the *Enter New Hire* function.

Valid values for this field are:

0 Do not display benefit enrollments as the last option of the *Enter New Hire* function. To enroll employees into benefit plans, you must use the option *Update Employee Enrollments* after you complete the hire process.

1 Include benefit enrollments as the last option of the *Enter New Hire* function. You can perform enrollments for new employees then or at a later time.

If you type **1** in this field, you must also give the appropriate users access to the benefit enrollments screen using the *Update User Security Controls* function. You use fields in this function to specify which new hire screens each Infinium HR and Infinium PY user can access.

Update PY Deduct?

In this field indicate whether you want to update Infinium Payroll with deduction information corresponding to employee benefit enrollments.

Valid values for this field are:

0 Do not transfer employee benefit deduction codes and amounts to Infinium Payroll.

1 Transfer employee benefit deduction codes and amounts to Infinium Payroll.

Edit Mult. Plans?

Use this field to generate an error message when you attempt to enroll an employee into more than one plan within a particular identity. You must also type **0** in the *Emp. multiple plans* field on the Update Benefit Identities screen for each identify for which you want the system to produce the error message.

Valid values for this field are:

0 The system does not generate an error message if you try to enroll an employee into multiple plans within an identity, regardless of the value in the *Emp. Multiple plans* field on the benefit identity.

1 The system generates an error message if you try to enroll an employee into multiple plans within an identity if you type **1** in the *Emp. multiple plans* field on the benefit identity.

Example

You activate the error message for multiple plans by typing **1** in the *Edit Mult. Plans* field on the employer benefit control. You then set up medical and life insurance identities.

Within your medical plan identity, you anticipate you will establish plans for single and family coverage. You want to prevent employees from enrolling in both types of plans simultaneously, so you type **0** in the *Emp. multiple plans* field on the medical identity.

Within your life insurance identity, you expect to establish plans for basic life insurance and supplemental life insurance. You allow employees to enroll in both of these plans concurrently, so you type **1** in the *Emp. multiple plans* field on the life insurance identity.

Eligibility Basis

In this field indicate the starting date the system should use to calculate benefit eligibility dates when you enroll employees in plans. The system uses this date along with waiting periods specified on each plan to default an eligibility date into the benefit enrollment records for each employee.

Valid values for this field are:

1 Use the *Date of Hire* field in the employee Basic Data record to calculate eligibility dates for benefit plans.

2 Use the *Adjusted Date of Hire* field in the employee Basic Data record to calculate eligibility dates for benefit plans.

When you type **2** in this field, the system checks the *Adjusted Date of Hire* field first. If the *Adjusted Date of Hire* field is blank, the system uses the date in the *Date of Hire* field to calculate benefit eligibility dates.

Updt Fund Splits?

In this field indicate if the system should present a screen for selecting investment fund choices when you enroll employees in a savings or retirement plan. You must type **1** in the *PY2000 Installed?* field on this screen in order to type **1** in this field.

Valid values for this field are:

0 Do not display a screen for savings or retirement plan investments and fund split information.

1 Display a screen for savings or retirement plan investments and fund split information.

Infinium PY Tip

For the system to display the fund split screen, on Infinium Payroll you must define the payroll deduction associated with the savings plan using deduction type 4. Note that you can also update employee fund split information using the *Update Deduction Data* function on Infinium PY.

Use Plan Year?

Specify **Yes** to use plan year processing for Benefits Administration. Otherwise, specify **No**.

Use plan year processing to maintain benefit plans and enrollments for the current plan year and, at the same time, set up benefit plans and enrollments for the next plan year.

If you specify **Yes** to use plan year processing, you must next use the *Plan Year Conversion* function to complete the value in the *Plan Year* field of all benefit file records, including benefit plans, employee enrollments, pending transactions, age rate tables, and benefit plans associated with benefit groups. Refer to the “Using Benefit Plan Year Processing” chapter in the guide for information on setting up plan year processing.

Default Plan Year

If you use plan year processing, specify the plan year to use as the default value for *Plan Year* in benefit plans and employee benefit enrollment records.

Use *Update Employer Codes* and code type **YER** to set up the plan year values.

Dependent Name

Use to specify the order in which the dependent's first name, last name and middle initial will be used by the system to create the dependent's name in the *Name* field in *Update Dependents Data*.

1 last name, first name, middle initial

2 first name, middle initial, last name

For example, If you specify **1** Sally G Jones will be Jones, Sally G. in the dependent’s *Name* field.

If you specify **2**, Sally G Jones will be Sally G. Jones in the dependent's *Name* field.

7 Press Enter. The system saves your information and returns to the Infinium HR main menu.

Maintaining the Employer Benefit Control Record

You can change the values in any of the fields on the Update Employer Benefit Controls screen if your business needs or system setup changes.

Establishing Benefit Identities

After you establish an employer benefit control record, you can set up benefit identities. A benefit identity groups related plans together for ease of administration and reporting.

You establish benefit identities by plan type and provider (carrier) so that you can generate premium statements and enrollment activity reports for each provider. For each type of benefit program that you offer, you must create identities for each provider.

Example

If the Standard Insurance Company and the Global Indemnity Company both provide life insurance programs to your employees, you must set up two life insurance identities. Within each identity, you set up plans. For example, within the Global Indemnity Company you can set up a basic life insurance plan and an accidental death and dismemberment plan.

If the Standard Insurance Company and the Peerless Preferred Provider Organization (PPO) both provide health insurance programs for your employees, you must create two health insurance benefit identities. You set up the appropriate plans within each identity, such as plans that provide single coverage, family coverage and so on.

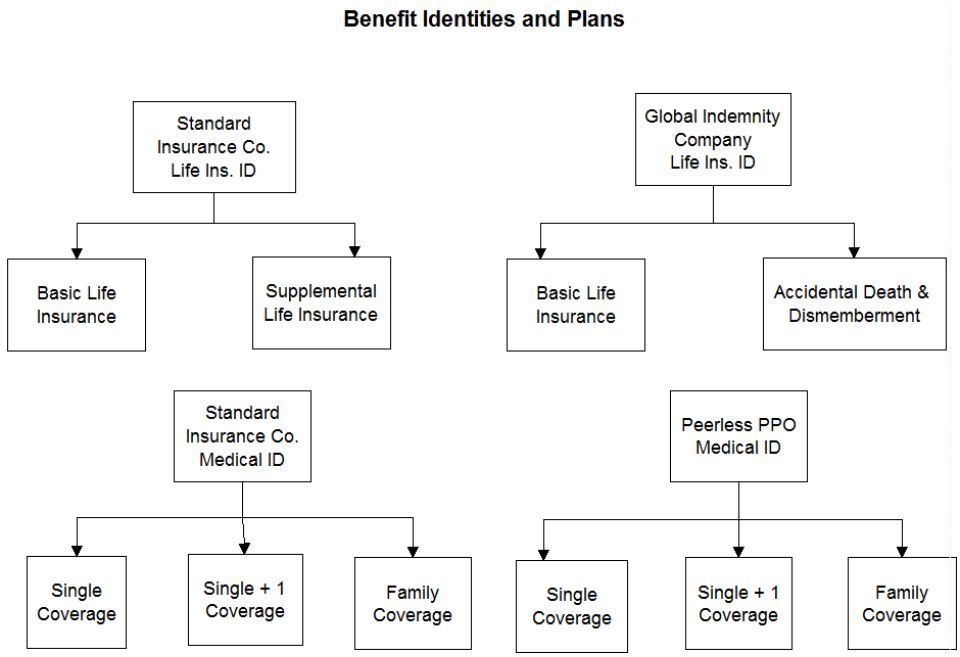

Figure 2-3: Benefit Identities and Plans Overview

Assigning Benefit Identity Code Values

You assign a code value of three characters or less to represent each benefit identity. Because you cannot change the code value that represents an identity after it is associated with plans, benefit groups and employees, you should carefully consider both your current and future benefit needs when you design your identity code values.

Avoid basing your benefit identity code values on the names of specific benefit providers to allow for flexibility in the future if you undergo a change in benefit providers but retain the same type of benefit program. If you establish generic benefit identity code values, you can easily update the description and address for an identity if you change providers without having to disturb existing employee benefit enrollment records.

The system uses the three character code value you assign to each benefit identity to sequence and group benefit plans on various screens in the *Benefits Administration* function, including the Update Employee Benefit Enrollments screen. To display a particular category of benefit plans first, such as life insurance plans, assign a code value to the life insurance benefit identity that causes the system to display life insurance plans before the plans associated with other identities. The system sorts alphabetical characters first followed by numeric characters.

If you are using both the *Benefits Administration* function in Infinium Human Resources and Infinium Flexible Benefits to set up benefit identities and plans, you should consider using different naming conventions for each set of identities and plans. For example, you can use numeric code values to define your regular benefit identities and alphabetical code values for your flexible benefit identities.

Understanding Benefit Types

The system uses the *Benefit Type* field on the Update Benefit Identities screen to select the appropriate fields to display on the benefit plan and employee enrollment screens. The fields the system presents when you establish a medical plan or enroll employees in a medical plan vary from the fields it presents when you establish a life insurance plan or enroll employees in a life insurance plan.

The benefit type choices are pre-determined by Infinium HR. The chart that follows displays the benefit types by general category and provides a description of each benefit type in each category. The system displays the same benefit plan and enrollment screen layouts for all of the benefit types within a category.

When you are setting up identities, you can select the benefit type that best fits your benefit plan design and administrative requirements. You are not obliged to assign a benefit type to your plan based on the Infinium Software description.

Example

Although benefit type 03 is designed for medical plans, you can assign it to any type of plan. Similarly, you can use the Flat Amount Savings Plan type (type 19) for a life insurance plan or medical plan if it is the most suitable for your benefit plan administrative needs.

Benefit Types

Category	Description	Type
Life Insurance/Disability	Life Insurance	01
	AD & D	02
	Short Term Disability	05
	Long Term Disability	06
	Survivor Income	09

Category	Description	Type
Health	Medical	03
	Dental	04
	Vision	11
	Dependent Life Insurance	07
	Miscellaneous	18
Retirement	Retirement and Profit Sharing	08
Savings Plan Percentage	Savings Plan Percentage	10
Savings Plan Flat Amount	Savings Plan Flat Amount	19
Stock Option	Employee Stock Option	17
Spending Account	Flexible Spending Account or 125 Plan	14

Setting Up a Benefit Identity

Follow these steps to set up a benefit identity:

1. From the Infinium Human Resources main menu select *Benefits Administration*.
2. Select *Update Benefit Data*.
3. Select *Update Benefit Identities* [UBI]. The system displays the screen shown in Figure 2-4.

Figure 2-4: Update Benefit Identities prompt screen

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

Employer

Type the value that represents your employer.

Benefit identity

Type a value of three characters or less to represent your benefit identity. You can use any combination of letters or numbers.

When you use update, display and list options within the *Benefits Administration* function, the benefit identity code value determines the order in which the system presents identities and their affiliated plans. The system sorts alphabetical characters first followed by numeric characters.

5 Press Enter. The system displays the screen shown in Figure 2-5.

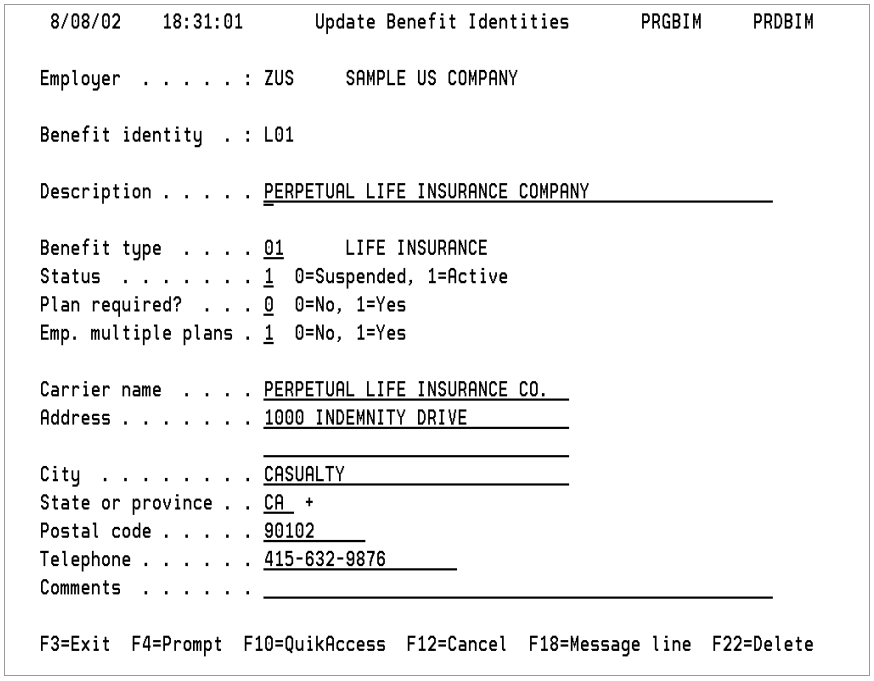

Figure 2-5: Update Benefit Identities screen

6 Use the following information to complete the fields on this screen:

Description

Type a description of your benefit identity.

Benefit type

Type the value that represents the benefit type for this identity. Press Help to view a list of the pre-defined values for this field.

The value you type in this field determines the screens the system presents when you set up plans within this identity and when you enroll employees in the plans. For example, the system displays the *Coverage Limit* field when you select the life insurance benefit type but does not display it for medical or savings plan benefit types.

WARNING! You should carefully select the most appropriate benefit type for the plan you are establishing. You should not change the value in this field after you have set up a benefit identity. Refer to the section entitled “Maintaining Benefit Identities” for more information.

Status

In this field indicate if plans within the specified identity are active. Valid values for this field are:

0 Plans within the benefit ID are inactive.

1 Plans within the benefit ID are active.

You can override the value in this field using the *Status* field on the benefit plan and employee enrollment records.

Plan Required

This field is for future use. Accept the default value of **0**.

Emp Multiple Plans?

In this field indicate if the system should generate an error message when you attempt to enroll an employee into more than one plan within the specified identity.

For example, if you type **0** in this field for your medical identity, the system does not permit you to enroll an employee in both single and family plans within the medical identity.

Valid values for this field are:

0 The system displays an error message if you try to enroll an employee into multiple plans within this identity.

1 The system allows you to enroll an employee in multiple plans within this identity.

You must type **1** in the *Edit Mult. Plans?* field on the employer benefit control record to activate the error message.

Carrier name and Address

Type the name, address and telephone information for the provider of the benefit program. The system prints this information on the Benefit Identities report. You can modify this information at any time if your benefit provider's name or address changes.

Comments

Type any comments related to this benefit identity. If you use the *Update Benefit Identities* function on the Web, you can type a document or URL link in this field.

7 Press Enter. The system saves your information and displays the Update Benefit Identities prompt screen.

8 Follow steps 4 through 7 to set up more benefit identities or press F3 to return to the Infinium Human Resources main menu.

Maintaining Benefit Identities

You can modify any of the information for an established benefit identity with two exceptions:

- You cannot change the code value that represents the identity
- You should not change the value in the *Benefit Type* field

If you select the wrong benefit type for an identity, you should set up a new benefit identity to replace the original identity. If you only change the value in the *Benefit Type* field on the original identity, the system gives inaccurate and unpredictable results. To delete the old identity, follow steps 1 though 5 in the "Setting Up a Benefit Identity" section to display the Update Benefit Identities screen; press F22 to delete the old identity.

If you have already set up benefit plans within the old identity, you must delete them and recreate them within the new identity. If you have not yet enrolled employees in the old plans, you can remove the plans from benefit groups and then delete them.

If you have enrolled employees into plans associated with the old identity, you must take the following steps:

- Define benefit plans within the new identity
- Assign the new plans to benefit groups
- Cancel employees' enrollments in the old plans
- Enroll employees in the new plans
- Remove the old plans from your benefit groups to avoid confusion

You cannot delete the old benefit plans if they are associated with employee enrollment history. However, you can use the *Purge Benefit Plans and Enrollments* function to remove selected benefit plans and the related employee enrollment history records from your system. Refer to the "Purging Benefits Information" chapter for details.

Displaying Benefit Identities

You can use the *Display Benefit Identities* function to review information pertaining to the benefit identities of a specified employer. You cannot make changes to identities using this option.

Printing the Benefit Identities Report

You can use the *List Benefit Identities* function to generate a report of benefit identity information for a specified employer or for all employers in your database.

Setting Up Benefit ID Reporting Groups

This section contains information on how to set 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 code values for code type BIG, benefit ID reporting group.

Follow the steps below.

1 From the Infinium Human Resources main menu select *Master Files.*

2 Select *Update Master Files.*

3 Select *Update Employer Code* [UN]. The system displays the Update Employer Codes screen similar to Figure 2-6.

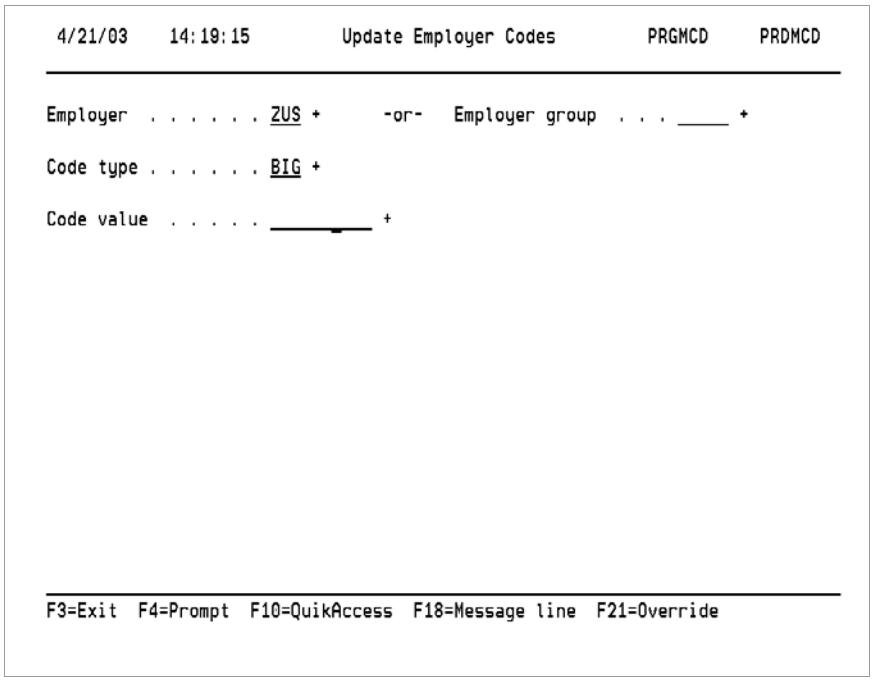

Figure 2-6: Update Employer Codes screen

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 the Entity and Employer Controls” chapter in the *Infinium HR Guide to Controls* for more information about employer codes.

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* [UPIDRG]. The system displays the Update Benefits in Benefit Group prompt screen shown in Figure 2-7.

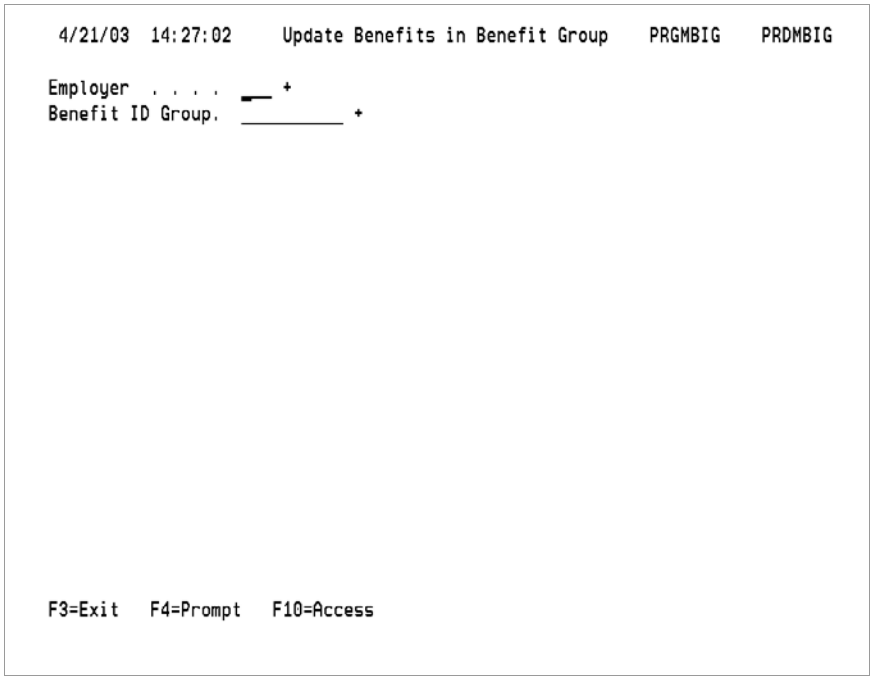

Figure 2-7: Update Benefits in Benefit Group prompt screen

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 2-8.

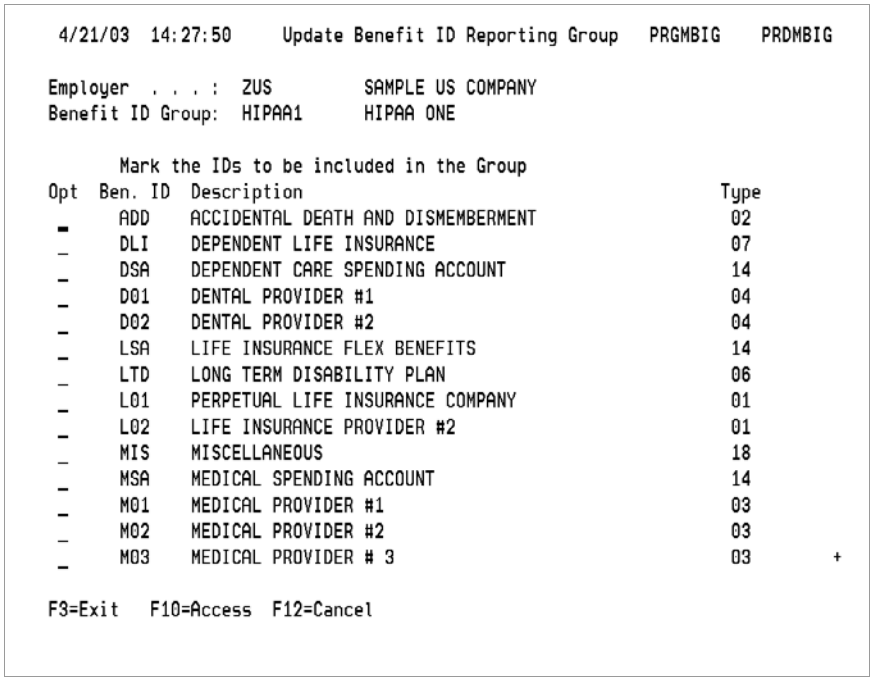

Figure 2-8: Update Benefit ID Reporting Group screen

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.

Chapter 3 Establishing Benefit Plans

3

In this chapter you become familiar with how to establish benefit plans for all of the pre-defined benefit types in the following categories:

- Life Insurance/Disability
- Health
- Retirement
- Savings Plan - Percentage
- Savings Plan - Flat Amount
- Stock Option
- Spending Account

The system presents different screen layouts for plans in each of these categories.

The chapter consists of the following topics:

Topic	Page
Overview of Benefit Plans	3-2
Setting Up Benefit Plans	3-12
Copying Benefit Plans	3-103
Maintaining Benefit Plans	3-112
Reviewing Benefit Plan Information	3-116

Overview of Benefit Plans

Before you can set up benefit plans, you must establish the employer benefit control record and define benefit identities. Refer to the “Establishing the Employer Benefit Control and Identities” chapter for detailed information on setting up these controls.

You use benefit plans to define the specific types of coverages that you offer within each benefit identity. You enroll employees into benefit plans and use them to track employee and employer costs, enrollment activity and dependents or beneficiaries. You can also use employee benefit plan enrollment records to transfer deduction information to Infinium Payroll. Therefore, you must define at least one plan for each benefit identity that you want to use.

The system uses information on the benefit plan record as default information in employee records during the enrollment process. For example, you enter information on each plan that the system uses to determine an initial eligibility date for each employee who enrolls in the plan. You can also specify criteria that the system uses to automatically determine a cancellation date for terminating employees.

For most plans, you can also specify cost and coverage criteria for defaults for each employee who enrolls in the plan. For example, you specify the standard employee and employer costs for family medical coverage on a benefit plan control. When you enroll an employee in the family medical plan, the system defaults the standard costs into the employee’s individual enrollment record. You can override the default costs if necessary for exception situations.

Objectives

When you complete this chapter you should be familiar with the following:

- How to create and maintain benefit plans
- How to define rate tables based on age or salary and age
- How to set up vesting schedules
- How to copy individual plans and groups of plans
- How to display and print benefit plan information

Understanding Benefit Types

When you set up a new benefit plan, you must associate it with a benefit identity. The benefit identity contains a benefit type, which the system uses to select the fields it displays when you build associated plans. Refer to the Benefit Type Categories table in the “Establishing the Employer Benefit Control and Identities” chapter for a list of the pre-defined benefit types.

You can define up to three kinds of standard information for each benefit plan that you establish. Fields for each kind of information are grouped together and presented in separate sections of the benefit plan screens:

- Plan Controls - general information about the plan including eligibility and cancellation criteria and HIPAA information
- Monetary Data - including premium costs, coverage and employer and employee contribution information
- Deduction Data - the Infinium Payroll deduction code and associated payroll information

The system displays nearly identical plan control and deduction fields for each plan type. However, the system presents significantly different fields for plan costs, contributions and coverages depending on the benefit type you select for the plan. In addition, for some plan types the system displays fields that are unique to only that plan type. The system uses the value in the *Benefit Type* field on the benefit identity record to select the appropriate screen layout for each kind of plan.

Example

When you set up a plan using the medical plan type, the system presents cost fields that accept flat amount premiums and does not present fields for coverage amounts. When you set up a plan using the life insurance plan type, the system presents cost fields to accommodate a premium stated as a rate per thousand dollars of coverage and also displays coverage amount fields. When you select the retirement benefit type, the system displays fields for vesting information that do not appear on screens for any other plan types.

Refer to the topic entitled “Setting Up Benefit Plans” for details on the kinds of information you can enter for each benefit type.

Designing Benefit Plans

You must define a benefit plan for each type of coverage within a specified identity. If you are passing deduction information to Infinium Payroll, you must also set up a different plan for each unique payroll cost within a specified identity.

For example, within your medical insurance identity you offer the following types of coverage:

- Single Coverage
- Single + 1 Coverage
- Family Coverage

Some of your employees are paid on a monthly basis and make one monthly contribution for the medical plan they select. Other employees are paid on a biweekly basis and make two monthly medical plan contributions for a total of 24 contributions per year. Therefore, your biweekly paid employees do not receive benefit deductions in two paychecks per year.

Because the payroll deduction amount is calculated differently for these two groups of employees, you must establish the following plans:

Plan	Total Monthly Premium Cost	Employee Deduction Amount per Pay Period	Employer Contribution Amount per Pay Period
Single Coverage - Monthly Paid	300	60	240
Single Coverage - Biweekly Paid	300	30	120
Single + 1 Coverage - Monthly Paid	400	80	320
Single + 1 Coverage - Biweekly Paid	400	40	160
Family Coverage - Monthly Paid	600	120	480
Family Coverage - Biweekly Paid	600	60	240

Before you set up benefit plans, you must carefully analyze your benefit coverages and payroll costs to determine how best to define your plans on

Infinium HR. After you have determined the plans that you require, you should take time to develop a useful coding scheme for your plans.

You assign a code value of up to five alphanumeric characters to represent each benefit plan. The system uses the plan code value within each benefit identity to sort benefit plans on displays, reports and the employee enrollment screen. You can facilitate ease of use in the *Benefits Administration* function by designing consistent and meaningful code values for your benefit plans.

Understanding Infinium Payroll Deductions

The deduction control in Infinium Payroll manages employee deduction amounts and employer liability amounts. It specifies the way in which deductions are calculated, the fields the system displays on the employee deduction authorization records, monetary limits, and in which pay period(s) of the month deduction amounts are to be withheld from employees and liability amounts are to be generated for the employer. For deductions that are a percentage of pay, such as savings plan contributions, the deduction control also includes a wage accumulator that the system uses to calculate employee and employer deduction amounts.

Refer to the *Infinium PY Guide to Controls* for detailed information on how to set up deduction controls. The following general information and guidelines are provided to assist you in working with your counterpart in the payroll function of your organization as you set up deduction controls for your benefit plans.

You must authorize employees to deductions before you can process them in a pay cycle. You can use four methods to authorize employees to deductions:

- You can manually assign deductions to employees
- You can use a Payroll Authorization Group to instantly authorize employees to a set of deductions
- You can use the *Mass Change Employee Deductions* function to authorize the same deduction to a group of employees
- The system can authorize employees to deductions during the Begin stage of pay cycle processing based on employee benefit enrollment records

For benefit deductions, it is most efficient for Infinium Payroll to use the information in each employee's benefit enrollment records to add, change and delete or deactivate benefit deductions based on the employee's benefit enrollment activity on Infinium HR.

When you assign a deduction to a benefit plan and type **I** in the *Deduction Basis* field on the plan record, the system automatically updates employee and employer deduction amounts in Infinium Payroll during the *Begin Cycle* function based on employee benefit plan enrollments. If you do not assign a deduction code to a benefit plan and type **I** in the *Deduction Basis* field on the plan record, the Payroll user must maintain employee benefit deduction amounts and employer contribution amounts separately in Infinium Payroll. You can choose to update employee payroll deductions for some but not all benefit plans.

On Infinium Payroll, you can store employee and employer pay period benefit contribution amounts on the deduction control record and/or on each individual employee's deduction authorization record. The *Benefits Administration* function is designed for Infinium Payroll to automatically update individual employee deduction authorization records with employee and employer amounts. For spending accounts only, we update the employee limit amount with the annual contribution to the spending account.

The employee pay stub includes only employee deduction amounts; the system does not print employer liability amounts on it. However, both employee and employer costs are maintained in the *Benefits Administration* function, tracked in employee pay history and passed to Infinium General Ledger.

Setting Up a Deduction Control

You should set up deduction controls in Infinium Payroll before you define benefit plans, so that you can assign a deduction to each plan as you establish it. You should define a unique deduction in Infinium Payroll for each plan that updates payroll deduction amounts. The system cannot combine amounts from multiple benefit plans into one payroll deduction.

When you define a deduction control, you assign an alphanumeric code value of up to five characters to represent the deduction. It is convenient to assign the same name to the deduction as you assign to the corresponding benefit plan; however, you are not required to do so.

Caution: When you set up deductions, restrict the use of asterisks (*) to the naming convention for tax deductions only. All deductions with an asterisk are included in the Tax Liability Report.

The payroll deduction control determines the way in which deductions are calculated and withheld from payroll checks. The following deduction control elements are of critical importance to benefit administrators:

- Deduction method - determines how the system calculates deduction amounts during pay cycle processing

- Deduction type - determines the fields the system displays on the employee deduction authorization screens
- Payroll frequency - specifies in which pay periods a deduction is taken each month
- Limit type and amount - defines the maximum contribution an employee or employer can make to a particular deduction
- Wage accumulator - collects earnings to calculate deductions that are a percentage of employee pay

Selecting a Deduction Method

The first choice you make when you set up a new deduction on Infinium Payroll is the method for the deduction. You normally select a flat amount method for most benefit deductions, except those that are calculated as a percentage of employee earnings such as savings or retirement plans. The method that you select must correspond to the type of payroll data you transfer to Infinium Payroll from employee benefit enrollment records.

The following table illustrates the deduction methods that best correspond to the benefit plan types:

Benefit Plan Type	Deduction Method	Description
Life Insurance/Disability (Types 01, 02, 05, 06, 09) Health (Types 03, 04, 07, 11, 18) Savings Plan - Flat Amount (Type 19) Spending Account (Type 14)	Flat Amount (Method 1)	Accepts flat amount values for employee and employer contributions and employee limits
Retirement (Type 08) Savings Plan - Percentage (Type 10)	Amount Extension (Method 3)	Accepts percentage values for employee and employer contributions Includes a wage accumulator for calculation of employee and employer deduction amounts

Benefit Plan Type	Deduction Method	Description
Stock Option (Type 17)		Can also accept flat amounts

Selecting a Deduction Type

After you select a deduction method, you select a deduction type. The value that you enter in the *Deduction Type* field determines which fields the system displays on the employee deduction authorization screens. This field also determines whether the system displays a screen for fund split information when you access the employee deduction authorization record on Infinium Payroll and the employee enrollment record on Infinium HR. You must select deduction type 4 to view and update employee fund split information in Infinium HR and Infinium PY.

The following table illustrates the choices for deduction types that best correspond to the benefit plan types:

Benefit Plan Type	Deduction Type	Description
Life Insurance/Disability (Types 01, 02, 05, 06, 09)	Insurance Information (Type 1)	Displays fields for employee and employer contributions and life insurance coverage amount
Health (Types 03, 04, 07, 11, 18)		

Benefit Plan Type	Deduction Type	Description
Retirement (Type 08) Savings Plan - Percentage (Type 10) Spending Account (Type 14) Savings Plan - Flat Amount (Type 19) Stock Option (Type 17)	Savings (Type 2) or Deferred Compensation (Type 4)	Type 2 displays fields for employee and employer contributions Type 4 displays fields for employee and employer contributions and also displays the Fund Allocations screen. It provides special processing that stops the employer contribution if the employee's contribution stops due to insufficient funds or when the cumulative total of the employee deduction reaches a specified dollar limit.

You and your counterpart in the payroll function of your organization should work together to select the most appropriate deduction method and type for each benefit plan deduction you set up.

Selecting a Deduction Frequency

In the *Frequency* field on the deduction control specify the pay periods of the month in which a deduction should be taken, such as the first pay period, first and third, first through fourth and so on. You also specify a deduction frequency on benefit plans. You should coordinate with Payroll users to ensure that both of you set up equivalent frequencies for benefit plans and their corresponding payroll deductions.

For example, when you specify a weekly frequency on a health insurance plan, the system calculates weekly employee and employer contribution amounts. These amounts are defaults in the employee benefit enrollment records and the corresponding employee payroll deduction authorization records. If you set up the deduction to be withheld only once a month, the employee and employer contribution amounts are far too low to cover the cost of the plan.

Specifying a Deduction Limit

In the *Limit Type* and *Limit Amount* fields on the deduction control specify monetary limits to employee withheld amounts and employer contributions. You can specify per pay period, monthly, quarterly, annual and recurring types of limits. You can specify the dollar amount of the limit on the deduction control if it is applicable to most employees, or you can enter unique limit amounts on each employee's own individual deduction authorization record. For spending accounts only, we update the employee limit amount with the annual contribution to the spending account. The deduction controls associated with your spending accounts must be defined as limit type 3 (annual limit).

Example

When you set up a 401(K) plan, you typically specify an annual limit on the deduction control for this benefit because the U.S. federal government stipulates a statutory annual deferral limit for all employees who participate in a 401(K) plan.

Conversely, if you set up a U.S. savings bond deduction, you typically select a renewable limit type and enter the limit amount on each employee's individual deduction authorization record since each employee selects a different bond denomination.

Setting Up an Accumulator

The *Accumulator* field on a deduction control identifies a group of incomes the system collects during pay cycle processing to calculate the deduction. You first must define an accumulator and assign it to one or more income controls. You then assign the accumulator to one or more deductions that are calculated as a percentage of pay.

Example

You set up an accumulator for your savings plan deduction. You assign it to the savings plan deduction and you also connect it to certain incomes, such as regular pay, holiday pay, overtime pay and so on. During pay cycle processing, the system first processes incomes. It then adds calculated amounts for the specified incomes into an individual savings plan wage accumulator bucket for each employee who is authorized to the incomes.

The system next processes deductions. For the savings plan deduction, it multiplies the amount in each employee's accumulator by the employee and employer savings plan contribution percentages to calculate the employee's savings plan deduction amount and the employer's savings plan liability amount for that employee. The employee and employer savings plan

amounts can vary each pay period depending on the employee's earnings each pay period.

Setting Up Benefit Plans

This topic provides information on how to set up benefit plans using an example from each benefit type category. The categories are listed below in the order in which they are described:

- Savings Plan - Flat Amount
- Life Insurance/Disability
- Health Insurance
- Retirement/Profit Sharing Plan
- Savings Plan - Percentage
- Stock Purchase Plan
- Spending Account

You can define up to three kinds of general information for each benefit plan that you establish. Fields for each kind of information are grouped together and presented in separate sections of the benefit plan screens:

- Plan Controls - general information about the plan including eligibility and cancellation criteria and HIPAA information
- Monetary Data - including costs, coverage and contribution information
- Deduction Data - the Infinium Payroll deduction code and associated payroll information

Certain benefit plan types have additional unique fields that are not part of the three general categories listed above.

The flat amount savings plan benefit type (type 19) is described first because it includes only plan control and deduction data. Because you enter similar plan control and deduction data for each plan type, the plan control information is not repeated in subsequent sections.

You do not enter cost or coverage information on the plan control for the flat amount savings plan benefit type because coverage data is not applicable and costs are unique for each participant. When costs are unique for each employee, you must enter them as you enroll each employee in the plan.

Setting Up Flat Amount Savings Plans

You use the flat amount savings plan benefit type (type 19) to set up benefit plans to which employees and/or employers contribute a flat amount specified by each employee. You can use this benefit type to set up plans that permit each employee to select his or her own contribution amount such as:

- Savings Plans (401K, 403B, RPP, RRSP and so on)
- Savings Bonds
- Christmas Club Accounts

When you pass deduction data to Infinium Payroll for this type of plan, the system deducts only the specified flat amount. The deduction amount does not vary from pay period to pay period based on the employee's earnings.

You do not use plan type 19 to set up savings plans in which an employee specifies his or her contribution as a percentage of pay. Refer to the topic entitled "Setting Up Percentage Savings Plans" for details on setting up that type of plan.

The system requires only two kinds of information when you define a flat amount savings plan:

- Plan controls
- Deduction data

You enter the employee and contribution amounts on each employee's benefit enrollment record.

The fields described in this topic are not repeated in the subsequent topics that cover other benefit plan types because they operate in the same way for all plan types.

Follow these steps to set up a flat amount savings plan:

1. From the Infinium Human Resources main menu select *Benefits Administration*.
2. Select *Update Benefit Data*.
3. Select *Update Benefit Plans* [UIP]. The system displays the Update Benefit Plans prompt screen shown in Figure 3-1.

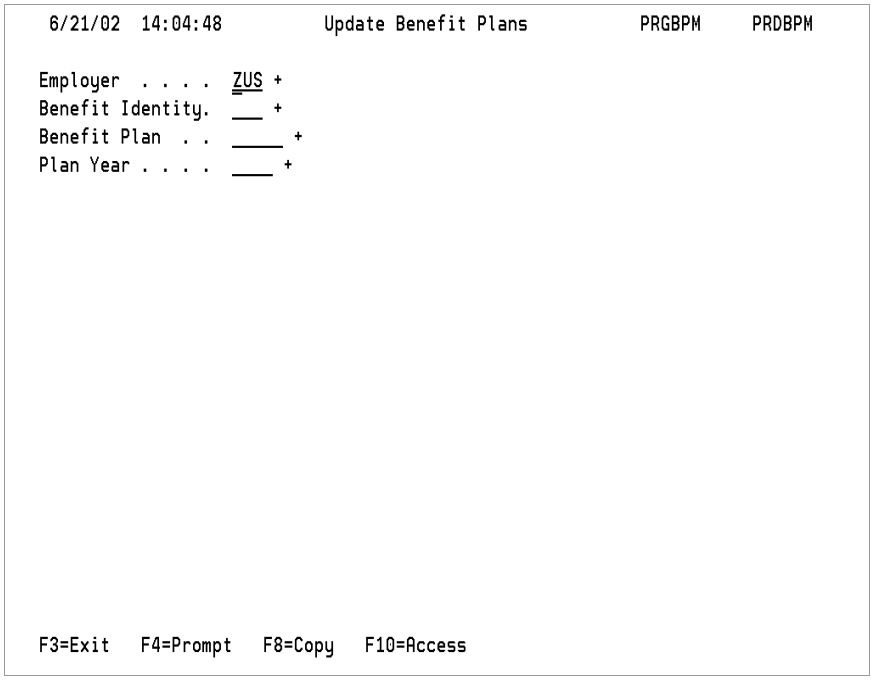

Figure 3-1: Update Benefit Plans prompt screen

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

Employer

Type the value that identifies your employer.

Benefit Identity

Type the value that identifies the benefit identity for which you are defining a benefit plan.

Press F4 to display a list of benefit identities. Note that the system displays the benefit type assigned to each identity on the Display Benefit Identities screen. Refer to the “Establishing the Employer Benefit Control and Identities” chapter for detailed information on how to set up identities.

Benefit Plan

Type a value of up to five alphanumeric characters to represent the benefit plan you are defining. The system uses this value to sort benefit plans within each identity on displays, reports and the employee enrollment screen.

Plan Year

If you use plan year processing, specify the year of the benefit plan to update. Otherwise, leave blank.

Use *Update Employer Codes* and code type **YER** to set up the plan year values.

5 Press Enter. The system displays the Update Savings Plans screen shown in Figure 3-2.

```
 6/25/12  13:38:02     Update Savings Plans                PRGBPM     PRDBPM

Employer  . . . :  ZUS    SAMPLE US COMPANY
Benefit Identity:  SB     SAVINGS BONDS
Benefit Plan  . :  SBWK
Plan Year . . . :  2011
Description . . .  SAVINGS SCHEME
Plan Controls
Effective Date  .  1012002            Status  . . . . .  1  (0->1)
Required Plan?  .  0  (0=No 1=Yes)    Auto Entry? . . .  0  (0=No 1=Yes)
Benefs/Depends? .  1  (0=No 1=Yes)    Eligibility Type.  1  (1->2)
Eligibility Days.  ____               Eligibility Hours  ______
Income Group  . .  _____ +            Custom Hours Pgm.  __________
Min. Elig. Age  .  ____               Auto Cancel?  . .  0  (0->2)
Cancel Type . . .  1  (1->2)          Cancel Days . . .  ____
Pre-Tax Plan? . .  0  (0=No 1=Yes)    Open Enrollment?.  0  (0=No 1=Yes)
Coverage Level  .  _____ +
Ins. Line . . . .  _____ +            Co-Insure Amt . .   ___________
Co-Pay  . . . . .  ___________
Deductible (Indiv) ___________        Deductible (Multi)  ___________
PCP. - BESS?  . .  0  (0=No 1=Yes)    Pref. Prov.- BESS  0  (0=No 1=Yes)

F3=Exit  F4=Prompt  F10=Access  F22=Delete
```

Figure 3-2 Update Savings Plans screen

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

Description

Type one or more words that precisely describe the benefit plan. This is a free-form 50-character field. The system uses this description in benefit reports and displays. You must make an entry in this field.

Entering Plan Controls

The system presents the plan controls fields described below for all benefit plan types. You use fields in the plan controls section to specify plan eligibility, cancellation criteria and deductible amounts. You must make an entry in all of the plan controls fields except the *Eligibility Days, Eligibility Hours, Income Group, Custom Hours, Min. Elig. Age, Cancel Days*, *Ins. Line, Co-Insure Amt, Co-Pay, Deductible (Indiv) and Deductible (Multi)* fields.

Effective Date

Type the date the benefit plan started for your employer. When you enroll employees in this plan, the system uses this date as the earliest eligibility date for employees unless you override it with a different date. You must enter a date in this field.

In addition to serving as the default eligibility date, for plans you define using benefit type 08 (retirement) the system uses the plan's effective date as the plan's anniversary date when you run the *Final Vesting Calculations* function.

Status

In this field indicate if the plan is active. The system processes enrollments for active plans only. You typically identify as inactive your old plans that are no longer in use or new plans that will not be in use until sometime in the future. You must enter a value in this field.

Valid values for this field are:

0 The plan is inactive.

1 The plan is active.

You can set up pending enrollment records for employees in inactive plans. However, the system defaults **0** into the *Status* field in the employee's enrollment record, which prevents the system from processing the enrollments when you run the *Mass Update Enrollments* function. At your discretion you can override the default value in the *Status* field for individual employees as you enroll them in a plan.

If you set up pending enrollments for employees in an inactive plan and then change the value in the plan's *Status* field to **1**, when you next run the *Mass Update Enrollments* function the system automatically changes the value in the *Status* field in each employee's pending enrollment record to **1** and processes the enrollments.

Required Plan?

Use this field to automatically pre-select this plan for employees during enrollment. You must enter a value in this field.

When you identify a plan as required, you generally expect to enroll all employees in the plan if the plan is included in their benefit group. A common example of a required plan is a basic life insurance plan that you provide to all employees at no cost. You can decline the plan for exception employees.

Valid values for this field are:

0 This plan is not mandatory for employees.

1 Employees are required to enroll into this plan.

Auto Entry?

In this field indicate if the system should automatically create a benefit enrollment record for employees who select this plan without first displaying the enrollment screen for that plan. You can manually select the plan or have the system automatically select the plan by designating it as a required plan. You must enter a value in this field.

You set up a plan for auto entry when you do not need to verify or change default plan data for employees who enroll in the plan nor associate beneficiaries or dependents. Auto entry expedites the initial enrollment of employees into a plan. You can use it when you are enrolling large numbers of employees in plans, such as during your initial implementation of Infinium HR. You can view and update the employee enrollment record after the system performs the initial enrollment transaction.

Valid values for this field are:

0 Do not automatically enroll employees in the plan; display a benefit enrollment screen when you select this plan for an employee.

1 Automatically enroll employees in the plan; do not display a benefit enrollment screen when you select this plan for an employee.

You cannot use auto entry for plans for which you type **1** in the *Benefs/Depends* field. The system always displays the enrollment screen for plans in which you can enter beneficiaries and dependents.

Benefs/Depends

Specify whether the employee can designate beneficiaries or dependents for the plan. You must enter a value in this field.

Valid values for this field are:

0 The plan does not allow beneficiaries or dependents.

1 The plan allows any number of beneficiaries or dependents.

2 The plan allows only one beneficiary or dependent.

As you enroll an employee in the plan, you can access the screen for beneficiaries and dependents only if you type **1** or **2** in this field. When you type **1** or **2** in this field, you have the option to associate beneficiaries or dependents with an employee's plan enrollment record; however, you are not required to enter beneficiary or dependent data.

Eligibility Type

In this field specify the base date the system should use to calculate an employee's earliest eligibility date for the plan. The system uses this date to default a value into the *Eligibility Date* field when you enroll an employee in the plan. You must enter a value in this field.

The default eligibility date is normally most accurate when you are first enrolling a new employee in the plan. You can override the default eligibility date when you enroll existing employees in a plan due to lifestyle changes or open enrollment, if you want the eligibility date to be other than the employee's earliest eligibility date.

You can use the *Eligibility Days* and *Eligibility Hours* fields to specify additional qualification criteria for the plan. The employee must satisfy all of the specified qualification criteria before the system processes the employee's pending enrollment in the plan.

Valid values for this field are:

1 The earliest eligibility date for the plan is each employee's date of hire or adjusted date of hire plus the number of days specified in the *Eligibility Days* field.

2 The earliest eligibility date for the plan is the first of the month following the employee's date of hire or adjusted date of hire, plus the number of days specified in the *Eligibility Days* field.

3 The earliest eligibility date for the plan is the nearest plan entry date after the employee satisfies length of service or hours worked requirements. Use this type only with retirement plans (benefit type 08).

For eligibility types 1 and 2, the system uses the value in the *Eligibility Basis* field on the Update Employer Benefit Controls screen to select either the employee's date of hire or adjusted date of hire for eligibility date calculations.

Eligibility Days

Type the number of days from the date of hire or adjusted date of hire that an employee must wait before he or she is eligible to enroll in the plan. This is an optional field.

The system uses the number of days you specify in this field along with the value in the *Eligibility Type* field to determine a default eligibility date for employees enrolling in this plan. If you specify an hours worked requirement using the *Eligibility Hours* and *Income Groups* fields, the system waits until the employee satisfies both length of service and hours worked requirements before it processes the employee's pending enrollment in the plan.

For retirement plans, the system uses the value in this field to determine initial eligibility for entry into the plan and also to determine whether employees receive service and vesting credit when you run the *Final Vesting Calculations* function.

Eligibility Hours

Type the number of hours since the date of hire, or adjusted date of hire, that an employee must work before he or she is eligible to enroll in the plan. You use the *Income Group* field to identify the incomes that count towards the eligibility requirement.

When you run the *Mass Update Enrollments* function, the system checks the employee's pay history on Infinium Payroll to verify the number of hours worked for the incomes in the income reporting group associated with the benefit plan. The system processes the employee's pending enrollment in the plan only after he or she has satisfied the hours worked requirement.

For retirement plans, the system uses the values in this field and the *Income Group* field to determine initial eligibility for entry into the plan and also to determine whether employees receive service and vesting credit when you run the *Final Vesting Calculations* function.

This is an optional field. Leave this field blank if hours requirements do not apply to this plan.

Infinium PY Tip

When you enroll employees in benefit plans during your initial implementation of Infinium HR, leave this field and the *Income Group* field blank unless you convert detailed employee check history into Infinium Payroll. You do not typically convert detailed employee check history, which is required for the system to process pending enrollments for plans that have hours worked requirements.

Income Group

Type a code value that identifies the group of incomes whose hours count towards satisfying the hours worked requirement entered in the *Eligibility Hours* field.

You define income reporting group code values using employer code type **IRG**. You use the *Update Income Reporting Groups* function in Infinium Payroll to assign incomes to the group.

Custom Hours Pgm

If your eligibility hours requirements cannot be handled by standard system functionality, type the name of a custom program in this field. The system runs your custom program when you execute the *Mass Update Enrollments* function after you set up a pending enrollment record for an employee in this benefit plan. You must also specify a value in the *Eligibility Hrs* field. At your option, you can also enter a value in the *Income Group* field.

Min. Elig. Age

Type the minimum age for eligibility in the plan. The system uses the specified minimum eligibility age when you enroll an employee into this plan. If the employee age is under the minimum eligibility age, the system calculates the employee's eligibility in the plan based on when the employee turns the minimum eligibility age.

Example

If your plan requires you to track the average number of hours employees work over a specified period of time to determine their eligibility for your benefit plan, you must develop a custom program.

The technical member of your team can refer to sample program PEGBEEX1 for guidance on developing a custom program. Refer to the *Infinium Human Resources Technical Guide* for further information.

Auto Cancel?

Use this field to have the system automatically update an employee’s active plan enrollment record with a cancel date when the employee terminates from your organization. You must run the *Mass Update Enrollments* function to process the cancellation, whether you manually enter cancel dates or have the system enter them automatically.

When you enter a Termination transaction using the *Enter Personnel Actions* function, the system automatically enters a date into the *Cancel Date* field in the employee’s plan enrollment record if you type **1** or **2** in this field. The

system uses the *Cancel Type* and *Cancel Days* fields to determine the employee's cancel date.

Valid values for this field are:

0 The system does not automatically cancel this plan when you terminate an employee. You must manually type a cancel date on the terminating employee's benefit enrollment record.

1 The system automatically enters a cancel date in the terminating employee's enrollment record. The system processes the cancellation when you run the *Mass Update Enrollments* function and it deactivates the associated deduction when you run the *Begin Cycle* function on Infinium Payroll.

2 The system automatically enters a cancel date in the terminating employee's enrollment record. The system processes the cancellation and deactivates the payroll deduction when you run the *Mass Update Enrollments* function.

Infinium PY Tip

When you cancel an employee's benefit enrollment, you must also consider how and when to deactivate the corresponding benefit deduction in Infinium Payroll. You can have the system automatically deactivate payroll deductions or you can manually deactivate payroll deductions on Infinium Payroll.

When you type **1** in this field, the employee's payroll deduction is deactivated only after the *Begin Cycle* function is run for a cycle that includes the terminating employee. Therefore, if the employee is not included in a pay cycle that is processed after you enter the termination transaction and cancel the employee's benefit enrollments, the system never deactivates the employee's benefit deductions in Infinium Payroll. If you later rehire the employee, you must ensure that you do not inadvertently withhold outdated benefit deductions.

The system includes a terminated employee in a pay cycle only if you type **1** in the employee's *Pay After Term* field in his or her payroll data record or you manually add the employee to a pay cycle.

When you type **2** in this field, the employee's payroll deduction is immediately deactivated when you run the *Mass Update Enrollments* function to process the benefit cancellation. However, if the employee is included in a pay cycle after you run the *Mass Update Enrollments* function, the employee's benefit deduction cannot be processed in the pay cycle because it is inactive.

Therefore, you must coordinate carefully with Payroll users to ensure that they are able to withhold the final benefit deduction before the system deactivates the deduction.

Cancel Type

If you want the system to automatically enter a cancel date in the benefit enrollment records of terminated employees, type a value that indicates how the system should determine the cancellation date.

You can extend the employee's benefit cancellation date by specifying a value in the *Cancel Days* field.

Valid values for this field are:

1 The cancellation date is the same as the employee's termination date, plus the number of days entered in the *Cancel Days* field.

2 The cancellation date is the last day of the month in which the employee's termination occurs.

Cancel Days

If you are using the auto cancel feature for this plan, type the number of days that the system should add to the employee's termination date when it calculates the employee's benefit cancel date. This is an optional field.

Pre-Tax Plan?

If you use Infinium Benefit Self Service, specify **Yes** to treat this benefit plan as a pre-tax plan in benefit cost model calculations within Infinium Benefit Self Service. Otherwise, specify **No**.

The value that you specify here does not affect payroll processing.

Open Enrollment?

If you use plan year processing, specify **Yes** to include this plan in open enrollment processing. Otherwise, specify **No**.

If you include the plan in open enrollment processing, when you use *Mass Copy Enrollments*, the system cancels existing employee enrollments for the current plan year. For active enrollments, we use the eligibility date that you specify in *Mass Copy Enrollments* to create pending enrollments for the next plan year. For pending enrollments in the previous plan year, we use the eligibility date for these enrollments in the new plan year.

If you do not include the plan in open enrollment processing, when you use the *Mass Copy Enrollments* function, the system cancels existing employee enrollments for the current plan year and uses the employee's current plan year enrollment date as the eligibility date for pending enrollments in the next plan year.

In both cases, the system tracks the employee's original enrollment date for each benefit plan in *Orig Enrollment Date* in the employee's benefit enrollment records.

Coverage Level

Specify a default value that represents the coverage level for an employee enrollment into this plan.

The code type associated with this code value is CLC. Use the *Update Employer Codes* function to define code values.

Ins. Line

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

Use *Update Employer Codes* and code type **ILC** to set up insurance line code values.

Co-insure Amt

Type the coinsurance amount/limit for this plan.

Co-Pay

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

Deductible (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**.

Deductible (Multi)

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 Press Enter. The system displays the second Update Savings Plans screen similar to the screen shown in Figure 3-3.

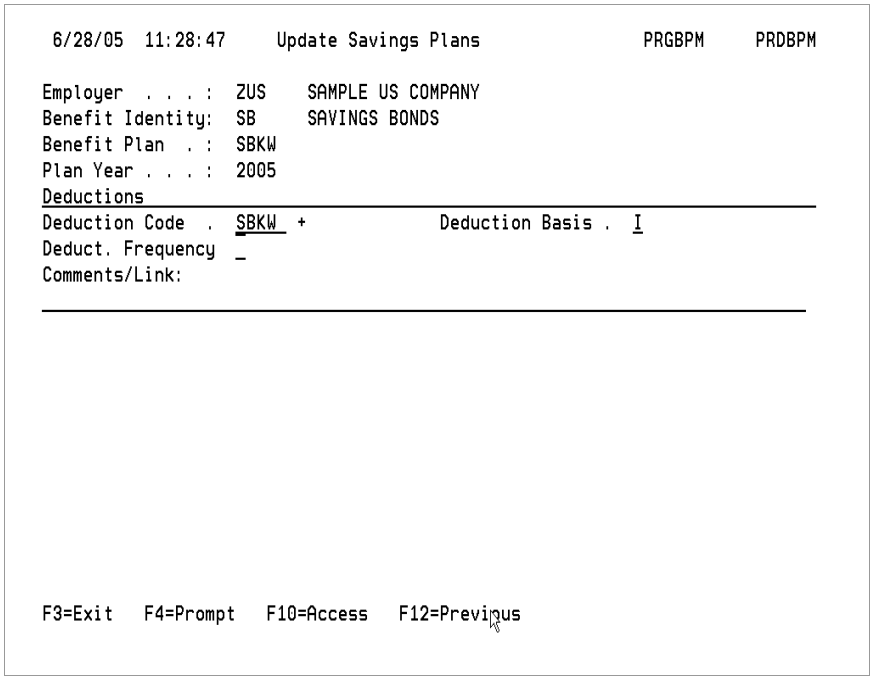

Figure 3-3: Update Savings Plans screen

Entering Deduction Data

The system presents the fields for deductions described below for all benefit plan types. You use fields in the Deductions section of the benefit plan screen to specify if and how the system should update employee deduction records on Infinium Payroll.

Deduction Code

Type the code value that identifies the Infinium payroll deduction that corresponds to the benefit plan you are defining. Press F4 to display a list of deductions. When you first set up a new benefit plan, the system defaults the benefit plan code value into this field. You can override this value if the deduction code value is different from the plan name.

After you set up a pending enrollment for an employee in this plan, you must execute the *Mass Update Enrollments* function to process the enrollment. The system authorizes the employee to the specified deduction when the *Begin Cycle* function is run.

Infinium PY Tip

As a general rule, establish a unique Payroll deduction for each benefit plan to ensure accurate processing and ease of use. Do not assign the same deduction to more than one plan, if it is possible for the same employee to be

enrolled in both plans simultaneously. The system cannot combine the costs from several benefit plans into one employee deduction record when it updates Infinium Payroll deductions.

Leave this field blank if you do not have Infinium Payroll installed on your system, or if you do not want the system to automatically update Infinium Payroll with a deduction for employees who enroll in the plan.

Refer to the section entitled “Understanding Infinium Payroll Deductions” for further information on how the *Benefits Administration* function interfaces with Infinium Payroll.

Deduction Basis

If you specify a *Deduction Code* field value, type a *Deduction Basis* value to indicate whether Infinium PY updates the employee deduction authorization record with individual employee and employer deduction amounts or percentages when you run the *Mass Update Enrollments* function. When you leave this field blank but specify a deduction code value, the system authorizes employees to the deduction but does not transfer deduction amounts or percentages to Infinium PY. You must store deduction amounts or percentages on the deduction control.

Valid values are:

I Update the employee deduction authorization record.

blank Do not update the employee deduction authorization record.

For example, if Short Term Disability is always 0.1% of pay, you may choose to enter this percentage only once on the STD deduction control rather than storing it on each employee's STD deduction authorization record. If you leave this field blank, the system does not update the employee deduction with benefit enrollment contribution amounts or percentages.

Infinium PY Tip

The system works best when you pass employee and employer deduction amounts from the employee’s benefit enrollment record to the employee’s deduction authorization record on Infinium PY. This timesaving feature ensures efficient and accurate update of payroll deduction amounts. Use it to transfer deduction amounts for benefit plans that have unique or variable costs for each participant, such as a savings plan or a life insurance plan that is based on employee age and salary.

If you do not automatically update Infinium PY with employee and employer costs, you or a payroll user must manually maintain the deduction amounts

on the employee's deduction authorization record. If the employee and employer deduction amounts are consistent for all benefit plan participants, you can enter the deduction amounts on the deduction control record.

Deduct. Frequency

Specify how often the benefit deduction is withheld from employee pay checks. For premium-based plan types, such as health plans and life insurance plans, the system uses this field to calculate the per pay period employee deduction amount and employer liability amount.

Valid values are:

W Weekly

B Biweekly

S Semi-monthly

M Monthly

***** Variable, based on the value in the *Pay Frequency* field from the employee's basic data record.

For premium-based plan types, such as health plans and life insurance plans, the system displays an additional screen where you can specify deduction amounts for all valid pay frequencies.

Ensure that the frequency you specify for the benefit plan coordinates with the frequency specified for associated payroll deduction on Infinium Payroll.

Example

If enrolled employees are paid weekly and the deduction control on Infinium Payroll is set up to take the deduction every pay period, then the frequency you type here should be **W**. However, if for the same weekly-paid employees the deduction control is set up to take the deduction during only the first pay period of the month, the frequency you type here should be **M**.

Comments/Link

Type any comments related to this benefit plan. If you use the *Update Benefit Plans* function on the Web, you can type a document or URL link in this field.

8 Press Enter. The system saves your plan information and displays the Update Benefit Plans prompt screen.

9 Repeat steps 4 through 8 to set up another flat amount savings plan or press F3 to return to the Infinium HR main menu.

Setting Up Life Insurance and Disability Plans

You use benefit types in the life insurance/disability category to set up benefit plans for which the premiums are stated as a monetary rate based on the level of benefit coverage. You can use this benefit type to set up the following types of plans:

- Life Insurance (Type 01)
- Accidental Death and Dismemberment (Type 02)
- Short Term Disability (Type 05)
- Long Term Disability (Type 06)
- Survivor Income (Type 09)

When you set up a benefit plan using one of the types listed above, you enter specifications for calculating the benefit coverage amount and the employee and employer pay period costs. You can specify a standard coverage amount, such as $10,000 of coverage for all participants, or you can define coverage as a multiple of each employee's base pay rate.

You can enter a standard premium rate per thousand dollars of coverage for all participating employees or you can associate an age rate or salary and age rate table with the plan. The system uses the rate table to compute employee and employer costs based on the employee's age.

You can specify whether you require Evidence of Insurability (EOI) for the plan. If you specify that the plan requires EOI, you can indicate the maximum coverage allowed without EOI or prior to EOI approval.

When you first enroll an employee in one of the plan types listed above, the system uses the plan specifications to instantly calculate the employee's coverage amount along with the employee and employer costs per pay period. When you use the *Mass Update Enrollments* function, the system can update the calculated coverage amount and costs based on the employee's current age and current base pay rate, unless you freeze the benefit plan or the enrollment records of selected employees.

You can specify whether the plan allows for one dependent, several or none. If the plan allows for dependents, the system reminds you to associate dependents with the plan when you use the *Update Employee Enrollments* function.

Understanding the *Freeze Coverage* Field

When you run the *Mass Update Enrollments* function, the system may update the enrollment records of all active and pending participants in life insurance and disability plans with the new monetary information. These updates are dependent upon the following values you can enter in the *Freeze Coverage* field:

- If the value is **1**, the system does not update enrollment records.
- If the value is **2**, the system updates rate amounts and does not update coverage amounts.
- If the value is **3**, the system only updates coverage amounts and does not update rate amounts.

If you enroll an employee in a plan and override the monetary values that default from the plan control, the system processes the employee's initial enrollment but then automatically freezes the employee's enrollment record to exclude it from all future mass updates according to your entry in the *Freeze Coverage* field.

The system uses the *Freeze Coverage?* field to protect exception records from being updated with the standard monetary values stored on the benefit plan control. You must manually update the frozen enrollment records with new monetary values.

Infinium PY Tip

When you pass deduction data to Infinium Payroll for life insurance and disability types of plans, the system updates the employee's deduction authorization record with the calculated flat amounts for coverage, employee cost and employer liability. The system uses this information during payroll cycle processing to withhold the correct amounts from employee checks. It can also use this information to calculate the imputed income from group term life insurance when Payroll users run the *Mass Update Excess Group Life* function.

Follow these steps to set up a life insurance or disability plan:

1. From the Infinium Human Resources main menu select *Benefits Administration*.
2. Select *Update Benefit Data*.
3. Select *Update Benefit Plans* [UIP]. The system displays the Update Benefit Plans prompt screen.

4 Complete the employer and benefit plan information on the prompt screen. Refer to the “Setting Up Flat Amount Savings Plans” section in this chapter for detailed information about the fields on this screen.

5 Press Enter. The system displays the Update Life Insurance Plans plan controls screen shown in Figure 3-4.

```
 6/25/12  13:41:52     Update Life Insurance Plans          PRGBPM     PRDBPM
                                                                 Page  1
Employer  . . . :  ZUS    SAMPLE US COMPANY
Benefit Identity:  L01    PERPETUAL LIFE INSURANCE COMPANY
Benefit Plan  . :  LIFDP
Plan Year . . . :  2011
Description . . .  LIFE INS &'DEPENDENTS'&"EOI REQUIRED"
Plan Controls
Effective Date  .   1012011           Status  . . . . .  1  (0->1)
Required Plan?  .  0  (0=No 1=Yes)    Auto Entry? . . .  0  (0=No 1=Yes)
Benefs/Depends? .  1  (0->2)          Use Depend. Age .  1  (0=No 1=Yes)
Eligibility Type.  1  (1->2)          Eligibility Hrs .  ______
Eligibility Days.  ____               Custom Hours Pgm.  __________
Income Group  . .  _____ +            Auto Cancel?  . .  0  (0->2)
Cancel Type . . .  1  (1->2)          Cancel Days . . .  ____
Pre-Tax Plan? . .  0  (0=No 1=Yes)    Open Enrollment?.  1  (0=No 1=Yes)
Ins. Line . . . .  _____ +            Co-Insure Amt . .  _________.00
Co-Pay  . . . . .  _________.00       EOI Required? . .  1  (0=No 1=Yes)
Deductible (Indiv) _________.00       Max Cov. W/O EOI.  ____5000.00
Deductible (Multi) _________.00       Pre-Approval Cov.  1  (0->2)
Coverage Level  .  _____ +
PCP. - BESS?  . .  0  (0=No 1=Yes)    Pref. Prov.- BESS  0  (0=No 1=Yes)
F3=Exit  F4=Prompt  F10=Access  F12=Cancel  F22=Delete
```

Figure 3-4: Update Life Insurance Plans plan controls screen

6 Use the information below to complete the fields on this screen.

Benefs/Depends?

Specify whether the employee can designate beneficiaries or dependents for the plan and, if designating beneficiaries or dependents, whether only one or any number of dependents is allowed.

Valid values are:

0 The plan does not allow beneficiaries or dependents.

1 The plan allows any number of beneficiaries or dependents.

2 The plan allows only one beneficiary or dependent.

If you type **1** or **2** in this field, you cannot specify yes in the *Auto Entry?* field.

Use Depend. Age

Specify whether the benefit coverage calculation is based on the dependent's age or the employee's age.

Valid values are:

0 Use the employee's age to calculate benefit coverage.

1 Use the dependent's age to calculate benefit coverage.

You cannot change the value in this field after you have set up a benefit plan.

When this field is set to **1**, you are designating the plan to be a dependent only plan and not an employee plan.

EOI Required?

Specify whether this life insurance plan requires submission of an Evidence of Insurability (EOI) form. EOI is an application process in which you provide information on the condition of your health or your dependent's health to be considered for certain types of insurance coverage.

Valid values are:

0 The plan does not require an EOI form.

1 The plan does require an EOI form.

EOI for dependent-only plans, where you specify yes in the *Use Depend.Age* field, applies only to life insurance benefit type 01 plans when you are using Infinium Self Service (SHCM). EOI for dependent-only plans is not applicable for benefit type 02, 05, 06 and 09 plans.

Max Cov. W/O EOI

Type the maximum coverage amount an employee or dependent may have without submitting an EOI form.

Pre-Approval Cov.

Specify whether the employee or dependent is eligible for coverage prior to receipt of EOI approval and, if so, whether to allow coverage for the full amount or the amount specified in the *Max Cov. W/O EOI* field.

Valid values are:

0 Do not allow enrollment until receipt of EOI approval.

1 Allow enrollment up to the amount in the *Max Cov W/O EOI* field or the previously-approved coverage amount.

2 Insure for the full amount while waiting for EOI approval.

7 Complete the remaining plan controls fields on this screen. Refer to the "Setting Up Flat Amount Savings Plans" section in this chapter for detailed information about the fields on this screen.

8 Press Enter. The system displays the update life insurance plans rates, coverages, and deductions screen shown in Figure 3-5.

```
 1/28/05  15:41:15     Update Life Insurance Plans          PRGBPM     PRDBPM
                                                                  Page  2
Employer  . . . :  ZUS    SAMPLE US COMPANY
Benefit Identity:  L01    PERPETUAL LIFE INSURANCE COMPANY
Benefit Plan  . :  LIFDP  LIFE INS - DEPENDENTS - EOI REQUIRED
Plan Year . . . :  2005
Rates
Rate Code . . . .  *AGES              Custom Prem. Pgm.  _________
Rate Per 1000 . .  ________           up to coverage of  ___________
Excess Per 1000 .  ________           Rate Frequency  .  M
Age Calc. Method.  0  (0->2)         Age Rate Date . .  ________
Coverages
Coverage Code . .  _____
Coverage Limit  .     10000.00  -or- Base Sal. Factor.  ________
Rounding Type . .  1  (0->3)         Rounding Amount .  1000
Freeze Coverage?.  0  (0->3)         Policy# . . . . .  ________________
Copy Cov. Amt.. .  0  (0,1)
Deductions
Deduction Code  .  LI1W  +           Deduction Basis .  I
Deduct. Frequency  W                 Employer Contrib%  _____
Comments/Link:

F3=Exit   F4=Prompt   F10=Access   F12=Previous   F22=Delete
```

Figure 3-5: Update Life Insurance Plans rates, coverages, and deductions screen

9 Use the following information to complete the fields in the rates, coverages, and deductions sections of this screen. Refer to the "Setting Up Flat Amount Savings Plans" section in this chapter for detailed information about the common fields in the deductions section of this screen.

Entering Rates

Use one of the methods described below to specify a premium rate for your life insurance or disability plan.

- Utilize a custom program to determine the rate. Type the name of the custom program in either the *Rate Code* or *Custom Prem. Pgm.* fields.

- Specify rates based on the participant's age. Type ***AGES** in the *Rate Code* field and use the *Update Insurance Age Rates* function to define a table that contains the rates for each age category.
- Specify rates based on the employee's age and salary. Type ***AGE2** in the *Rate Code* field and use the *Update Ins. Rates by Salary* function to define a table that contains the rates for each age and salary category.
- Specify rates based on the participant's gender and age. Type ***AGE3** in the *Rate Code* field, and use the *Upd. Ins. Rates - Age,Gen,Smoker* function to define a table that contains the rates for each gender and age category.
- Specify rates based on the employee's salary, gender, and age. Type ***AGE4** in the *Rate Code* field, and use the *Upd. Ins. Rates - Sal,Gen,Smoker* function to define a table that contains the rates for each salary, gender, and age category.
- Specify rates based on the participant's age and whether the participant smokes. Type ***AGE5** in the *Rate Code* field, and use the *Upd. Ins. Rates - Age,Gen,Smoker* function to define a table that contains the rates for each age category and smoking status category.
- Specify rates based on the employee's salary and age and whether the participant smokes. Type ***AGE6** in the *Rate Code* field, and use the *Upd. Ins. Rates - Sal,Gen,Smoker* function to define a table that contains the rates for each age, salary, and smoking status category.
- Specify rates based on the participant's gender and age and whether the participant is a smoker. Type ***AGE7** in the *Rate Code* field, and use the *Upd. Ins. Rates - Age,Gen,Smoker* function to define a table that contains the rates for each gender, age, and smoking status category.
- Specify rates based on the employee's salary, gender, and age and whether the participant is a smoker. Type ***AGE8** in the *Rate Code* field, and use the *Upd. Ins. Rates - Sal,Gen,Smoker* function to define a table that contains the rates for each salary, gender, age, and smoking status category.
- Specify a standard rate per thousand dollars of benefit coverage. Type values in the *Rate Per 1000* and *up to coverage of* fields. You can also make an entry in the *Excess per 1000* field.

Rate Code

Specify a premium cost that is based on the age or the age combined with salary of each participant or to specify a custom program to calculate the premium cost.

- Plan based on an age rate table.

  If the premium cost for the plan varies for each participant based on age, type ***AGES** in this field for the system to access an age rate table. The

system uses the age rate table and the *Date of Birth* field in employee basic data records to calculate premium rates and deduction amounts. You use the *Update Insurance Age Rates* function to define an age rate table for this plan. You must set up a separate age rate table for each plan for which you specify ***AGES** in this field. Refer to the section entitled “Setting Up Rate Tables” for more details.

When you specify ***AGES**, enter an amount in the *up to coverage of* field and leave the *Excess Per 1000* field blank, the system uses the amount in the *up to coverage of* field to limit the coverage. If you specify ***AGES**, enter an amount in both the *Excess Per 1000* and the *up to coverage of* field, the system calculates any amount over the amount specified in the *Excess Per 1000* field and limits the total coverage to the amount specified in the *up to coverage of* field.

- Plan based on an age and salary rate table. Salary is based on the annualized salary from the employee’s base rate.

  If the premium cost for the plan varies for each participant based on age and salary, type ***AGE2** in this field for the system to access a rate table based on age and salary. The system uses the age and salary rate table and the value in the *Date of Birth* field in employee basic data records to calculate premium rates and deduction amounts. You use the *Update Ins. Rates by Salary* function to define an age and salary rate table for this plan. You must set up a separate rate table for each plan for which you specify ***AGE2** in this field. Refer to the section entitled “Setting Up Rate Tables” for more details.

  When you specify ***AGE2**, enter an amount in the *up to coverage of* field and leave the *Excess Per 1000* field blank, the system uses the amount in the *up to coverage of* field to limit the coverage. If you specify ***AGE2** and enter amounts in both the *Excess Per 1000* and *up to coverage of* fields, the system calculates any amount over the amount specified in the *Excess Per 1000* field and limits the total coverage to the amount specified in the *up to coverage of* field.

  If you type **1** in the *Use Depend Age* field on the previous screen, you cannot type ***AGE2** in the *Rate Code* field.

- Plan based on a gender and age table.

  If the premium cost for the plan varies for each participant based on gender and age, type ***AGE3** in this field for the system to access a rate table based on gender and age. The system uses the gender and age rate table and the value in the *Sex* and *Date of Birth* fields in employee basic data records to calculate premium rates and deduction amounts. You use the *Upd. Ins. Rates - Age,Gen,Smoker* function to define an age and gender rate table for this plan. You must set up a separate rate table

for each plan for which you specify ***AGE3** in this field. Refer to the section entitled “Setting Up Rate Tables” for more details.

When you specify ***AGE3**, enter an amount in the *up to coverage of* field and leave the *Excess Per 1000* field blank, the system uses the amount in the *up to coverage of* field to limit the coverage. If you specify ***AGE3** and enter amounts in both the *Excess Per 1000* and *up to coverage of* fields, the system calculates any amount over the amount specified in the *Excess Per 1000* field and limits the total coverage to the amount specified in the *up to coverage of* field.

You can use this type of plan for dependents.

- Plan based on salary, gender, and age table.

  If the premium cost for the plan varies for each employee based on age, salary, and gender, type ***AGE4** in this field for the system to access a rate table based on age, salary, and gender. The system uses the age, salary, and gender rate table and the value in the *Sex* and *Date of Birth* fields in employee basic data records to calculate premium rates and deduction amounts. You use the *Upd. Ins. Rates - Sal,Gen,Smoker* function to define an age, salary, and gender rate table for this plan. You must set up a separate rate table for each plan for which you specify ***AGE4** in this field. Refer to the section entitled “Setting Up Rate Tables” for more details.

  When you specify ***AGE4**, enter an amount in the *up to coverage of* field and leave the *Excess Per 1000* field blank, the system uses the amount in the *up to coverage of* field to limit the coverage. If you specify ***AGE4** and enter amounts in both the *Excess Per 1000* and *up to coverage of* fields, the system calculates any amount over the amount specified in the *Excess Per 1000* field and limits the total coverage to the amount specified in the *up to coverage of* field.

  If you type **1** in the *Use Depend Age* field on the previous screen, you cannot type ***AGE4** in the *Rate Code* field.

- Plan based on smoking status and age.

  If the premium cost for the plan varies for each participant based on age and smoking status, type***AGE5** in this field for the system to access a rate table based on age and smoking status. The system uses the age and smoking status rate table, the value in the *Date of Birth* field in employee basic data records, and the value in the *Smoker?* field in the employee’s personnel record to calculate premium rates and deduction amounts. You use the *Upd. Ins. Rates - Age,Gen,Smoker* function to define an age and smoking status rate table for this plan. You must set up a separate rate table for each plan for which you specify ***AGE5** in this

field. Refer to the section entitled “Setting Up Rate Tables” for more details.

When you specify ***AGE5**, enter an amount in the *up to coverage of* field and leave the *Excess Per 1000* field blank, the system uses the amount in the *up to coverage of* field to limit the coverage. If you specify ***AGE5** and enter amounts in both the *Excess Per 1000* and *up to coverage of* fields, the system calculates any amount over the amount specified in the *Excess Per 1000* field and limits the total coverage to the amount specified in the *up to coverage of* field.

You can use this type of plan for dependents.

- Plan based on salary, smoking status, and age.

  If the premium cost for the plan varies for each employee based on age, smoking status, and salary, type***AGE6** in this field for the system to access a rate table based on age, smoking status, and salary. The system uses the age, smoking status, and salary rate table; the value in the *Date of Birth* field in employee basic data records, and the value in the *Smoker?* field in the employee’s personnel record to calculate premium rates and deduction amounts. You use the *Upd. Ins. Rates - Sal,Gen,Smoker* function to define an age, smoking status, and salary rate table for this plan. You must set up a separate rate table for each plan for which you specify ***AGE6** in this field. Refer to the section entitled “Setting Up Rate Tables” for more details.

  When you specify ***AGE6**, enter an amount in the *up to coverage of* field and leave the *Excess Per 1000* field blank, the system uses the amount in the *up to coverage of* field to limit the coverage. If you specify ***AGE6** and enter amounts in both the *Excess Per 1000* and *up to coverage of* fields, the system calculates any amount over the amount specified in the *Excess Per 1000* field and limits the total coverage to the amount specified in the *up to coverage of* field.

  If you type **1** in the *Use Depend Age* field on the previous screen, you cannot type ***AGE6** in the *Rate Code* field.

- Plan based on gender, smoking status, and age.

  If the premium cost for the plan varies for each participant based on gender, smoking status, and age, type***AGE7** in this field for the system to access a rate table based on gender, smoking status, and age. The system uses the gender, age, and smoking status rate table; the value in the *Sex* and *Date of Birth* fields in employee basic data records, and the value in the *Smoker?* field in the personnel record to calculate premium rates and deduction amounts. You use the *Upd. Ins. Rates - Age,Gen,Smoker* function to define a gender, smoking status, and age rate table for this plan. You must set up a separate rate table for each

plan for which you specify ***AGE7** in this field. Refer to the section entitled "Setting Up Rate Tables" for more details.

When you specify ***AGE7**, enter an amount in the *up to coverage of* field and leave the *Excess Per 1000* field blank, the system uses the amount in the *up to coverage of* field to limit the coverage. If you specify ***AGE7** and enter amounts in both the *Excess Per 1000* and *up to coverage of* fields, the system calculates any amount over the amount specified in the *Excess Per 1000* field and limits the total coverage to the amount specified in the *up to coverage of* field.

You can use this type of plan for dependents.

- Plan based on salary, gender, smoking status, and age.

  If the premium cost for the plan varies for each employee based on salary, gender, smoking status, and age, type***AGE8** in this field for the system to access a rate table based on salary, gender, smoking status, and age. The system uses the salary, gender, smoking status, and age rate table; the value in the *Sex* and *Date of Birth* fields in employee basic data records, and the value in the *Smoker?* field in the personnel record to calculate premium rates and deduction amounts. You use the *Upd. Ins. Rates - Sal,Gen,Smoker* function to define a salary, gender, smoking status, and age rate table for this plan. You must set up a separate rate table for each plan for which you specify ***AGE8** in this field. Refer to the section entitled "Setting Up Rate Tables" for more details.

  When you specify ***AGE8**, enter an amount in the *up to coverage of* field and leave the *Excess Per 1000* field blank, the system uses the amount in the *up to coverage of* field to limit the coverage. If you specify ***AGE8** and enter amounts in both the *Excess Per 1000* and *up to coverage of* fields, the system calculates any amount over the amount specified in the *Excess Per 1000* field and limits the total coverage to the amount specified in the *up to coverage of* field.

  If you type **1** in the *Use Depend Age* field on the previous screen, you cannot type ***AGE8** in the *Rate Code* field.

- Using a custom exit

  You can also use this field to exit to a custom program for rate calculations as you enroll employees in the plan or run the *Mass Update Enrollments* function. The first three characters of the custom program name must be **CUG**. Refer to the *Infinium Human Resources Technical Guide* for further information.

Custom Prem. Pgm.

If your premium cannot be calculated by standard system functionality, type the name of a custom program in this field. For example, if your insurance premium varies based on length of service, you must develop a custom program. The system runs your custom program as you enroll each employee in this benefit plan. The system can also run your custom program during the *Mass Update Enrollments* function.

The technical member of your team can refer to sample program PEGBEEX2 for guidance on developing a custom program. See Appendix A in the *Infinium Human Resources Technical Guide* for further information.

Rate per 1000

In this field enter the full premium cost per $1000 of coverage. The system uses this rate, along with the values in the *Rate Frequency* and *Deduct. Frequency* fields to calculate the per pay period employee and employer costs for this plan. You must make an entry in this field, the *Rate Code* field or the *Custom Prem. Pgm* field.

Type the premium rate using dollars and cents. For example, if the full premium cost for your life insurance program is $.10 per thousand dollars of coverage per month, type .10 in this field and **M** in the *Rate Frequency* field.

up to coverage of

Type the maximum amount of coverage an employee can obtain for this plan. If you do not specify a value in the *Excess Per 1000* field, then the entry in this field acts as a coverage limit. Leave this field blank if your plan does not stipulate a maximum coverage amount.

Example

Your life insurance plan is equal to two times an employee's base pay rate up to a maximum value of $100,000. If you type **100000** in this field, the system limits each employee's coverage to $100,000 regardless of the results of the coverage calculation.

Excess Per 1000

If the employee is allowed to purchase insurance coverage greater than the specified maximum coverage amount, type the premium rate for each $1000 of excess coverage. If you type a value in this field, the system does not apply any coverage limit.

Rate Frequency

Type a value that indicates how often the insurance premium is paid by the employer. The system uses this value to calculate the employee and employer pay period costs. It also prints the rate frequency on the Insurance Premium Summary report and uses it to calculate the total premium amount due.

The values for this field are:

A You pay the premium annually.

Q You pay the premium quarterly.

M You pay the premium monthly.

The rate frequency you specify does not have to match the deduction frequency or pay frequency of participating employees. For example, the employer can pay insurance premiums on a monthly basis while deducting the employee's contributions on a weekly basis.

Age Calc. Method

Specify the date to use to calculate rates for this benefit plan. Valid values are:

0 Not applicable.

1 Use the date entered in the *Age Rate Date* field.

2 Use the date of enrollment or the date the enrollment changed if the date of enrollment or the date the enrollment changed is later than the date in the *Age Rate Date* field.

If you type **1** or **2** in this field, you must specify a date in the *Age Rate Date* field.

Age Rate Date

Type the date when the system determines an employee’s age for those benefit plans that store rates in an age rate table.

Use *Age Rate Date* only for benefit plans that determine an employee’s age as of a specified date, not the date on which you execute *Mass Update Enrollments*.

You must update this date annually for each plan year to ensure that the system calculates accurate employee and employer contribution costs and payroll deduction amounts.

You must specify a date here if you type **1** or **2** in the *Age Calc. Method* field.

Entering Coverage Information

Complete one of the three fields described below to calculate the employee insurance coverage amount:

- Complete the *Coverage Code* field to use a custom program to calculate coverage
- Complete the *Coverage Limit* field to specify a standard coverage amount applicable to all participating employees
- Complete the *Base Sal. Factor* field to calculate a unique coverage amount for each employee based his or her base pay rate

Coverage Code

In this field specify a custom program that determines the benefit coverage amount for each participating employee. The system executes the custom program as you enroll employees in the plan and when you run the *Mass Update Enrollments* function.

The first three characters of the custom program name must be **CUG**. Refer to Appendix A in the *Infinium Human Resources Technical Guide* for further information.

Coverage Limit

Type the monetary face value of the insurance policy if all employees in the plan have the same coverage amount. For example, if you offer all employees a basic life insurance policy worth $10,000, type **10000** in this field.

If the coverage amount is not the same for all employees, leave this field blank and type a value in either the *Coverage Code* field or the *Base Sal. Factor* field.

Base Sal. Factor

Type the base salary factor. The system multiplies this value by the employee's annual salary to calculate the employee’s benefit coverage amount. You can type a value that includes up to four decimals. For example, if the face value of your life insurance policy is one and one-half times each employee’s annual base salary, type **1.5** in this field.

The system determines the employee's annual salary using the *PE Base Rate* and the *Base Rate Frequency* fields in each employee's Basic Data record. The system first checks the value in the *Base Rate Frequency* field to determine how you state the employee's base pay rate.

If the value in the *Base Rate Frequency* field is **A**, which represents annual, the system multiplies the value it finds by the specified factor to calculate the employee's insurance coverage amount.

If the value in the Base Rate Frequency field is not **A**, the system uses the *Scheduled Periods, Regular Hours,* and *PE Base Rate* fields in the employee Basic Data record to calculate an annualized salary for the employee. It then uses the annualized base rate and the specified factor to calculate the benefit coverage amount.

Rounding Type

If you specify a base salary factor, select the rounding method the system should use after it calculates the coverage amount. Accept the default value of **0** if you do not compute coverage using a base salary factor.

Refer to the table included in the *Rounding Amount* field description for an example of how the system rounds coverage amounts.

Valid values for this field are:

0 No rounding

1 Round up

2 Round to the nearest specified amount

3 Round down

Rounding Amount

Type the monetary denomination the system should use to round calculated employee coverage amounts up, down or to the nearest specified value. The following table illustrates how the system uses the *Rounding Type* and *Rounding Amount* fields.

Calculated Coverage Amount	Rounding Amount	Type 1: Round Up	Type 2: Round to the Nearest	Type 3: Round Down
26,255	500	26,500	26,500	26,000
26,255	1000	27,000	26,000	26,000

Freeze Coverage?

In this field indicate if the system should automatically recalculate and update the coverage amounts and employee and employer deduction amounts for plan participants when you run the *Mass Update Enrollments* function. The system can update employee benefit enrollment records with new amounts that result from the following kinds of changes:

- The employee receives a salary change
- The employee's age changes
- You change specifications on the plan control such as the premium cost, coverage limit, base salary factor, and so on

Valid values for this field are:

0	Do not freeze employee enrollment records; update coverage and deduction amounts on an ongoing basis.
1	Freeze employee enrollment records; do not automatically update coverage and deduction amounts.
2	Freeze coverage and recalculate rates.
3	Freeze rates and recalculate coverage.

If you type **0** in this field, each time you run the *Mass Update Enrollments* function the system automatically updates employee enrollment records with new coverage amounts and costs, depending on your plan setup, if one of the changes listed above has occurred since the last mass update of enrollments.

If you type **1** in this field, the system freezes the coverage amounts and costs for employees who are currently enrolled in the plan. It calculates coverage amounts and costs only when you first enroll an employee in the plan and does not update them after it processes the initial enrollment record.

If you type **2** in this field, the system freezes the coverage amounts and recalculates the rates for employees who are currently enrolled in the plan. The system calculates coverage amounts only when you first enroll an employee in the plan and does not update them after it processes the initial enrollment record.

If you type **3** in this field, the system freezes the costs and recalculates the coverage amounts for employees who are currently enrolled in the plan. The system calculates costs only when you first enroll an employee in the plan and does not update them after it processes the initial enrollment record.

You can change the value in this field from time to time if you want to manually control when the system updates employee coverage amounts and costs.

Example

If you update employee coverage amounts and costs each year on January 1, you can type **1** in this field when you set up your plan to prevent the system from making changes to employee coverage amounts and costs during the year. Type **0** immediately before you run the *Mass Update Enrollments* function that includes January 1 to recalculate coverage and deduction amounts for the upcoming year. Then type **1** in this field to freeze employee enrollment records for the balance of the year.

Policy #

Type the policy number for the plan. This is an optional 18-character free-form field.

The system defaults the policy number you specify into each employee's enrollment record for this plan. The system prints the policy number on the Insurance Premium Summary report.

Copy Cov. Amt

Specify whether you want to copy coverage amounts from the previous year or calculate new coverage amounts when you use the *Mass Copy Enrollments* function.

Valid values are:

0 Copy the coverage amount from the previous year.

1 Calculate a new coverage amount.

For Self Service open enrollment, the value in the *Copy Cov. Amt* field must be **1** to display the recalculated coverage amount for the new plan year.

Entering Deduction Data

Employer Contrib %

Type the percentage of the premium that is paid by the employer. For example, if half of the plan premium is paid by the employer, then type 50% as **50** in this field. The system uses this field to calculate employee and employer deduction amounts when you enroll employees in this plan.

Deduct. Frequency

Type the value for the deduction frequency. The system uses this value to calculate the payroll deduction amounts for this benefit plan. Valid values are:

W	Weekly
B	Biweekly
S	Semi-monthly
M	Monthly
*****	Variable, based on the value in the *Pay Frequency* field from the employee's basic data record. The system displays an additional screen for the deduction amounts for all valid pay frequencies.

10 Press Enter. The system saves your plan information and displays the Update Benefit Plans prompt screen.

11 Repeat steps 4 through 9 to set up additional life insurance or disability plans or press F3 to return to the Infinium HR main menu.

Using Variable Deduction Frequencies

If you type * in the *Deduct Frequency* field on the Update Life Insurance Plans Page 2 screen shown in Figure 3-5 and press Enter, the system displays the additional screen shown in Figure 3-6.

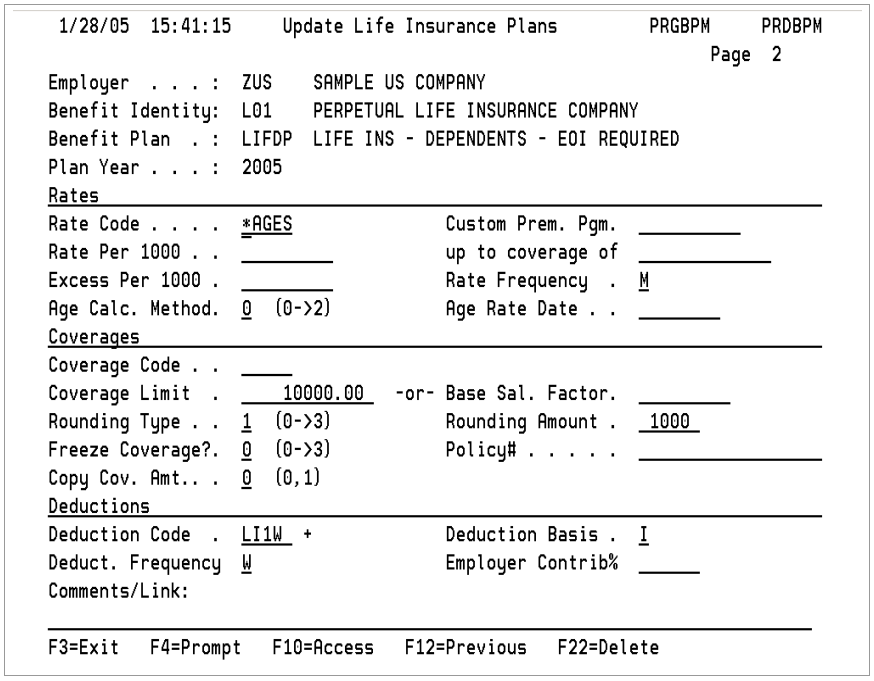

Figure 3-6: Update Life Insurance Plans variable deduction frequencies screen

When you set up a new plan, Infinium HR uses the value from the *Employer Contrib%* field on the previous screen to calculate the percentages of the premium due from the employer and employee in the *Employer Percent* and *Employee Percent* fields for each deduction frequency. You can use this screen to override employer and employee contribution percentages for the specified life insurance plan.

When you press F5 on this screen, the system recalculates the employer and employee contribution percentages. Therefore, if you press F5 after you override the contribution percentages, Infinium HR resets the values to the system calculated percentages.

You can also use this screen to override frequencies for any pay frequency that may have deductions taken at a different frequency. For example, you can type an override frequency of **B** in the **W** frequency row if weekly employees take deductions for this benefit only twice a month. After you type a value to override a frequency, you must press F5 to recalculate the table for the frequency override changes to take effect. You can then override the employer and employee contribution percentages associated with the overridden frequency.

For an existing plan or for a plan that you copy for a new plan year, when you base a benefit premium on the employee's pay frequency and you change the premium amount, you must recalculate the employer and employee contribution percentages in the pay frequency table before you save the plan changes. If you do not recalculate the percentages before you display the

table, you can view the previous override percentages. When you recalculate the table percentages, the system does not change the *Ovr Freq* field values.

Use the information below to complete the fields on this screen.

Ovr Freq

Type a value to override the frequency used to deduct contribution amounts from plan participants' pay. Infinium HR uses the override frequency instead of the standard frequency to calculate the deduction amounts. Valid values are:

D	Daily
W	Weekly
B	Biweekly
S	Semi-monthly
M	Monthly
A	Annually
10	10 pay periods per year
13	13 pay periods per year
22	22 pay periods per year
27	27 pay periods per year
48	48 pay periods per year
53	53 pay periods per year

Employer Percent

Type the percentage of the employer's contribution to the employee's plan for the specified pay frequency to override the system calculated employer and employee percentages.

Employee Percent

This field displays the percentage of the benefit plan premium that the employee pays for the specified pay frequency. Press F6 to recalculate this value based on the *Employer Percent* field value for the pay frequency.

After you complete the fields on this screen, press Enter to save your plan information and return to the Update Benefit Plans prompt screen.

Setting Up Rate Tables

You base a life insurance or disability plan premium on one or a combination of the following factors you can set up a rate table that defines the premium costs for that category.

- Age
- Age and salary
- Age and gender
- Age, gender, and salary
- Smoking status and age
- Age, smoking status, and salary
- Age, gender, and smoking status
- Age, gender, smoking status, and salary

The system uses the rate table and the appropriate employee and participant information to calculate the employee and employer costs when you first enroll an employee in the plan. The system also uses the rate table to update the employee and employer costs when you run the *Mass Update Enrollments* function unless you freeze an employee's enrollment record or the plan itself. The table below includes information about the values you use and the information the system updates for the various criteria on which you base the plan.

When you run the mass update for a pay period in which the employee advances from one category to the next, the system recalculates the employee and employer costs and updates the employee's enrollment record. The system updates the employee's deduction authorization record with the new amounts when you run the Begin Cycle function in Infinium PY.

Premium based on…	Value for *Rate Code* field	Updates with information from…	Comment
Age	*AGES	The value in the *Date of Birth* field in employee basic data records.	

Premium based on…	Value for *Rate Code* field	Updates with information from…	Comment
Age and salary	*AGE2	The value in the *Date of Birth* field in employee basic data and the salary, which is annualized from the employee's base rate.	
Gender and age	*AGE3	The value in the *Sex* and *Date of Birth* fields in employee basic data records. For dependents, the *Gender* and *Smoker?* fields in the dependent/ beneficiary file.	
Salary, gender, and age	*AGE4	The value in the *Sex* and *Date of Birth* fields in employee basic data records, and the salary, which is annualized from the employee's base rate.	
Smoking status and age	*AGE5	The value in the *Date of Birth* field in employee basic data records and the value in the *Smoker?* field in the employee's personnel record. For dependents, the value in the *Gender* and *Smoker?* fields in the dependent and beneficiary file.	

Premium based on…	Value for *Rate Code* field	Updates with information from…	Comment
Salary, smoking status, and age	*AGE6	The value in the *Date of Birth* field in employee basic data records, the value in the *Smoker?* field in the employee's personnel record, and the salary, which is annualized from the employee's base rate.	
Gender, smoking status, and age	*AGE7	The value in the *Sex* and *Date of Birth* fields in employee basic data records and the value in the *Smoker?* field in the personnel record. For dependents, the value in the *Gender* and *Smoker?* fields in the dependent and beneficiary file.	
Salary, gender, smoking status, and age	*AGE8	The value in the *Sex* and *Date of Birth* fields in employee basic data records, the value in the *Smoker?* field in the personnel record, and the salary, which is annualized from the employee's base rate.	

Freezing Age Rate Calculations

The system uses the age rate table to update employee enrollment records with new employee and employer costs unless you type **1**, **2**, or **3** in the *Freeze Coverage?* field on the benefit plan control or individual employee enrollment records. When you freeze the plan, the system enrolls new participants but does not update the enrollment records of any existing participants with new deduction or coverage amounts until you type **0** in the *Freeze Coverage?* field on the benefit plan control.

You can update the enrollment records of employees in the plan with new monetary values by typing one of the following values in the *Freeze Coverage?* field on the plan and use the *Freeze Coverage?* field on the enrollment records of exception employees to prevent the system from updating only their records:

- Type **1** to freeze both plan coverage and plan rates.
- Type **2** to freeze coverage but recalculate rates.
- Type **3** to freeze rates but recalculate coverage.

You can manually freeze an individual employee's enrollment record, or you can override monetary amounts as you enroll the employee in the plan to automatically freeze an employee's enrollment record.

Age Rate Table

Follow these steps to set up an age rate table:

1 From the Infinium Human Resources main menu select *Benefits Administration*.

2 Select *Update Benefit Data*.

3 Select *Update Insurance Age Rates* [UIAR]. The system displays the Update Insurance Rates by Age prompt screen shown in Figure 3-7.

```
 6/21/02  14:23:41      Update Insurance Rates By Age      PRGBDM     PRDBDM

Employer  . . . .  ZUS +

Benefit Identity.  ___ +
Benefit Plan  . .  _____ +
Plan Year . . . .  ____ +









F3=Exit   F4=Prompt   F10=Access
```

Figure 3-7: Update Insurance Rates by Age prompt screen

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

Employer

Type the value that identifies your employer.

Benefit Identity

Type the value that identifies the benefit identity associated with the plan for which you are defining an age rate table.

Benefit Plan

Type the value that identifies the benefit plan for which you are defining an age rate table.

Plan Year

If you use plan year processing, specify the plan year for the age rate table associated with the specified benefit plan.

5 Press Enter. The system displays the Update Insurance Rates by Age screen shown in Figure 3-8.

```
 6/21/02  14:24:37      Update Insurance Rates By Age      PRGBDM     PRDBDM

Employer  . . . :  ZUS    SAMPLE US COMPANY
Benefit Identity:  L01    PERPETUAL LIFE INSURANCE COMPANY
Benefit Plan  . :  LI4W     LIFE INSURANCE 4 X BASE PAY - WKLY
Plan Year . . . :  2002

Up to Age . . . .  ___               Coverage Limit  .  _______________
Rate Per 1000 . .  ________          Excess Rate . . .  ________

2=Change   4=Delete
      Opt    Age         Rate            Limit       Excess Rate









F3=Exit   F10=Access
```

Figure 3-8: Update Insurance Rates by Age screen

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

Up to Age

Type the age through which the premium cost you enter in the *Rate Per 1000* field applies.

For example, if the first rate category for your plan applies to employees up to and including those who are 21 years old, type **21** in this field.

Coverage Limit

Type the maximum insurance coverage amount employees in the specified age category can receive. Leave this field blank to use the value in the *Coverage Limit* field on the benefit plan control.

Rate Per 1000

Type the cost per thousand dollars of life insurance coverage for the specified age category.

The system uses the value you enter in the *Premium Frequency* field on the benefit plan control along with the rate you specify here when it calculates employee and employer costs for the plan.

Excess Rate

If employees in the specified age category can receive insurance coverage that exceeds the value in the *Coverage Limit* field, type the cost per thousand dollars of excess life insurance coverage for the specified age category.

7 Press Enter. The system stores your entry in the sub-file at the bottom of the screen.

8 Repeat steps 6 and 7 for each additional age category applicable to the specified benefit plan.

9 Press F3 to exit from this screen when you have defined rates for all age categories.

10 The system displays the Update Insurance Rates by Age screen. You can define an age rate table for another plan or press F3 to return to the Infinium Human Resources main menu.

Age and Salary Rate Table

Follow these steps to set up an age and salary rate table:

1 From the Infinium Human Resources main menu select *Benefits Administration*.

2 Select *Update Benefit Data*.

3 Select *Update Ins. Rates by Salary* [B2RATES]. The system displays the Update Insurance Rates by Salary prompt screen shown in Figure 3-9.

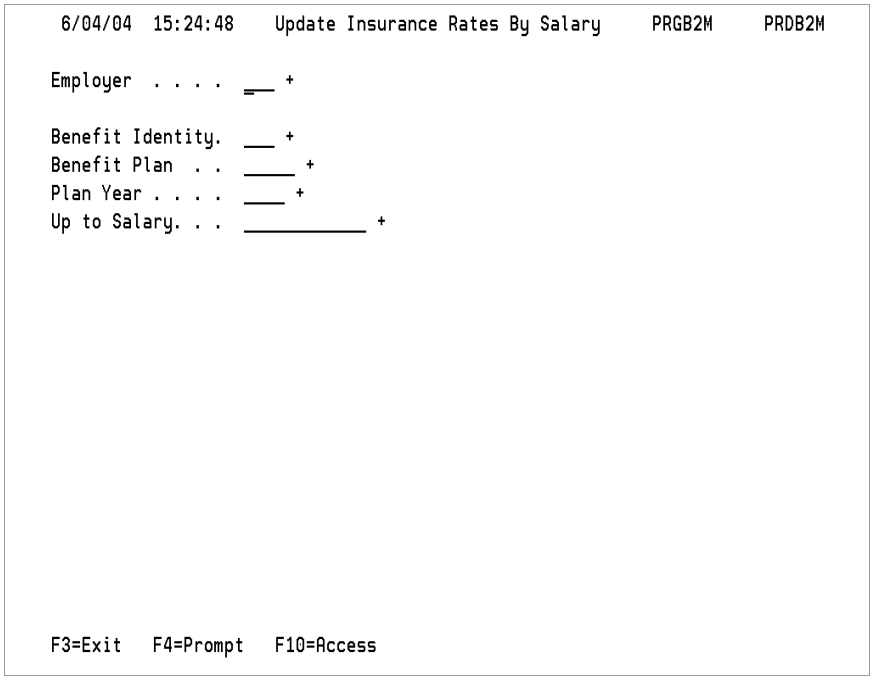

Figure 3-9: Update Insurance Rates by Salary prompt screen

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

Employer

Specify the value that identifies your employer.

Benefit Identity

Specify the value that identifies the benefit identity associated with the plan for which you are defining a salary and age rate table.

Benefit Plan

Specify the value that identifies the benefit plan for which you are defining a salary and age rate table.

Plan Year

If you use plan year processing, specify the plan year for the salary and age rate table associated with the specified benefit plan.

Up to Salary

Specify the maximum salary amount for this rate table.

5 Press Enter. The system displays the Update Insurance Rates by Salary selection screen shown in Figure 3-10.

```
 5/04/04  16:22:14    Update Insurance Rates By Salary     PRGB2M     PRDB2M

Employer  . . . :  ZUS    SAMPLE US COMPANY
Benefit Identity:  L01    PERPETUAL LIFE INSURANCE COMPANY
Benefit Plan  . :  LI4W   LIFE INSURANCE 4 X BASE PAY - WKLY
Plan Year . . . :  2002
Up To Salary. . :     100000.00

Up to Age . . . .  ___               Coverage Limit  .  _____________
Rate Per 1000 . .  ________          Excess Rate . . .  ________

2=Change   4=Delete
       Opt    Age         Rate            Limit        Excess Rate
        _      50        10.0000         150,000.00      15.0000









F3=Exit   F10=Access   F22=Delete Table
```

Figure 3-10: Update Insurance Rates by Salary selection screen

On this screen you can:

- Change a salary and age rate table by typing **2** in *Opt* next to the record to change
- Delete a salary and age rate record by typing **4** in *Opt* next to the record to delete
- Delete a salary and age rate record by pressing F22

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

Up to Age

Type the age through which the premium cost you enter in the *Rate Per 1000* field applies.

For example, if the first rate category for your plan applies to employees up to and including those who are 21 years old, type **21** in this field.

Coverage Limit

Type the maximum insurance coverage amount employees in the specified age category can receive. Leave this field blank to use the value in the *Coverage Limit* field on the benefit plan control.

Rate Per 1000

Type the cost per thousand dollars of life insurance coverage for the specified age category.

The system uses the value you enter in the *Premium Frequency* field on the benefit plan control with the rate you specify here when it calculates employee and employer costs for the plan.

Excess Rate

If employees in the specified age category can receive insurance coverage that exceeds the value in the *Coverage Limit* field, type the cost per thousand dollars of excess life insurance coverage for the specified age category.

7 Press Enter. The system stores your entry in the sub-file at the bottom of the screen.

8 Repeat steps 4 through 7 for each additional category applicable to the specified benefit plan.

9 Press F3 to exit this screen when you have defined rates for all age and salary categories.

10 The system displays the Update Insurance Rates by Salary screen. You can define an age and salary rate table for another plan or press F3 to return to the Infinium Human Resources main menu.

Rate Table Based on Gender, Age, and Smoking Status (*AGE7)

The information below describes setting up a table that is based on gender, age, and smoking status. The values you enter in the fields on these screens vary depending upon the basis for the table.

Follow these steps to set up a rate table based on gender, age, and smoking status:

1 From the Infinium Human Resources main menu select *Benefits Administration*.

2 Select *Update Benefit Data*.

3 Select *Upd. Ins. Rates - Age,Gen,Smoker* [AGEGS]. The system displays the Update Ins. Rates by Age/Gender prompt screen shown in Figure 3-11.

```
 5/26/05  16:44:39    Update Ins. Rates by Age/Gender      PRGB2A     PRDB2A

Employer  . . . .  __ +

Benefit Identity.  ___ +
Benefit Plan  . .  _____ +
Plan Year . . . .  ____ +
Gender. . . . . .  _  (M/F)
Smoker/NonSmoker.  _  (S/N)









F3=Exit   F4=Prompt   F10=Access
```

Figure 3-11: Update Ins. Rates by Age/Gender prompt screen

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

Employer

Specify the value that identifies your employer.

Benefit Identity

Specify the value that identifies the benefit identity associated with the plan for which you are defining a rate table.

Benefit Plan

Specify the value that identifies the benefit plan for which you are defining a rate table.

Plan Year

If you use plan year processing, specify the plan year for the rate table associated with the specified benefit plan.

Gender

Specify the gender for this table.

Valid values are:

M Male

F Female

Smoker/NonSmoker

Specify whether this table is for smokers or non-smokers.

Valid values are:

S Smoker

N Non-smoker

5 Press Enter. The system displays the Update Ins. Rates by Age/Gender selection screen shown in Figure 3-12.

```
 5/26/05  16:45:19    Update Ins. Rates by Age/Gender      PRGB2A     PRDB2A

Employer  . . . :  ZUS    SAMPLE US COMPANY
Benefit Identity:  L01    PERPETUAL LIFE INSURANCE COMPANY
Benefit Plan  . :  LI2BW  LIFE INSURANCE 2 X BASE PAY - BIWEEKLY
Plan Year . . . :  2005
Gender. . . . . :
Smoker/NonSmoker:
                           AGE RATE TABLE
Up to Age . . . .  ___              Coverage Limit  .  _______________
Rate Per 1000 . .  _________        Excess Rate . . .  ________

2=Change   4=Delete
       Opt    Age         Rate            Limit        Excess Rate









F3=Exit   F10=Access   F22=Delete Table
```

Figure 3-12: Update Ins. Rates by Age/Gender selection screen

On this screen you can:

- Change a rate table by typing **2** in *Opt* next to the record to change
- Delete a rate table by typing **4** in *Opt* next to the record to delete
- Delete a rate table by pressing F22

- Add a rate table by completing the fields on this screen and pressing Enter

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

Up to Age

Type the age through which the premium cost you enter in the *Rate Per 1000* field applies.

For example, if the first rate category for your plan applies to employees up to and including those who are 21 years old, type **21** in this field.

Coverage Limit

Type the maximum insurance coverage amount employees in the specified age category can receive. Leave this field blank to use the value in the *Coverage Limit* field on the benefit plan control.

Rate Per 1000

Type the cost per thousand dollars of life insurance coverage for the specified age category.

The system uses the value you enter in the *Premium Frequency* field on the benefit plan control with the rate you specify here when it calculates employee and employer costs for the plan.

Excess Rate

If employees in the specified age category can receive insurance coverage that exceeds the value in the *Coverage Limit* field, type the cost per thousand dollars of excess life insurance coverage for the specified age category.

7 Press Enter. The system stores your entry in the sub-file at the bottom of the screen.

8 Repeat steps 6 through 7 for each additional category applicable to the specified benefit plan.

9 Press F3 to exit this screen after you define rates for all categories for this rate table. The system displays the Update Ins. Rates by Age/Gender screen.

10 You can define a rate table for another plan or press F3 to return to the Infinium Human Resources main menu.

Rate Table Based on Gender and Age (*AGE3)

The information below describes setting up a table that is based on gender and age.

Follow these steps to set up a rate table based on gender and age:

1 From the Infinium Human Resources main menu select *Benefits Administration*.

2 Select *Update Benefit Data*.

3 Select *Upd. Ins. Rates - Age,Gen,Smoker* [AGEGS]. The system displays the Update Ins. Rates by Age/Gender prompt screen shown in Figure 3-11.

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

Gender

Specify the gender for this table.

Valid values are:

M Male

F Female

Smoker/NonSmoker

Leave this field blank.

5 Complete the remaining fields on this screen as described in the “Rate Table Based on Gender, Age, and Smoking Status (*AGE7)” section.

6 Press Enter. The system displays the Update Ins. Rates by Age/Gender selection screen shown in Figure 3-12.

7 Use the following information to fill in the fields on this screen.

Up to Age

Type the age through which the premium cost you enter in the *Rate Per 1000* field applies.

For example, if the first rate category for your plan applies to employees up to and including those who are 21 years old, type **21** in this field.

8 Complete the remaining fields on this screen as described in the “Rate Table Based on Gender, Age, and Smoking Status (*AGE7)” section.

9 Press Enter. The system stores your entry in the sub-file at the bottom of the screen.

10 Repeat steps 7 through 9 for each additional category applicable to the specified benefit plan.

11 Press F3 to exit this screen after you define rates for all categories for this rate table. The system displays the Update Ins. Rates by Age/Gender screen.

12 You can define a rate table for another plan or press F3 to return to the Infinium Human Resources main menu.

Rate Table Based on Smoking Status and Age (*AGE5)

The information below describes setting up a table that is based on smoking status and age.

Follow these steps to set up a rate table based on smoking status and age:

1 From the Infinium Human Resources main menu select *Benefits Administration*.

2 Select *Update Benefit Data*.

3 Select *Upd. Ins. Rates - Age,Gen,Smoker* [AGEGS]. The system displays the Update Ins. Rates by Age/Gender prompt screen shown in Figure 3-11.

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

Gender

Leave this field blank.

Smoker/NonSmoker

Specify whether this table is for smokers or non-smokers.

Valid values are:

S Smoker

N Non-smoker

5 Complete the remaining fields on this screen as described in the “Rate Table Based on Gender, Age, and Smoking Status (*AGE7)” section.

6 Press Enter. The system displays the Update Ins. Rates by Age/Gender selection screen shown in Figure 3-12.

7 Use the following information to fill in the fields on this screen.

Up to Age

Type the age through which the premium cost you enter in the *Rate Per 1000* field applies.

For example, if the first rate category for your plan applies to employees up to and including those who are 21 years old, type **21** in this field.

8 Complete the remaining fields on this screen as described in the “Rate Table Based on Gender, Age, and Smoking Status (*AGE7)” section.

9 Press Enter. The system stores your entry in the sub-file at the bottom of the screen.

10 Repeat steps 7 through 9 for each additional category applicable to the specified benefit plan.

11 Press F3 to exit this screen after you define rates for all categories for this rate table. The system displays the Update Ins. Rates by Age/Gender screen.

12 You can define a rate table for another plan or press F3 to return to the Infinium Human Resources main menu.

Rate Table Based on Salary, Gender, Age, and Smoking Status (*AGE8)

The information below describes setting up a rate table based on gender, age, smoking status, and salary.

Follow these steps to set up rate tables based on gender, age, salary, and smoking status.

1 From the Infinium Human Resources main menu select *Benefits Administration*.

2 Select *Update Benefit Data*.

3 Select *Upd. Ins. Rates - Sal,Gen,Smoker* [AGESGS]. The system displays the Update Ins. Rates by Sal/Gender prompt screen shown in Figure 3-13.

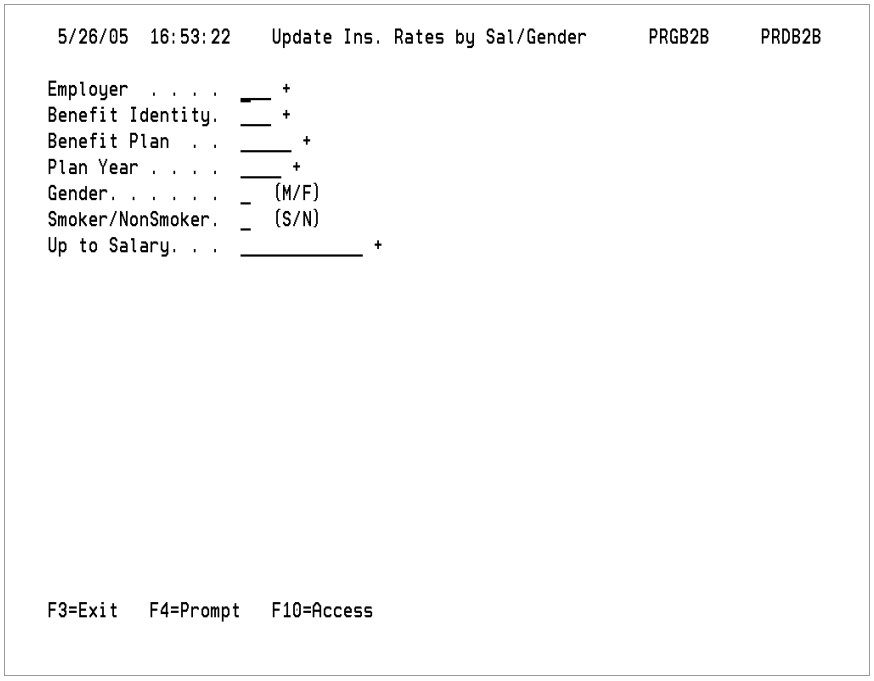

Figure 3-13: Update Ins. Rates by Sal/Gender prompt screen

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

Employer

Specify the value that identifies your employer.

Benefit Identity

Specify the value that identifies the benefit identity associated with the plan for which you are defining a rate table.

Benefit Plan

Specify the value that identifies the benefit plan for which you are defining a rate table.

Plan Year

If you use plan year processing, specify the plan year for the rate table associated with the specified benefit plan.

Gender

Specify the gender for this table.

Valid values are:

M Male

F Female

Smoker/NonSmoker

Specify whether this table is for smokers or non-smokers.

Valid values are:

S Smoker

N Non-smoker

Up to Salary

Specify the maximum salary amount for this rate table.

5 Press Enter. The system displays the Update Ins. Rates by Sal/Gender selection screen shown in Figure 3-14.

```
 5/26/05  16:55:17    Update Ins. Rates by Sal/Gender      PRGB2B     PRDB2B

Employer  . . . :  ZUS    SAMPLE US COMPANY
Benefit Identity:  L01    PERPETUAL LIFE INSURANCE COMPANY
Benefit Plan  . :  LI3BW  LIFE INSURANCE 3 X BASE PAY - BIWEEKLY
Plan Year . . . :  2005
Gender. . . . . :  M
Smoker/NonSmoker:  S
Up To Salary. . :     100000.00

Up to Age . . . .  ___               Coverage Limit  .  _______________
Rate Per 1000 . .  _________         Excess Rate . . .  _________
                              AGE RATE TABLE
2=Change   4=Delete
       Opt    Age         Rate            Limit        Excess Rate









F3=Exit   F10=Access   F22=Delete Table
```

Figure 3-14: Update Ins. Rates by Sal/Gender selection screen

On this screen you can:

- Change a rate table by typing **2** in *Opt* next to the record to change
- Delete a rate table by typing **4** in *Opt* next to the record to delete
- Delete a rate table by pressing F22

- Add a rate table by completing the fields on this screen and pressing Enter

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

Up to Age

Type the age through which the premium cost you enter in the *Rate Per 1000* field applies. Leave blank if this table is not based on age.

For example, if the first rate category for your plan applies to employees up to and including those who are 21 years old, type **21** in this field.

Coverage Limit

Type the maximum insurance coverage amount employees in the specified age category can receive. Leave this field blank to use the value in the *Coverage Limit* field on the benefit plan control.

Rate Per 1000

Type the cost per thousand dollars of life insurance coverage for the specified age category.

The system uses the value you enter in the *Premium Frequency* field on the benefit plan control with the rate you specify here when it calculates employee and employer costs for the plan.

Excess Rate

If employees in the specified age category can receive insurance coverage that exceeds the value in the *Coverage Limit* field, type the cost per thousand dollars of excess life insurance coverage for the specified age category.

7 Press Enter. The system stores your entry in the sub-file at the bottom of the screen.

8 Repeat steps 6 through 7 for each additional category applicable to the specified benefit plan.

9 Press F3 to exit this screen when you have defined rates for all appropriate categories. The system displays the Update Ins. Rates by Sal/Gender prompt screen.

10 You can define a rate table for another plan or press F3 to return to the Infinium Human Resources main menu.

Rate Table Based on Salary and Age (*AGE2)

The information below describes setting up a rate table based on age and salary.

Follow these steps to set up rate tables based on age and salary.

1 From the Infinium Human Resources main menu select *Benefits Administration*.

2 Select *Update Benefit Data*.

3 Select *Upd. Ins. Rates - Sal,Gen,Smoker* [AGESGS]. The system displays the Update Ins. Rates by Sal/Gender prompt screen shown in Figure 3-13.

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

Up to Salary

Specify the maximum salary amount for this rate table.

5 Complete the remaining fields on this screen as described in the “Rate Table Based on Salary, Gender, Age, and Smoking Status (*AGE8)” section.

6 Press Enter. The system displays the Update Ins. Rates by Sal/Gender selection screen shown in Figure 3-14.

7 Use the following information to fill in the fields on this screen.

Gender

Leave this field blank.

Smoker/NonSmoker

Leave this field blank.

Up to Age

Type the age through which the premium cost you enter in the *Rate Per 1000* field applies.

For example, if the first rate category for your plan applies to employees up to and including those who are 21 years old, type **21** in this field.

8 Complete the remaining fields on this screen as described in the “Rate Table Based on Salary, Gender, Age, and Smoking Status (*AGE8)” section.

9 Press Enter. The system stores your entry in the sub-file at the bottom of the screen.

10 Repeat steps 7 through 9 for each additional category applicable to the specified benefit plan.

11 Press F3 to exit this screen when you have defined rates for all appropriate categories. The system displays the Update Ins. Rates by Sal/Gender prompt screen.

12 You can define a rate table for another plan or press F3 to return to the Infinium Human Resources main menu.

Rate Table Based on Salary, Gender, and Age (*AGE4)

The information below describes setting up a rate table based on salary, gender, and age.

Follow these steps to set up rate tables based on salary, gender, and age.

1 From the Infinium Human Resources main menu select *Benefits Administration*.

2 Select *Update Benefit Data*.

3 Select *Upd. Ins. Rates - Sal,Gen,Smoker* [AGESGS]. The system displays the Update Ins. Rates by Sal/Gender prompt screen shown in Figure 3-13.

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

Gender

Specify the gender for this table.

Valid values are:

M Male

F Female

Smoker/NonSmoker

Leave this field blank.

Up to Salary

Specify the maximum salary amount for this rate table.

5 Complete the remaining fields on this screen as described in the “Rate Table Based on Salary, Gender, Age, and Smoking Status (*AGE8)” section.

6 Press Enter. The system displays the Update Ins. Rates by Sal/Gender selection screen shown in Figure 3-14.

7 Use the following information to fill in the fields on this screen.

Up to Age

Type the age through which the premium cost you enter in the *Rate Per 1000* field applies.

For example, if the first rate category for your plan applies to employees up to and including those who are 21 years old, type **21** in this field.

1 Complete the remaining fields on this screen as described in the “Rate Table Based on Salary, Gender, Age, and Smoking Status (*AGE8)” section.

2 Press Enter. The system stores your entry in the sub-file at the bottom of the screen.

3 Repeat steps 7 through 9 for each additional category applicable to the specified benefit plan.

4 Press F3 to exit this screen when you have defined rates for all appropriate categories. The system displays the Update Ins. Rates by Sal/Gender prompt screen.

5 You can define a rate table for another plan or press F3 to return to the Infinium Human Resources main menu.

Rate Table Based on Salary, Smoking Status, and Age (*AGE6)

The information below describes setting up a rate table based on salary, smoking status, and age.

Follow these steps to set up rate tables based on salary, smoking status, and age.

1 From the Infinium Human Resources main menu select *Benefits Administration*.

2 Select *Update Benefit Data*.

3 Select *Upd. Ins. Rates - Sal,Gen,Smoker* [AGESGS]. The system displays the Update Ins. Rates by Sal/Gender prompt screen shown in Figure 3-13.

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

Gender

Leave this field blank.

Smoker/NonSmoker

Specify whether this table is for smokers or non-smokers.

Valid values are:

S Smoker

N Non-smoker

Up to Salary

Specify the maximum salary amount for this rate table.

5 Complete the remaining fields on this screen as described in the “Rate Table based on Salary, Gender, Age, and Smoking Status (*AGE8)” section.

6 Press Enter. The system displays the Update Ins. Rates by Sal/Gender selection screen shown in Figure 3-14.

7 Use the following information to fill in the fields on this screen.

Up to Age

Type the age through which the premium cost you enter in the *Rate Per 1000* field applies.

For example, if the first rate category for your plan applies to employees up to and including those who are 21 years old, type **21** in this field.

8 Complete the remaining fields on this screen as described in the “Rate Table Based on Salary, Gender, Age, and Smoking Status (*AGE8)” section.

9 Press Enter. The system stores your entry in the sub-file at the bottom of the screen.

10 Repeat steps 7 through 9 for each additional category applicable to the specified benefit plan.

11 Press F3 to exit this screen when you have defined rates for all appropriate categories. The system displays the Update Ins. Rates by Sal/Gender prompt screen.

12 You can define a rate table for another plan or press F3 to return to the Infinium Human Resources main menu.

Setting Up Health Plans

You use benefit types in the health insurance category to set up benefit plans with flat amount premiums and standard costs that are usually applicable to all participants. You can use this benefit type to set up the following types of plans:

- Medical (Type 03)
- Dental (Type 04)
- Dependent Life Insurance (Type 07)
- Vision (Type 11)
- Miscellaneous (Type 18)

When you set up a benefit plan using one of the types listed above, you enter the full premium and employee and employer pay period costs on the plan control. The system defaults the costs into the enrollment record of each participating employee. You can override the default costs for exception employees.

Follow these steps to set up a health plan:

1 From the Infinium Human Resources main menu select *Benefits Administration*.

2 Select *Update Benefit Data*.

3 Select *Update Benefit Plans* [UIP]. The system displays the Update Benefit Plans prompt screen.

4 Complete the employer and benefit plan information on the prompt screen. Refer to the “Setting Up Flat Amount Savings Plans” section in this chapter for detailed information about the fields on this screen.

5 Press Enter. The system displays the Update Medical Insurance Plans plan controls screen shown in Figure 3-15.

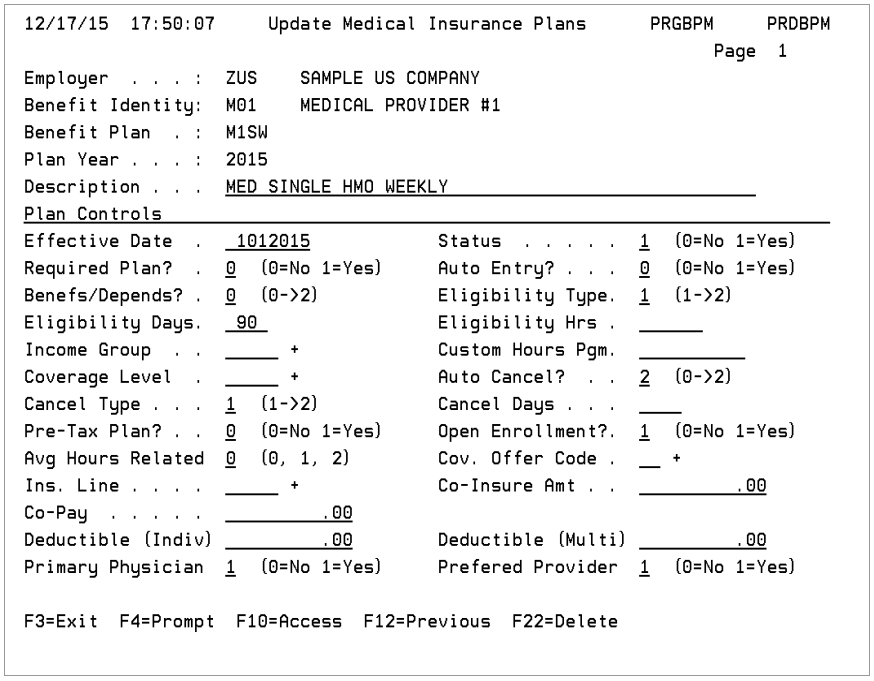

Figure 3-15: Update Medical Insurance Plans plan controls screen

6 Complete the Plan Controls fields on this screen. Refer to the “Setting Up Flat Amount Savings Plans” section in this chapter for detailed information about the fields on this screen. In addition, use the information below for plans related to average hours calculations and for tracking coverage offer codes for the Affordable Care Act (ACA).

Avg Hours Related

Use this field to indicate that the plan is related to an average hours requirement. Employee enrollments in plans assigned a value of **1** or **2** are included on the Average Hours-Standard and Average Hours-New Hires reports.

Valid values are:

0 This plan is not related to the average hours calculations.

1 This plan is related to standard average hours requirements.

2 This plan is related to grandfathered average hours requirements.

Cov. Offer Code

Specify the coverage offer code that applies to this benefit plan if this is an ACA-related plan.

You must first set up code values for code type COC by using the *Update Employer Codes* function.

Valid coverage offer codes are listed in the Instructions for Forms 1094-C and 1095-C published by the IRS.

The coverage offer code is based on the highest coverage level offered by the employer to employees. It is not based on the type of plan that you are updating. Refer to the Instructions for Forms 1095-C for the proper coverage offer codes to assign to your benefit plans.

When you enroll employees in this benefit plan, the coverage offer code is copied to the employee's benefit enrollment record. You can also view the coverage offer on the Benefit Enrollment History page.

You can use the *Create 1095-C Work File* function to create a work file of coverage offer and safe harbor codes by employee and month. When you run this function, records are created in the work file based on the coverage offer codes that are in the Benefit Enrollment history file, PRPBL. For employees who do not fall into one of the coverage offer codes defined on the benefit plans (such as **1H** - No Offer of Coverage), you can use the *Enter New Hire* or *Update Basic Data* function to update the coverage offer codes.

If you remove the coverage offer code from the benefit plan, run the *Mass Update Enrollments* function to update employee benefit history, and then run the *Create 1095-C Work File* function, the coverage offer code is removed from the work file starting with the month the change to the coverage offer code took effect. The coverage offer code is not removed from the work file for the entire year. If you do want to completely remove the coverage offer code from the work file, use the *Mass Update 1095-C Work File* function. Specify ***BLK** in the *Upd Coverage Offer Code* field on the Mass Update 1095-C Work File submission page to place blanks in the *Coverage Offer Code* field for the work file records that match your selection criteria.

Primary Physician

Specify yes if the employer requires you to assign a primary care physician to this plan. If not required, specify no.

Preferred Provider

Specify yes if the employer requires entering primary care physician information from the Preferred Provider file. Specify no if the employer does not require use of the Preferred Provider file.

7 Press Enter. The system displays the Update Medical Insurance Plans premiums, contributions, and deductions screen shown in Figure 3-16.

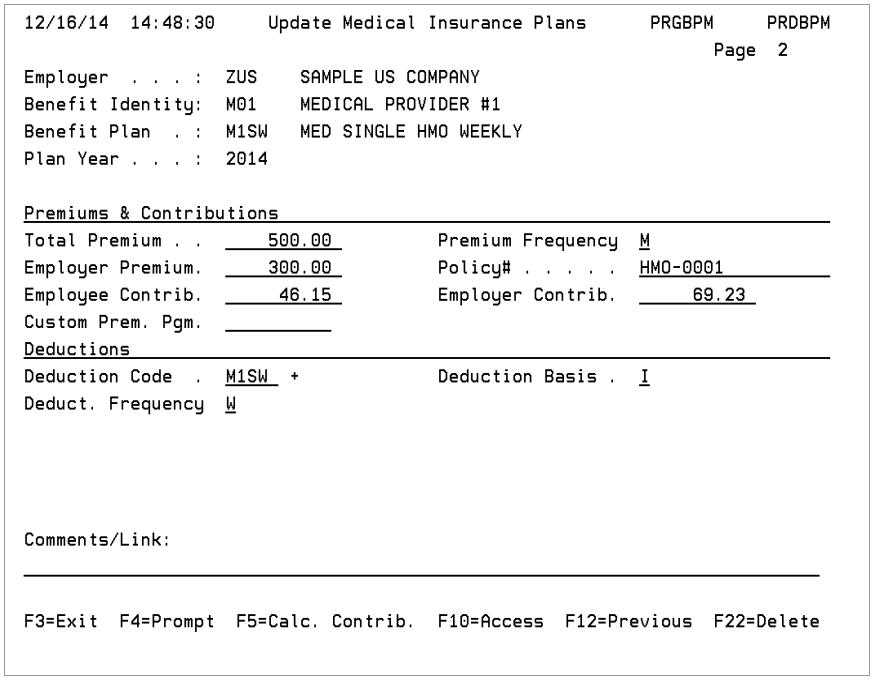

Figure 3-16: Update Medical Insurance Plans premiums, contributions and deductions screen

8 Use the following information to fill in the fields in the Premiums and Contributions sections of this screen. Refer to the “Setting Up Flat Amount Savings Plans” section in this chapter for detailed information about the common fields in the Deductions section of this screen.

Entering Premiums and Contributions Information

Total Premium

Type the total premium cost for the plan, including employee and employer contributions. The value you type in this field must coordinate with the value you enter in the *Premium Frequency* field.

The system uses this value to calculate employee and employer pay period costs and prints this value on the Insurance Premium Summary report.

Example

If the total premium charged by your provider for family medical insurance is $500 per month, type **500** in this field and **M** in the *Premium Frequency* field.

Premium Frequency

Type a value that indicates how often you pay a premium to your benefit provider. The system uses this value in conjunction with the value you type in the *Total Premium* field.

The system uses this value to calculate employee and employer pay period costs and prints this value on the Insurance Premium Summary report.

Valid values are:

S Semi-monthly

M Monthly

Q Quarterly

A Annually

Employer Premium

Type the employer's share of the total plan cost specified in the *Total Premium* field. The value you type in this field must coordinate with the value you enter in the *Premium Frequency* field.

The system uses this value to calculate employee and employer pay period costs and prints this value on the Insurance Premium Summary report.

Policy #

Type the policy number for the plan. This is an optional 18-character free-form field.

The system defaults the policy number you specify into each employee's enrollment record for this plan. The system prints the policy number on the Insurance Premium Summary report.

Employee Contrib.

Type the employee's per pay period contribution amount for the plan. The system defaults this value into the benefit enrollment records of employees who elect this plan and passes this amount to the corresponding employee deduction authorization records on Infinium Payroll. The value you type in this field must coordinate with the value you enter in the *Deduction Freq* field.

You can leave this field blank and press F5 for the system to automatically calculate the employee contribution amount. Before you press F5, you must complete the *Total Premium, Premium Frequency, Employer Premium* and *Deduction Freq* fields.

If you do not want to calculate an employee contribution amount for the benefit plan, complete the *Total Premium* field, leave the *Employee Contrib* field blank or clear the amount from the field, and press F21 to override the calculation of the employee contribution.

Example

Your family medical plan costs $500 per month, of which your employer pays $400 and your employees pay $100. Your employees make biweekly contributions to the plan totaling $1200 per year. Therefore, you type **46.15** in this field, which represents 1200 divided by 26 pay periods.

Employer Contrib.

Type the employer's per pay period contribution amount for the plan. The system defaults this value into the benefit enrollment records of employees who elect this plan and passes this amount to the corresponding employee Infinium Payroll deduction authorization records.

The value you type in this field must coordinate with the value you enter in the *Deduction Freq* field.

You can leave this field blank and press F5 for the system to automatically calculate the employer contribution amount. Before you press F5, you must complete the *Total Premium, Premium Frequency, Employer Premium* and *Deduction Freq* fields.

If you do not want to calculate an employer contribution amount for the benefit plan, complete the *Total Premium* field, leave the *Employer Contrib* field blank or clear the amount from the field, and press F21 to override the calculation of the employer contribution.

Custom Prem Pgm

If you are using a custom program to calculate the premium amounts for this plan, type the name of that program.

The system verifies that the program exists so you must create the program before completing this field.

Sample program PEGBEEX2 is provided for your Data Processing staff.

Entering Deduction Information

Deduct. Frequency

Type the value for the deduction frequency. The system uses this value to calculate the payroll deduction amounts for this benefit plan. Valid values are:

W Weekly

B Biweekly

S Semi-monthly

M Monthly

***** Variable, based on the value in the *Pay Frequency* field from the employee's basic data record. The system displays an additional screen for the deduction amounts for all valid pay frequencies.

9 Press Enter. The system saves your plan information.

10 Repeat steps 4 through 9 to set up additional health plans or press F3 to return to the Infinium HR main menu.

Using Variable Deduction Frequencies

If you type * in the *Deduct Frequency* field on the Update Medical Insurance Plans Page 2 screen shown in Figure 3-16 and press Enter, the system displays the additional screen shown in Figure 3-17.

```
 7/30/02  14:38:04     Update Medical Insurance Plans      PRGBPM     PRDBPM
                                                                Page  3

Employer  . . . :  ZUS    SAMPLE US COMPANY
Benefit Identity:  M01    MEDICAL PROVIDER #1
Benefit Plan  . :  M1SW   MED SINGLE HMO WEEKLY
Plan Year . . . :  2002


     Ovr          Employer    Ovr     Employee    Ovr
Freq Freq       Contribution  /ER   Contribution  /EE
 D    _          _____13.85        _____6.92
 W    __         _____69.23        _____34.62
 B    __         ____138.46        _____69.23
 S    __         ____150.00        _____75.00
 M    __         ____300.00        ____150.00
 10   __         ____360.00        ____180.00
 13   __         ____276.92        ____138.46
 22   __         ____163.64        _____81.82
 27   __         ____133.33        _____66.67
 53   __         _____67.92        _____33.96


F3=Exit   F5=Calc. Contrib.  F10=Access  F12=Previous
```

Figure 3-17: Update Medical Insurance Plans variable deduction frequencies screen

When you set up a new plan, Infinium HR uses the values from the *Total Premium*, *Premium Frequency*, and *Employer Premium* fields on the previous screen to calculate the amounts due from the employer and employee in the *Employer Contribution* and *Employee Contribution* fields for each deduction frequency. You can use this screen to override these employer and employee contribution amounts for the specified insurance plan.

When you press F5 on this screen, the system recalculates the employer or employee contribution amounts based upon the total premium and the associated deduction frequency. Therefore, if you press F5 after you override the amounts, Infinium HR resets the values to the system calculated amounts.

You can also use this screen to override frequencies for any pay frequency that may have deductions taken at a different frequency. For example, you can type an override frequency of **B** in the **W** frequency row if weekly employees take deductions for this benefit only twice a month. After you type a value to override a frequency, you must press F5 to recalculate the table for the frequency override changes to take effect. You can then override the employer and employee contribution amounts associated with the overridden frequency.

For an existing plan or for a plan that you copy for a new plan year, when you base a benefit premium on the employee's pay frequency and you change the premium amount, you must recalculate the employer and employee contribution amounts in the pay frequency table before you save the plan changes. If you do not recalculate the amounts before you display the table, you can view the previous override amounts. When you recalculate the table amounts, the system does not change the *Ovr Freq* field values.

Use the information below to complete the fields on this screen.

Ovr Freq

Type a value to override the frequency used to deduct contribution amounts from plan participants' pay. Infinium HR uses the override frequency instead of the standard frequency to calculate the deduction amounts. Valid values are:

D Daily

W Weekly

B Biweekly

S Semi-monthly

M Monthly

A Annually

10 10 pay periods per year

13 13 pay periods per year

22 22 pay periods per year

27 27 pay periods per year

48 48 pay periods per year

53 53 pay periods per year

Employer Contribution

Type the amount of the employer's contribution to the employee's plan for the specified pay frequency to override the system calculated employer and employee contribution amounts.

Employee Percent

Type the amount of the employee's contribution to the plan for the specified pay frequency to override the system calculated employer and employee contribution amounts.

After you complete the fields on this screen, press Enter to save your plan information and return to the Update Benefit Plans prompt screen.

Setting Up Retirement Plans

You use the retirement benefit type 08 to set up pension, profit sharing or savings plans to which the employer contributes a standard percentage of employee pay. You specify the standard employer contribution rate on the benefit plan control. You can override the default employer percentage and/or specify an employee contribution percentage as you enroll employees in the plan.

Before you can set up a plan using benefit type 08, you must set up the following controls for vesting calculations:

- Set up at least one code value for code type **VST**

- Set up a vesting schedule for at least one of the vesting code values you define

The retirement benefit type is the only plan type that allows you to enter and maintain employee vesting information. Vesting refers to the process by which employees gain entitlement to employer contributions to their pension, profit sharing or savings plan account. The percentage of employer contributions in which an employee is vested generally increases based on his or her length of service. Vested employees typically cannot receive employer contributions until after their termination of employment.

You can use the *Final Vesting Calculations* function to have the system compute each employee's vested percentage. Refer to the "Implementing Vesting Calculations" chapter for detailed information on using Infinium HR to calculate employee vesting entitlements.

The following three sections provide you with information on how to set up a code value to identify your vesting schedule, how to define the vesting schedule, and how to set up a benefit plan using the retirement benefit type.

Setting Up Vesting Code Values

Use the following information to set up one or more code values that represent your vesting schedules:

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 screen shown in Figure 3-18.

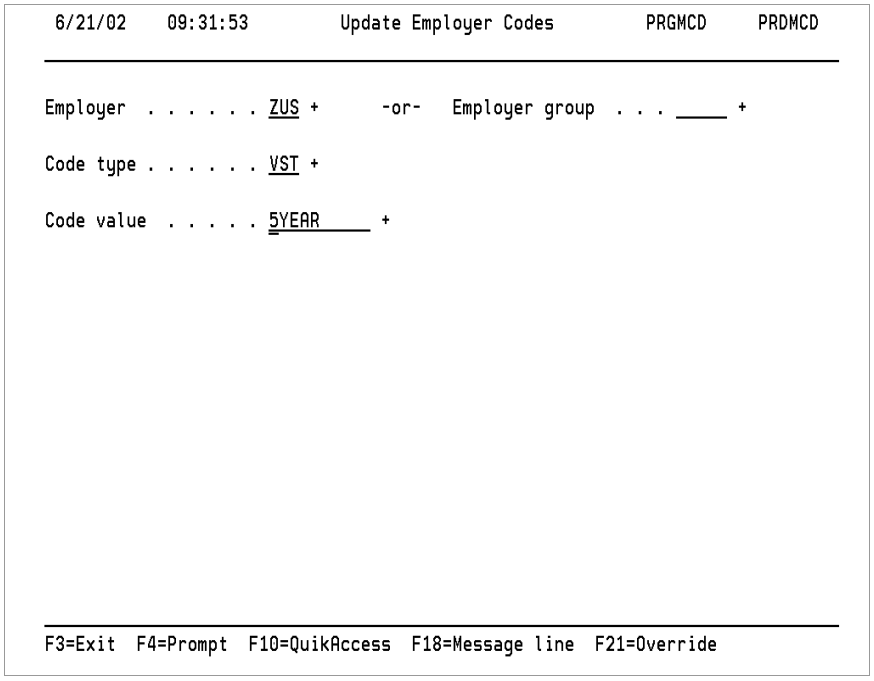

Figure 3-18: Update Employer Codes prompt screen

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

Employer

Type the value that represents your employer.

Code type

Type **VST** in this field.

Code value

Type a code value of up to five alphanumeric characters to represent your vesting schedule.

5 Press Enter. The system displays the screen shown in Figure 3-19.

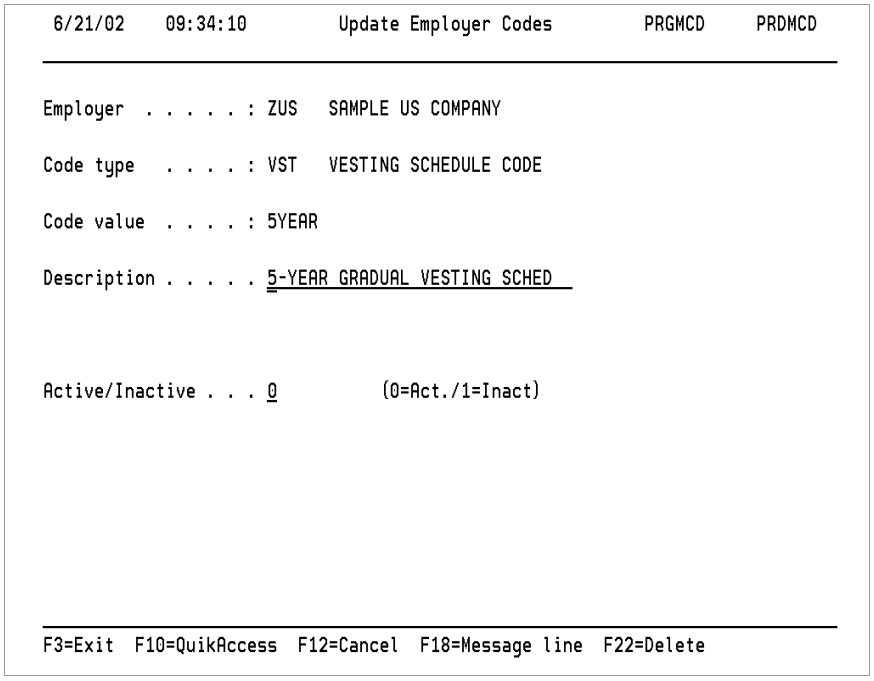

Figure 3-19: Update Employer Codes screen

6 Type a description for the code value you are defining.

7 Press Enter. The system saves your information and displays the Update Employer Codes prompt screen.

8 Repeat steps 4 through 7 to define additional values or press F3 to return to the Infinium Human Resources main menu.

Defining a Vesting Schedule

Use the following information to define a vesting schedule for the code value you established in the preceding steps.

1 From the Infinium Human Resources main menu select Benefits Administration.

2 Select Update Benefit Data.

3 Select Update Vesting Schedules[UVS]. The system displays the screen shown in Figure 3-20.

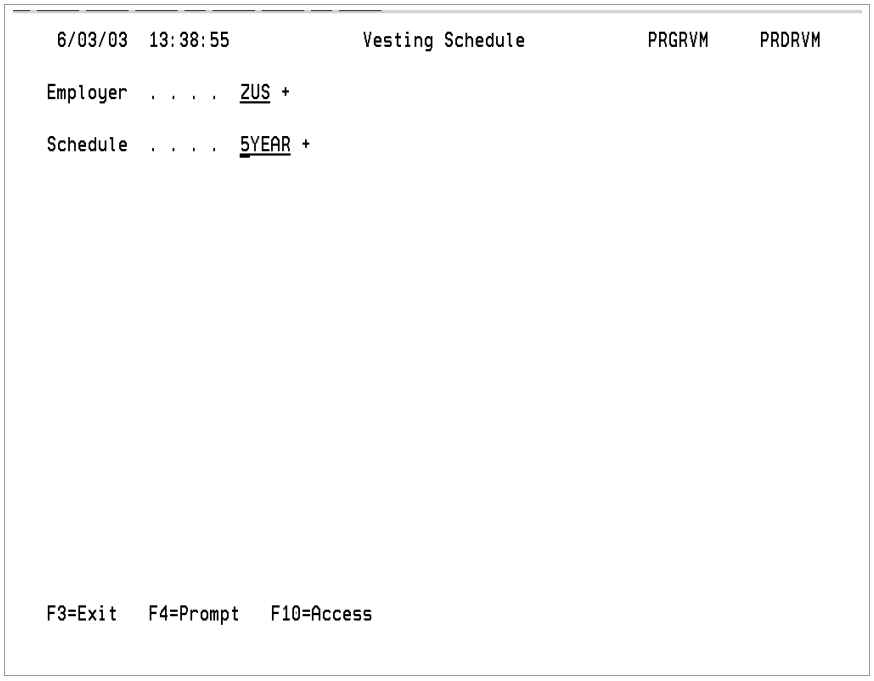

Figure 3-20: Vesting Schedule prompt screen

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

Employer

Type the code value that represents your employer.

Schedule

Type the code value that identifies the vesting schedule you are defining. Press F4 to display a list of valid codes. You define vesting schedule code values using code type **VST**.

5 Press Enter. The system displays the screen shown in Figure 3-21.

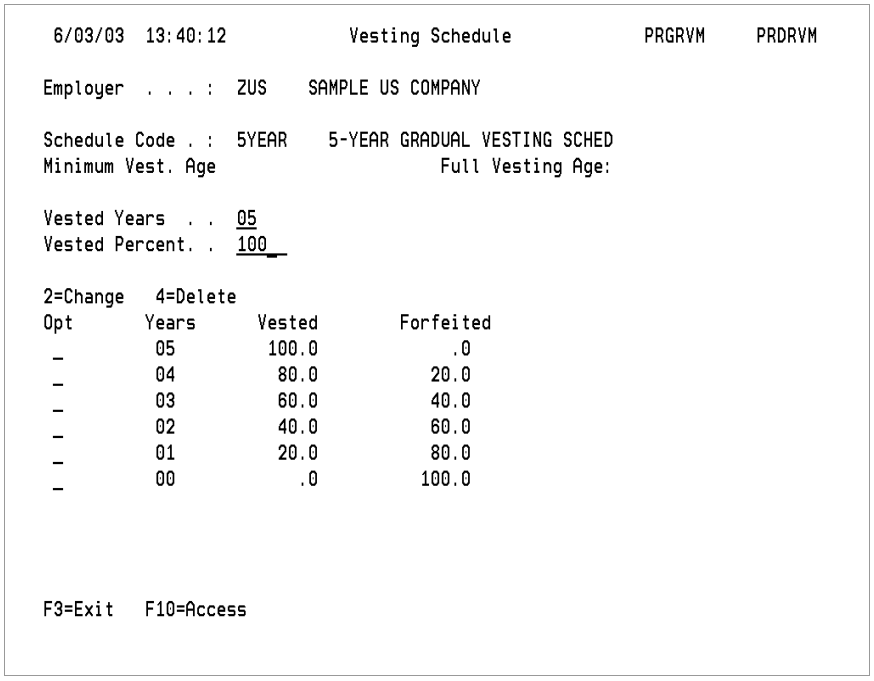

Figure 3-21: Vesting Schedule screen

6 Use the following information to complete the fields on this screen:

Vested Years

Type the least number of years of plan participation an employee must complete in order to be vested in the employer contributions to his or her account.

Vested Percent

Type the percentage of employer contributions in which an employee with the years of plan participation specified in the *Vested Years* field is vested.

7 Press Enter. The system calculates the forfeited percentage for your entry and stores the record in the sub-file section of the screen.

8 Repeat steps 6 and 7 to define additional vesting criteria for the specified vesting schedule.

9 Press F3 when you have entered all of the vesting criteria for the specified schedule. The system displays the Vesting Schedule prompt screen.

10 You can set up another vesting schedule or press F3 to return to the Infinium Human Resources main menu.

Setting Up a Retirement Benefit Plan

Follow these steps to set up a plan using the retirement benefit type.

1 From the Infinium Human Resources main menu select Benefits Administration.

2 Select Update Benefit Data.

3 Select Update Benefit Plans [UIP]. The system displays the Update Benefit Plans prompt screen.

4 Complete the employer and benefit plan information on the prompt screen. Refer to the “Setting Up Flat Amount Savings Plans” section in this chapter for detailed information about the fields on this screen.

5 Press Enter. The system displays the Update Retirement Plans plan controls screen shown in Figure 3-22.

```
 6/25/12  13:45:49     Update Retirement Plans             PRGBPM     PRDBPM
Employer  . . . :  ZUS   SAMPLE US COMPANY                      Page  1 of  2
Benefit Identity:  R01   RETIREMENT PLAN
Benefit Plan  . :  RETBW
Plan Year . . . :  2011
Description . . .  RETIREMENT PLAN - BIWEEKLY EMPLOYEES

Plan Controls
Effective Date  .  1012002            Status  . . . . .  1  (0->1)
Required Plan?  .  0  (0=No 1=Yes)    Auto Entry? . . .  0  (0=No 1=Yes)
Benefs/Depends? .  0  (0=No 1=Yes)    Coverage Level  .  _____ +
Eligibility Type.  1  (1->3)          Eligibility Mos .  0
Eligibility Days.  0                  Eligibility Hrs .  0
Income Group  . .  _____ +            Custom Hours Pgm.  __________
Min. Elig. Age  .  ____               Auto Cancel?  . .  0   (0->2)
Cancel Type . . .  1  (1->2)          Cancel Days . . .  ____
Policy#            ________________
Pre-Tax Plan? . .  0  (0=No 1=Yes)    Open Enrollment?.  0  (0=No 1=Yes)
Ins. Line . . . .  _____ +            Co-Insure Amt . .  _________.00
Co-Pay  . . . . .  _________.00
Deductible (Indiv) _________.00       Deductible (Multi) _________.00
PCP. - BESS?  . .  0  (0=No 1=Yes)    Pref. Prov.- BESS  0  (0=No 1=Yes)
F3=Exit  F4=Prompt  F10=Access  F22=Delete
```

Figure 3-22: Update Retirement Plans plan controls screen

6 Complete the plan controls fields on this screen. Refer to the “Setting Up Flat Amount Savings Plans” section in this chapter for detailed information about the common fields in the plan control section of this screen. Use the following information to fill in fields in the plan controls section of this screen that are unique to the retirement benefit type.

Entering Plan Control Information

In addition to the two standard eligibility methods available for other benefit plan types, you can also specify plan entry dates for the retirement benefit type. In addition to eligibility days criteria, you can also enter eligibility months for plans you define using the retirement benefit type 08.

Effective Date

In addition to establishing when the retirement plan began for your employer, the value you type in this field serves as the plan anniversary date for vesting calculation purposes.

Eligibility Type

In this field specify the base date the system should use to calculate an employee's earliest eligibility date for the plan. The system uses this date to default a value into the *Eligibility Date* field when you enroll an employee in the plan. You must enter a value in this field.

Valid values for this field are:

1 The earliest eligibility date for the plan is each employee's date of hire or adjusted date of hire plus the number of days specified in the *Eligibility Days* field or hours specified in the *Eligibility Hours* field.

2 The earliest eligibility date for the plan is the first of the month following the employee's date of hire or adjusted date of hire, plus the number of days specified in the *Eligibility Days* field or hours specified in the *Eligibility Hours* field.

3 The earliest eligibility date for the plan is the nearest plan entry date after the employee satisfies length of service or hours worked requirements. Use this type only with retirement plans (benefit type 08).

The default eligibility date is normally most accurate when you are first enrolling a new employee in the plan. You can override the default eligibility date when you enroll existing employees in a plan due to lifestyle changes or open enrollment, if you want the eligibility date to be other than the employee's earliest eligibility date.

You can use the *Eligibility Mos, Eligibility Days* and *Eligibility Hours* fields to specify additional qualification criteria for the plan. The employee must satisfy all of the qualification criteria before the system processes the employee's pending enrollment in the plan.

For eligibility types 1 and 2, the system uses the value in the *Eligibility Basis* field on the Update Employer Benefit Controls screen to select either the employee's date of hire or adjusted date of hire for eligibility date calculations. For eligibility type 3, type the standard plan entry dates in the *Entry Date 1* and *Entry Date 2* fields on this screen.

Eligibility Mos

Type the number of months the employee must work before the system can enroll him or her in the plan. The system uses the value in the *Eligibility Basis* field on the Update Employer Benefit Controls screen to use either the *Date of Hire* or *Adjusted Date of Hire* fields as the starting date.

If you make entries in the *Eligibility Mos, Eligibility Days* and *Eligibility Hrs* fields, the system waits to process the pending enrollment of an employee until he or she meets all of the specified criteria.

The system also uses the value in this field to determine whether employees receive service and vesting credit when you run the *Final Vesting Calculations* function.

Leave this field blank if months of service for eligibility are not applicable to your plan.

Min. Elig. Age

Type the minimum age for eligibility in the plan. The system uses the specified minimum eligibility age when you enroll an employee into this plan. If the employee age is under the minimum eligibility age, the system calculates the employee's eligibility in the plan based on when the employee turns the minimum eligibility age.

7 Press Enter. The system displays the Update Retirement Plans age requirements, deductions, and vesting screen shown in Figure 3-23.

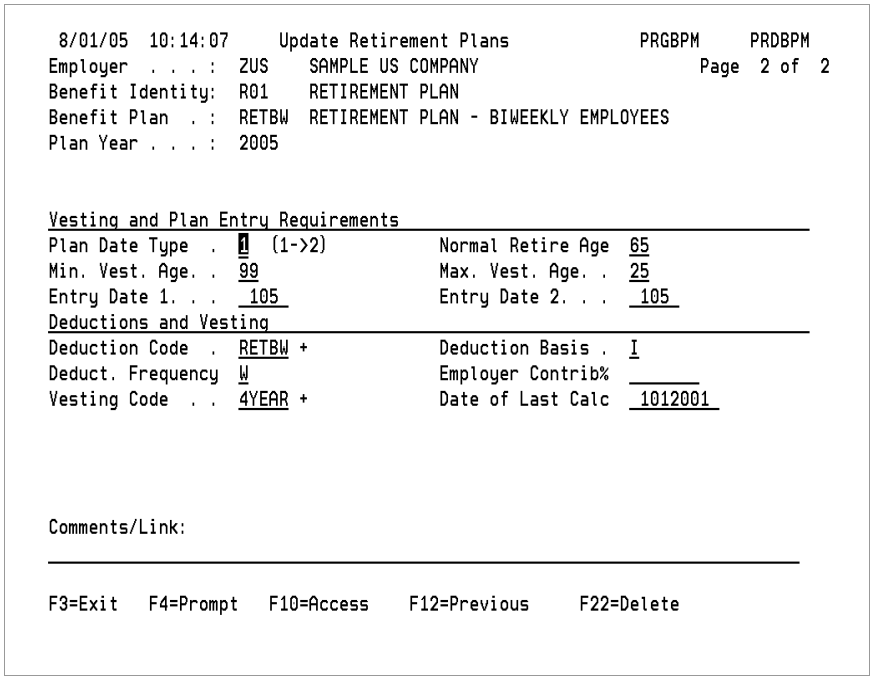

Figure 3-23: Update Retirement Plans age requirements, deductions, and vesting screen

8 Use the following information to fill in the fields in the vesting and plan entry requirements and deduction and vesting sections of this screen that are unique to the retirement benefit type. Refer to the “Setting Up Flat Amount Savings Plans” section in this chapter for detailed information about the common fields in the deductions section of this screen.

In these sections enter vesting criteria, including age requirements, and global plan entry dates, if applicable. Refer to the “Implementing Vesting Calculations” chapter for information on how to use Infinium HR to calculate employee vested percentages.

Entering Vesting and Plan Entry Requirements

Plan Date Type

Type the date the system should use to calculate employee vesting entitlements. You run the *Final Vesting Calculations* function once per plan year to determine each employee’s vested percentage.

Valid values for this field are as follows:

1 Use the plan anniversary date (Effective Date).

2 Use the hire date of each participating employee.

Normal Retire Age

Type the normal retirement age for employees enrolled in this plan. This field is used for informational purposes only.

Min. Vest. Age

Type the minimum age for vesting. This is a two-digit user-defined number.

The system uses the specified minimum age when you run the *Final Vesting Calculation* function. It does not credit employees younger than the specified age with a vesting year, service year or vesting percentage. However, you can enroll employees younger than the specified age into the plan.

Max. Vest. Age

Type the maximum age for vesting. Leave this field blank if there is no maximum age. You use this field for informational purposes only.

Entry Date 1 and Entry Date 2

If you are using Eligibility Type **3**, type the date(s) on which employees can enroll in the plan in the *Entry Date 1* and *Entry Date 2* fields. The *Entry Date 2* field is optional.

When you set up a pending enrollment in the plan, the system assigns the plan entry date that is closest to the date the employee is expected to satisfy the length of service eligibility requirements specified for the plan. If you also specify hours worked requirements for the plan, the system waits to process the pending enrollment record until the employee also satisfies the hours worked requirements.

Example

Before joining your retirement plan employees must satisfy a one year waiting period and work 1000 hours of specified incomes. Your plan has entry dates on January 1 and June 1. You hire a new employee on March 1, 1996. When you set up a pending retirement plan enrollment record for the employee, the system defaults **06011997** into the employee's pending enrollment record. It then waits until the employee meets the hours worked requirements before it processes the pending enrollment record.

Entering Deductions and Vesting Data

Employer Contrib%

Type the normal percentage contribution the employer makes to the employee's savings, profit sharing or retirement plan account. You can override this value when you enroll employees in the plan. You can also

enter an employee contribution percent when you enroll employees in the plan.

Infinium PY Tip

If you pass deduction information for this benefit plan to Infinium Payroll, the system calculates the actual monetary contribution amounts during pay cycle processing.

The Infinium Payroll deduction you assign to this benefit plan must include a wage accumulator. During pay cycle processing, the system multiplies the specified employer contribution percentage by the amount in the wage accumulator for each employee and generates an employer liability amount. If you specify an employee contribution percentage, it uses the same wage accumulator to calculate and withhold the employee contribution.

The system stores the employer and employee contribution amounts in each employee's pay history and also passes the amounts to Infinium General Ledger for financial accounting purposes. You must ensure that the accumulator on the retirement plan deduction control includes the appropriate incomes based on specifications in your retirement plan document.

Vesting Code

Type the code value that identifies the vesting schedule for this plan. When you use the *Final Vesting Calculations* function, the system checks the vesting schedule to determine the vesting percentage for each plan participant. This is a required field.

You define values for this field using code type **VST**. You must establish a vesting schedule using the *Update Vesting Schedules* option before you can set up this type of benefit plan. Refer to the previous sections in this chapter for information on setting up a vesting schedule.

Date of Last Calc

Leave this field blank. When you run the *Final Vesting Calculation* option, the system enters the date on which you run the option (the system date) into this field.

When you run the *Final Vesting Calculation*, the system compares the date in this field to the plan anniversary date to select the plan year for which it is updating vesting percentages. You cannot update vesting percentages more than once for the same plan year. You normally run this option only once per year, after the close of your retirement plan year.

Example

The anniversary date for your retirement plan is June 1. When you run the *Final Vesting Calculation* function on June 2, 1997, the system updates employee vesting percentages for the plan year of June 1, 1997 through May 31, 1998 based on each employee's length of service as of May 31, 1997.

9 Press Enter. The system saves your plan information and displays the Update Benefit Plans screen.

10 You can set up another retirement plan or press F3 to return to the Infinium Human Resources main menu.

Setting Up Percentage Savings Plans

You use the percentage savings plan (benefit type 10) to set up pension, profit sharing or savings plans to which employees contribute a percentage of their earnings, with or without a matching contribution from the employer. You specify guidelines for the employee and employer contributions on the plan control.

When you enroll employees in a plan setup using the percentage savings plan benefit type, you enter the percentage of pay each employee elects to contribute to the plan. The system automatically calculates the employer match, if applicable. When you transfer benefit data to Infinium Payroll, the system stores the employee deferral percentage and employer contribution percentage on each employee's deduction authorization record.

During pay cycle processing, the system multiplies the employee and employer percentages by each employee's pay period earnings amount in the wage accumulator associated with the deduction. It stores the employee and employer deduction amounts in employee pay history and transfers them to Infinium General Ledger for financial accounting purposes.

If your savings plan has monetary limits, you must enter them on the Infinium Payroll deduction control. For example, if you are setting up a 401(K) plan, you enter the annual employee deferral limit amount on the deduction control associated with your 401(K) benefit plan.

Maintaining Investment Fund Information

As you enroll employees in your savings plan, you can use the Employee Fund Allocations screen to maintain employee investment choices. To access this screen, you must take the following steps:

- Specify deduction type **4** for the Infinium Payroll deduction you associate with your savings plan.
- Type **1** in the *Updt Fund Splits?* field on the Update Employer Benefit Controls screen.

You must specify a default investment allocation percentage for one or more of the options when you define a savings plan for which you maintain fund split information. The system defaults the investment allocation percentages into each employee's record as you enroll the employee in the plan. You can accept or override the default investment choices for each employee.

After you process your savings plan deduction in a pay cycle, you can use the *Calculate Fund Allocations* function in Infinium Payroll to compute the employee and employer monetary contributions to each investment option in the specified pay period(s). You can run this option for one or more benefit deductions for which you have set up fund split information.

Setting Up a Percentage Savings Plan

Follow these steps to set up a plan using the percentage savings plan benefit type.

1. From the Infinium Human Resources main menu select *Benefits Administration*.
2. Select *Update Benefit Data*.
3. Select *Update Benefit Plans* [UIP]. The system displays the Update Benefit Plans prompt screen.
4. Complete the employer and benefit plan information on the prompt screen. Refer to the "Setting Up Flat Amount Savings Plans" section in this chapter for detailed information about the fields on this screen.
5. Press Enter. The system displays the Update Savings Plans plan controls screen shown in Figure 3-24.

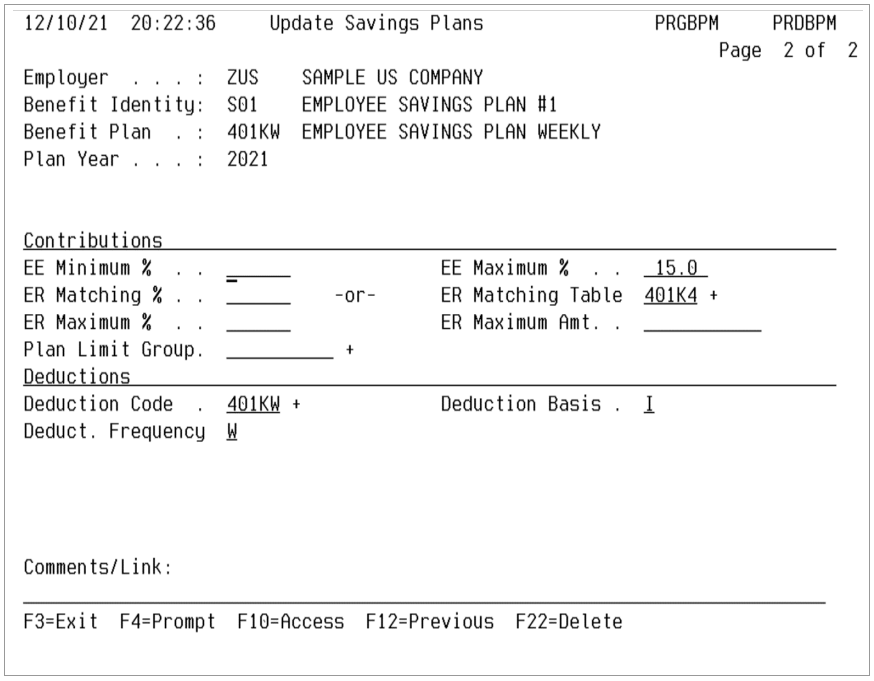

Figure 3-24: Update Savings Plans plan controls screen

6 Complete the plan controls fields on this screen. Refer to the “Setting Up Flat Amount Savings Plans” section in this chapter for detailed information about the common fields in the plan control fields on this screen.

7 Press Enter. The system displays the Update Savings Plans contributions and deductions screen shown in Figure 3-25.

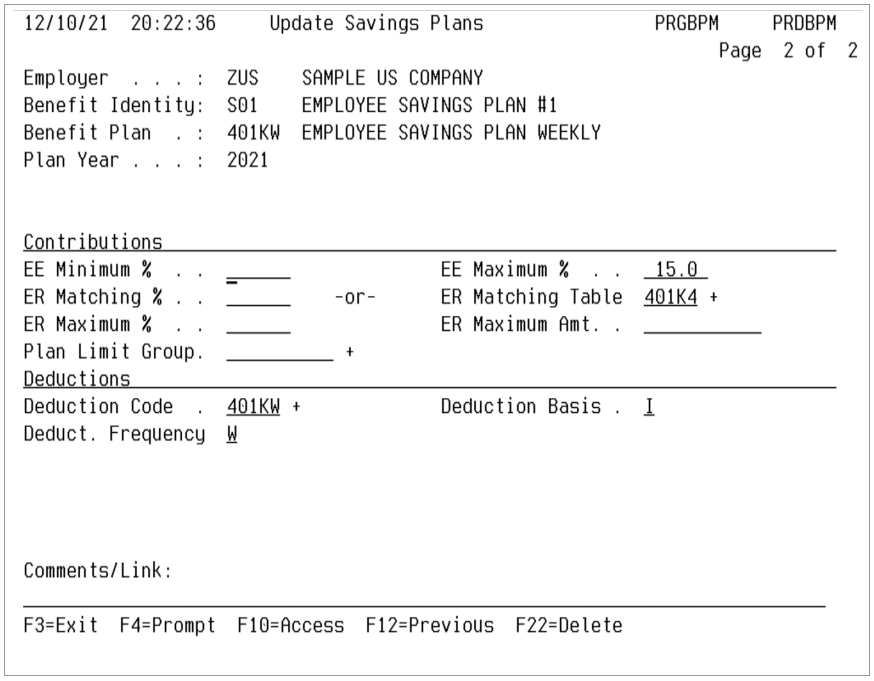

Figure 3-25: Update Savings Plans contributions and deductions screen

8 Use the following information to fill in fields in the contributions section of this screen. Refer to the “Setting Up Flat Amount Savings Plans” section in this chapter for detailed information about the common fields in the deductions section of this screen.

Entering Contribution Information

EE Minimum %

Type the minimum percentage that an employee can contribute to the plan, if applicable. Leave this field blank if there is no minimum employee deferral percentage for your plan.

The system displays an edit message when you enroll employees in this plan if you enter an employee percentage that is less than the specified minimum.

EE Maximum %

Type the maximum percentage that an employee can contribute to the plan. The system displays an edit message when you enroll employees in this plan if you enter an employee percentage that is greater than the specified maximum.

You must make an entry in this field. If you leave it blank, the system displays an error message when you enroll employees in this plan.

ER Matching %

If your employer matches employee contributions, type the employer matching contribution as a percent of the employee deferral percentage. Leave this field blank if your plan does not include an employer matching contribution.

Example

If your employer contributes .50 for every $1.00 employees contribute to the plan, type **50** in this field. The system automatically calculates the employer matching contribution when you enroll employees in the plan. In this example, if you enroll an employee and specify a 10% employee contribution, the system automatically calculates a 5% employer contribution.

ER Matching Table

If you use a tiered approach for your employer match, type the code value for your ER Matching Table in this field. Use the *Update Employer Codes* function and code type EMT to set up the code values. Use the *Update Employer Matching Table* function to define the employer contribution percentages for your benefit plans.

A tiered approach is generally used for savings type plans that have different levels of employer contribution based on the employee contribution.

For example, the employer contribution is 100% of the first 1-3% of the employee contribution, 50% of the next 4-5% of the employee contribution, and 0% for any employee contributions over 5%.

If you enter the same table on more than one plan, the employer contribution is applied across all the plans in which the employee is enrolled.

For example, if you offer both traditional 401(k) and Roth 401(k) to your employees, you can attach the same ER Matching Table to both plans so that the employer match is shared across the plans and does not exceed the maximum employer match you enter on the ER Matching Table if you enroll an employee in both plans.

ER Maximum %

Type the maximum employer contribution percentage, if applicable. This figure represents the percentage of the employee's eligible compensation at which the employer's contributions cease. The system uses this value to limit the employer contribution percentage it calculates when you enroll employees in the plan.

Example

You type **5** in this field, **15** in the *EE Maximum %* field and **50** in the *ER Matching %* field. For employee deferrals of 1 to 10%, the system calculates the employer contribution as one-half of each employee's deferral percentage because the employer contribution is less than or equal to 5%. However, it limits the employer contribution to 5% for employees who defer 11% or more to the plan, since the maximum employer contribution is 5%.

ER Maximum Amt

Type a maximum employer contribution amount, if applicable. This is an informational only field.

Plan Limit Group

Specify the value that represents the plan limit group to associate with this plan. Use the *Update Limit Group Controls* function to set up your limit groups.

Infinium PY Tip

You can specify an employer monetary contribution limit and a limit on the employee earnings eligible for employer savings plan contributions on the Infinium Payroll deduction control associated with the benefit plan. Refer to the *Infinium PY Guide to Controls* for details.

9 Press Enter. Depending on your setup, the system displays one of the following screens:

- The Update Benefit Plans screen. You can repeat steps 4 through 7 to set up another savings plan or press F3 to return to the Infinium Human Resources main menu.
- The Update Fund Allocation Controls screen. Refer to step 10 below for more information.

10 If you use the fund split feature, the system displays the Update Fund Allocation Controls screen shown in Figure 3-26.

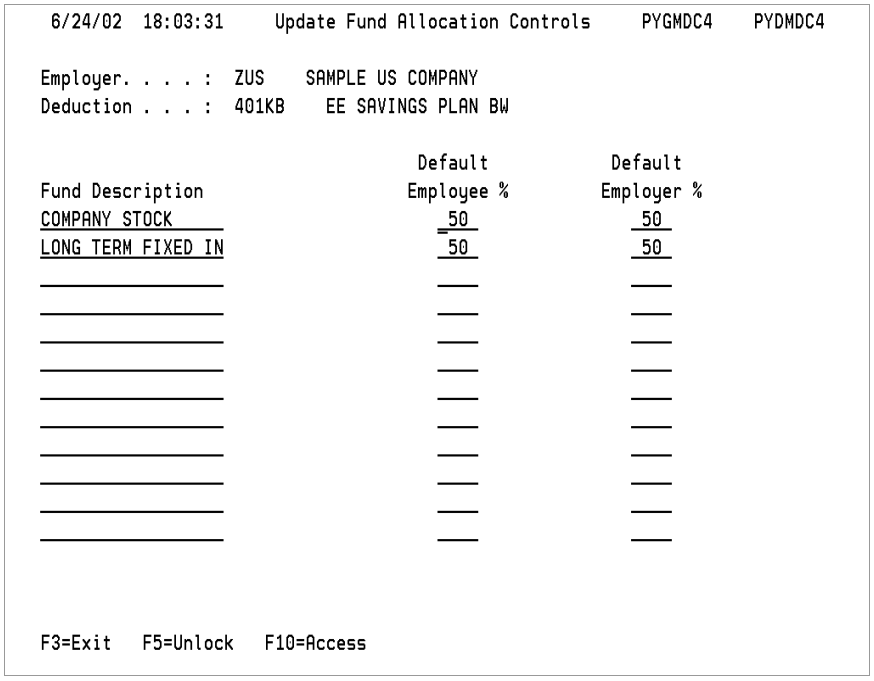

Figure 3-26: Update Fund Allocation Controls screen

11 Use the following information to complete the fields on this screen:

Fund Description

Type a descriptive name for up to 12 investment options or funds associated with the savings plan. When you enroll employees in the plan, you can allocate employee and employer plan contributions to one or more of the investment options you define on this screen.

The system saves the fund descriptions you define after you exit from this screen and protects the *Fund Description* fields from further updating unless you take an extra step as described below.

Caution: After you define the fund descriptions and use them to assign employee investment percentages, do not make any changes to the descriptions unless absolutely necessary. The changes you make affect all employee fund allocations.

If you must change a description, press F5 to unlock the *Fund Description* field so that you can update it.

Changes that you make to fund allocation go into effect immediately. These changes affect all plan years if you are using plan year processing.

Default Employee %

Type the percentage of the total employee deduction amount which should be allocated to this particular fund. This percentage defaults into the fund split screen associated with each employee's benefit enrollment record, but you can override it if necessary.

If you specify more than one default investment choice, the default employee percentages you enter must total 100%.

Example

You define six investment funds for your savings plan. Since employees most typically allocate all of their savings plan deduction toward purchasing shares of company stock, you type **100** in the *Default Employee %* field adjacent to the Company Stock fund description.

Default Employer %

Type the percentage of the total employer deduction amount which should be allotted to this particular fund. This percentage defaults into the fund split screen associated with each employee's benefit enrollment record, but you can override it if necessary.

If you specify more than one default investment choice, the default employer percentages you enter must total 100%.

If the investment choices you specify for the employer contribution differ from those you specified for the employee deferral, the system displays a warning message. You can press F21 to override the warning message.

12 Press Enter. The system displays the Update Benefit Plans screen.

13 Repeat steps 4 through 12 to set up another savings plan or press F3 to return to the Infinium Human Resources main menu.

Setting Up Stock Purchase Plans

You use the stock purchase type (benefit type 17) to set up plans to which employees contribute a percentage of their earnings, with or without an employer contribution. You can specify a standard employer contribution percentage or set up guidelines for the system to calculate a matching contribution from the employer. You specify guidelines for the employee and employer contributions on the plan control.

When you enroll employees in a plan setup using the stock purchase plan benefit type, you enter the percentage of pay each employee elects to contribute to the plan. Depending on your plan setup, the system either defaults the standard employer contribution percentage into the employee's enrollment record or it automatically calculates the employer match, if applicable. When you transfer benefit data to Infinium Payroll, the system stores the employee and employer contribution percentages on each employee's deduction authorization record.

During pay cycle processing, the system multiplies the employee and employer percentages by each employee's pay period earnings amount in the wage accumulator associated with the deduction. It stores the employee and employer deduction amounts in employee pay history and transfers them to Infinium General Ledger for financial accounting purposes.

Follow these steps to set up a plan using the stock purchase plan benefit type.

1 From the Infinium Human Resources main menu select *Benefits Administration*.

2 Select *Update Benefit Data*.

3 Select *Update Benefit Plans* [UIP]. The system displays the Update Benefit Plans prompt screen.

4 Complete the employer and benefit plan information on the prompt screen. Refer to the "Setting Up Flat Amount Savings Plans" section in this chapter for detailed information about the fields on this screen.

5 Press Enter. The system displays the Update Stock Ownership Plans plan controls screen shown in Figure 3-27.

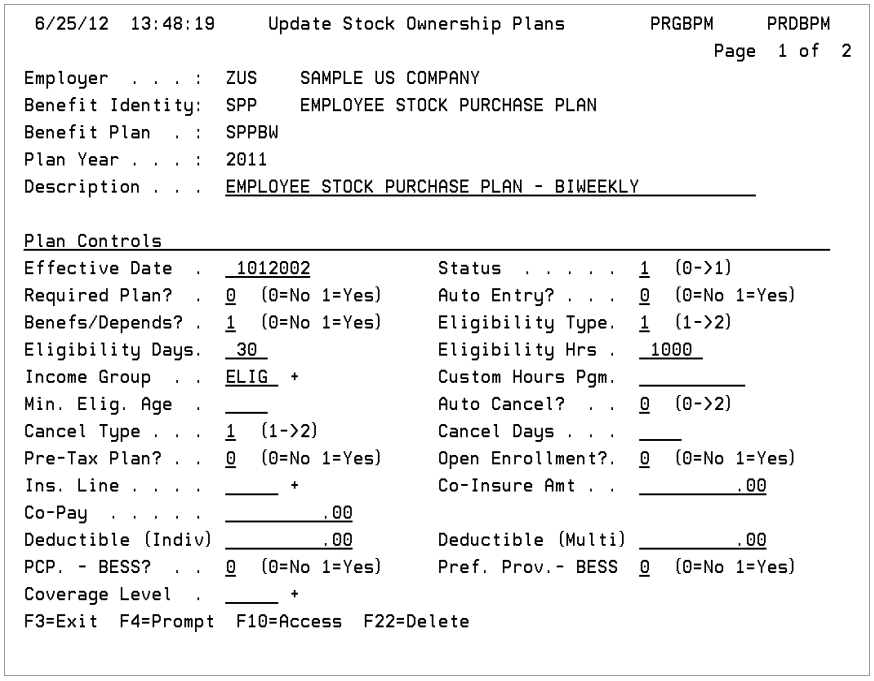

Figure 3-27: Update Stock Ownership Plans plan controls screen

6 Complete the Plan Controls fields on this screen. Refer to the “Setting Up Flat Amount Savings Plans” section in this chapter for detailed information about the common fields in the plan control fields on this screen.

7 Press Enter. The system displays the Stock Ownership Plans employee and employer contributions and deductions screen shown in Figure 3-28.

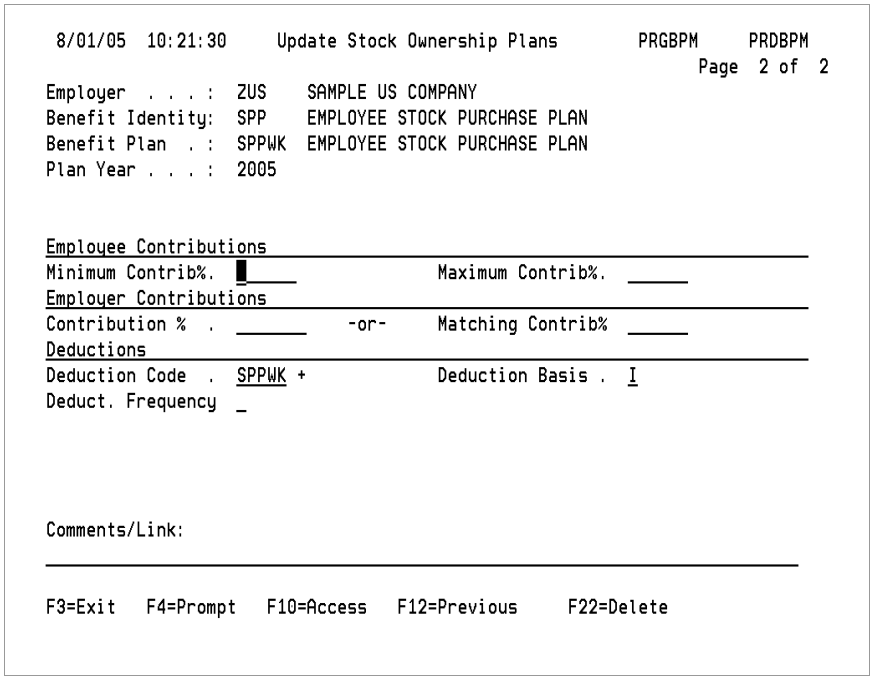

Figure 3-28: Update Stock Ownership Plans Employee and Employer Contributions and Deductions screen

8 Use the following information to fill in fields in the employee contributions and employer contributions sections of this screen. Refer to the “Setting Up Flat Amount Savings Plans” section in this chapter for detailed information about the common fields in the deductions section of this screen.

Entering Employee Contribution Information

Minimum Contrib %

Type the minimum percentage that an employee can contribute to the plan, if applicable. Leave this field blank if there is no minimum employee deferral percentage for your plan.

The system displays an edit message when you enroll employees in this plan if you enter an employee percentage that is less than the specified minimum.

Maximum Contrib %

Type the maximum percentage that an employee can contribute to the plan. The system displays an edit message when you enroll employees in this plan if you enter an employee percentage that is greater than the specified maximum.

You must make an entry in this field. If you leave it blank, the system displays an error message when you enroll employees in this plan.

Entering Employer Contribution Information

Contribution %

If your plan has a standard employer contribution percentage, type the rate in this field. For example, if your organization contributes 2% to the employee stock purchase plan for all participating employees, type **2** in this field. You can override this value for exception employees when you enroll employees in the plan.

You can enter a value in this field or in the *Matching Contrib %* field. Leave this field blank if a default employer contribution percentage is not applicable to your plan.

Matching Contrib %

If your employer matches employee contributions, type the employer matching contribution as a percent of the employee contribution percentage.

Example

If your employer contributes .50 for every $1.00 employees contribute to the plan, type **50** in this field. The system automatically calculates the employer matching contribution when you enroll employees in the plan. In this example, if you enroll an employee and specify a 10% employee contribution, the system automatically calculates a 5% employer contribution.

You can enter a value in this field or in the *Contribution %* field. Leave this field blank if a matching employer contribution percentage is not applicable to your plan.

9 Press Enter. The system displays the Update Benefit Plans screen.

10 Repeat steps 4 through 9 to set up another stock purchase plan or press F3 to return to the Infinium Human Resources main menu.

Setting Up Spending Account Plans

You use the spending account type (benefit type 14) to track participation in spending account benefit plans where employees can contribute a flat amount from their earnings, with or without an employer contribution.

The spending account benefit plan type is similar to the flat amount savings account plan type. For the spending account type, however, you can set an optional annual contribution limit on an employee's enrollment record. Infinium HR uses the annual contribution limit from the enrollment record to

update the *Employee Amount* field on the employee's deduction record in Infinium PY.

When you set up the spending account plan, you define minimum and maximum contribution amounts for the employee and employer. When you enroll an employee in the spending account plan, the system multiplies the combined employee and employer contribution amounts by the employee's pay frequency to compute the annualized contribution limit. If the combined contribution amount exceeds the minimum or maximum limits as defined for the benefit plan, the system generates a **WARNING** message, which you can override.

If you set up the spending account plan to use a variable deduction frequency, the system deducts the benefit contribution from the employee's pay, based on the employee's pay frequency. The system uses the employee's pay frequency to compute the annualized contribution. If the employee's pay frequency changes, the system re-computes the employee's per pay period amount to match the new pay frequency, based on the annual contribution amount.

Follow these steps to set up a plan using the spending account plan benefit type.

1. From the Infinium Human Resources main menu select *Benefits Administration*.

2. Select *Update Benefit Data*.

3. Select *Update Benefit Plans* [UIP]. The system displays the Update Benefit Plans prompt screen.

4. Complete the employer and benefit plan information on the prompt screen. Refer to the "Setting Up Flat Amount Savings Plans" section in this chapter for detailed information about the fields on this screen.

5. Press Enter. The system displays the Update Spending Account Plans plan controls screen shown in Figure 3-29.

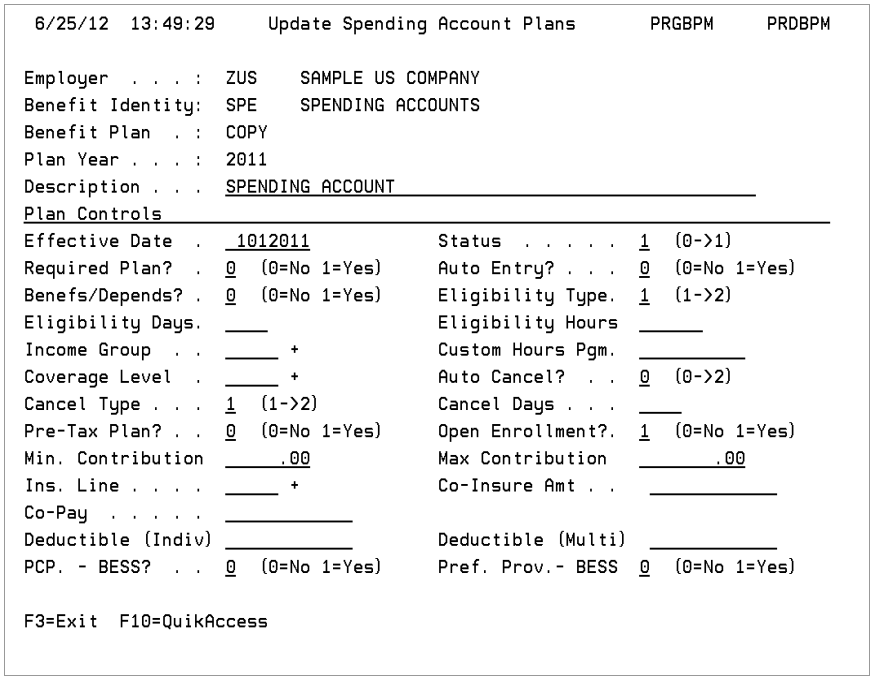

Figure 3-29: Update Spending Account Plans plan controls screen

Entering Plan Controls Information

Min Contribution

Type the annual minimum amount of the spending account contribution that the employee and employer, combined, are allowed to make.

Max Contribution

Type the annual maximum amount of the spending account contribution that the employee and employer, combined, are allowed to make.

6 Complete the remaining fields on this screen. Refer to the “Setting Up Flat Amount Savings Plans” section in this chapter for detailed information about the common fields on this screen.

7 Press Enter. The system displays the second Update Spending Account deduction controls screen shown in Figure 3-30.

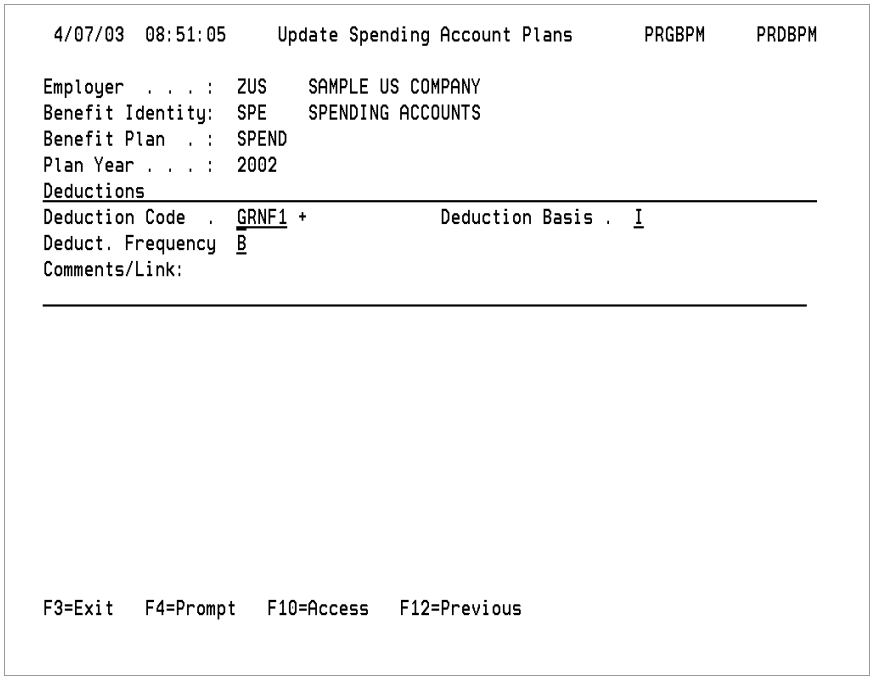

Figure 3-30: Update Spending Account Plans deduction controls screen

8 Complete the fields on this screen. Refer to the “Setting Up Flat Amount Savings Plans” section in this chapter for detailed information about the common fields on this screen.

9 Press Enter. The system displays the Update Benefit Plans prompt screen.

10 Repeat steps 4 through 9 to set up another spending account plan or press F3 to return to the Infinium Human Resources main menu.

Copying Benefit Plans

You can use two copy features to expedite setting up benefit plans on Infinium HR. The first copy feature described below allows you to copy the specifications you defined for an existing plan into a new plan. You can accept or modify the specifications for the new plan as needed. You can copy individual plans within an employer or between two employers.

The second copy feature described below allows you to copy a group of benefit plans from one employer to another using the *Mass Copy Benefit Plans* function. This function is especially helpful when you are setting up a new employer on your system whose benefit programs are similar to those already defined for an existing employer.

Copying Individual Plans

You can use the Copy function on the Update Benefit Plans screen to copy the specifications for an existing plan into a new benefit plan you are defining for the first time. After you copy the criteria, you can modify it as necessary for the new plan.

You can copy plans within an employer or from one employer to another. In both cases, the names of the original and new identities and plans do not have to match; however, the benefit types must be the same for the existing plan and the new plan. In other words, you can only copy benefit plans between identities that utilize the same benefit type.

For example, in company 100 you define the benefit identity **MED** and select benefit type **03**. You then set up a health benefit plan named **MEDF** for this employer. When you set up benefits for company 200, you can copy the criteria for the **MEDF** plan into a new plan within any identity in company 200 that utilizes benefit type **03**.

If you copy life insurance plans for which you use an age rate table, you must manually set up the age rate table for the copied plan.

Follow these steps to copy individual benefit plans:

1. From the Infinium Human Resources main menu select *Benefits Administration*.
2. Select *Update Benefit Data*.

3 Select *Update Benefit Plans* [UIP]. The system displays the Update Benefit Plans prompt screen.

4 Complete the employer and benefit plan information on the prompt screen. Refer to the “Setting Up Flat Amount Savings Plans” section in this chapter for detailed information about the fields on this screen.

5 Press F8. The system redisplays the Update Benefit Plans prompt screen with the following additional fields as shown in Figure 3-31.

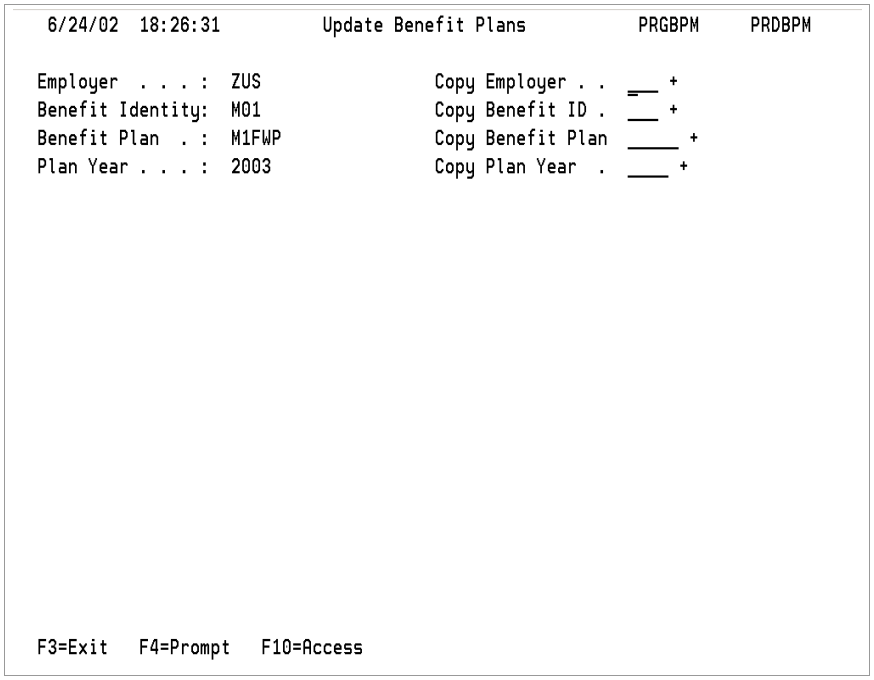

Figure 3-31: Update Benefit Plans prompt screen

Copy Employer

Specify the employer from which you are copying benefit plan information.

Copy Benefit ID

Specify the benefit identity associated with the benefit plan you are copying.

Copy Benefit Plan

Specify the benefit plan from which you are copying criteria.

Copy Plan Year

If you use plan year processing, specify the year of the benefit plan to copy to set up a new plan year.

6 Press Enter. The system displays the copied information on the screen that corresponds to the benefit type associated with your benefit plan.

You can review and modify any of the copied benefit plan information. You typically update the copied information in the *Description* field to distinguish your new plan from the copied plan. Refer to the preceding sections in this chapter for information on how to work with the screens associated with each benefit type.

7 Press Enter to save the information for your new plan.

8 Repeat steps 4 to 6 to copy additional plans or press F3 to return to the Infinium Human Resources main menu.

Copying Multiple Plans

You can use the *Mass Copy Benefit Plans* function to copy benefit plan information from one employer to another employer, or to a group of employers. You can copy only benefit plans, or identities and benefit plans. You can copy a specific benefit plan, all plans within a specified identity, or all identities and plans within a specified benefit group. The system creates identities and plans in the copied to employers using the same naming conventions as those you established in the copied from employer.

Preparing to Copy Plans between Employers

Before you copy benefit identities and plans from one employer to another, you must set up the employer benefit control in the employer to whom you are copying benefits information.

If you copy benefit plans to which you have assigned Infinium Payroll deduction code values or income reporting group code values, you must set up identical deductions and income reporting groups in the copy to employer before you use the *Mass Copy Benefit Plans* function. The system does not copy plans to employers that lack payroll controls matching those in the copy from employer. The system prints an error message on the *Mass Copy Benefit Plans* report that identifies plans that could not be copied due to missing deductions or income reporting groups in the copy to employer.

You should ensure that you define the same code values in the copy from and copy to employers for the following code types:

- **STA** - Personnel States/Provinces
- **VST** - Vesting Schedule

- **DTQ** - Date/Time Qualifier
- **MRC** – Last Change Reason

You use state/province code values when you enter address information for your benefit identities. You use vesting schedule code values when you set up plans using the retirement plan type.

If in advance of copying plans you set up identities in the copy to employer(s) using naming conventions and benefit types that exactly match those in the employer from which you are copying, the system copies the plan information into the matching identities. For example, you define an identity named **LIF** in each of your three employers and select benefit type 01 for each identity. When you copy a plan set up within the LIF identity from one employer to the other two employers, the system automatically assigns the copied plan to the LIF identity in the two copied to employers.

If you copy plans that do not have matching identities in the copied to employers, the system automatically creates identities in the copied to employers using the same naming convention and benefit type as in the original employer. The system prints a message on the Mass Copy Benefit Plans report indicating that it created identities for the copied plans.

Performing a Trial Run

Before you use the *Mass Copy Benefit Plans* function, you should use the *Trial Mass Copy Benefit Plans* function. The *Trial Mass Copy Benefit Plans* function does not update files on your system; it only generates a report that identifies the plans and identities the system will copy when you use the *Mass Copy Benefit Plans* functions. You can run the *Trial Mass Copy Benefit Plans* function as many times as you need to verify that the system will copy the intended identities and plans when you run the *Mass Copy Benefit Plans* function.

Follow these steps to run the *Trial Mass Copy Benefit Plans* function:

1. From the Infinium Human Resources main menu select *Benefits Administration*.

2. Select *Mass Update Benefit Data*.

3. Select *Trial Mass Copy Benefit Plans* [TCPYPLN]. The system displays the Trial Mass Copy Benefit Plans screen shown in Figure 3-32.

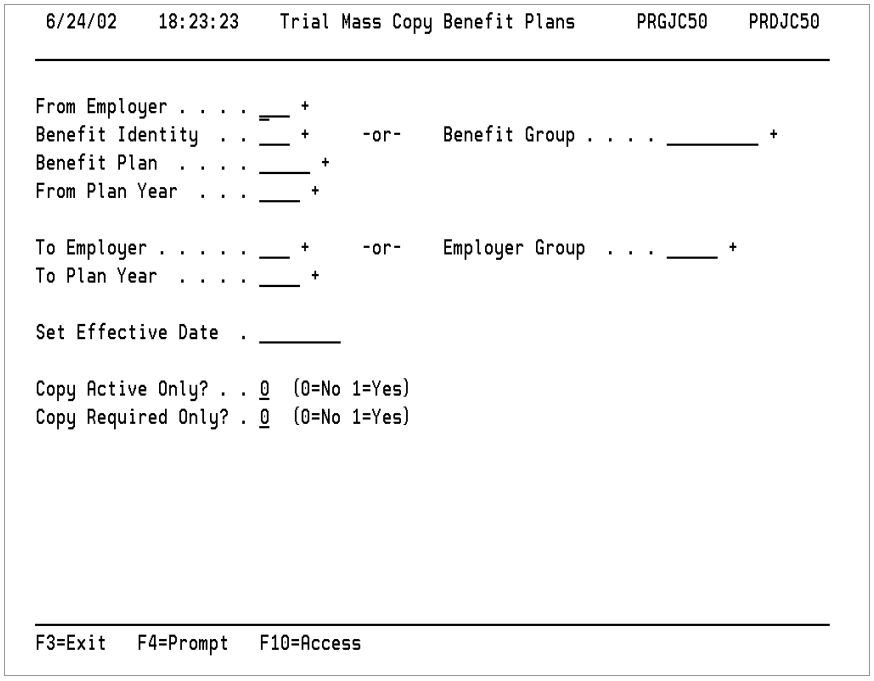

Figure 3-32: Trial Mass Copy Benefit Plans screen

4 Use the information below to complete the fields on this screen.

From Employer

Type the value that identifies the employer from which you are copying benefit identity and plan information. You must make an entry in this field.

Benefit Identity

Type the value that identifies the benefit identity for which you are copying benefit plans. The system copies all plans for this identity unless you type a value in the *Benefit plan* field. If you want to copy a specific plan, you must enter the value that represents its identity in this field.

Leave this field blank to copy benefit plans for all identities, or to enter a value in the *Benefit group* field.

Benefit Group

Type the value that identifies the benefit group the system should use to select identities and plans to copy. The system copies all identities and plans in the specified group.

You cannot specify particular benefit identities or plans for copying when you enter a benefit group code value on this screen. You must leave the *Benefit identity* and *Benefit plan* fields blank when you copy plans based on a benefit group.

You must define at least one benefit group for each employer; it can include one or more plans associated with one or more identities. When you press F4 on the *Benefit group* field, you see benefit groups and Payroll authorization groups. Ensure that you select a group code value that is associated with benefit plans.

Refer to the “Establishing Benefit Groups” chapter for more information on how to set up and work with benefit groups.

Benefit Plan

Type the value that identifies the benefit plan you want to copy. Leave this field blank to copy multiple plans.

From Plan Year

If you use plan year processing for this employer, specify the plan year of the benefit plans to mass copy.

To Employer

Type the value that identifies the employer to which you are copying benefit identity and plan information. You must make an entry in this field or in the *Employer group* field. The to employer you select must be different than the from employer.

Leave this field blank to copy benefit identities and plans to multiple employers.

Employer Group

Type the code value that identifies a group of employers to which you want to copy benefit information. You define code values for this field using code type **ERG**. When you type a value in this field, the system copies benefit identities and plans to each of the employers in the group.

You can assign one or more employers to an employer group. Refer to the *Infinium HR Guide to Controls* for details on setting up employer groups.

To Plan Year

If you use plan year processing for this employer, specify the plan year of the benefit plans to result from the mass copy.

Set Effective Date

Type the effective date the system should assign to copied plans. If you are copying to a specific employer, use the date format that is appropriate for the

copied to employer. If you are using an employer group to copy benefits information, you must type the date in the **MDY** format.

Leave this field blank to have the system assign the effective date in the original plans of the copied from employer to the copied plans.

Copy Active Only?

When you are copying multiple plans, use this field to indicate whether the system should copy all selected plans or only active plans. You identify active plans by typing **1** in the *Status* field on the benefit plan control record.

Valid values are:

0 No, copy both active and inactive plans.

1 Yes, copy only active plans.

Copy Required Only?

When you are copying multiple plans, use this field to indicate whether the system should copy all selected plans or only required plans. You identify required plans by typing **1** in the *Required Plan?* field on the benefit plan control record.

Valid values are:

0 No, copy both required and elective plans.

1 Yes, copy only required plans.

5 Press Enter. The system generates the following message and returns you to the Infinium Human Resources main menu:

Building submission request . . .

6 The system uses batch processing to generate the Trial Mass Copy Benefit Plans report. 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 this report using options on these screens.

7 Review the Trial Mass Copy Benefit Plans report carefully to verify the identities and plans the system will copy when you run the *Mass Copy Benefit Plans* function. Take the necessary actions to correct errors identified on the report and rerun the *Trial Mass Copy Benefit Plans* function until the report is error-free.

Mass Copying Plans

After you have verified the results from the *Trial Mass Copy Benefit Plans* function, follow these steps to run the *Mass Copy Benefit Plans* function:

1 From the Infinium Human Resources main menu select *Benefits Administration*.

2 Select *Mass Update Benefit Data*.

3 Select *Mass Copy Benefit Plans* [CPYPLN]. The system displays the Mass Copy Benefit Plans screen shown in Figure 3-33.

```
 6/24/02    18:23:53       Mass Copy Benefit Plans          PRGJC50    PRDJC50
 ____________________________________________________________________________

 From Employer . . . . __ +
 Benefit Identity  . . __ +     -or-    Benefit Group . . . . ________ +
 Benefit Plan  . . . . _____ +
 From Plan Year  . . . ____ +

 To Employer . . . . . __ +     -or-    Employer Group  . . . ____ +
 To Plan Year  . . . . ____ +

 Set Effective Date  . ________

 Copy Active Only? . . 0  (0=No 1=Yes)
 Copy Required Only? . 0  (0=No 1=Yes)

 ____________________________________________________________________________
 F3=Exit   F4=Prompt   F10=Access
```

Figure 3-33: Mass Copy Benefit Plans screen

4 Use the information in the “Performing a Trial Run” section to complete the fields on this screen.

5 Press Enter. The system generates the following message and returns you to the Infinium Human Resources main menu:

Building submission request . . .

The system uses batch processing to copy the specified plans and generate the Mass Copy Benefit Plans report. 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 this report using options on these screens.

6 Review the copied plans in the copy to employer and make any necessary changes to them. Use the information in the following parts to assign the plans to benefit groups in the copied to employers and to enroll employees in the copied plans.

Maintaining Benefit Plans

After you set up benefit plans, you may need to make changes to them to reflect changes in your benefit programs, providers or costs. You may also want to delete benefit plans that are no longer offered by your employer.

Changing Benefit Plan Information

You can change the information in any of the fields on your benefit plan controls at any time. The system updates employee enrollment records with the changes you make to most of the plan fields, particularly those that hold or impact monetary values such as the *Rate per 1000, Coverage Limit,* and *Employee Contrib.* fields. You can change the value in other fields, such as the *Policy #* field on the benefit plan control; however, the system does not use the new information to update values in the enrollment records of participating employees.

When you select benefit plans for a new or existing employee, you set up pending enrollment records. The system processes the pending records when you run the *Mass Update Enrollments* function and only then is the employee considered an enrolled participant in the plan. The system processes pending records based on the employee's eligibility date for each plan.

When you update plans with new monetary values, the system uses the new information to automatically update the enrollment records of current and pending participants when you run the *Mass Update Enrollments* function. In addition, the system makes an entry in the employee benefit history file when it makes changes to employee enrollment records during the *Mass Update Enrollments* function so that you can track the date the benefit plan change was applied to each employee.

Timing Considerations

When you make changes to the values on a benefit plan control, the system applies the changes to employee records the next time you run the *Mass Update Enrollments* function, if it includes the changed plan and affected employees. You can use selection criteria when you run the *Mass Update Enrollments* function to specify the pay cycle, identity and plan you want to include in the processing.

Refer to the table that follows for information by plan type on which changed fields affect employee enrollment records.

Changing Benefit Plan Fields

When you make changes to the following fields on plans associated with all benefit types, the system automatically updates the corresponding fields in the records of current and pending participants when you run the *Mass Update Enrollments* function:

- *Deduction Code*
- *Deduction Basis*
- *Deduct. Frequency*

Caution: If you change the deduction code associated with a benefit plan after you have updated employee records in Infinium Payroll with the original deduction code, the system authorizes affected employees to the new deduction but does not automatically deactivate the old deduction. You must use options on Infinium Payroll to deactivate the old deduction or the system will withhold both deductions from employee paychecks.

In addition to the three fields listed above, the system also uses the fields in the following table to update employee enrollment records when you change the plan values:

Benefit Plan Type	Changes to These Fields Update Employee Enrollment Records
Life Insurance/Disability (Types 01, 02, 05, 06, 09)	*Rate Per 1000* *Excess Per 1000* *up to coverage of* *Coverage Limit* *Base Sal. Factor* *Rounding Type* *Rounding Amount* *EOI Required?* *Max Cov. W/O EOI* *Pre-Approval Cov.*
Health (Types 03, 04, 07, 11, 18)	*Employee Contrib.* *Employer Contrib.*
Retirement (Type 08)	*Employer Contrib %*
Savings Plan - Percentage (Type 10)	*ER Matching %* *ER Matching Table* *ER Maximum %*

Benefit Plan Type	Changes to These Fields Update Employee Enrollment Records
Stock Purchase Plan (Type 17)	*Contribution %* *Matching Contrib %*

Refer to preceding sections in this chapter for detailed information on how to work with the fields listed above for each plan type.

Understanding the *Freeze Coverage* Field

When you run the *Mass Update Enrollments* function, the system updates the enrollment records of all active and pending participants with the new monetary information based on the value you enter in the *Freeze Coverage?* field. If you enroll an employee in a plan and override the monetary values that default from the plan control, the system processes the employee's initial enrollment but then automatically freezes the employee's enrollment record according to the value you enter in the *Freeze Coverage?* field to exclude the appropriate information from all future mass updates.

For insurance and disability plans, types 01, 02, 05, 06, and 09, if the value in the *Freeze Coverage?* field is **1**, the system does not update monetary information in the enrollment record. For insurance and disability plans, types 01, 02, 05, 06, and 09, if the value in the *Freeze Coverage?* field is **2**, the system does not update the coverage amount and recalculates the rates. If the value in the *Freeze Coverage?* field is **3**, the system does not update the rates and recalculates the coverage amount.

The system uses the *Freeze Coverage?* field to protect exception records from being updated with the standard monetary values stored on the benefit plan control. You must manually update the frozen enrollment records with new monetary values.

Deleting Benefit Plans

As you change your benefit providers or programs you may need to change or delete your benefit plan controls. You can easily make changes to the benefit plans as described above; however, it is more difficult to delete benefit plans once you have enrolled employees in them.

You can delete benefit plans unless they are currently associated with benefit groups or employees or have ever been associated with employees. You can easily remove a benefit plan from a benefit group. However, if you have ever enrolled an employee in the plan, you cannot delete the plan until you either

purge the employee completely from your system or purge the employee's benefit history records associated with the plan you want to delete. The system requires the benefit plan controls so that you can display and print benefit enrollment information, even for employees who are no longer enrolled in the plan.

To delete a plan for which there have never been enrolled employees, follow the steps in the "Establishing Benefit Groups" chapter to remove the plan from benefit groups. Then follow the steps in the preceding sections of this chapter to display the plan control and press F22 to delete the plan. The system generates an error message if there are current, terminated or former plan participants in your database.

Refer to the *Infinium HR Guide to Processing* for details on how to use the *Purge Terminated Employees* function. Refer to the chapter in this guide entitled "Purging Benefit Data" for details on how to purge employee benefit history and benefit plans.

Reviewing Benefit Plan Information

You can use options within the *Benefits Administration* function to display benefit plan information on-line or print it in a report.

Displaying Benefit Plan Information

After you set up your benefit plans, you can use the *Display Benefit Plans* function to review the benefit plan information on-line. You cannot make changes to the plan information with this option. You can review all of the benefit plans for a specified employer or just the plans assigned to a specified benefit group. You can review all of the selected plans or only the active plans. The system uses the *Status* field on the benefit plan control to determine whether a plan is active or inactive.

Printing Benefit Plan Information

You can use the *List Benefit Plans* function to print a report that includes benefit plan specifications. You can generate a summary report that includes only the benefit ID, the plan name and description, the effective date, and the status code for each plan, or you can generate a detailed report with complete information about the benefit plans. You can run the report for all employers or a specified employer. If you select an employer, you can also specify a benefit identity or benefit group for the report.

Chapter 4 Establishing Benefit Groups

4

In this chapter you learn how to set up benefit. You must establish at least one benefit group for each employer. You assign one or more benefit plans to each benefit group and use the group when you enroll employees in benefits. The benefit group simplifies the enrollment process because it allows you to enroll employees in only those plans for which they are eligible.

When you enroll an employee in benefits, you first select the appropriate benefit group. You then select one or more plans from the group for the employee.

In this chapter you also learn how to set up benefit limit groups. Use benefit limit groups to assign a combined limit for employer contributions to more than one percentage savings plan. You can assign the limit group to each employee for whom the employer's maximum contribution applies.

The chapter consists of the following topics:

Topic	Page
Overview of Benefit Groups	4-2
Setting up Benefit Groups	4-5
Maintaining Benefit Groups	4-10
Reviewing Benefit Groups	4-11
Overview of Plan Limit Groups	4-12
Setting Up Plan Limit Groups	4-13

Overview of Benefit Groups

You use benefit groups to define lists of benefit plans that are applicable to particular employees in your organization. You can use various criteria to define benefit groups including employee class (such as hourly, salaried, management, executive), status (such as full time, part time, temporary), functional area, or geographical location.

You must define at least one benefit group for each employer; within each employer, you can define as many benefit groups as you need to accurately classify employees for benefit administration purposes. You can assign an employee to a benefit group during the new hire process or after the employee is hired onto the system. You assign each employee to only one benefit group at a time; however, you can change the employee's benefit group assignment if the employee's employment situation changes.

In the same benefit group you can include benefit plans you set up using the *Benefits Administration* function in Infinium HR and benefit plans you set up using Infinium Flexible Benefits. You must use Infinium Flexible Benefits to assign flexible plans to a benefit group. You cannot view flexible benefit plans in the benefit group when you use Infinium HR.

Controls That Impact Benefit Groups

You must set up the following controls before you can establish benefit groups:

- Employer benefit control
- Benefit identities
- Benefit plans

Refer to the chapters 2 and 3 in this guide for information on how to set up the controls listed above.

Objectives

After completing this chapter, you should be familiar with how to:

- Set up a benefit group code value

- Assign benefit plans to the group
- Maintain benefit group information

Coordinating Benefit Groups and Payroll Authorization Groups

In Infinium Human Resources you define benefit groups to collect benefit plans for certain types of employees. In Infinium Payroll, you define authorization groups to collect incomes and deductions for certain types of employees. The system stores benefit groups and payroll authorization groups in the same file. Therefore, when you press F4 on the *Benefit Group* field or the *Payroll Authorization Group* field, the system displays a list that includes both kinds of groups.

If you group employees for benefit administration purposes in the same way that Payroll users group employees for payroll administration purposes, you and payroll users can share group code values. You can assign benefits, incomes and deductions to the same group.

However, if you group employees differently for benefits administration purposes than you group them for payroll administration purposes, you must set up separate group code values for each system. Because the system stores the groups in the same file, you should set up group code values that are easily identifiable as pertinent to either benefits or payroll administration. You can use special characters to distinguish one type of group from the other.

Caution: Do not use asterisks (*) when naming your benefit group code values. Asterisks are reserved for tax deduction codes in payroll. Using asterisks for other code values may cause confusion.

Refer to the *Infinium Payroll Guide to Controls* for more information about payroll authorization groups.

Assigning Benefit Groups to Positions

After you set up benefit groups, you can assign them to position controls. During the new hire process, the system automatically defaults the benefit group code value to employees based on their position assignment. You can override the default group code value for exception employees. You can also assign the payroll authorization group to position controls.

If you cannot associate benefit groups with positions because you assign employees eligible for different types of benefits to the same position, you

can manually assign the benefit group to each employee during the employment process or after the employee record is established on the system.

Refer to the *Infinium Human Resources Guide to Controls* for details on how to set up position controls.

Setting up Benefit Groups

This section contains information on how to set up benefit groups. You must establish at least one benefit group for each of your employers.

You set up benefit groups in two steps:

- Set up the benefit group code value
- Assign plans to the benefit group

Setting up the Benefit Group Code Value

Follow these steps to set up a benefit group code value:

1 From the Infinium Human Resources main menu select *Benefits Administration*.

2 Select *Update Benefit Data*.

3 Select *Update Benefit Group Controls* [UBGC]. The system displays the screen shown in Figure 4-1.

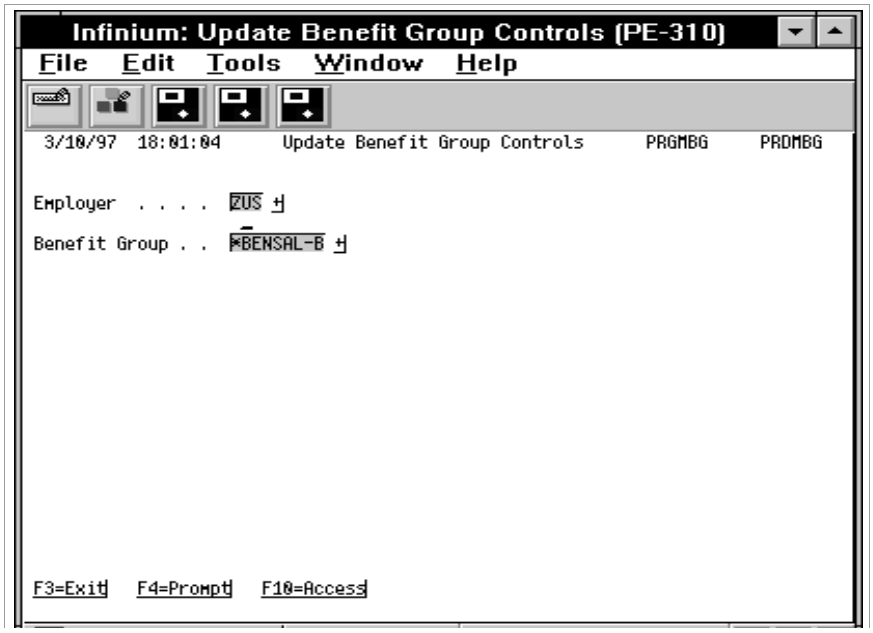

Figure 4-1: Update Benefit Group Controls prompt screen

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

Employer

Type the value that identifies the employer for which you are setting up benefit groups.

Benefit Group

Type a value that represents the benefit group you are defining. You can type up to nine letters or numbers in this field. You can use special characters, and you can leave spaces between any of the characters.

Caution: Do not use asterisks (*) when naming your benefit group code values. Asterisks are reserved for tax deduction codes in payroll. Using asterisks for other code values may cause confusion.

5 Press Enter. The system displays the screen shown in Figure 4-2.

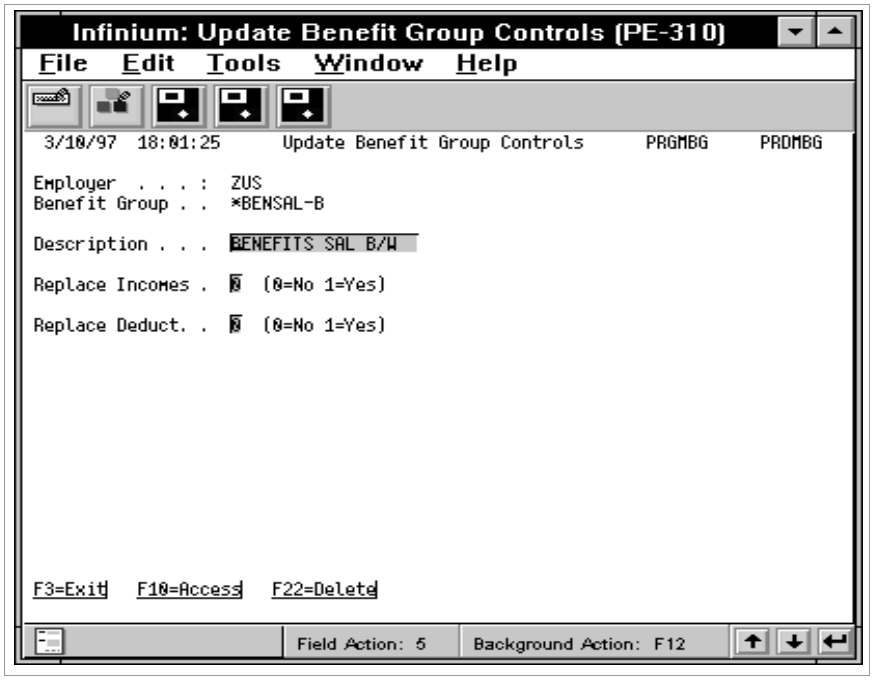

Figure 4-2: Update Benefit Group Controls screen

6 Use the following information to complete the fields on this screen:

Description

Type a description of your benefit group.

Replace Incomes

The system uses this field only for payroll authorization groups. Accept the value the system defaults into this field.

Replace Deduct.

The system uses this field only for payroll authorization groups. Accept the value the system defaults into this field.

7 Press Enter. The system saves your information and displays the Update Benefit Group Controls prompt screen.

8 Repeat steps 4 through 8 to set up more benefit groups or press F3 to return to the Infinium Human Resources main menu.

Assigning Plans to a Benefit Group

Follow these steps to assign plans to a benefit group:

1 From the Infinium Human Resources main menu select *Benefits Administration*.

2 Select *Update Benefit Data*.

3 Select *Update Plans in Benefit Group* [UPBG]. The system displays the Update Benefits in Benefit Group prompt screen shown in Figure 4-3.

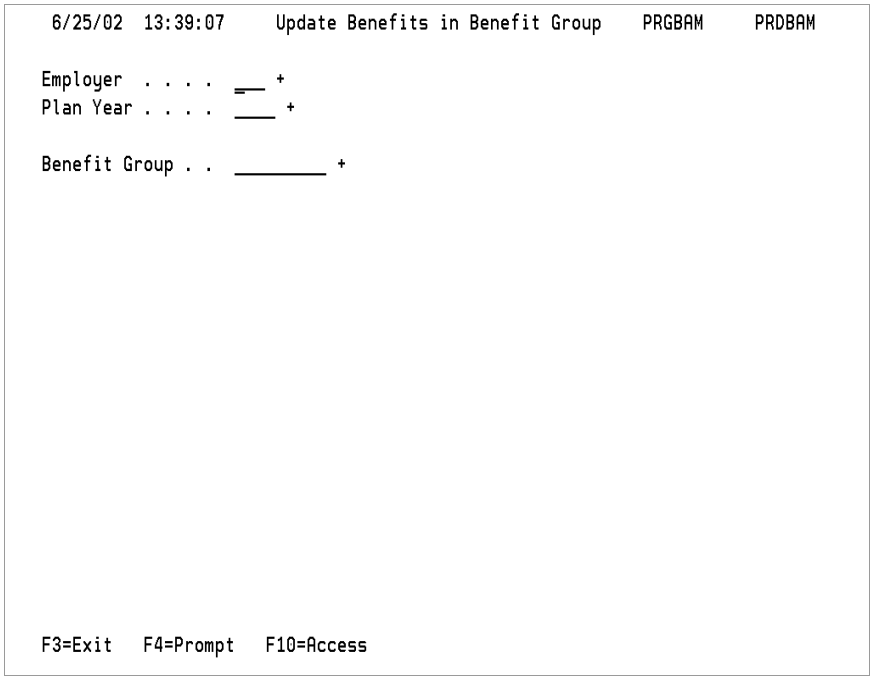

Figure 4-3: Update Benefits in Benefit Group prompt screen

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

Employer

Type the value that identifies the employer for which you are setting up benefit groups.

Plan Year

If you use plan year processing, specify the plan year for benefit plans in the specified benefit group.

Benefit Group

Type the value that identifies the benefit group to which you are assigning plans. Press F4 to display a list of valid codes.

On the Display Benefit Group Controls screen, the system displays both benefit groups and Payroll authorization groups. Ensure that you select the correct group code value.

5 Press Enter. The system displays the Update Benefits in Benefit Group screen shown in Figure 4-4.

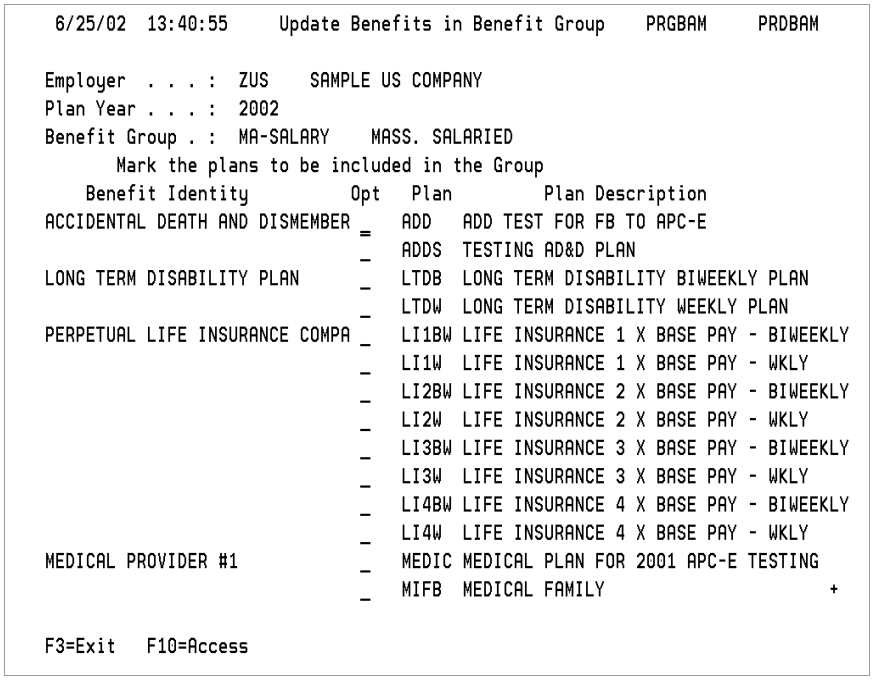

Figure 4-4: Update Benefits in Benefit Group screen

The system displays all of the benefit identities you have defined for the specified employer. For each identity, it displays all of the associated benefit plans.

6 Use the following information to complete the field on this screen:

Opt

Type any value in this field adjacent to each benefit plan that you want to include in the specified benefit group. The system replaces the value you type with **X** when you exit this screen.

7 Press Enter. The system saves your information and displays the Update Benefits in Benefit Group prompt screen.

8 Repeat steps 4 through 7 to assign plans to other benefit groups or press F3 to return to the Infinium Human Resources main menu.

Maintaining Benefit Groups

After you assign plans to a benefit group, you can add new plans to the group or remove plans from it at any time.

Adding New Plans to a Benefit Group

When you add a new plan to an existing benefit group, the system displays the new plan for new employees and existing employees. You must enroll employees in the new plan individually.

Follow the steps in the “Assigning Plans to a Benefit Group ” topic to add a new plan to an existing benefit group.

Deleting Plans from a Benefit Group

When you delete a plan from a benefit group, you must maintain the records of employees who are assigned to the benefit group and are currently enrolled in the plan. When you access an employee’s benefit enrollments, the system automatically highlights the deleted plan and displays a warning message. You must manually type a cancel date in the employee enrollment records if you do not want them to continue as plan participants.

To delete a plan from a benefit group, follow the navigation steps in the “Assigning Plans to a Benefit Group ” topic to display the Update Benefits in Benefit Group screen. Position your cursor on the **X** in the *Opt* column adjacent to benefit plans that you want to remove from the group. Press Delete or Spacebar to remove the **X** and then press Enter to save your changes to the group.

Reviewing Benefit Groups

You can use the options described below to review benefit group information on your system.

Displaying Benefit Group Information

You can use the *Display Benefit Plans* function to review on-line the benefit plans assigned to a particular benefit group. Type the value that represents the benefit group you want to review in the *Benefit group* field on the Display Benefit Plans selection screen. The system displays a list of the plans assigned to the specified group. You can type **1** in the *Opt* column adjacent to a plan to review plan control information.

Printing Benefit Group Information

You can use the *List Benefit Plans* function to print a report that lists the benefit plans assigned to a particular benefit group. Type the value that represents the benefit group you want to review in the *Benefit group* field on the List Benefit Plans selection screen.

Overview of Plan Limit Groups

You use plan limit groups to manage employer contribution limits across multiple percentage savings plans.

You assign the employer maximum percentage contribution for the group. You can then assign the group to multiple benefit plans.

Setting Up Plan Limit Groups

Use the *Update Limit Group Controls* to set up plan limit groups that you use to establish an employer contribution limit to a group of percentage savings plans. This section discusses setting up plan limit groups.

Follow the steps below to set up a plan limit group.

1 From the Infinium Human Resources main menu select Benefits Administration.

2 Select Update Benefit Data.

3 Select Update Limit Group Controls [BLGC]. The system displays a screen similar to Figure 4-5.

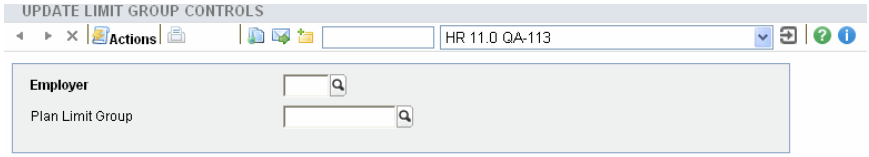

Figure 4-5: Update Limit Group Controls prompt screen

4 Use the information below to complete the fields on this screen.

Employer

Specify the employer.

Plan Limit Group

Specify the value for this plan limit group.

5 Press Enter. The system displays a screen similar to Figure 4-6.

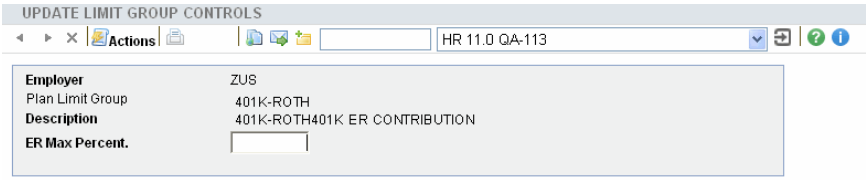

Figure 4-6: Update Limit Group Controls screen

6 Type the maximum percentage to use for the employer. This figure represents the maximum ccntribution that the employer makes to all plans associated with this plan limit group.

7 Press Enter.

Assigning a limit group to a benefit plan

Complete the steps below to assign a limit group to a benefit plan.

1 From the Infinium Human Resources main menu select *Benefits Administration*.

2 Select Update Benefit Data.

3 Select Update Benefit Plans [UIP]. The system displays the Update Benefit Plans prompt screen.

4 Complete the employer and benefit plan information on the prompt screen. Refer to the “Setting Up Flat Amount Savings Plans” section in the “Establishing Benefit Plans” chapter for detailed information about the fields on this screen.

5 Press Enter. The system displays the first Update Savings Plans plan controls screen.

6 Complete this screen as you normally would and press Enter. Ths system displays the second Update Savings Plans screen similar to Figure 4-7.

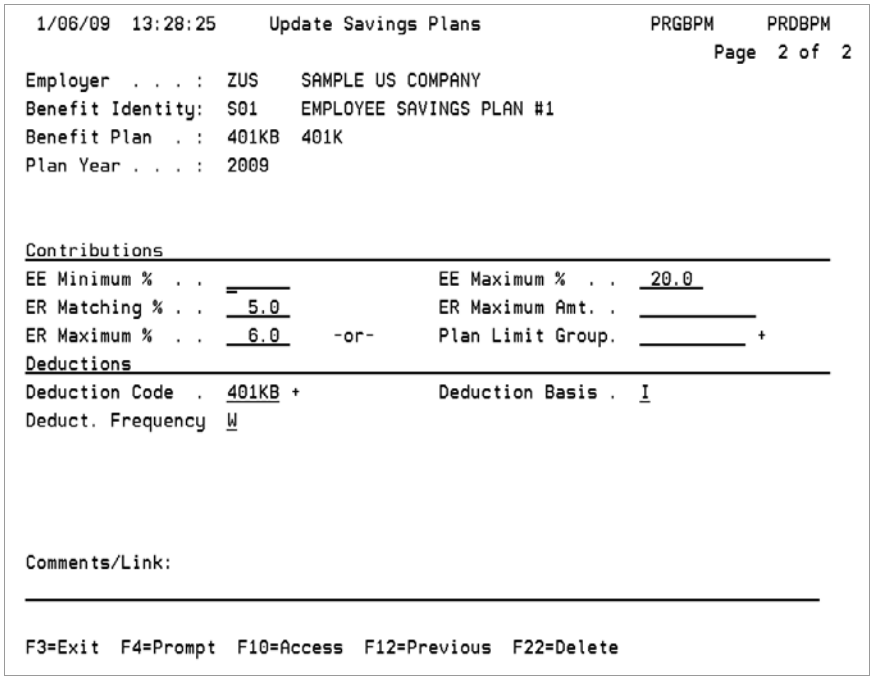

Figure 4-7: Update Savings Plans screen

7 Use the information below to complete this screen.

Plan Limit Group

Specify the limit group to associate with this plan. Use the *Update Limit Group Controls* function to set up your limit groups.

8 Complete the remaining fields on this screen as you normally would.

9 Press Enter.

Displaying limit groups

Use the *Display Plans in Limit Group* function to view the benefit plans associated with limit groups.

Complete the steps below to display plans in limit groups.

1 From the Infinium Human Resources main menu select *Benefits Administration*.

2 Select Display Benefit Data.

3 Select *Display Plans in Limit Groups* [DLGC]. The system displays the Display Plans in Limit Gr prompt screen similar to Figure 4-8.

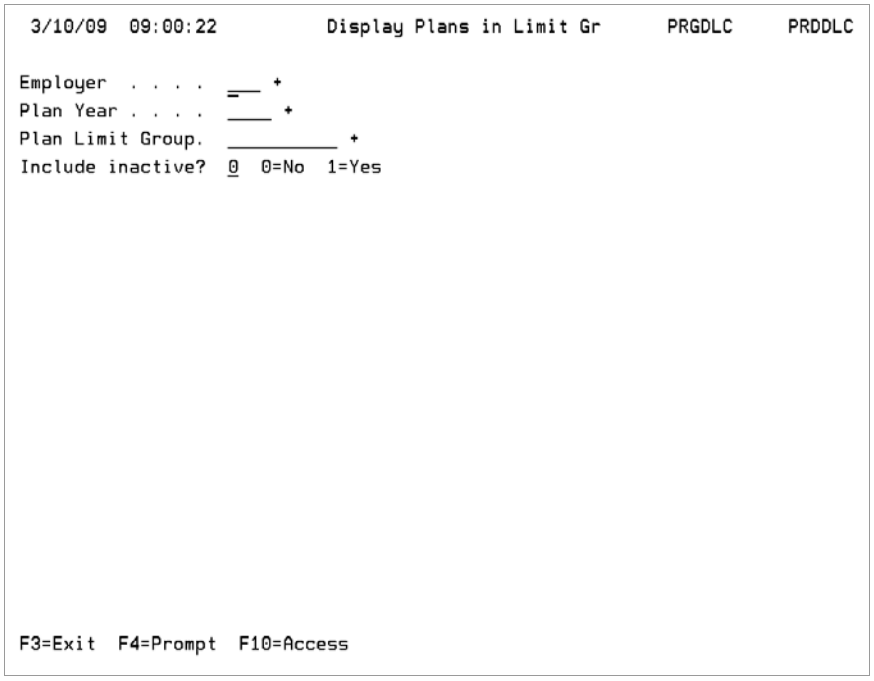

Figure 4-8: Display Plans in Limit Gr screen

4 Use the information below to complete this screen.

Employer

Specify the employer for which to view plan limit groups.

Plan Year

If you use plan year processing, specify the plan year for the plan limit groups to display.

Plan Limit Group

Specify the plan limit group to display.

Include Inactive?

Specify yes to include inactive plans. Otherwise, specify no. You use the *Status* field on the first Update Benefit Plans screen to specify whether a plan is active.

5 Press Enter. The system displays a list of plans associated with the specified limit group.

Chapter 5 Enrolling Employees in Benefit Plans

5

This chapter provides you with information on how to set up and delete pending benefit enrollment records. You set up pending enrollment records when you select benefit plans for new or existing employees. When you run the *Mass Update Enrollments* function, the system processes the pending enrollment records and makes them final.

You can enroll a new employee in benefit plans during the hire process or after you complete the hire process. You can set up pending enrollment records for existing employees at any time. You can use any of the functions listed below to create pending enrollment records and to maintain existing enrollment records:

- *Enter New Hires*
- *Update Employee Enrollments*
- *Topic List*

Refer to the “Maintaining Employee Enrollments” chapter for information on how to change or cancel existing enrollment records.

The chapter consists of the following topics:

Topic	Page
Overview of Benefit Enrollments	5-3
Setting Up Benefit Enrollments during the Employment Process	5-5
Setting Up Benefit Enrollments after Employment	5-7
Entering Mid-Year Enrollments or Changes for Spending Account Enrollments	5-47
Overriding Monetary Values for New Enrollments	5-53
Maintaining Pending Benefit Enrollments	5-63

Displaying Employee Enrollment History 5-65

Overview of Benefit Enrollments

When you first select a benefit plan for a new or existing employee, you create a pending benefit enrollment record. The system does not recognize the employee as being enrolled in the plan nor does it transfer deduction information to Infinium Payroll until you process the pending record using the *Mass Update Enrollments* function.

Before you set up pending enrollments for an employee in the benefit plans he or she has chosen, you can enter basic information for all of the employee's beneficiaries and dependents. You can then associate one or more of the beneficiaries or dependents with each pending enrollment record you set up for the employee.

The system stores information for beneficiaries and dependents in the same file. You associate beneficiaries with plans that have a residual cash value if the employee dies, such as life insurance, savings or retirement plans. You associate dependents with plans that allow the employee to extend benefit coverage to family members, such as medical, dental and vision plans.

When you create a pending enrollment record, the system provides default eligibility date and monetary values in the employee's pending benefit enrollment record based on the criteria that you enter on the benefit plan control. You can override the eligibility as you enroll the employee in the plan. You can override the default monetary values by using the Employee Benefit Change Transactions screen to override the default values for that employee. The system uses the *Freeze Coverage?* field on the employee enrollment record to keep track of employees whose monetary values are different from those on the plan control.

The system compares the benefit eligibility date on each pending enrollment record to the pay period ending date you specify when you run the *Mass Update Enrollments* function. It processes all pending enrollments whose eligibility date is the same as or earlier than the specified period ending date. For this reason, you can set up pending benefit enrollments far in advance of the date the employee will actually be enrolled in the plan.

For example, if you specify **060110** in the *Period Ending* field on the *Mass Update Enrollments* screen, the system processes all pending enrollments whose eligibility dates are June 1, 2010 or earlier. It does not process pending enrollment records with eligibility dates of June 2, 2010 or later.

You can use the functions below to create pending benefit enrollment records for new employees:

- *Enter New Hires*
- *Update Employee Enrollments*
- *Topic List*

You use only the *Update Employee Enrollments* function to set up pending enrollment records for existing employees who select new benefit plans due to a lifestyle change (such as marriage, divorce, childbirth, adoption and so on) or during your open enrollment period.

The functions listed above contain identical benefit enrollment screens, although the way you navigate to the initial benefit enrollment screen differs. The following topic provides you with an overview of how you use the *Enter New Hires* function to enter pending benefit enrollments. The next topic uses the *Update Employee Enrollments* function to describe in detail how to set up pending benefit enrollments.

Controls That Affect Employee Benefit Enrollments

Before you can enroll employees in benefit plans, you must set up the following controls:

- Employer benefit control
- Benefit identities
- Benefit plans
- Benefit groups

Objectives

After completing this chapter, you should be familiar with how to:

- Set up pending benefit enrollments for employees
- Enter beneficiary and dependent information for the employee and associate beneficiaries and dependents with pending enrollments
- Change and delete pending enrollment records
- Display benefit enrollment history

Setting Up Benefit Enrollments during the Employment Process

You can set up pending benefit enrollment records for a new employee when you use the *Enter New Hires* function to establish the employee's information on your system.

You must type **1** in the *Use Enrollments?* field on the Update Employer Benefit Controls screen for the system to present the benefit enrollment screens as the final component of the employment process. The system presents the benefits enrollment screens when you use the *Enter New Hires* function on Infinium Human Resources and the *Enter New Hire* function on Infinium Payroll. You can use the *Update User Security Controls* function to exclude the benefit enrollment screens from either of the new hire functions for specified users.

The complete *Enter New Hires* function includes standard screens plus individual Employee Benefit Enrollment screens for each benefit plan that you select for a new employee. Depending on your system setup, you may use some or all of the standard screens to hire employees into your organization. The system presents the Update Employee Benefit Enrollments screen as the last screen in the new hire process.

To set up pending benefit enrollments for a new employee by using the *Enter New Hires* function, you must assign the employee to a benefit group on the second Enter New Hire screen. If you associate a benefit group with position controls in your organization, the system automatically uses the benefit group code value as the default value in the *PE Benefit Group* field on the Enter New Hire screen 2 for each new employee. If you do not associate benefit groups with positions, you must manually assign a benefit group to each new employee on this screen.

The system uses the benefit group to display a list of the plans for which the new employee is eligible on the Employee Benefit Enrollment screen. You can use options on this screen to set up pending enrollment records for the new employee or you can press F3 to exit from this screen without taking action on benefit enrollments for the new employee.

Refer to the *Infinium Human Resources Guide to Processing* for detailed information on using the *Enter New Hires* function. You can find detailed information on how to use the *Enter New Hires* function to hire employees into US employers in the "Hiring New Employees into US Employers" chapter. You can find detailed information on how to use the *Enter New Hires*

function to hire employees into Canadian employers in the “Hiring New Employees into Canadian Employers” chapter.

Setting Up Benefit Enrollments after Employment

If you have already established an employee's basic information on your system, you use the *Update Employee Enrollments* function to set up the employee's pending benefit enrollments.

You can set up pending enrollments for a new employee at any time. You should coordinate initial enrollment activity with your counterpart in Infinium Payroll to ensure that the benefit deductions start in the correct payroll cycle. You use the pay cycle period ending dates set up in Infinium Payroll to ensure that you transfer the benefit deduction information at the proper time.

This section includes topics that provide you with the following information:

- How to select benefit plans and enter beneficiary and dependent information for an employee
- How to set up pending enrollments for life insurance and disability plans
- How to set up pending enrollments for health plans
- How to set up pending enrollments for retirement plans
- How to set up pending enrollments for percentage savings plans
- How to set up pending enrollments for flat amount savings plans
- How to set up pending enrollments for stock purchase plans
- How to set up pending enrollments for spending account plans

The fields that are common to all of the benefit plan types are described in the "Setting Up Pending Enrollments for Life Insurance and Disability Plans" section. Only the fields that are unique to the other benefit plan types are described in subsequent sections.

Selecting Benefit Plans and Entering Beneficiary/Dependent Data

Follow these steps to set up pending enrollments and enter beneficiary and dependent information for an employee using the *Update Employee Enrollments* function:

1. From the Infinium Human Resources main menu select *Benefits Administration*.

2. Select *Update Benefit Data*.

3 Select *Update Employee Enrollments* [UEEN]. The system displays the Update Employee Enrollments employee selection screen shown in Figure 5-1.

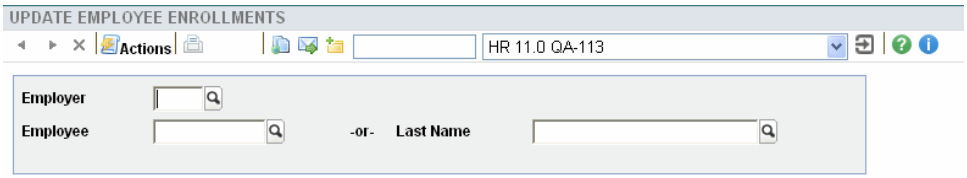

Figure 5-1: Update Employee Enrollments employee selection screen

4 Use the following information to fill in the fields on this screen:

Employer

Type the value that represents your employer.

Employee or Last Name

Type the number or last name of the employee for whom you want to set up pending benefit enrollments.

5 Press Enter. The system displays the Update Employee Enrollments benefit group selection screen shown in Figure 5-2.

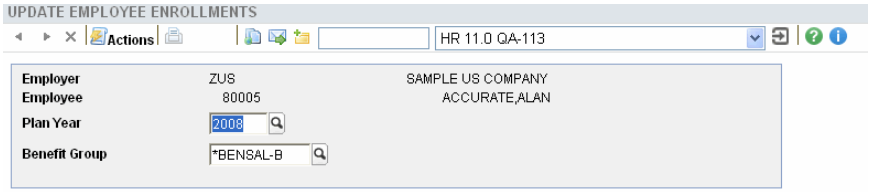

Figure 5-2: Update Employee Enrollments benefit group selection screen

6 Use the following information to fill in the fields on this screen:

Plan Year

If you use plan year processing, specify the plan year of the employee benefit plan enrollments to update.

Benefit Group

Type the code value that represents the benefit group for the employee. Press F4 to display a list of benefit groups. The system displays both benefit groups you set up using Infinium Human Resources and authorization groups

you set up using Infinium Payroll. Refer to the “Establishing Benefit Groups” chapter in this guide for information on how to set up benefit groups.

The system defaults a value into this field if:

- You have assigned the employee to a benefit group during the new hire process
- You have previously set up benefit enrollments for the employee

Refer to the “Maintaining Employee Benefit Enrollments” chapter for details on how to change an employee’s benefit group assignment.

7 Press Enter. The system displays the Update Employee Benefit Enrollments plan selection screen shown in Figure 5-3.

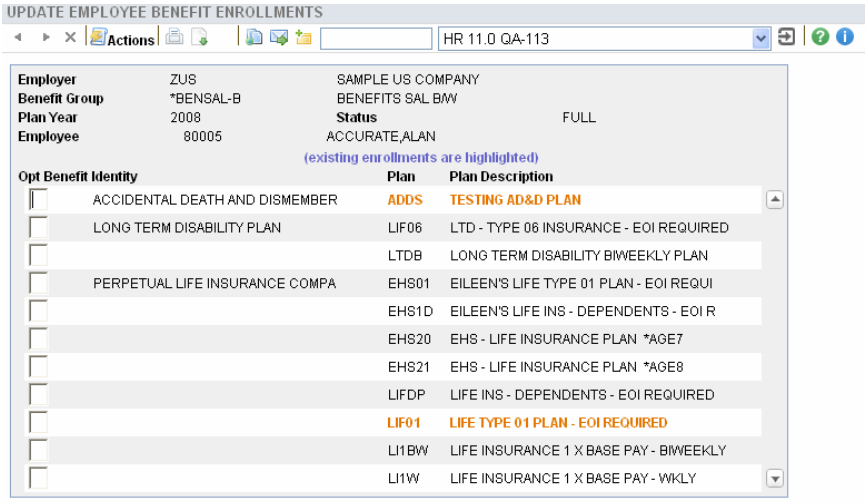

Figure 5-3: Update Employee Benefit Enrollments plan selection screen

8 Use the following information to fill in the fields on this screen:

Entering Dependent and Beneficiary Data

You can immediately select benefit plans for the specified employee. However, it is preferable to enter dependent and beneficiary information for the employee before you create pending benefit enrollment records. You can then associate the beneficiaries and dependents with one or more of the employee’s pending benefit enrollment records.

You can designate an employee’s dependents and beneficiaries as inactive to indicate that the dependent or beneficiary is no longer eligible for enrollment in the employee’s benefit plan. When you change the dependent’s or beneficiary’s status to inactive, they are no longer displayed in the

employee's list of dependents and beneficiaries during the benefit enrollment process.

9 Press F5 to update dependent/beneficiary information. The system displays the Update Dependents/Beneficiaries selection screen shown in Figure 5-4.

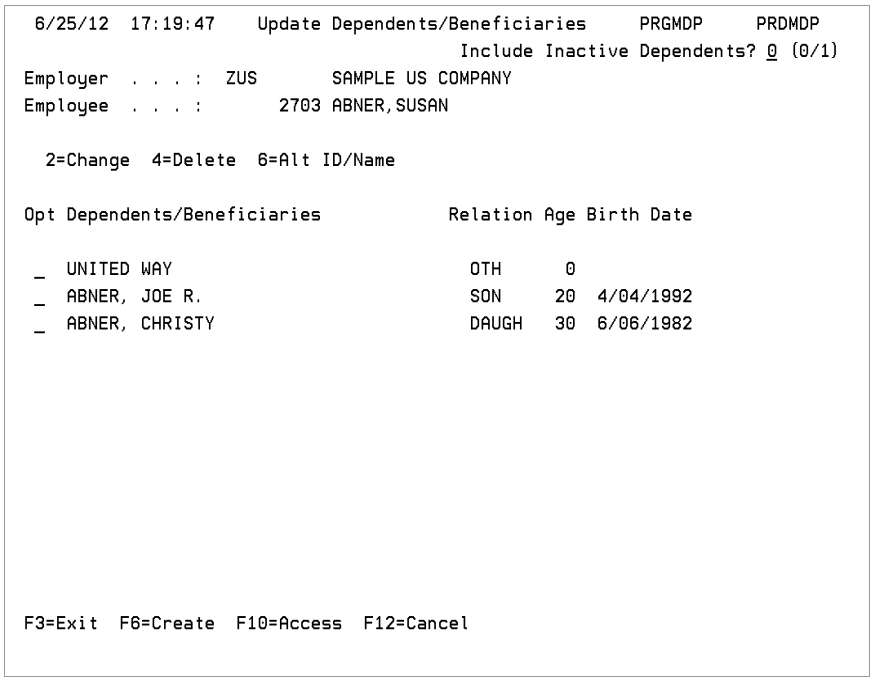

Figure 5-4: Update Dependents/Beneficiaries selection screen

On this screen you can perform the following:

- Change beneficiary or dependent information by typing **2**.
- Delete beneficiary or dependent information by typing **4**.
- Update alternate ID and name information by typing **6**.

  Use this action only when processing for localized situations, for example, Macau. See the *Guide to Localized Setup and Processing* for more information.

- Create new beneficiary or dependent information by pressing F6.

10 Use the information below to complete the information on the screen.

Include Inactive Dependents?

Specify whether to include only active dependents or both active and inactive dependents.

Valid values are:

0 Active only

1 Both active and inactive

11 Press F6. The system displays the Create Dependents/Beneficiaries screen shown in Figure 5-5.

```
 1/10/20  19:55:13     Create Dependents/Beneficiaries    PRGMDP2    PRDMDP2

Employer  . . . :  ZUS    SAMPLE US COMPANY
Employee  . . . :      80005 ACCURATE,ALAN D


Name  . . . . . .  ____________________________________________
- or - First Name  ____________________   MI _    Last Name ____________________
Active/Inactive?.  0  (0=Active 1=Inactive)
Relationship  . .  _____ +             Type  . . . . . .  1  (1->2)

Date of Birth . .  _________           Tax ID# . . . . .  ___________
Student?  . . . .  0  (0, 1, 2)       Internal seq# .    010
Gender  . . . . .  _ +                 User alpha  . .    _____
Disability  . . .  _                   User numeric  .    _______.00
Smoker? . . . . .  _                   Marriage Date .    _________
                                       Divorce Date  .    _________
Address . . . . .  ____________________________________
(Line 2)  . . . .  ____________________________________
(Line 3)  . . . .  ____________________________________


F3=Exit  F4=Prompt  F10=Access  F12=Cancel
```

Figure 5-5: Create Dependents/Beneficiaries screen

12 Use the following information to fill in the fields on this 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.

Note: The order in which the first name, middle initial and last name appear in this field depends upon your entry in the *Dependent Name* field on the benefit control.

or First Name, MI, Last Name

Type the dependent's first name, middle initial and last name.

Active/Inactive?

Specify whether the dependent record is active or inactive. If you specify that the dependent is inactive, the dependent cannot be enrolled in a benefit plan.

Valid values are:

0 Active

1 Inactive

Relationship

Type the code value that indicates the relationship of the dependent or beneficiary to the employee. You set up code values using code type **REL**. You must type a value in this field.

Type

Type a value that indicates the family status of the beneficiary or dependent.

Valid values for this field are:

1 True dependent who may also be a beneficiary

2 Nominated beneficiary

A true dependent (who may also be a beneficiary) is a person the employee can claim on his or her income tax return, such as a son, daughter or spouse. A nominated beneficiary can be a non-dependent son or daughter, other relative, friend, charity, trust and so on.

The List Employees Dependents report includes only those beneficiaries and dependents you designate as type **1**.

Date of Birth

Type the date of birth of the dependent or beneficiary. This is not a required field; however, the system uses this field to calculate the age of the dependent or beneficiary on this screen and when you use the *List Dependents by Age* function to generate a report.

Tax ID#

Type the tax identification number (Social Security Number in the U.S. and Social Insurance Number in Canada) of the dependent or beneficiary. This is not a required field.

Student?

In this field identify beneficiaries and dependents that are students.

Valid values for this field are:

0 The person is not a student.

1 The person is a full time student.

2 The person is a part time student.

Blank Student status not needed.

Gender

Specify the 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 the term of the disability for this dependent or beneficiary. 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.

Marriage Date

Specify the date of marriage of the dependent or beneficiary, if applicable.

Divorce Date

Specify the date of divorce of the dependent or beneficiary, if applicable.

Smoker?

Specify whether this dependent or beneficiary is a smoker. Valid values are:

N	No
Y	Yes
Blank	Unknown

Address

Type the mailing address of the dependent or beneficiary if it is different from the address in the employee's basic data record.

13 Press Enter when you have finished entering information for the dependent or beneficiary. The system stores the information and displays it on the Update Dependents/Beneficiaries selection screen.

14 Repeat steps 8 through 11 to enter additional beneficiaries and dependents for the employee or press F3 to return to the Update Employee Benefit Enrollments plan selection screen shown in Figure 5-6.

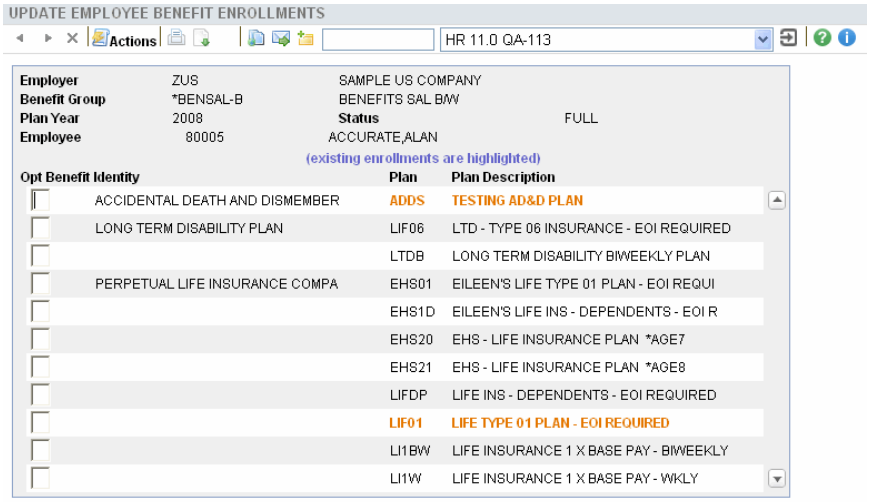

Figure 5-6: Update Employee Benefit Enrollments plan selection screen

15 Use the following information to work with this screen:

Working with Required Plans

If any of the plans in the employee's benefit group are required, **5** is in the *Opt* field adjacent to the plan. You indicate that a plan is required by typing **1** in the *Required Plan?* field on the benefit plan control record.

You cannot delete **5** from the *Opt* field for required plans. You must take action on all required plans by either setting up a pending enrollment record or declining the plan for the employee. If the employee does not want to enroll in the plan, you must type a date in the *Declined Date* field of the employee's enrollment record for this plan.

Opt

Type **5** in the *Opt* field next to each plan the employee has selected. After you set up pending enrollments for each of the employee's selected plans, the system highlights the employee's chosen plans on this screen.

16 Press Enter. The system presents an Employee Benefit Enrollment screen for each selected plan with the exception of auto-entry plans. The system presents the enrollment screens in the same order as they are listed on the Update Employee Benefit Enrollments screen. You set up pending enrollment records as you proceed through each of the enrollment screens for the employee.

The sections that follow provide you with information on how to enter a pending enrollment record for plans within each of the six benefit type categories.

Working with Auto Entry Plans

If any of the plans in the employee's benefit group are set up as auto entry plans, the system does not present an Employee Benefit Enrollment screen for those plans. You indicate that the system should automatically create pending enrollment records for a plan by typing **1** in the *Auto Entry?* field on the benefit plan control record. You cannot use the auto entry option for plans for which you allow the entry of beneficiaries and dependents.

You can view the Employee Benefit Enrollment screen for auto entry plans to verify employee enrollment information only after the system creates the pending enrollment record.

Setting Up Pending Enrollments for Life Insurance and Disability Plans

This topic includes information on the fields listed below that are common to all of the benefit plan types. Information for these fields is not repeated in the sections that cover pending benefit enrollment records for other benefit types:

- *Status*
- *Eligibility Date*
- *Pre-exist Expire*
- *Deduction Code*
- *Deduction Basis*
- *Deduction Freq.*
- *Policy #*

This topic also includes information for fields that are unique to the life insurance/disability benefit type.

Dependent Plans

If you specify **1** or **2** in the *Benefs/Depends?* field, the system displays a message on the Employee Benefit Enrollment screen for life type plans. The message informs you that the plan uses dependents and instructs you to press F9 to attach beneficiaries or dependents to the plan.

Use the information below to set up pending benefit enrollment records for plans set up using the life insurance/disability benefit types.

1 From the Update Employee Benefit Enrollments plan selection screen, select a life insurance or disability benefit plan. The system displays the Employee Benefit Enrollment screen for life insurance and disability plans shown in Figure 5-7.

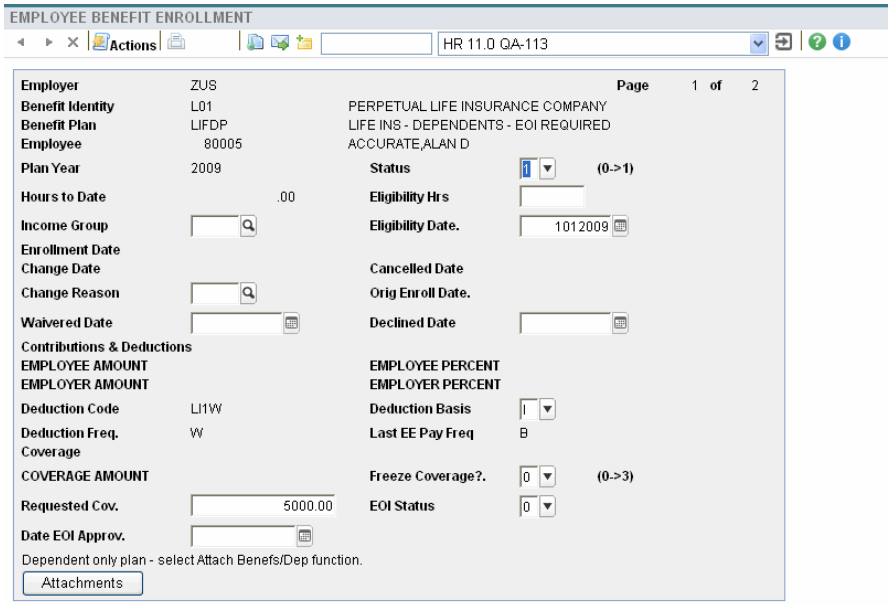

Figure 5-7: Employee Benefit Enrollment screen for life insurance and disability plans

When the system displays the Employee Benefit Enrollments screen for plans that use the life insurance and disability benefit types, it automatically completes the following fields with information from the benefit plan control:

- *Status*
- *Eligibility Date*
- *Employee Amount*
- *Employer Amount*
- *Deduction Code*
- *Deduction Basis*
- *Deduction Freq.*
- *Last EE Pay Freq*
- *Coverage Amount*
- *Policy #*
- *Requested Cov* for plans that require EOI

You can override the default information for most of the non-monetary fields on the Employee Benefit Enrollment screen. To update the default values in the *Employee Amount, Employer Amount* and *Coverage Amount* fields, you

must press F13 on the Employee Benefit Enrollment screen to access the Employee Benefit Change Transactions screen.

Before or after you verify or update the information on this screen, you can press F9 to attach the employee's dependents or beneficiaries to this plan. See Step 3 for details.

If you are using the Web interface, you can click **Attachments** to attach documents to a plan. See the "Working with Attachments" chapter in this guide for more information.

2 Use the information below to complete the fields on this screen.

Status

The system defaults the value in this field from the value in the *Status* field on the benefit plan control. You can override this value for exception employees. For example, you can set up a benefit plan as inactive in your organization but make it active for an individual employee.

Hours to Date

If eligibility hours are specified on the benefit plan control record, the system displays the number of hours the employee has accumulated in Infinium Payroll since his or her hire date. The system updates this field when you run the *Mass Update Enrollments* option based on the employee's posted payroll history for incomes in the specified income reporting group.

The system displays a value in this field only after you have run the *Mass Update Enrollments* function for a pay period ending date that is on or after the employee's eligibility date. It updates the value in this field only until the employee reaches the specified hours requirement and is enrolled in the plan.

For example, you set up a benefit plan that requires 500 hours of work in specified incomes. You hire an employee on May 5, 1997 and set up a pending benefit enrollment with an eligibility date of June 1, 1997. During the month of May, you pay the employee using Infinium Payroll and run the *Mass Update Enrollments* function. The system does not enroll the employee in the plan and does not update the *Hours to Date* field.

When you run the *Mass Update Enrollments* option with a period ending date of June 1, 1997, the system fills a value into the *Hours to Date* field based on the employee's pay history since May 1. It continues to update the value in the *Hours to Date* field until the employee accumulates 500 hours in the pay period ending on August 1. The system then enrolls the employee in the plan, using the original eligibility date of June 1, 1997, and stops incrementing the value in the *Hours to Date* field.

Eligibility Hrs

The number in this field defaults from the benefit plan control record. It specifies the number of hours the employee must work in order to be eligible to enroll in the specified plan. The system uses the employee's pay history on Infinium Payroll to verify the number of hours the employee accumulates toward the hours requirement.

You can override the eligibility hours required for exception employees. Type the appropriate value in this field and then type **1** in the *Freeze Coverage?* field to save the exception value.

When you enroll employees into benefit plans during your initial implementation of Infinium HR, you should not specify hours requirements on your benefit plans nor on employee records. Leave the *Eligibility Hrs* and *Income Group* fields blank unless you convert detailed employee check history into Infinium Payroll. You do not typically convert detailed employee check history, which is required for the system to process pending enrollments for plans that have hours worked requirements.

Income Group

The system defaults a code value into this field from the benefit plan control. Leave this field blank if you do not track eligibility hours for this plan. The system uses the incomes that are assigned to the specified income reporting group to determine when to process the employee's pending enrollment record for the plan.

You set up the income reporting group on Infinium Payroll and assign to it the incomes that count towards benefit eligibility.

Eligibility Date

The system defaults an eligibility date for the employee into this field based on the eligibility requirements you entered on the benefit plan control. You can override this date if necessary.

Enrollment Date

The system fills a date into the *Enrollment Date* field when you run the *Mass Update Enrollments* option. The system copies the date in the *Eligibility Date* field to the *Enrollment Date* field when it processes the employee's pending enrollment record.

You can use this field to quickly and easily determine if an employee's benefit enrollment record is pending or has already been processed. For example, since you cannot cancel an employee's benefit enrollment until the employee has been officially enrolled in the plan, you can use this field to determine if the system has processed the employee's pending enrollment record.

To manually enter an enrollment date that is different from the eligible date, you must press F13 to access the Employee Benefit Change Transactions screen. Refer to the section in this topic entitled “Entering Benefit Change Transactions” for details.

Change Date

If you have changed an employee’s enrollment in a plan, the system displays the change date in this field. You use the Employee Benefit Change Transactions screen to enter change dates. The system fills the *Change Date* field when it processes the pending change when you run the *Mass Update Enrollments* option.

Refer to the “Maintaining Employee Benefit Enrollments” chapter for more information about changing benefit enrollments.

Cancelled Date

If you have cancelled an employee’s enrollment in a plan, the system displays the cancellation date in this field. You use the Employee Benefit Change Transactions screen to enter cancellation dates. The system fills the *Cancelled Date* field when it processes the pending cancellation when you run the *Mass Update Enrollments* option.

Refer to the “Maintaining Employee Benefit Enrollments” chapter for more information about canceling benefit enrollments.

Change Reason

If you change an employee’s enrollment in a plan, the system completes this field with the reason for the change. The system completes the *Change Reason* field when you execute the *Mass Update Enrollments* function to process pending changes or when you execute the *Mass Copy Enrollment* function to copy enrollments to a new plan year.

Valid values are:

MCOPY When you use the *Mass Copy Enrollments* function to add or cancel an employee’s enrollment record.

ENROL When you enroll an employee in a benefit plan for the first time.

CANCL When you cancel an employee's enrollment record:

- By typing a cancellation date on the Benefit Change Transaction screen
- When the auto cancel function creates a cancel transaction due to the employee's termination
- By using the *Mass Cancel Enrollments* function for a specified benefit plan.

REENR When you re-enroll an employee in a benefit plan in which the employee was previously enrolled.

CHNGE When you use the *Mass Update Enrollments* function to process a change in amounts or contribution percentages entered on the Benefit Change Transaction screen.

Code value This is a code value associated with code type MRC, change reason code and identifies a reason for a change to this enrollment record.

The system also displays this value in an employee's history record when you add a new enrollment for an employee or delete a pending enrollment before you run the *Mass Update Enrollments* function.

Orig Enroll Date

The system completes this field with the date on which you first enroll an employee in the benefit plan.

If you cancel the employee's enrollment and later use the Employee Benefit Transaction Change screen within the *Update Employee Enrollments* function to re-enroll the employee in the plan, the system updates this field with the new enrollment date.

Waivered Date

You use this field only for U.S. IRS-qualified savings or retirement plans that require married employees to name their spouse as the primary beneficiary.

If the employee has named someone other than his or her spouse as the beneficiary, you must obtain the spouse's notarized signature waiving his or her rights to a distribution from the plan in the event of the employee's death. For informational and administrative purposes only, you can type the spouse's waiver date in this field.

Declined Date

Type the date on which the employee declined coverage of this plan. You normally do not fill in this field for every plan the employee declines; however, you must complete it for required plans in which the employee does not participate.

To enroll an employee who previously declined the coverage, press FieldExit to clear the *Declined Date* field. Then press F13 to access the Transactions screen and type a new enrollment date.

Entering Contributions and Deductions Information

Employee Amount

The system defaults the employee's cost per pay period for the plan into this field based on your specifications in the benefit plan control.

To override the default amounts, you must press F13 to access the Employee Benefit Change Transactions screen. Refer to the "Entering Benefit Change Transactions" section in this chapter for more information.

Employer Amount

The system defaults the employer's cost per pay period for the plan into this

To override the default amounts, you must press F13 to access the Employee Benefit Change Transactions screen. Refer to the section entitled "Entering Benefit Change Transactions for New Enrollees" for more information.

Deduction Code

The system defaults the deduction code value into this field based on the benefit plan control. You cannot override this value.

Deduction Basis

The system completes this field with a default value from the benefit plan control. You can override the default value to change the calculation method of the payroll deduction amounts for this employee's benefit enrollment. Valid values are:

I Take the deduction amount or percentage from the employee's deduction record. When you run the *Mass Update Enrollments* function, the system updates the employee's deduction record with the amount or percentage stored on the employee benefit enrollment record.

blank Take the deduction amount or percentage from the deduction control. Do not update employee's deduction record with amounts or percentages.

Deduction Freq.

The system defaults the deduction frequency value into this field based on the benefit plan control. You cannot override this value.

Last EE Pay Freq

The system displays the pay frequency value from the employee's basic data record the last time the enrollment record was updated by the *Mass Update Enrollments* function.

Because the *Mass Update Enrollments* function does not continue to process enrollment records where the *Freeze Coverage?* field value is **1**, this value may or may not reflect the employee's current pay frequency value from the basic data record.

Entering Coverage Information

Coverage Amount

For life insurance and disability plans only, the system defaults a value into the *Coverage Amount* field based on criteria on the benefit plan control.

To override the default amounts, you must press F13 to access the Employee Benefit Change Transactions screen. Refer to the section entitled "Entering Benefit Change Transactions for New Enrollees" for more information.

Freeze Coverage?

This field allows you to retain exception monetary values in the enrollment record of an employee. During the *Mass Update Enrollments* function, the system normally updates the monetary values in employee enrollment records based on plan specifications. When you override one or more values in employee enrollment records, the system uses the *Freeze Coverage?* field to indicate that it should not update certain information in the enrollment

records of exception employees in the future after it first processes the record that contains the exception values.

If you enter a value in the *Freeze Coverage* field for the employee and the plan, the system uses the value in the *Freeze Coverage* field in the employee's record; the value in the employee's record overrides the value in the *Freeze Coverage* field on the plan record.

Valid values for this field are:

0 Do not freeze the employee's enrollment record; allow the *Mass Update Enrollments* function to update values in the employee's record using specifications on the benefit plan control.

1 Freeze the employee's enrollment record; do not allow the *Mass Update Enrollments* function to update values in the employee's record using specifications on the benefit plan control.

2 Freeze the employee's coverage and recalculate the rates when you use the *Mass Update Enrollments* function.

3 Freeze the employee's rates and recalculate the coverage amount when you use the *Mass Update Enrollments* function.

The system only displays the following three fields when you specify yes in the *EOI Required?* field on the Update Plans screen:

Requested Cov

The value in this field is the amount the system calculates based upon the value in the *Base Sal Factor* field on the Update Life Insurance Plans screen. You can override this amount with a requested coverage amount pending approval of the EOI.

EOI Status

Specify the status of the EOI forms.Valid values are:

0 Waiting approval

1 Approved

2 New approval requested

3 Approved for an alternate amount

4 Approval denied

Note: Infinium Self Service uses only values **0** and **1** when determining the EOI message displayed to the user.

Date EOI Approv

Type the approval date for the EOI.

3 Press Enter. The system displays the Employee Benefit Enrollment miscellaneous and HIPAA information screen for life insurance and disability plans shown in Figure 5-8.

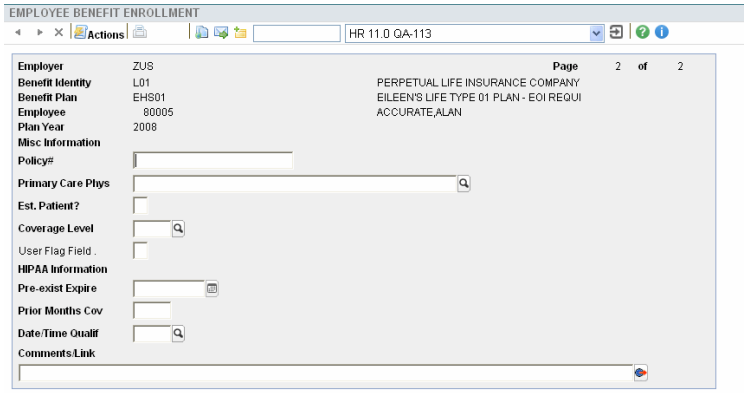

Figure 5-8: Employee Benefit Enrollment miscellaneous and HIPAA information screen for life insurance and disability plans

4 Use the information below to complete the fields on this screen.

Policy#

The system defaults a number into this field based on the benefit plan control. You can type an override policy number for the employee, if applicable.

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

Coverage Level

Specify the value that identifies this employee's level of coverage for this benefit.

The code type associated with this value is CLC. Use the *Update Employer Codes* function to define code values.

User Flag Field

Type a value to be used for custom programming.

Pre-exist Expire

You can enter a date for expiration of a pre-existing condition. The *Pre-exist Expire* 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* field.

Prior Months Cov.

Specify the number of months this employee had coverage under a previous benefit according to the HIPAA certificate.

Date/Time Qualif

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 code value is DTQ. Use the *Update Employer Codes* function to define code values.

Comments/Link

Type any comments related to this enrollment. If you use the *Update Employee Enrollments* function on the Web, you can type a document or URL link in this field.

Assigning Beneficiaries or Dependents to the Plan

5 Press F9 to assign one or more of the employee's beneficiaries or dependents to this plan. The system displays the Display Beneficiaries and Dependents screen shown in Figure 5-9.

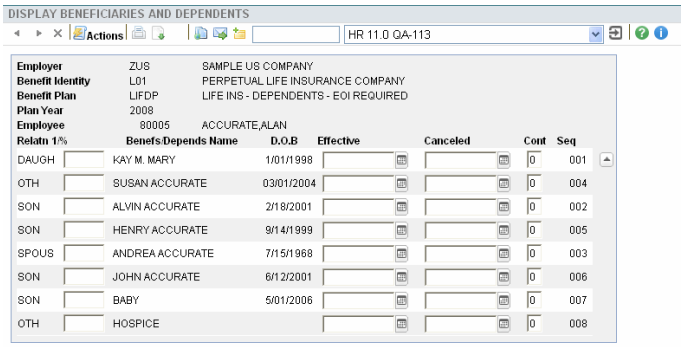

Figure 5-9: Display Beneficiaries and Dependents screen

If you use plan year processing, the system adds this dependent or beneficiary information to enrollment records for all plan years.

If you type **1** or **2** in the *Benefs/Depends?* field on the benefit plan control, the system presents the Display Beneficiaries and Dependents screen when you press F9 on the Employee Benefit Enrollment screen. If you entered basic information for the employee's beneficiaries and dependents by pressing F5 from the Update Employee Benefit Enrollments screen, the system displays the names and other information about the dependents and beneficiaries.

If you do not enable the system to display beneficiaries and dependents for this plan, the system displays the following error message when you press F9 on the Employee Benefit Enrollment screen:

> **There are no beneficiaries or dependents to display for this plan: Please press enter to continue.**

6 You can press F6, Sum/Expand, to display additional dependent/beneficiary information shown in Figure 5-10.

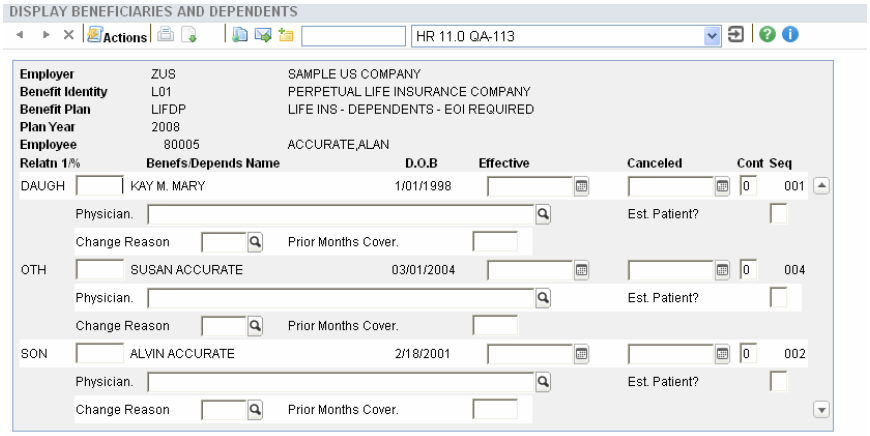

Figure 5-10: Display Beneficiaries and Dependents screen with more information

Use the information below to complete the fields on this screen.

Relatn

The system defaults the relationship code value you assigned to the beneficiary or dependent on the Update Dependents/Beneficiaries screen into this field.

1/%

In this field you can type a monetary value, such as **1**, or a percentage, depending on the type of benefit plan with which you are working.

If you are connecting beneficiaries to plans with residual cash value if the employee dies, such as life insurance, accidental death and dismemberment, savings and retirement plans, type the percentage of the cash settlement each beneficiary is to receive adjacent to the names of the appropriate people or entities.

For example, before you select benefit plans for an employee you enter information for six people in the employee's beneficiary and dependents file. You then select a life insurance plan for the employee. The employee elects to give one-half of his life insurance proceeds to his wife and one-half to his mother. You type **50** in the *1/%* field for only these two people.

If you are assigning dependents to plans that provide them with benefit coverage, such as medical, dental and vision plans, you type **1** in the *1/%* field adjacent to the names of the appropriate people to identify them as plan participants.

Benefits/Depends Name

The system displays the names of all beneficiaries and dependents of this employee based on the information you entered on the Update Dependents/Beneficiaries screen.

D.O.B.

The system displays the date of birth for the beneficiaries and dependents for which you entered a birth date on the Update Dependents/Beneficiaries screen.

Effective

Type the starting date in the plan for the selected beneficiaries or dependents.

If the starting date for the beneficiaries or dependents is the same as the employee's eligibility date for the plan, leave this field blank. When you run the *Mass Update Enrollments* option, the system automatically enters the date from the employee's *Eligibility Date* field into this field

Canceled

Type the date the plan is canceled for a particular beneficiary or dependent. The system automatically updates this field when you cancel an employee's enrollment in the selected plan.

Cont.

For plans to which you assign beneficiaries, use this field to indicate whether you are entering a primary or a contingent beneficiary.

Primary beneficiaries receive a settlement from a plan in the event of the employee's death. Contingent beneficiaries receive a settlement if the primary beneficiaries die before or at the same time as the employee dies.

Valid values for this field are:

0 Primary beneficiary

1 Contingent beneficiary

Physician

Type the name of the primary care physician for this dependent.

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 primary care physician. Valid values are:

0 Unknown

1 Established patient

2 Not established patient

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 code value is MRC. Use the *Update Employer Codes* function to define code values.

Prior Months Cover

Specify the number of months this dependent or beneficiary had coverage under a previous benefit according to the HIPAA certificate.

7 To review the calculations, press Enter. The system displays the Calc. Benef./Depend. Rates Worksheet screen. The information on this screen includes the total rates for all beneficiaries and dependents who are covered and the date used as the basis for the age calculation.

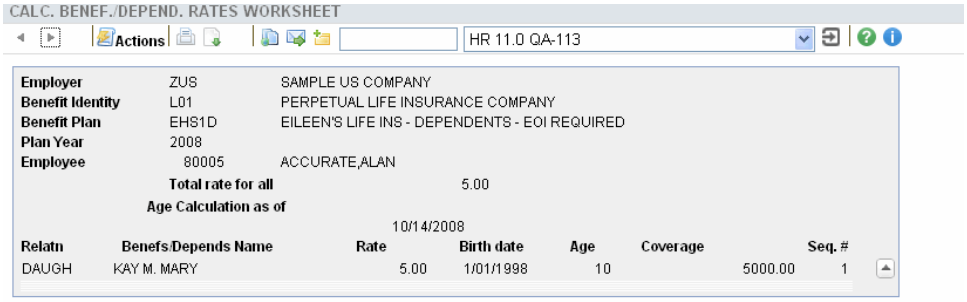

Figure 5-11: Calc. Benef./Depend. Rates Worksheet screen

8 Press Enter to accept the changes you made. Otherwise, press Cancel.

9 For dependent plans, you can press F7 on the Display Beneficiaries and Dependents screen to display the Display Benef. /Depend. Coverage screen shown in Figure 5-12.

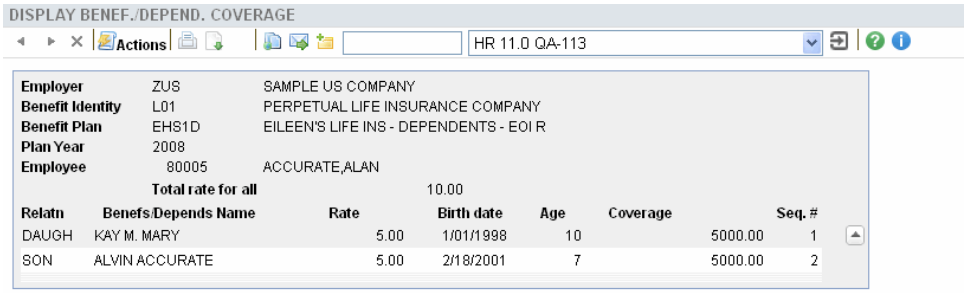

Figure 5-12: Display Benf./Depend. Coverage screen

10 Press Enter to save your changes and exit this screen.

11 Press Enter or F3 to exit this screen. The system returns you to the Employee Benefit Enrollment screen from which you accessed the Display Beneficiaries and Dependents screen.

12 Press Enter to create a pending benefit enrollment record for the current plan and advance to the next selected plan.

Setting Up Pending Enrollments for Health Plans

Use the information below to set up pending benefit enrollment records for plans you set up using one of the health benefit types.

1 From the Update Employee Benefit Enrollments plan selection screen, select a health plan. The system displays the Employee Benefit Enrollment screen for health plans shown in Figure 5-13.

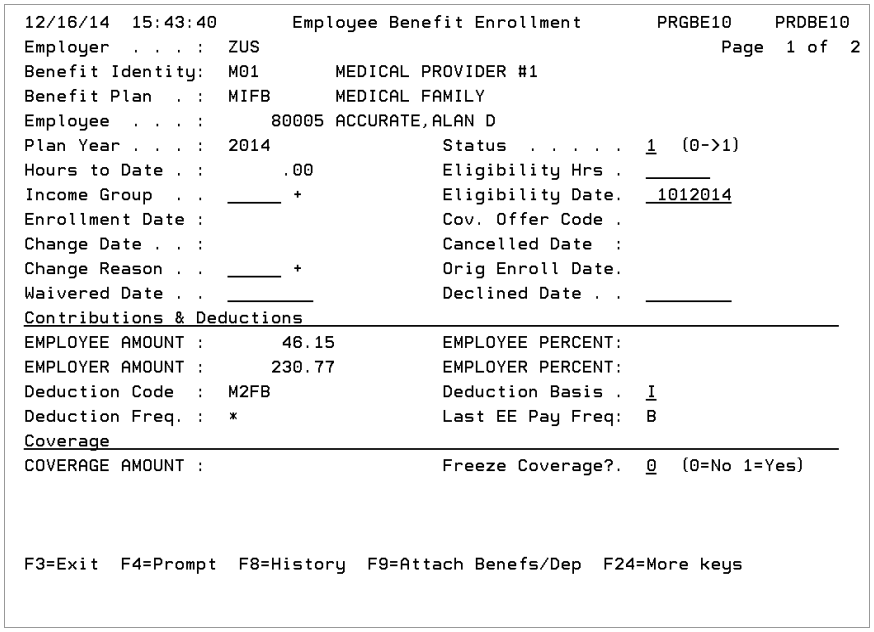

Figure 5-13: Employee Benefit Enrollment screen for health plans

When the system displays the Employee Benefit Enrollments screen for plans that use the health benefit types, it automatically completes the following fields using information on the benefit plan control:

- *Status*
- *Eligibility Date*
- *Cov. Offer Code*
- *Employee Amount*
- *Employer Amount*
- *Deduction Code*
- *Deduction Basis*
- *Deduction Freq.*
- *Last EE Pay Freq*
- *Policy #*

You can override the default information for most of the non-monetary fields on this screen. You must access the Employee Benefit Change Transactions screen to update the default values in the *Employee Amount, Employer Amount* and *Coverage Amount* fields. Refer to the “Entering Benefit Change Transactions for New Enrollees” section in this chapter for details on how to override monetary values.

You can override the *Cov. Offer Code* field during the new hire process when you use the *Enter New Hires* function. You can also override the *Cov. Offer Code* field when you use the *Update Basic Data* function. See the "Tracking Affordable Care Act Related Data" chapter in this guide for more information.

Before or after you verify or update the information on this screen, you can press F9 to assign the employee's dependents to this plan. Refer to the "Assigning Beneficiaries or Dependents to the Plan" section in this chapter for details.

Refer to the "Setting Up Pending Enrollments for Life Insurance and Disability Plans" section in this chapter for information on how to complete the fields on this screen.

If you are using the Web interface, you can click **Attachments** to attach documents to a plan. See the "Working with Attachments" chapter in this guide for more information.

2 Press Enter. The system displays the Employee Benefit Enrollment miscellaneous and HIPAA information screen for health plans.

Refer to the "Setting Up Pending Enrollments for Life Insurance and Disability Plans" section in this chapter for information on how to complete the fields on this screen.

3 Press Enter to create a pending benefit enrollment record for the current plan and advance to the next selected plan.

Setting Up Pending Enrollments for Retirement Plans

Use the following information to set up pending benefit enrollment records for plans you set up using the retirement benefit type. This section includes information on only the fields that are unique to the retirement plan benefit type.

1 From the Update Employee Benefit Enrollments plan selection screen, select a retirement plan. The system displays the Employee Benefit Enrollment screen for retirement plans shown in Figure 5-14.

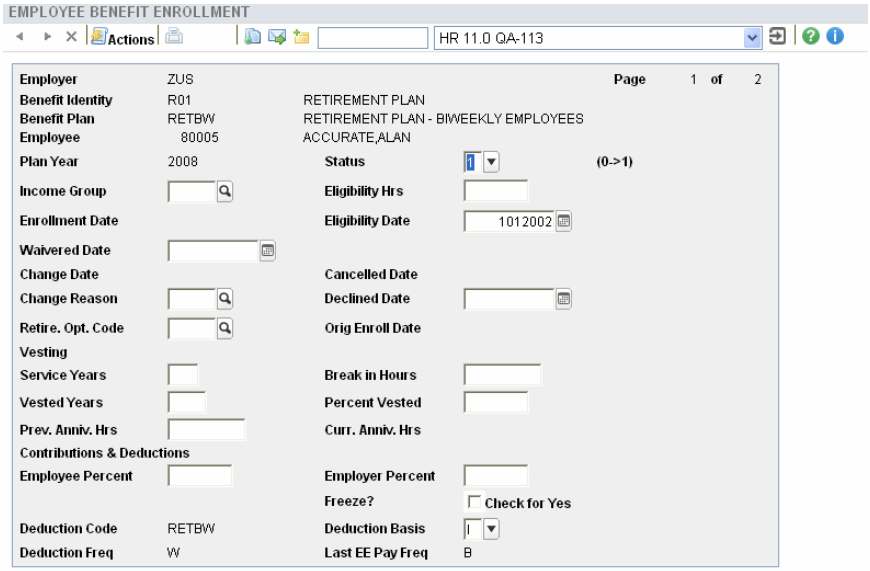

Figure 5-14 Employee Benefit Enrollment screen for retirement plans

When the system displays the Employee Benefit Enrollments screen for plans that use the retirement benefit type, it automatically completes the following fields with information from the benefit plan control:

- *Status*
- *Eligibility Date*
- *Employer Percent (depending on your plan setup)*
- *Deduction Code*
- *Deduction Basis*
- *Deduction Freq.*
- *Last EE Pay Freq*
- *Policy #*

Before or after you verify or update the information on this screen, you can press F9 to assign the employee's beneficiaries to this plan. Refer to the "Assigning Beneficiaries or Dependents to the Plan" section in this chapter for information on how to assign beneficiaries to the employee's enrollment record.

2 Use the following information to complete the fields on this screen. Refer to the "Setting Up Pending Enrollments for Life Insurance and Disability Plans" section in this chapter for information on how to complete the fields on this screen that are common to all benefit plans. Refer to the "Implementing Vesting Calculations" chapter in this guide for additional information.

Entering Vesting Information

Service Years

In this field type the number of years of service for which the employee is credited. The system updates this field by one each time you run the *Final Vesting Calculations* function based on the later of the employee's rehire date, adjusted date of hire, or date of hire. To be credited with a year of service, the employee must satisfy the length of service and hours worked criteria specified on the retirement benefit plan control for the plan year being processed.

Break in Hours

For vesting calculations, you can credit the employee with hours worked when he or she is inactive due to a leave or other approved absence.

For example, if a full-time employee who works 173. 33 hours per month is on a disability leave for one month, you can type **173.33** in this field to include the employee's absence hours in the hours counted towards vesting and service credit for this plan.

The system adds the value in this field to the value in the *Prev. Anniv. Hrs* field to determine if the employee receives credit for another service year and vested year.

Vested Years

In this field type the number of years for which the employee receives vesting credit. The system updates this field when you run the *Final Vesting Calculations* function based on the value in the *Service Years* field and the vesting table you associate with the retirement benefit plan control. In order to be credited with a vested year, the employee's age on the plan anniversary date must exceed the minimum vesting age you specified on the benefit plan control.

Percent Vested

The system updates this field when you run the *Final Vesting Calculations* function based on the employee's vested years and the vesting table you associate with the benefit plan control.

When you run the *Final Vesting Calculations* function, the system increments the value in this field if the employee moves from one vesting category to another, as defined on the vesting table associated with the retirement plan.

Prev. Anniv. Hrs

If your plan includes an hours worked requirement, you use this field to track the hours the employee worked during the latest plan year for which you have not yet calculated vesting. The system uses the values in the *Eligiblity Hrs* and *Income Group* fields along with the employee's pay history on Infinium Payroll to update this field when you run the *Mass Update Enrollments* function. When you later run the *Final Vesting Calculation* function, the system uses the value in this field to determine if the employee receives credit for a service year.

When you first implement Infinium HR, you can manually update this field by typing the number of hours not processed through Infinium Payroll that the employee worked during the past plan anniversary year.

Entering Contributions and Deductions Information

Employee Percent

If the employee contributes to the retirement plan, type his or her contribution percentage in this field. For example, if the employee contributes 5%, type **5** in this field.

Employer Percent

If you specified a value in the *Employer Contrib %* field on the benefit plan control, the system defaults that value into this field. You can delete or override the standard value if necessary.

You can enter a value in this field even if you did not specify a standard employer contribution percent on the benefit plan control.

3 Press Enter. The system displays the Employee Benefit Enrollment miscellaneous and HIPAA information screen for retirement plans.

Refer to the "Setting Up Pending Enrollments for Life Insurance and Disability Plans" section in this chapter for information on how to complete the fields on this screen.

4 Press Enter to create a pending benefit enrollment record for the current plan and advance to the next selected plan.

Setting Up Pending Enrollments for Percentage Savings Plans

Use the following information to set up pending benefit enrollment records for plans you set up using the percentage savings plan benefit type. This section

includes information on only the fields that are unique to the percentage savings plan benefit type.

1 From the Update Employee Benefit Enrollments plan selection screen, select a percentage savings plan. The system displays the Employee Benefit Enrollment screen for percentage savings plans shown in Figure 5-15.

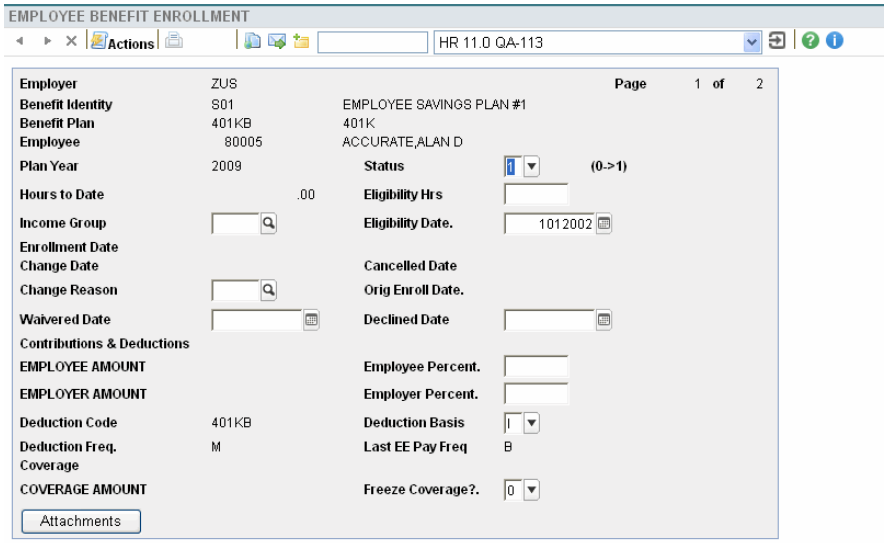

Figure 5-15 Employee Benefit Enrollment screen for percentage savings plans

When the system displays the Employee Benefit Enrollments screen for plans that use the percentage savings plan benefit type, it automatically completes the following fields with information from the benefit plan control:

- *Status*
- *Eligibility Date*
- *Deduction Code*
- *Deduction Basis*
- *Deduction Freq.*
- *Last EE Pay Freq*
- *Policy #*

Before or after you verify or update the information on this screen, you can press F9 to assign the employee's beneficiaries to this plan. Refer to the "Assigning Beneficiaries or Dependents to the Plan" section in this chapter for information on how to assign beneficiaries to the employee's enrollment record.

If you are using the Web interface, you can click **Attachments** to attach documents to a plan. See the “Working with Attachments” chapter in this guide for more information.

2 Use the following information to complete the fields on this screen. Refer to the “Setting Up Pending Enrollments for Life Insurance and Disability Plans” section in this chapter for information on how to complete the fields on this screen that are common to all benefit plans.

Entering Contributions and Deductions Information

Employee Percent

If the employee contributes to the savings plan, type his or her contribution percentage in this field. The system compares your entry to the values in the *EE Minimum %* and *EE Maximum %* fields on the benefit plan control. It generates an error message when you press Enter to exit from this screen if your entry does not fit within the specified range. You must correct the value in this field before you can exit from this screen and save the enrollment information.

Employer Percent

If your employer contributes to the savings plan, you can type the contribution percentage in this field. If your plan has a matching employer contribution and you have completed the *ER Matching* % or *ER Matching Table* and *ER Maximum %* fields on the benefit plan control, you can leave this field blank for the system to calculate the matching percentage when you exit from the screen.

When you press Enter to exit from this screen, the system uses the *ER Matching %* or *ER Matching Table* and *ER Maximum %* fields on the benefit plan control to calculate the employer’s contribution as a ratio of the employee’s contribution.

3 Press Enter. The system displays the Employee Benefit Enrollment miscellaneous and HIPAA information screen for percentage savings plans.

Refer to the “Setting Up Pending Enrollments for Life Insurance and Disability Plans” section in this chapter for information on how to complete the fields on this screen.

4 Press Enter to create a pending benefit enrollment record for the current plan. If you elected to use the fund split screen, the system displays the Update Employee Enrollments screen with the Employee Fund Allocations window shown in Figure 5-16.

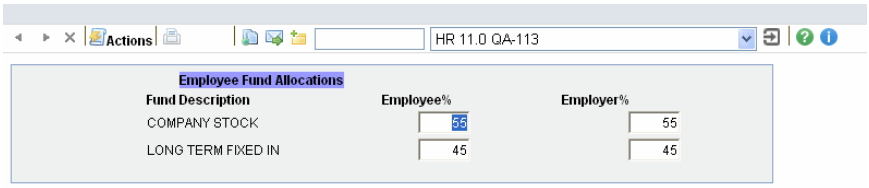

Figure 5-16 Enrollments Screen with the employee fund allocations window

5 Use the following information to complete the fields in the window on this screen.

The system displays the default percentages you assigned to one or more of the fund splits on the savings plan control. You can accept the default values or replace them with the percentages specified by the employee whom you are enrolling in the plan.

The values in the *Employee %* fields must total 100; similarly, the values in the *Employer %* fields must total 100. For example, if the employee invests 50% of his savings plan contribution in the stock fund, he or she must invest 50% in one or more of the other investment choices on this screen.

6 Press Enter. The system advances to the next selected plan or returns to the Update Employee Benefit Enrollments selection screen.

Setting Up Pending Enrollments for Flat Amount Savings Plans

Use the following information to set up pending benefit enrollment records for plans you set up using the flat amount savings plan benefit type. This section includes information on only the fields that are unique to the flat amount savings plan benefit type.

1 From the Update Employee Benefit Enrollments plan selection screen, select a flat amount savings plan. The system displays the Employee Benefit Enrollment screen for flat amount savings plans shown in Figure 5-17.

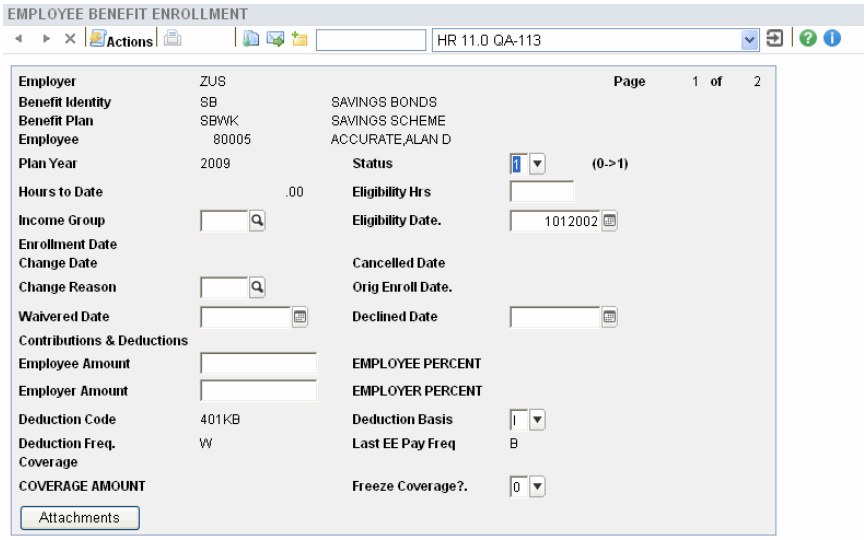

Figure 5-17 Employee Benefit Enrollment screen for flat amount savings plans

When the system displays the Employee Benefit Enrollments screen for plans that use the flat amount savings plan benefit type, it automatically completes the following fields with information from the benefit plan control:

- *Status*
- *Eligibility Date*
- *Deduction Code*
- *Deduction Basis*
- *Deduction Freq.*
- *Last EE Pay Freq*
- *Policy #*

Before or after you verify or update the information on this screen, you can press F9 to assign the employee's beneficiaries to this plan. Refer to the "Assigning Beneficiaries or Dependents to the Plan" section in this chapter for information on how to assign beneficiaries to the employee's enrollment record.

If you are using the Web interface, you can click **Attachments** to attach documents to a plan. See the "Working with Attachments" chapter in this guide for more information.

2 Use the following information to complete the fields on this screen. Refer to the "Setting Up Pending Enrollments for Life Insurance and Disability Plans"

section in this chapter for information on how to complete the fields on this screen that are common to all benefit plans.

Entering Contributions and Deductions Information

Employee Amount

If the employee contributes to the savings plan, type his or her pay period contribution amount in this field.

Employer Amount

If the employer contributes to the savings plan, type the pay period contribution amount in this field.

3 Press Enter. The system displays the Employee Benefit Enrollment miscellaneous and HIPAA information screen for flat amount savings plans.

Refer to the “Setting Up Pending Enrollments for Life Insurance and Disability Plans” section in this chapter for information on how to complete the fields on this screen.

4 Press Enter to create a pending benefit enrollment record for the current plan and advance to the next selected plan.

Setting Up Pending Enrollments for Stock Purchase Plans

Use the following information to set up pending benefit enrollment records for plans you set up using the stock purchase plan benefit type. This section includes information on only the fields that are unique to the stock purchase plan benefit type.

1 From the Update Employee Benefit Enrollments plan selection screen, select a stock purchase plan. The system displays the Employee Benefit Enrollment screen for stock purchase plans shown in Figure 5-18.

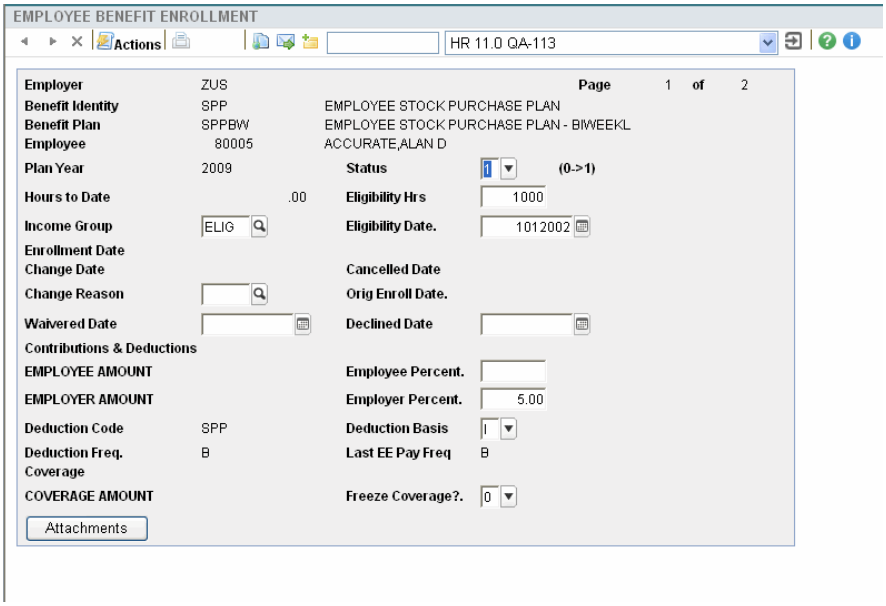

Figure 5-18 Employee Benefit Enrollment screen for stock purchase plans

2 When the system displays the Employee Benefit Enrollments screen for plans that use the stock purchase plan benefit type, it automatically completes the following fields with information from the benefit plan control:

- *Status*
- *Eligibility Date*
- *Deduction Code*
- *Deduction Basis*
- *Deduction Freq.*
- *Employer Percent (depending on your plan setup)*
- *Last EE Pay Freq*
- *Policy #*

Before or after you verify or update the information on this screen, you can press F9 to assign the employee's beneficiaries to this plan. Refer to the "Assigning Beneficiaries or Dependents to the Plan" section in this chapter for information on how to assign beneficiaries to the employee's enrollment record.

If you are using the Web interface, you can click **Attachments** to attach documents to a plan. See the "Working with Attachments" chapter in this guide for more information.

3 Use the following information to complete the fields on this screen. Refer to the “Setting Up Pending Enrollments for Life Insurance and Disability Plans” section in this chapter for information on how to complete the fields on this screen that are common to all benefit plans.

Entering Contributions and Deductions Information

Employee Percent

If the employee contributes to the stock purchase plan, type his or her contribution percentage in this field. The system compares your entry to the values in the *Minimum Contrib %* and *Maximum Contrib %* fields on the benefit plan control. It generates an error message when you press Enter to exit from this screen if your entry does not fit within the specified range.

Employer Percent

If the employer contributes to the savings plan, you can type the contribution percentage in this field. If your plan has a matching employer contribution and you have completed the *Matching Contrib %* field on the benefit plan control, you can leave this field blank for the system to calculate the matching percentage when you exit from the screen.

When you press Enter to exit this screen, the system uses the *Matching Contrib %* field on the benefit plan control to calculate the employer’s contribution as a ratio of the employee’s contribution.

4 Press Enter. The system displays the Employee Benefit Enrollment miscellaneous and HIPAA information screen for flat amount savings plans.

Refer to the “Setting Up Pending Enrollments for Life Insurance and Disability Plans” section in this chapter for information on how to complete the fields on this screen.

5 Press Enter to create a pending benefit enrollment record for the current plan and advance to the next selected plan.

Setting Up Pending Enrollments for Spending Account Plans

Use the following information to set up pending benefit enrollment records for plans you set up using the spending account plan benefit type. This section includes information on only the fields that are unique to the spending account plan benefit type.

1 From the Update Employee Benefit Enrollments plan selection screen, select a spending account plan. The system displays the Employee Benefit Enrollment screen for spending account plans shown in Figure 5-19.

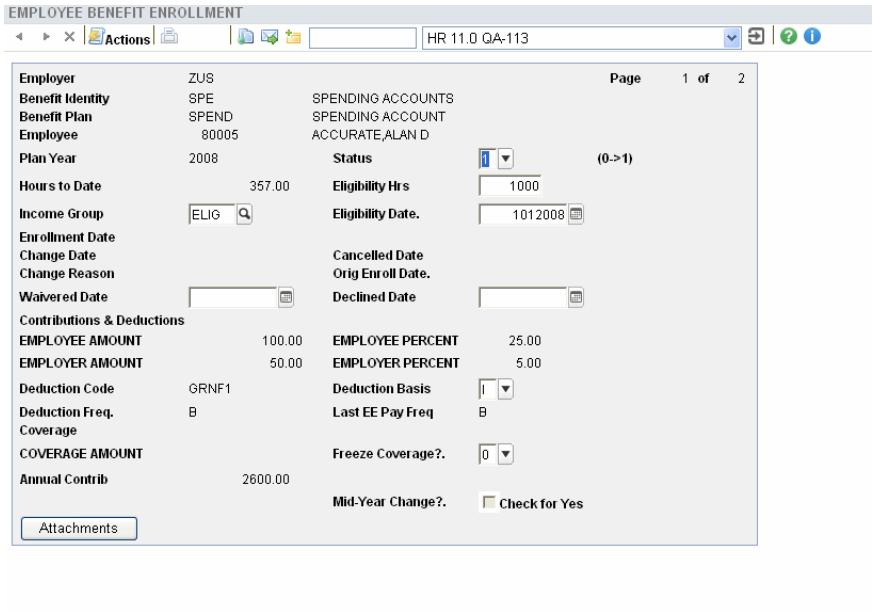

Figure 5-19: Employee Benefit Enrollment screen for spending account plans

When the system displays the Employee Benefit Enrollments screen for plans that use the spending account plan benefit type, it automatically completes the following fields with information from the benefit plan control:

- *Status*
- *Eligibility Date*
- *Deduction Code*
- *Deduction Basis*
- *Deduction Freq.*
- *Last EE Pay Freq*
- *Policy #*

Before or after you verify or update the information on this screen, you can press F9 to assign the employee's beneficiaries to this plan. Refer to the "Assigning Beneficiaries or Dependents to the Plan" section in this chapter for information on how to assign beneficiaries to the employee's enrollment record.

If you are using the Web interface, you can click **Attachments** to attach documents to a plan. See the "Working with Attachments" chapter in this guide for more information.

2 Use the following information to complete the fields on this screen. Refer to the “Setting Up Pending Enrollments for Life Insurance and Disability Plans” section in this chapter for information on how to complete the fields on this screen that are common to all benefit plans.

Entering Contributions and Deductions Information

Employee Amount

If the employee contributes to the spending account, type the pay period contribution amount in this field.

Employer Amount

If the employer contributes to the spending account, type the pay period contribution amount in this field.

Basing the calculation on the employee’s pay frequency, the system annualizes the combined amounts from the *Employee Amount* and *Employer Amounts* fields and compares the annualized amount with the minimum and maximum allowances defined for the benefit plan. If the amount exceeds the defined range, the system generates an error message when you press Enter to exit the screen. You can press F21 to override the error message and accept the contribution amounts.

Mid-Year Change

The system uses the value in this field to calculate the value of annual contributions to a flexible spending account benefit plan.

Specify no if this enrollment is for a complete benefit (calendar) year. Specify yes if this enrollment occurs midway through a year.

If the enrollment is not a mid-year change, the annual contribution is calculated as the per-pay-period contribution amount multiplied by the number of pay periods for the employee in a year. If the enrollment is a mid-year change, the annual contribution is calculated as the per-pay-period amount multiplied by the number of pay periods remaining in the year. The remaining pay periods in the year are taken from the employee's payroll cycle.

3 Press Enter. The system displays the Employee Benefit Enrollment miscellaneous and HIPAA information screen for flat amount savings plans.

Refer to the “Setting Up Pending Enrollments for Life Insurance and Disability Plans” section in this chapter for information on how to complete the fields on this screen.

4 Press Enter to create a pending benefit enrollment record for the current plan and advance to the next selected plan.

When you exit the record, the system stores the annual contribution amount for the employee's spending account in the *Annual Contrib* field.

Entering Mid-Year Enrollments or Changes for Spending Account Enrollments

When you hire new employees during the year or an employee has lifestyle changes that require deduction changes, you can enroll the new hire or the employee requiring changes into flexible spending accounts (FSA) and use the remaining pay periods as the basis for calculating the correct deduction for this benefit.

The system uses the remaining pay periods in the cycle to calculate annual contribution amounts for FSA. For mid-year changes, to calculate the annual contribution, the system multiplies the number of remaining pay periods on the employee's payroll cycle by the per-pay-period contribution amount and adds the year-to-date amount of any FSA contributions already deducted in the year.

To process new hires or an employee's mid-year lifestyle changes that result in deduction changes, you must:

- Set up the pay cycle to reflect the remaining pay periods in the year

  The *Close Employer for Calendar Year* function resets the remaining number of pay periods for the cycle for the next year based on the cycle frequency.

  The system subtracts **1** from the *Pay Pds. Remaining* field on the Update Cycle Controls screen each time you run the cycle.

  You can also update the value in the *Pay Pds. Remaining* field on the Update Cycle Controls screen if it requires manual adjustment.

- Specify that the change is a mid-year change on the employee's benefit enrollment record

  You can specify that the enrollment is a mid-year change when you enter the new enrollment a new hire.

  You can specify that the enrollment is a mid-year change on an employee's benefit enrollment record.

  You can specify that the enrollment is a mid-year change to an existing FSA enrollment on an employee's benefit change record.

Setting Up Cycle Controls for the Remaining Pay Periods in the Year

WARNING! If you use a regular cycle with a different period ending date to process voids or special adjustments, the system decreases the remaining periods by 1 when you post the cycle. If so, the remaining periods on the cycle are 1 fewer than they should be. You must update the *Pay Pds. Remaining* field for the specified cycle if this situation occurs. Otherwise, the spending account annual contributions for the remainder of the year will be incorrect. This situation does not occur if you use a void cycle.

WARNING! To reduce the value in this field when you post the cycle, a value must exist in the *Pay Frequency* and the *Pay Pds. Remaining* fields.

Complete the steps below to set up cycle controls.

1 From the Infinium PY main menu select *Master Files.*

2 Select *Update Master Files.*

3 Select *Update Cycle Controls* [UCY]. The system displays the Update Cycle Controls prompt screen.

4 Specify the employer and cycle. The system displays a screen similar to Figure 5-20.

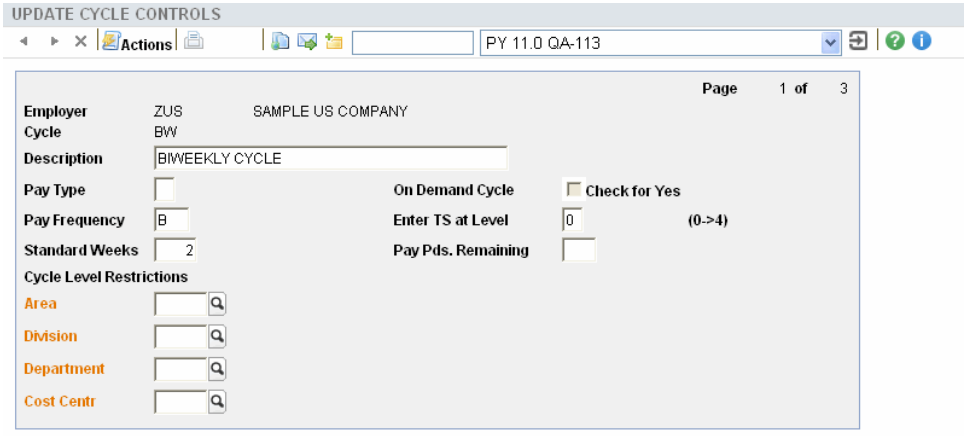

Figure 5-20: Update Cycle Controls screen 1

5 Use the information below to complete this screen.

Pay Frequency

Specify the pay frequency for this cycle.

You can choose from the following frequencies:

D	Daily; you cannot use this frequency for flexible spending accounts
W	Weekly
B	Bi-weekly (26 pay periods per year)
S	Semi-monthly (24 pay periods per year)
M	Monthly
10	Ten pay periods per year
13	Thirteen pay periods per year
22	Twenty-two pay periods per year
27	Twenty-seven pay periods per year
53	Fifty-three pay periods per year
Blank	Unrestricted

Pay Pds. Remaining

Specify the number of remaining pay periods for this cycle.

WARNING! To reduce the value in this field at the time of posting the cycle, a value must exist in the *Pay Frequency* and the *Pay Pds. Remaining* fields.

You can change this value if it is incorrect or if it is not set by the year end closing process.

WARNING! If you use a regular cycle to process voids or special adjustments with a different period ending date, the system decreases the remaining periods by **1** when you post the cycle. If so, the remaining periods on the cycle are **1** fewer than they should be. You must update the *Pay Pds. Remaining* field for the specified cycle if this situation occurs. Otherwise, the spending account annual contributions for the remainder of the year will be incorrect. This situation does not occur if you use a void cycle.

6 Complete the remaining fields as you normally would.

7 Press Enter. The system displays the second Update Cycle Controls screen.

8 Complete the second Update Cycle Controls screen as you normally would.

9 Press Enter. The system displays the third Update Cycle Controls screen.

10 Complete the third Update Cycle Controls screen as you normally would.

11 Press Enter to exit and save and return to the Update Cycle Controls prompt screen.

12 Press F3 to exit to the main menu.

Setting up an Employee as Eligible for a Mid-year Change

You can specify that the enrollment is a mid-year change when you enter a new enrollment for new hire.

You can specify that the enrollment is a mid-year change on an employee's benefit enrollment record.

Complete the steps below to identify an employee as eligible for mid-year changes.

1 From the Update Employee Benefit Enrollments plan selection screen, select a spending account plan. The system displays the Employee Benefit Enrollment screen for spending account plans shown in Figure 5-21.

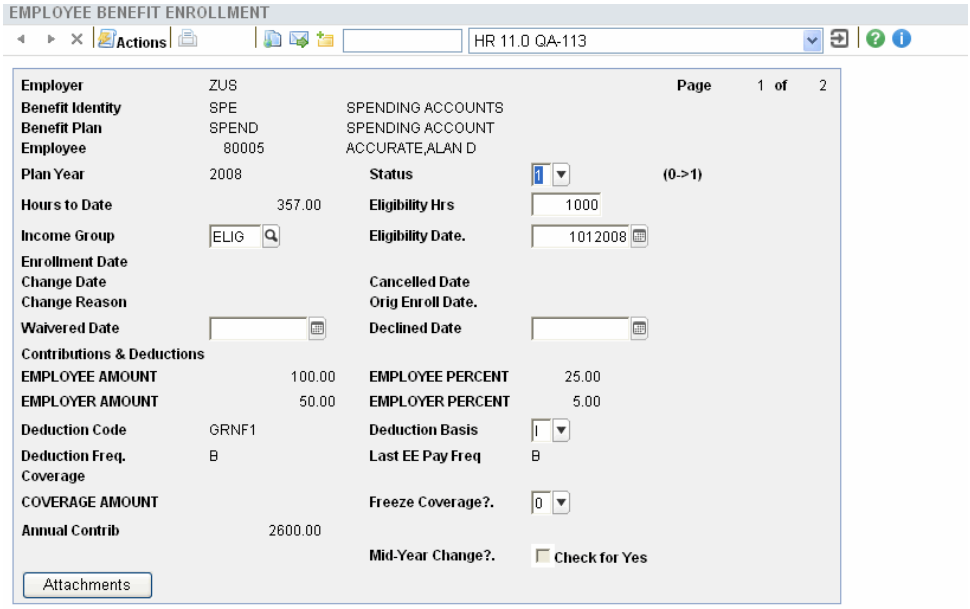

Figure 5-21: Employee Benefit Enrollment screen for spending account plans

2 Use the information below to complete this screen.

Annual Contrib

The annual contribution amount is displayed. To change this amount, press F13 to display the Employee Benefit Change Transactions screen, specify **1** (yes) in the *Mid-Year Change?* field, and update the amount in the *Annual Contribution* field. See the "Overriding Monetary Values for New Enrollments" section in this chapter for more information.

Mid-Year Change

The system uses the value in this field to calculate the value of annual contributions to a flexible spending account benefit plan.

Specify no if this enrollment is for a complete benefit (calendar) year. Specify yes if this enrollment occurs midway through a year.

If the enrollment is not a mid-year change, the annual contribution is calculated as the per-pay-period contribution amount multiplied by the number of pay periods for the employee in a year. If the enrollment is a mid-year change, the annual contribution is calculated as the per-pay-period amount multiplied by the number of pay periods remaining in the year. The remaining pay periods in the year are taken from the employee's payroll cycle.

3 Complete the remaining fields as you normally would.

4 Press Enter. The system displays the Employee Benefit Enrollment miscellaneous and HIPAA information screen for flat amount savings plans.

5 Complete the fields on this screen as you normally would.

6 Press Enter to create a pending benefit enrollment record for the current plan and advance to the next selected plan.

Overriding Monetary Values for New Enrollments

When you first set up a pending benefit enrollment record for an employee, the system defaults an eligibility date and monetary values into the employee's pending benefit enrollment record based on the criteria that you entered on the benefit plan control. If the default values are not correct for the employee, you can use the Employee Benefit Change Transactions screen to override the default values for that employee.

The system uses values **1**, **2**, or **3** in the *Freeze Coverage?* field to preserve certain exception values. When you run the *Mass Update Enrollments* function, the system automatically updates non-frozen employee enrollment records with default values and does not update frozen records. When you override default values in an employee's benefit enrollment record and you do not enter a value in the *Set Freeze Coverage* field, the system automatically enters **1** in the *Freeze Coverage?* field for that record when you run the *Mass Update Enrollments* function.

This section provides you with information on how to use the Employee Benefit Change Transactions screen for an employee whom you are enrolling in a plan for the first time. Refer to the "Maintaining Employee Benefit Enrollments" chapter for information on how to use this screen to maintain current benefit enrollments on your system.

Working with Employee Benefit Change Transactions

Depending on the type of benefit plan you are working with, you can enter values into the following fields when you use the Employee Benefit Change Transactions screen:

- *Employee amount*
- *Employer amount*
- *Employee percent*
- *Employer percent*
- *Coverage amount*
- *Requested Cov* for plans that require an EOI form
- *EOI Status* for plans that require an EOI form
- *Mid-Year Change?* for Type 14 Spending Account plans

- *Annual Contribution* for Type 14 Spending Account plans
-

When you enter new values into any of the fields listed above, you must also type a date in one of the following fields:

- *Enrollment date*
- *Change date*
- *Date EOI Approved* for plans that require an EOI form

The system uses the date you enter on the Employee Benefit Change Transactions screen to determine when to apply the override values to the employee's enrollment record. If you are overriding default values for a new employee whose pending enrollment in the plan has not yet been processed, you must enter a date in the *Enrollment date* field. The date you enter can be the same as or different from the employee's eligibility date. The system uses the enrollment date to determine when to process the employee's pending enrollment record.

If you are overriding default values for an existing employee whose enrollment record for the plan has already been processed, you enter a date in the *Change date* field.

When you change an employee's coverage amount for a life insurance or disability plan, you can press F5 on the Employee Benefit Change Transactions screen to have the system automatically recalculate the employee and employer costs based on the new coverage amount and the rate information on the benefit plan control.

Processing Benefit Change Transactions

After you enter your override values in the top portion of the Employee Benefit Change Transactions screen, the system stores them temporarily in a change transaction record in the sub-file of the Employee Benefit Change Transactions screen. This screen is associated with the pending benefit enrollment record for the selected employee and plan. The system processes the change transactions when you run the *Mass Update Enrollments* function using a payroll period ending date that is the same as or follows the specified enrollment or change date for the transaction.

When the system processes the change transaction, it removes the transaction from the Employee Benefit Change Transaction screen and uses the information to update the employee's benefit enrollment record. Depending on the following plan types, the system updates the *Freeze Coverage?* field on the employee's enrollment record:

- For life insurance plans, the system uses the value in the *Set Freeze Coverage* field. See the *Freeze Coverage?* field description in the "Entering Benefit Change Transactions for New Enrollees" later in this chapter for more information.
- For all other plans, the system places **1** in the *Freeze Coverage* field.

When you run the *Mass Update Enrollments* function to process changes, the system creates two records in the Employee Benefit History file for each change processed. The first record contains the changed information, the user, the date, and the time when the change transaction was created. The second record contains the changed information, the user, the date, and the time when the *Mass Update Enrollments* function was run.

To view dependent coverage from the Employee Benefit Change Transactions screen, press F7.

Entering Benefit Change Transactions for New Enrollees

Use the following information to override default monetary values for an employee whom you are enrolling in a plan for the first time. Refer to the preceding section entitled "Setting Up Benefit Enrollments after Employment" for details on how to set up pending benefit enrollment records for an employee.

1. From the Infinium Human Resources main menu select *Benefits Administration*.
2. Select *Update Benefit Data*.
3. Select *Update Employee Enrollments* [UEEN]. Type the values that represent the employer and employee on the Update Employee Enrollments employee selection screen.
4. Press Enter to display the Update Employee Enrollments benefit group selection screen. If you use plan year processing, specify the plan year and specify or verify the employee's benefit group assignment.
5. Press Enter to display the Update Employee Benefit Enrollments plan selection screen. Type **5** in the *Opt* field adjacent to the plan whose default values you want to override.
6. Press Enter to display the Employee Benefit Enrollment screen shown in Figure 5-22. The example below uses a benefit plan Type 01 Life Insurance plan. The fields that are displayed on the screens vary depending on the

selected benefit plan type. The field descriptions below indicate when the field is specific to a benefit type.

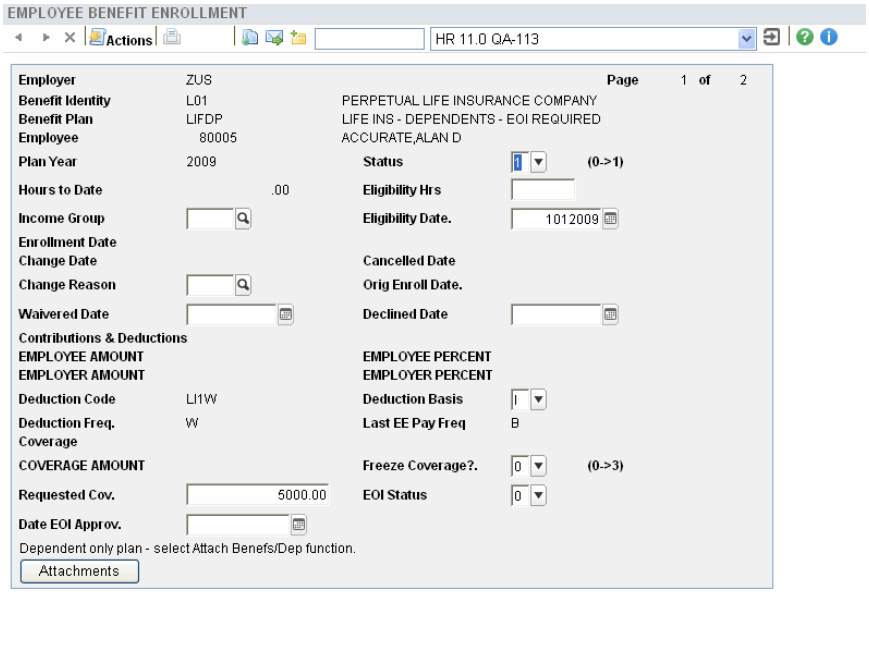

Figure 5-22 Employee Benefit Enrollment screen

Based on plan specifications, the system displays the default values for the employee's pending benefit enrollment record on this screen.

7 Press F13 to override the default monetary values on this screen. The system displays the Employee Benefit Change Transactions screen shown in Figure 5-23.

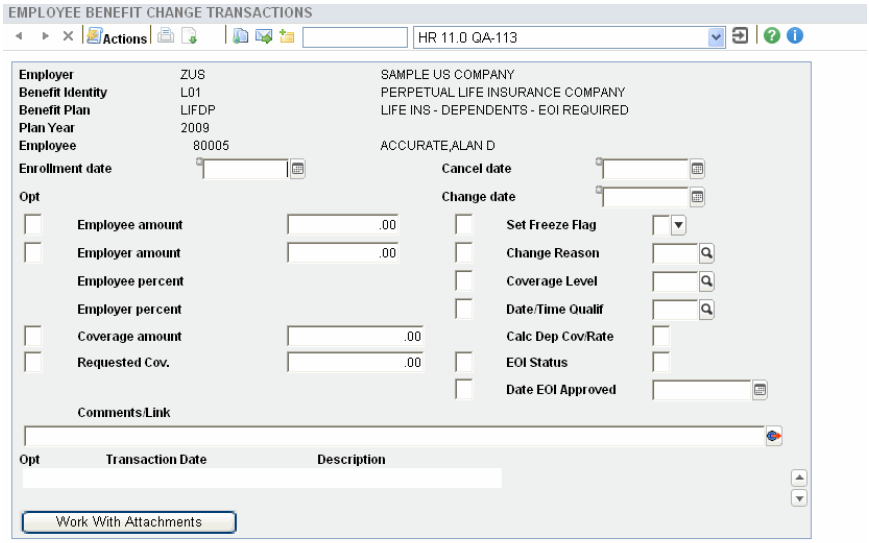

Figure 5-23 Employee Benefit Change Transactions screen

If you are using the Web interface, you can click **Work With Attachments** to attach documents to a plan. See the “Working with Attachments” chapter in this guide for more information.

When you press F13 to create a transaction for a new enrollment, the system creates a new enrollment record before it displays the transaction screen.

8 Use the following information to complete the fields on this screen.

Enrollment date

Type the employee’s enrollment date in this field. The date can be the same as or different from the date in the *Eligibility Date* field on the Employee Benefit Enrollment screen.

Cancel date

You cannot type a value in this field for an employee whom you are currently enrolling in a plan. You cannot enter a cancel date until the system processes the employee’s pending benefit enrollment record so that the employee is actually enrolled in the plan.

Change date

You cannot type a value in this field for an employee whom you are currently enrolling in a plan. You cannot enter a change date until the system processes the employee’s pending benefit enrollment record so that the employee is actually enrolled in the plan.

Opt

You must type **2** in this field adjacent to each field in which you are entering a value that overrides the default plan value.

Employee amount

You can enter a value in this field for plans that utilize a flat amount deduction per pay period, such as life insurance, disability, health and flat amount savings plans.

Type the employee's cost per pay period for the selected plan in this field. If you are also changing the employee's default coverage amount, you can leave this field blank. After you type a value in the *Coverage amount* field, press F5 for the system to automatically calculate the new employee cost based on the new coverage amount and plan specifications.

Employer amount

You can enter a value in this field for plans that utilize a flat amount deduction per pay period, such as life insurance, disability, health and flat amount savings plans.

Type the employer's cost per pay period for the selected plan in this field. If you are also changing the employee's default coverage amount, you can leave this field blank. After you type a value in the *Coverage amount* field, press F5 for the system to automatically calculate the new employer cost based on the new coverage amount and plan specifications.

Set Freeze Flag

Specify whether to update coverage and deduction amounts or only coverage or deduction amounts in employee enrollment records when you use the *Update Employee Enrollments* and *Mass Update Enrollments* functions.

Valid values are:

1 Freeze both coverage and rates.

2 Freeze coverage and recalculate rates.

3 Freeze rates and recalculate coverage.

When you override employee coverage or deduction amounts that default from a benefit plan, the system automatically changes the *Freeze Coverage* field in the enrollment record to the value in this field when you run the *Mass Update Enrollments* function to prevent your overrides from reverting to the default plan values in the future.

WARNING! If you leave the *Set Freeze Flag* field blank and you change rates or coverage, the system places **1** in the *Freeze Coverage* field on the employee's enrollment record after you run the *Mass Update Enrollments* function.

Change Reason

Specify the value that identifies the reason for the changes made to this beneficiary or dependent's enrollment.

The code type associated with this value is MRC. Use the *Update Employer Codes* function to define code values.

Employee percent

You can enter a value in this field for plans that utilize a percentage deduction per pay period, such as retirement, stock purchase and percentage savings plans.

Type the employee's contribution percentage in this field.

Coverage Level

Specify the value that identifies this employee's level of coverage for this benefit.

The code type associated with this value is CLC. Use the *Update Employer Codes* function to define code values.

Employer percent

You can enter a value in this field for plans that utilize a percentage deduction per pay period, such as retirement, stock purchase and percentage savings plans.

Type the employer's contribution percentage in this field.

Date/Time Qualif

Specify the value that identifies qualifying event for this enrollment record.

The code type associated with this value is DTQ. Use the *Update Employer Codes* function to define code values.

Coverage amount

You can enter a value in this field for life insurance and disability plans only.

Type the employee's benefit coverage amount for the selected plan in this field. Press F5 for the system to automatically calculate the values for the *Employee amount* and *Employer amount* fields based on the value in the *Coverage amount* field and the rate specifications on the benefit plan control.

Calc Dep Cov/Rate

Specify yes to recalculate the coverage and rates for dependents covered in this plan when you use the *Mass Update Enrollments* function. Specify no to update only the coverage amounts without recalculating the rates when you use the *Mass Update Enrollments* function.

Requested Cov

For plans requiring evidence of insurability (EOI), type the requested coverage amount pending approval of the EOI.

EOI Status

For plans requiring evidence of insurability (EOI), specify the status of the EOI forms. Valid values are:

0 Waiting approval

1 Approved

2 New approval requested

3 Approved for an alternate amount

4 Approval denied

Note: Infinium Self Service uses only values **0** and **1** when determining the EOI message displayed to the user.

Date EOI Approv

For plans requiring evidence of insurability (EOI), type the approval date for the EOI.

Annual Contribution

For Type 14 Spending Account benefit plans, type the amount of the annual contribution amount. You can press F5 to calculate the employee contribution per period.

Mid-Year Change?

For Type 14 Spending Account benefit plans, specify whether this change applies for a complete benefit (calendar) year or is for a change that occurs midway through a year. The field is used by the system to calculate the value of annual contributions to a flexible spending account benefit plan. If the change is not mid-year, the annual contribution is calculated as the per-pay-period contribution amount multiplied by the number of pay periods for the employee in a year.

If it is a mid-year change, then the annual contribution is calculated as the per-pay-period amount multiplied by the number of pay periods remaining in the year, as found on the employee's payroll cycle.

If it is a mid-year change in the per-pay-period amount, as a result of a lifestyle change, the new annual contribution is calculated as the per-pay-period amount multiplied by the number of pay periods remaining in the year plus the value of any existing contributions.

Valid values are:

0 No. This is not a mid-year change.

1 Yes. This is a mid-year change.

Comments/Link

Type any comments related to this transaction. If you are use this function on the Web, you can use this field to attach a document or URL link.

9 Press F7 to display the projected changes to the coverage amounts on the Display Benef./Depend. Coverage screen shown in Figure 5-24.

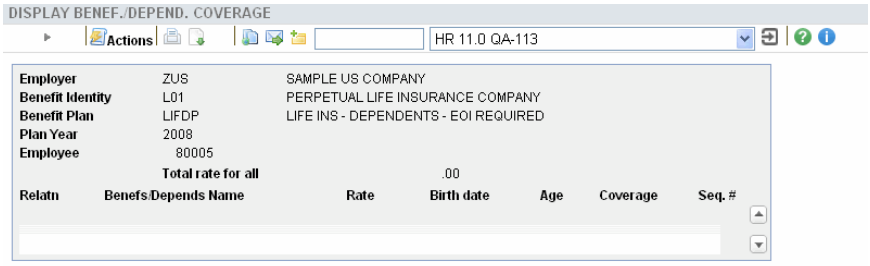

Figure 5-24: Display Benef./Depend. Coverage screen

10 Press Enter to return to the Employee Benefit Change Transactions screen.

11 Press Enter. The system stores your change transaction in the sub-file of the screen.

12 Press F3 to exit from this screen. The system displays the Employee Benefit Enrollment screen from which you accessed the Employee Benefit Change Transactions screen.

The system does not immediately update any of the fields on this screen with the override information you entered on the Employee Benefit Change Transactions screen. It updates fields on this screen with the override values only after you run the *Mass Update Enrollments* function for a date that includes the enrollment date you specified in the benefit change transaction record.

13 Press Enter to exit from this screen. The system advances you to the next selected plan or displays the Update Employee Benefit Enrollments screen.

14 You can work with additional benefit plan enrollments for the selected employee or press F3 twice to return to the Infinium Human Resources main menu.

When you run the *Mass Update Enrollments* function that includes the employee for a date that includes the enrollment date you specified in the benefit change transaction record, the system takes the following actions:

- Removes the benefit change transaction from the sub-file of the Employee Benefit Change Transactions screen
- updates fields on the Employee Benefit Enrollment record with the override values from the benefit change transaction
- For life insurance plans, uses the value in the *Set Freeze Coverage* field. See the field descriptions in the “Entering Benefit Change Transactions for New Enrollees.”
- For all other plans, enters **1** in the *Freeze Coverage* field.

Maintaining Pending Benefit Enrollments

After you set up a pending benefit enrollment for an employee, you can make changes to the record or you can delete it.

Changing Pending Enrollments

You can change information in a pending benefit enrollment record at any time.

Follow the instructions in the “Setting Up Benefit Enrollments after Employment” section to make changes to pending benefit enrollment records.

Deleting Pending Enrollments

You can delete a pending benefit enrollment record for an employee only if you have not yet processed it using the *Mass Update Enrollments* function or updated the employee’s deduction authorization record in Infinium Payroll with deduction information for the benefit.

For example, before you process a pending enrollment you can delete it if you selected the wrong plan for an employee or the employee changes his or her initial benefit elections.

WARNING! After you have processed a pending benefit enrollment record using the *Mass Update Enrollments* function and transferred deduction information to Infinium Payroll using the *Begin Cycle* function, you must not delete the benefit enrollment record.

When you delete a benefit enrollment record, the system updates only Infinium Human Resources; the corresponding Infinium Payroll deduction is not removed or deactivated when you delete a benefit enrollment record. If you erroneously enroll an employee in the wrong plan and process the enrollment or the employee changes his benefit choices after you process the pending record, you must type a cancel date in the processed benefit enrollment record. When you enter a cancel date, the system ends the employee’s plan participation in Infinium HR and deactivates the corresponding deduction in Infinium Payroll.

Follow these steps to delete a pending benefit enrollment record:

1 From the Infinium Human Resources main menu select *Benefits Administration*.

2 Select *Update Benefit Data*.

3 Select *Update Employee Enrollments* [UEEN]. Type the values that represent the employer and employee on the Update Employee Enrollments employee selection screen.

4 Press Enter to display the Update Employee Enrollments benefit group selection screen. If you use plan year processing, specify the plan year and verify the employee's benefit group assignment.

5 Press Enter to display the Update Employee Benefit Enrollments plan selection screen. Type **5** in the *Opt* field adjacent to the plan for which you want to delete the pending enrollment record for the specified employee.

6 Press Enter to display the Employee Benefit Enrollment screen.

7 Verify the following before you delete the pending benefit enrollment:

- You have selected the correct plan.
- The *Enrollment Date* field is blank.

8 Press F22 to delete the pending enrollment record.

The system displays a warning message if the employee is authorized to the payroll deduction associated with this plan. If you override the warning or if the employee does not have an associated payroll deduction, the system displays a window to confirm the deletion. If you type **1** in the *Delete Record?* field of the window, the system deletes the pending benefit enrollment record and any associated beneficiaries or dependents. It then displays the Update Employee Benefit Enrollments screen.

9 Press F3 twice to return to the Infinium Human Resources main menu.

Displaying Employee Enrollment History

As you set up a pending benefit enrollment record, the system automatically creates an entry in the employee's benefit enrollment history file. The system also updates this file when you run the *Mass Update Enrollments* function to process the pending enrollment record.

The benefit enrollment history file includes the following information:

- Plan Name
- Change Date
- User
- Action
- Program

You can use this information to verify when an employee's enrollment record was set up on the system, who entered the record, and which function was used to update the record.

Follow these steps to view history for a benefit enrollment record:

1. From the Infinium Human Resources main menu select *Benefits Administration*.

2. Select *Update Benefit Data*.

3. Select *Update Employee Enrollments* [UEEN]. Type the values that represent the employer and employee on the Update Employee Enrollments employee selection screen.

4. Press Enter to display the Update Employee Enrollments benefit group selection screen. If you use plan year processing, specify the plan year and verify the employee's benefit group assignment.

5. Press Enter to display the Update Employee Benefit Enrollments plan selection screen. Type **5** in the *Opt* field adjacent to the benefit enrollment for which to display history.

6. Press Enter to display the Employee Benefit Enrollment screen.

7. Press F8 to view history for the benefit enrollment record. The system displays the Display Enrollment History selection screen shown in Figure 5-25.

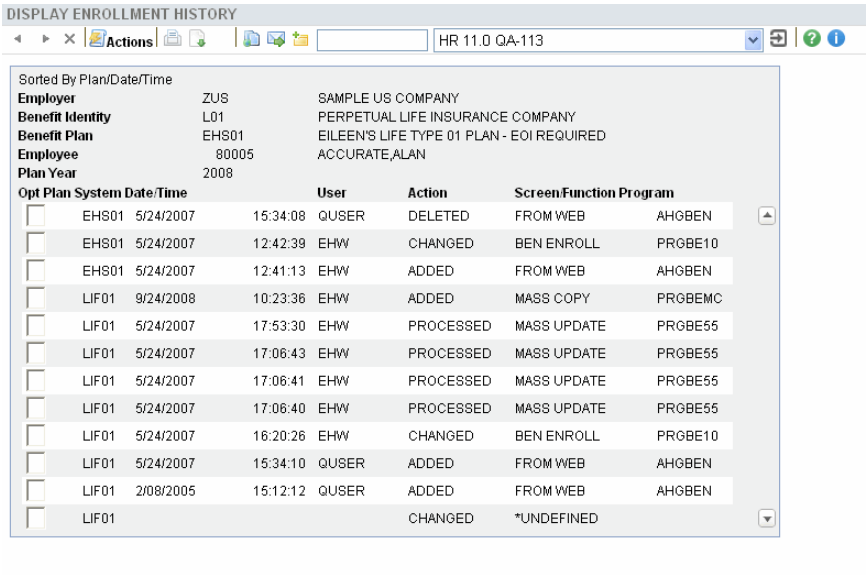

Figure 5-25 Display Enrollment History selection screen

The system displays the employee's enrollment history records sorted by plan and then by date. You can press F15 to change the sequence to sort by date. Press F14 to change the sequence to re-sort by plan.

8 Use the information below to work with this screen.

Plan

The system displays the benefit plan for which the employee has benefit enrollment history.

The sub-file includes history for all plans within the specified benefit identity. For example, you set up both single and family coverage medical plans within the **MED** identity. You enroll an employee in the single coverage medical plan; later, you cancel that plan for the employee and enroll her in the family coverage medical plan. Because you set up both plans within the same benefit identity, the system displays history for both plans when you press F8 to view history for either plan.

To see the employee's history for plans associated with other benefit identities, you must select a benefit plan that is associated with the other identity.

System Date/Time

The system displays the system date and time when the employee's benefit enrollment record was updated.

User

The system displays the system user identification assigned to the user who updated the employee's benefit enrollment record.

Action

The system displays the type of transaction the user performed.

The system records the following types of transactions:

Added	The system records this type of transaction when you first set up a pending enrollment record for the employee.
Changed	The system records this type of transaction when you manually change one or more fields on the employee's enrollment record on the Employee Benefit Enrollment screen.
+- **+Cancelled**	The system records this type of transaction when you enter a value in the *Cancel Date* field to cancel the employee's benefit enrollment record. The system also records this type of transaction when you terminate an employee and auto cancel enters a *Cancel Date* on the Employee Benefit Change screen.
Deleted	The system records this type of transaction when you delete the employee's benefit enrollment record using F22.
Processed	The system records this type of transaction when you run the *Mass Update Enrollments* function and it makes changes to the employee's enrollment record.

Screen/Function

The system displays the name of the screen or function in which the transaction was completed.

Program

The system displays the program it used to update the employee's benefit enrollment record. Each program is associated with a function on the system. The program names listed below correspond to the following activities:

AHGBEN The system uses this program when you are also using Infor Self Service for Infinium (SHCM). This program updates benefits enrollment information entered in SHCM.

PRGBEMC The system uses this program when you copy enrollment information.

PRGBE10 The system uses this interactive program when you set up a new benefit enrollment for the employee using the *Update Employee Enrollments* or the *Enter New Hires* functions, or when you delete an existing enrollment record using F22.

PRGBE12 The system uses this interactive program when you press F13 to go to the Employee Benefit Change Transaction screen to enter an enrollment date, a cancel date or employee specific amounts/percent changes with an associated change date.

PRGBE15 The system uses this interactive program through an interface in the *Enter Personnel Actions* function, to create cancellation records in the Employee benefit enrollment transactions file when an employee is terminated.

PRGBE55 The system uses this batch program when you run the *Mass Update Enrollments* function, if the system processed the employee's enrollment record.

PRGRV10 The system uses this batch program when you run the *Final Vesting Calculations* function, if the system processed the employee's enrollment record.

9 Type **5** in the *Opt* field next to the history record that you want to display and press Enter. The system displays the Employee Benefit Enrollment history details screen shown in Figure 5-26.

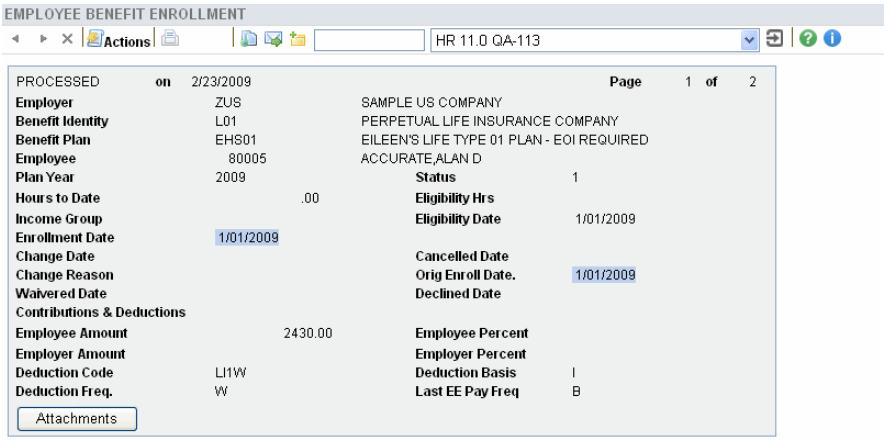

Figure 5-26 Employee Benefit Enrollment history details screen

The system uses reverse image to identify the fields that changed as a result of the selected history transaction.

From this screen, you can access an employee's beneficiary and dependent history associated with the selected enrollment record by pressing F8. For more information about beneficiary and dependent history, refer to the "Maintaining Employee Benefit Enrollments" chapter in this guide.

If you are using the Web interface, you can click **Attachments** to attach documents to a plan. See the "Working with Attachments" chapter in this guide for more information.

10 Press F3 to return to the Display Employee History screen.

11 Press F3 to return to the Employee Benefit Enrollment screen.

12 Press F3 to exit the record. The system displays the Update Employee Benefit Enrollments screen.

You can select another benefit for which you want to view enrollment history or press F3 twice to return to the Infinium Human Resources main menu.

Notes

Chapter 6 Processing Preferred Provider Information

6

The *Update Preferred Providers* function allows you to enter preferred provider information. You can use this information when you enroll employees into plans that require a primary care physician. The preferred provider information is used when you process HIPAA private health information (PHI) for electronic transmission.

You can use the *Display Preferred Providers* function to review each provider's information. Use the *List Preferred Providers* function to print preferred provider information.

To create or update preferred provider data, complete these steps:

1. From the Infinium HR main menu select *Benefits Administration*.
2. Select *Update Benefit Data*.
3. Select *Update Preferred Providers* [UPPI]. The system displays the Update Preferred Provider Info prompt screen similar to Figure 6-1.

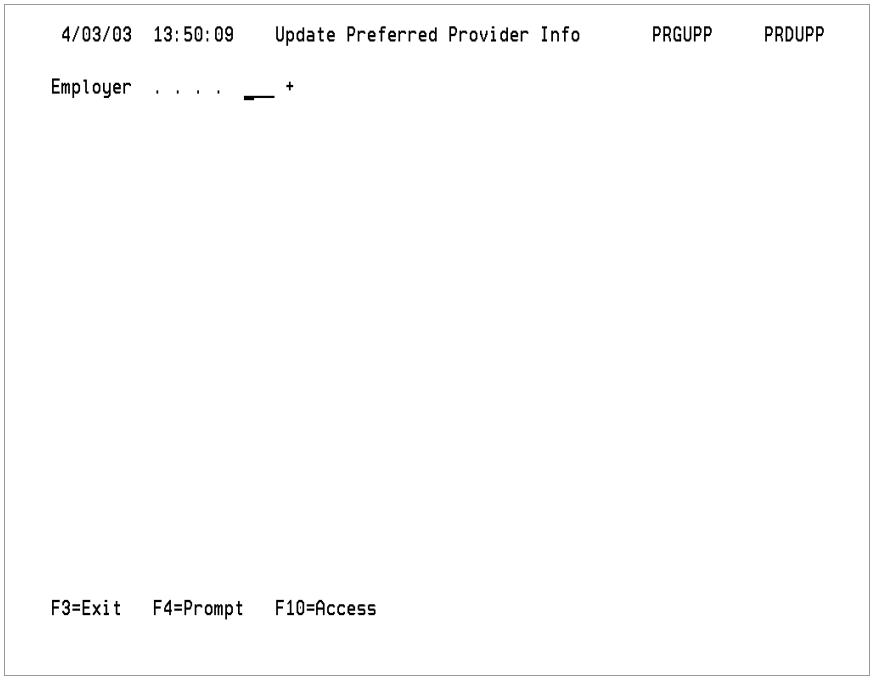

Figure 6-1: Update Preferred Provider Info prompt screen

4 Use the information below to complete the field on this screen.

Employer

Specify the employer code.

5 Press Enter. The system displays the Update Preferred Provider Info selection screen shown in Figure 6-2.

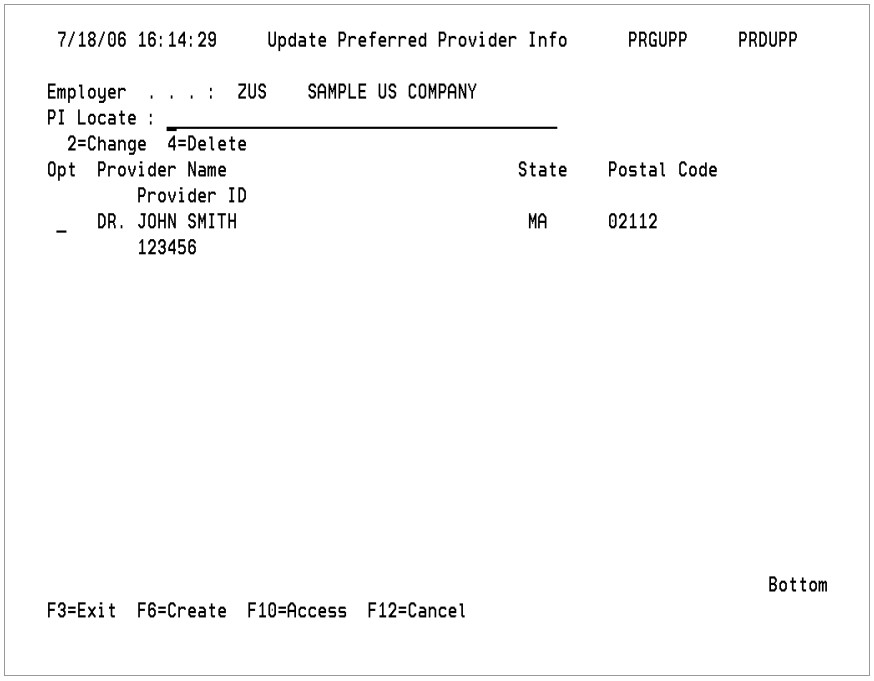

Figure 6-2: Update Preferred Provider Info selection screen

On this screen you can perform the following:

- Locate a provider with which to work by typing the provider ID in the *PI Locate* field and selecting the provider.
- Change preferred provider information by typing **2**.
- Delete preferred provider information by typing **4**.
- Create new preferred provider information by pressing F6.

6 Press F6. The system displays the Create Preferred Provider Info screen shown in Figure 6-3.

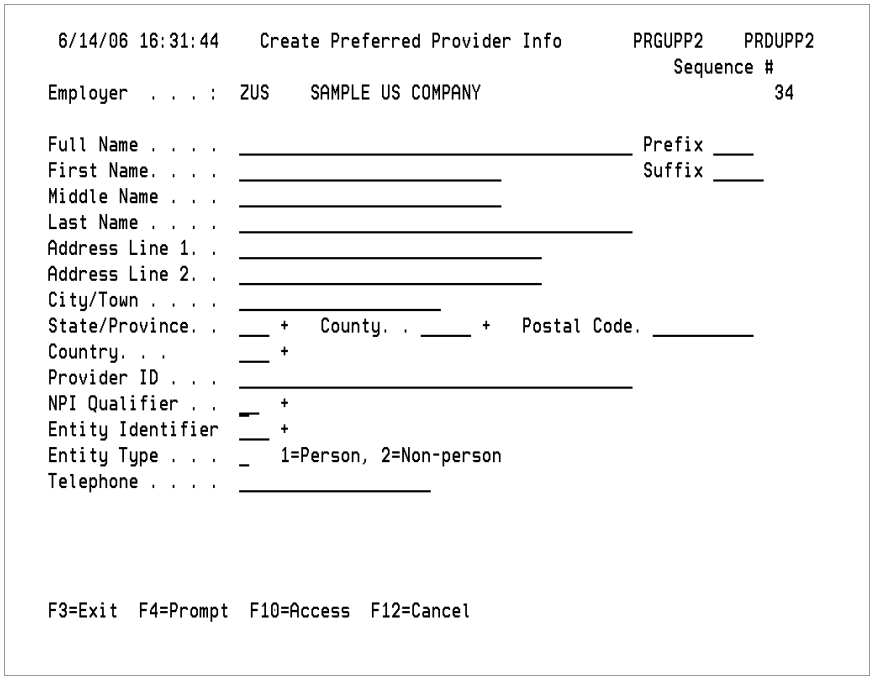

Figure 6-3: Create Preferred Provider Info screen

7 Use the information below to fill in the fields on this screen. You must complete both the *Full Name* and *Last Name* fields.

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 code value is associated with code type STA.

County

Type the county from the provider's mailing address.

The code type associated with this code value is CNT. Refer to the "Setting up the Entity and Employer Controls" chapter in the *Infinium HR Guide to Controls* for more information.

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
- United Kingdom code - BH21 6BS

Provider ID

Type the provider's identification number.

NPI Qualifier

Type the value that identifies the qualifier code for the provider ID. Use a code value associated with code type NPI.

Entity Identifier

Specify the value that identifies the entity that is used by this provider.

The code type associated with this code value is PEI. Refer to the “Setting up the Entity and Employer Controls” chapter in the *Infinium HR Guide to Controls* for more 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 (-).

8 Press Enter.

Displaying Preferred Provider Information

You use the *Display Preferred Providers* function to display preferred provider information for an individual provider.

To display preferred provider information, follow the steps below.

1 From the Infinium HR main menu select *Benefits Administration*.

2 Select *Display Benefit Data*.

3 Select *Display Preferred Providers* [DPPI]. The system displays the Display Preferred Provider Info prompt screen.

4 Specify the employer whose provider information you want to display.

5 Press Enter. The system displays the Display Preferred Provider Info selection screen listing existing preferred provider records.

6 In the *Provider ID* field, type any number of characters up to 39 to search for provider identities and then select a preferred provider or type **5** next to the preferred provider information to display. The system displays the Display Preferred Provider Info. screen showing information for the selected preferred provider.

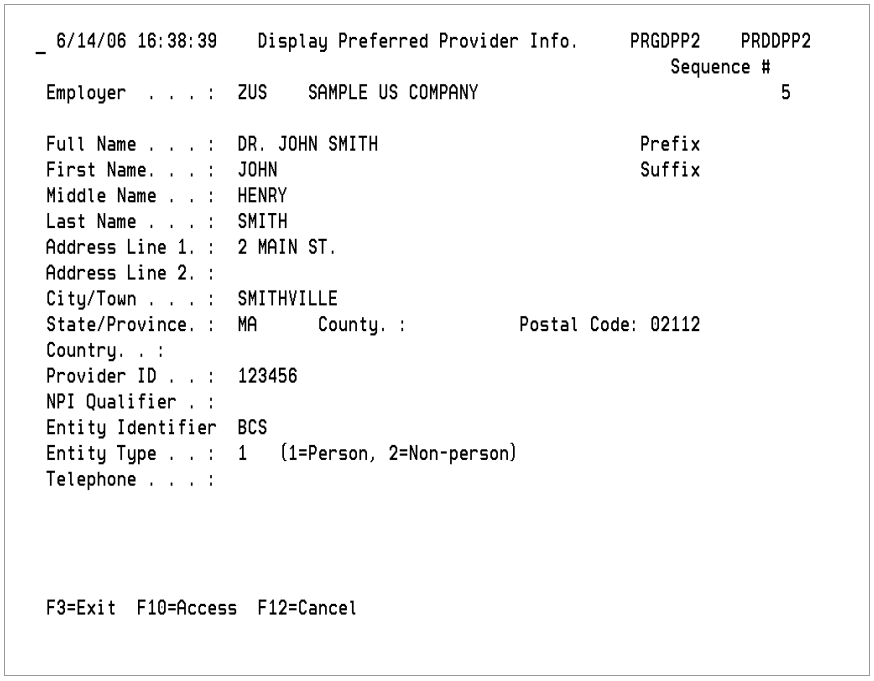

Figure 6-4: Display Preferred Provider Info. screen

7 Press Enter. Select another preferred provider to display or press F3 to exit to the main menu.

Printing Preferred Provider Information

To print a listing of preferred provider information follow the steps below.

1 From the Infinium HR main menu select *Benefits Administration*.

2 Select *List Benefit Data*.

3 Select *List Preferred Providers* [LPPI]. The system displays the List Preferred Provider Info prompt screen.

4 Specify the employer whose provider information you want to generate.

5 Press Enter. The system generates a preferred provider listing for the specified employer and returns to the main menu.

Notes

Chapter 7 Processing Employee Benefit Enrollments

7

After you set up pending benefit enrollments for employees, you must process them using the *Mass Update Enrollments* function. The *Mass Update Enrollments* function performs the following tasks:

- It converts pending benefit enrollments to actual benefit enrollments.
- It makes changes to existing benefit enrollments.
- It cancels existing benefit enrollments that include a cancel date.

This chapter provides you with detailed information on how the system processes pending, changed and canceled benefit enrollments when you run the *Mass Update Enrollments* function. Refer to the “Maintaining Employee Benefit Enrollments” chapter for information on how to change and cancel existing benefit enrollments.

You normally run the *Mass Update Enrollments* in conjunction with the pay frequency of employees in your organization. For example, if you pay all of the employees in your organization on a weekly basis, you normally run the *Mass Update Enrollments* at least once per week. After you run the *Mass Update Enrollments* function, the system can create benefit deductions for the employee in Infinium Payroll the next time the employee is included in a payroll cycle.

You can run the *Mass Update Enrollments* function for a select group of employees, benefit plan or identity, or for all employees, plans or identities. You can run the *Trial Mass Update Enrollments* function to verify your results before you run the *Mass Update Enrollments* function. The *Trial Mass Update Enrollments* function produces a report but does not update employee benefit enrollment records.

The chapter consists of the following topics:

Topic	Page
Overview of the *Mass Update Enrollments* Function	7-3
Processing Pending Benefit Transactions	7-11

Overview of the *Mass Update Enrollments* Function

You use the *Mass Update Enrollments* function to process pending, changed and canceled benefit enrollments. You should run the *Trial Mass Update Enrollments* function to verify the actions the system will take when you run the *Mass Update Enrollments* function. The *Trial Mass Update Enrollments* option does not update employee records or perform any processing activities. It only generates a report that you can use to make any necessary corrections to employee enrollment records before you process them using the *Mass Update Enrollments* function.

When you run the *Mass Update Enrollments* function, you specify a period ending date. The system compares this date to the following dates in the employee's enrollment record and selects only those transactions with dates that are the same as or precede the specified period ending date.

For This Benefit Transaction Type	The System Uses This Date:	On This Screen:
Pending new enrollment	*Eligibility Date* or *Enrollment date*	Employee Benefit Enrollment Employee Benefit Change Transactions
Changed enrollment	*Change date*	Employee Benefit Change Transactions
Canceled enrollment	*Cancel date*	Employee Benefit Change Transactions

For example, if you set up a pending benefit enrollment for an employee and specify an eligibility date of **080197**, the system processes this record when you run the *Mass Update Enrollments* function and specify a period ending date of August 1, 1997 or thereafter. Until the system processes the pending enrollment record, you cannot transfer deduction information for the enrollment to Infinium Payroll.

Objectives

After completing this chapter, you should be familiar with how to use the *Trial Mass Update Enrollments* and *Mass Update Enrollments* functions.

Understanding the *Mass Update Enrollments* Function

The *Mass Update Enrollments* function processes pending enrollments as well as changed or canceled enrollments and re-enrollments. It also creates employee benefit history records. The system uses information on the Employee Benefit Enrollment screen as well as the Employee Benefit Change Transaction screen to identify enrollments to be processed. It also automatically maintains employee enrollments based on plan specifications, such as updating employee life insurance coverage and costs due to changes in an employee's base rate or age, and applies changes made on benefit plan controls, such as medical plan rate changes, to individual employee enrollment records.

Depending upon the value you enter in the *Calc Dep Cov/Rate?* field on the Employee Benefit Change Transaction screen, the system recaculates coverage and rates for covered dependents. If you specify yes, the system recalculates the coverage and rates for covered dependents in the specified plan when you use the *Mass Update Enrollments* function. If you specify no, the system updates only the coverage amounts without recalculating the rates when you use the *Mass Update Enrollments* function.

On the Employee Benefit Change Transaction screen, the system checks the enrollment date, which also functions as a re-enrollment date, cancel date and change date associated with transactions in the sub-file. If the dates are equal to or earlier than the pay period ending date specified for the *Mass Update Enrollments* option, the system processes the new, re-enrolled, changed or canceled enrollments and creates benefit enrollment history records. For new enrollments, hours worked requirements must also be satisfied before the system processes the new enrollment record.

New Enrollments

For new enrollments, the system compares the date in the *Enrollment Date* field stored in the subfile of the Employee Benefit Change Transactions screen to the period ending date specified for the Mass Update Enrollments. If there is no Enrollment transaction in the subfile of the Employee Benefit Change Transactions screen, the system compares the eligibility date on the Employee Benefit Enrollment screen to the specified period ending date.

If the enrollment or eligibility date is equal to or before the period ending date, and there is no declined date or hours worked requirement for the plan, the system processes the pending enrollment and updates the *Enrollment Date* field on the Employee Benefit Enrollment screen to make the employee fully enrolled in the plan and eligible to receive plan benefits. It also creates a history record for the Enrollment Benefit Change transaction, if one was

entered, and a history record for the processing of the enrollment by the *Mass Update Enrollments* function.

For pending new enrollments with an hours worked eligibility requirement, if the eligibility date has been met the system uses pay history on Infinium Payroll to calculate the number of hours employees have worked to date for each income in the income reporting group. If the total number of hours worked satisfies the hours requirement, the system processes the pending enrollment and enters the eligibility date into the *Enrollment Date* field on the Employee Benefit Enrollment screen.

If an employee has not yet worked the specified number of hours but has reached or passed his or her benefit eligibility date, the system updates the *Hours to Date* field in his or her Employee Benefit Enrollment screen and re-checks the pending enrollment the next time you run the *Mass Update Enrollments* function.

Changes

For changed enrollments, the system updates current employee enrollments when you make changes on the Employee Benefit Change Transaction screen. The system also makes changes to enrollment records when you update a benefit plan control.

When you make a change to a plan associated with a plan limit group, you must enter changes to all enrollments that share the plan limit group because changing just one plan does not cause recalculations to the other enrollments.

For changes you enter manually, the system compares the date in the *Change Date* field in the subfile of the Employee Benefit Change Transactions screen to the period ending date specified for the mass update of enrollments. If the change date is equal to or before the period ending date, the system processes the pending change transaction and updates the *Change Date* field on the Employee Benefit Enrollment screen. It also creates a history record for the change transaction and a history record for the mass update.

For enrollments that are not frozen (the *Freeze Coverage?* field in the employee's benefit enrollment record or on the benefit plan control record is **0**), the system recalculates the employer and employee amounts and coverage amount, if applicable, based on current plan control values. For life insurance types of plans based on employee base salary, the system updates the coverage amount and amounts based on the employee's current base rate. For life insurance plans based on employee age, the system uses age rate tables and each employee's current age to update employee and employer amounts on enrollment records.

For enrollments that are frozen (the *Freeze Coverage?* field in the employee's benefit enrollment record or on the benefit plan control record is **1**), the system leaves all employee and employer amounts and coverage amounts unchanged.

For retirement plans, the system calculates the number of hours enrolled employees have worked since the last plan anniversary date using check history on Infinium Payroll for the incomes assigned to the income reporting group specified in the *Income Group* field on the Employee Benefit Enrollment screen. The system updates the *Curr. Anniv. Hrs* and *Prev. Anniv. Hrs.* fields on the Employee Benefit Enrollments screen.

For all benefit plans, whenever you change an employee's pay frequency, the system updates any employer and employer contribution amounts or percentages.

Cancellations

For cancellations, the system checks the cancel date on the Employee Benefit Change Transaction screen. If the cancel date is the same as or earlier than the period end date specified for the mass update of enrollments, the system updates the *Cancelled Date* field on the Employee Benefit Enrollment screen and creates a history record.

When you cancel a benefit enrollment, you can use the *Mass Update Enrollment* option or the *Begin Cycle* option to deactivate the corresponding deduction on Infinium Payroll. Refer to the "Maintaining Employee Benefit Enrollments" chapter for more information.

Plan Year Processing

If you use plan year processing, you execute *Trial Mass Update Enrollments* [TMUE] and *Mass Update Enrollments* [MUE] twice:

- To cancel all enrollments for the old plan year; specify the old plan year as the *Plan Year* value
- To activate all enrollments for the new plan year; specify the new plan year as the *Plan Year* value

Execute *Mass Update Enrollments* after the last payroll cycle ending date of the old year plan and before the first payroll ending date of the new plan year.

Coordinating Benefit Activity with Infinium Payroll Users

You normally run the *Mass Update Enrollments* function on a regular basis in conjunction with the pay frequency of your employees so that the system can update current benefit deduction information in Infinium Payroll. For example, if you pay all of your employees on a monthly basis, you should run the *Mass Update Enrollments* at least once a month.

If you pay employees on a variety of schedules, you can run the *Mass Update Enrollments* function at different times and specify a particular pay cycle for each. When you specify a pay cycle, the *Mass Update Enrollments* function processes only employees who are assigned to the specified cycle.

You normally specify a pay period ending date on the Mass Update Enrollments screen that coordinates with the next pay cycle to be processed in Infinium Payroll. For example, your next hourly pay cycle covers the period of March 1 through March 7. If you want to update Infinium Payroll with all new, changed and canceled enrollments whose effective dates are between March 1 and March 7, you should specify March 7 as the period ending date for the *Mass Update Enrollments* function. You can, however, enter dates other than the true payroll period ending date for the *Mass Update Enrollments* function if appropriate for your business needs.

You must run the *Mass Update Enrollments* function before your counterpart in the Payroll function of your organization runs the *Begin Cycle* function because the system transfers benefit information from Infinium HR to Infinium Payroll as it starts the pay cycle. Therefore, if the Payroll user in your organization runs the *Begin Cycle* function for weekly paid hourly employees every Monday morning at 8:00 a.m., you must ensure that the *Mass Update Enrollments* function that includes those weekly paid employees completes by 7:59 a.m. each Monday.

The system uses batch processing to run the *Mass Update Enrollments* function. If you have a large volume of benefit transactions in a particular time period, you must allow adequate time for the system to process your benefit transactions prior to the start of payroll cycle processing.

If you run the *Mass Update Enrollments* function after the payroll cycle is started, the system does not import benefit information for employees in that cycle until the next time the payroll user runs the *Begin Cycle* function for that group.

If an employee’s pay frequency should change in Infinium PY and you use the variable deduction frequency when you enroll the employee in a benefit plan in Infinium HR, *the Mass Update Enrollments* function updates both the employee and employer contribution amounts or percentages based on the new pay frequency.

Tracking Benefit Information Transferred to Payroll

The system uses the *Processed?* field in the employee benefit enrollment history record to track when it needs to update Infinium Payroll with new deduction information.

You can only see this field on the Display Employee Enrollments screen. To access this screen, use the Display Employee Enrollments function on the Infinium Human Resources main menu. Refer to the “Maintaining Employee Benefit Enrollments” chapter for details.

When you set up a new benefit enrollment, make changes to an existing enrollment or cancel an existing benefit enrollment, the system defaults **0** into the *Processed*? field for that enrollment record. When you run the *Begin Cycle* function, the system uses the unprocessed benefit enrollment records to update payroll deduction information and then enters **1** in the *Processed*? field.

After a benefit enrollment record is processed by Infinium Payroll, the system omits it from the next *Mass Update Enrollments* function that you run, and it never appears on the Mass Update Enrollments reports. Likewise, until you run the *Begin Cycle* function on Infinium Payroll, the system continues to process pending enrollment records, including new enrollments, changes and cancellations, and include them on your Mass Update Enrollment reports.

Updating Infinium Payroll with Life Insurance Deductions

The system normally transfers benefit deduction information to Infinium Payroll when a payroll user runs the *Begin Cycle* function. However, if the payroll users in your organization utilize the *Mass Update Excess Group Life* function, you must update Infinium Payroll with life insurance deductions before the pay cycle is begun because payroll users must process the *Mass Update Excess Group Life* function before they run the *Begin Cycle* function.

The *Mass Update Excess Group Life* function automatically calculates imputed income for employees who have a taxable group term life insurance benefit. For example, in the U.S. employees who have $50,000 or more of group term life insurance may be taxed on the value of the life insurance depending on their age and cost. The system compares each employee’s life insurance premium cost to the statutory cost defined in the *Excess Group Life Ins. Table* function on Infinium Payroll. The table specifies different statutory costs based on the employee’s age.

If an employee pays less than the statutory rate for his or her group term life insurance policy, the system calculates the taxable benefit he or she is

receiving and stores the amount in a special income authorization record named ***F@IN**. On the income control for *F@IN, the payroll user specifies which taxes the system should calculate for the special income, such as federal income tax, state income tax, FICA and Medicare.

If payroll users in your organization use the *Mass Update Excess Group Life* function, you must directly update Infinium Payroll with life insurance deduction information when you run the *Mass Update Enrollments* function. When you type **1** in the *Updt PY Life Ded* field on the Mass Update Enrollments screen, the system instantly transfers life insurance deduction information, including the employee cost, employer cost and coverage amount, directly to Infinium Payroll. When you directly transfer life insurance deduction information, you provide Infinium Payroll with the most current information available when payroll users run the *Mass Update Excess Group Life* function.

Using Benefit Enrollment Audit Reports

When you run the *Mass Update Enrollments* function, the system generates three audit reports that identify the transactions it processed. The reports are listed below in the order in which they appear on the Work with Job Spooled Files screen:

Name of Report and Printer File Name	Description
Enrollment Transaction Audit Log PRTBE50B	The report includes only those transactions that you entered on the Employee Benefit Change Transactions screen.
Mass Update Enrollments PRTBE55	The report includes all pending, changed and canceled enrollments.
Enrollments to Deductions PRTBE50A	The report includes life insurance plan transactions only if you type **1** in the *Update PY Life Ded* field on the *Mass Update Enrollments* screen.

The system always generates all three of the reports listed above. However, if you do not enter benefit change transactions on the Employee Benefit Change Transactions screen or you do not type **1** in the *Update PY Life Ded* field on the Mass Update Enrollments screen, the second and third reports listed contain no information. The system displays **FIN** as their status on the Work with Job Spooled Files screen.

When payroll users run the *Begin Cycle* function, the system always generates the Enrollments to Deductions report. It identifies all new, changed and canceled benefit deductions for that pay period. You can compare the information on this report to the information on the Mass Update Enrollments report to verify that Infinium HR and Infinium Payroll are in agreement on benefit enrollments and deductions.

Sample reports are provided at the end of this chapter.

Processing Pending Benefit Transactions

When you have set up all of the new benefit enrollments and made the necessary changes to or canceled existing enrollments, you can run the *Trial Mass Update Enrollments* function to verify your entries. You can run the *Trial Mass Update Enrollments* function as many times as you need to obtain the correct results.

When you are satisfied with the results of the *Trial Mass Update Enrollments* function, you can run the *Mass Update Enrollments* function. The *Mass Update Enrollments* function updates employee benefit enrollment records and creates history transactions that identify the information that changed when the enrollment record was processed.

Performing a Trial Run

Prior to running the *Mass Update Enrollments* option, we strongly recommend that you execute the *Trial Mass Update Enrollments* option. You can use the report that it generates to verify that the system will take the correct actions when you run the *Mass Update Enrollments* option. You can make any necessary changes to employee enrollment records before they are processed by the system.

The Trial Mass Update Enrollments report includes the following information:

- New enrollments and deduction amounts
- Changed deduction amounts for existing enrollments
- Previous enrollment amounts
- Enrollments that have been canceled
- Projected employee deductions, if applicable

Follow these steps to run the *Trial Mass Update Enrollments* function:

1. From the Infinium Human Resources main menu select *Benefits Administration.*
2. Select *Mass Update Benefit Data*.
3. Select *Trial Mass Update Enrollments* [TMUE]. The system displays the Trial Mass Update Enrollments screen shown in Figure 7-1.

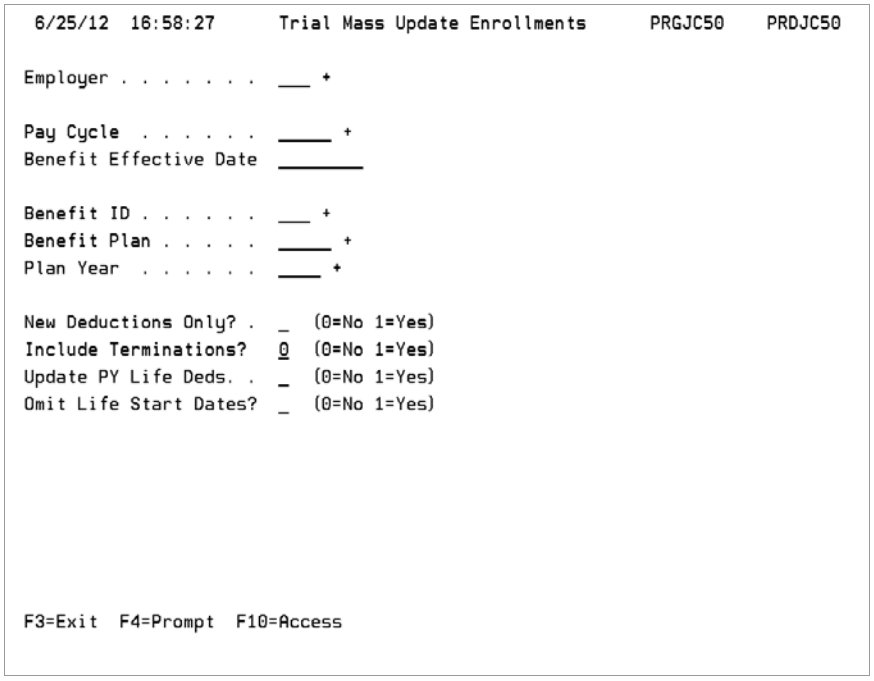

Figure 7-1: Trial Mass Update Enrollments screen

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 processing the trial run.

Pay Cycle

To include only those employees assigned to a specific payroll cycle, type the value that represents that cycle. Press F4 to display a list of valid pay cycles. You define pay cycles in Infinium Payroll.

Leave this field blank to include all employees in the trial run.

Benefit Effective Date

Specify the benefit effective date for which you want to process pending enrollment records by using *Mass Update Enrollments*.

Benefit ID

To include all plans or only one plan within a specified benefit identity in the trial run, type the value that represents that identity. Press F4 to display a list of benefit identities.

Leave this field blank to update enrollment records for all benefit plans and identities.

Benefit Plan

To include only a specific benefit plan in the trial run, type the value that identifies the benefit plan. You must specify a benefit identity in order to select a benefit plan. Press F4 to display a list of benefit plans within the specified identity.

Leave this field blank to update enrollment records for all benefit plans.

Plan Year

If you use plan year processing, specify the plan year of the employee benefit plan enrollments to mass update.

New Deductions. Only?

For the trial run only, specify yes to restrict the processing to include only pending new enrollment amounts and exclude changed and canceled enrollment amounts.

Include Terminations?

Use this field to identify whether the system should include terminated employees in the trial run. You must include terminated employees in order to process their benefit cancellations. After the terminated employee's benefit cancellations have been processed by Infinium Payroll, the system no longer includes the terminated employee in the *Trial* or *Mass Update Enrollments* function.

The *Mass Update Enrollments* function deactivates employee deduction records on Infinium Payroll associated with canceled employee benefit enrollments if you specified **2** in the *Auto Cancel?* field on the benefit plan controls. Otherwise, the *Begin Cycle* function on Infinium Payroll deactivates deductions associated with canceled benefit enrollments.

Valid values for this field are:

0 Exclude terminated employees from processing.

1 Include terminated employees in processing.

Update PY Life Deds

When you run the *Mass Update Enrollments* function, you can use this field to immediately update employee deduction records on Infinium Payroll with group term life insurance information, including employee costs, employer

costs and coverage amounts. The system only transfers deduction information directly to Infinium Payroll for plans you set up using benefit type 01.

If you type **0** in this field, the system updates Payroll deductions with group term life insurance information when you run the *Begin Cycle* function.

The system uses information in employees' group term life insurance deduction records to calculate the *F@IN income, which captures the taxable benefit amount associated with group term life insurance.

Valid values for this field are:

0	Do not directly transfer life insurance deduction information to Infinium Payroll
1	Directly transfer life insurance deduction information to Infinium Payroll (benefit type 01 plans only)

Omit Life Start Dates?

Use this field to control how the start dates are processed in life insurance deductions.

Specify **0** to transfer start dates for life insurance deduction information to Infinium Payroll. The system transfers only benefit type 01 plans.

Specify **1** to leave the start dates blank for life insurance deductions.

5 Press Enter. The system generates the following message and returns you to the Infinium Human Resources main menu:

Building submission request . . .

6 The system uses batch processing to generate the Trial Mass Update Enrollments, Enrollment Transaction Audit Log and Enrollments to Deductions reports. 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 reports using options on these screens. Sample reports are provided at the end of this chapter.

7 After you carefully review the reports generated by the *Trial Mass Update Enrollments* function and make any necessary corrections to employee benefit enrollment records, you can run the *Mass Update Enrollments* function. Refer to the following section for further information.

Note: Enrollments that have a pending cancellation date are processed before plans that are new enrollments or that only have changes.

Enrollments with a pending cancellation date are printed separately on the listings.

Mass Updating Employee Benefit Enrollments

After you have verified the results of the *Trial Mass Update Enrollments* function, you can safely run the *Mass Update Enrollments* function.

Follow these steps to run the *Mass Update Enrollments* function:

1. From the Infinium Human Resources main menu select *Benefits Administration.*

2. Select *Mass Update Benefit Data*.

3. Select *Mass Update Enrollments* [MUE]. The system displays the Mass Update Enrollments screen.

4. Use the information in the “Performing a Trial Run” section to fill in the fields on this screen.

5. Press Enter. The system generates the following message and returns you to the Infinium Human Resources main menu:

   Building submission request . . .

6. The system uses batch processing to generate the Mass Update Enrollments, Enrollment Transaction Audit Log and Enrollments to Deductions reports. 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 reports using options on these screens. Sample reports are provided at the end of this chapter.

   Note: Enrollments that have a pending cancellation date are processed before plans that are new enrollments or that only have changes. Enrollments with a pending cancellation date are printed separately on the listings.

```
PRGBE55    PRTBE50B                * TRIAL*      ENROLLMENT TRANSACTION AUDIT LOG                                                    Page   1
XX/XX/XX   XX:XX:XX                                   PLAN YEAR XXXX
EMPLOYER  ZUS  SAMPLE US COMPANY                          CYCLE                                  Benefit Effective Date   XX/XX/XXXX
EMPLOYEE                                                 TRANS     TRANS          EMPLOYEE      EMPLOYER                    COVERAGE
 NUMBER    EMPLOYEE NAME                                 DATE      DESC            AMOUNT        AMOUNT    EE %   ER %      AMOUNT
-------------------------------------------------------------------------------------------------------------------------------------
M01  MEDICAL PROVIDER #1       MED2   MEDICAL PLAN 2 FOR ALL EMPLOYE
    36161  AN-EMPLOYEE,IAM                            5/04/2016 CANCEL
M01  MEDICAL PROVIDER #1       MED1   MEDICAL PLAN 1 FOR ALL EMPLOYE
    36161  AN-EMPLOYEE,IAM                            5/05/2016 ENROLL
TOTAL ENROLLMENT TRANSACTIONS PROCESSED IS       2
                                                        *** END OF REPORT ***
```

```
PRGBE55    PRTBE55             T R I A L   M A S S   U P D A T E   E N R O L L M E N T S                          Page   1
 6/15/16 18:34:17                                  PLAN YEAR 2016
EMPLOYER    ZUS   SAMPLE US COMPANY             CYCLE          Benefit Effective Date   XX/XX/XXXX                EE - EMPLOYEE
                                                                                                                   ER - EMPLOYER
                                                                                          PREVIOUS   CURRENT      NEW      PROJECTED
EMPLOYEE#  NAME              ELIGIBLE    ENROLL      DEDUCTION          COVERAGE        ENROLL    DEDUCTION   ENROLL    DEDUCTION
BENEFIT ID/PLAN              DATE        DATE        CODE                AMOUNT       % or AMT   % or AMT   % or AMT   % or AMT
-------------------------------------------------------------------------------------------------------------------------------
    36161 AN-EMPLOYEE,IAM
*** THIS DEDUCTION WILL BE DEACTIVATED (IF NOT ALREADY) BECAUSE ENROLLMENT HAS BEEN CANCELLED ****
M01   MEDICAL PROVIDER #1     1/01/2016  1/01/2016 MED2   *DEACTV*                      34.62      34.62        .00        .00   -
MED2  MEDICAL PLAN 2 FOR ALL EMPLOYE                                                     .00        .00        .00        .00   -
 -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --
    36161 AN-EMPLOYEE,IAM
M01   MEDICAL PROVIDER #1     1/01/2016  5/05/2016 M1FB   * ADD *                       .00        .00      23.08      23.08   -
MED1  MEDICAL PLAN 1 FOR ALL EMPLOYE   (PROJECTED)                                       .00        .00        .00        .00   -
 -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --
    11085 LINCOLN,BRIAN
M01   MEDICAL PROVIDER #1     1/01/2016  1/01/2016 M1FB   * ADD *                       .00        .00      60.00      60.00   -


////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////


PRGBE55    PRTBE55             T R I A L   M A S S   U P D A T E   E N R O L L M E N T S                          Page  10
XX/XX/XX XX:XX:XX                                 PLAN YEAR XXXX
EMPLOYER    ZUS   SAMPLE US COMPANY             CYCLE          Benefit Effective Date    XX/XX/XXXX                EE - EMPLOYEE
                                                                                                                   ER - EMPLOYER
                                                                                          PREVIOUS   CURRENT      NEW      PROJECTED
EMPLOYEE#  NAME              ELIGIBLE    ENROLL      DEDUCTION          COVERAGE        ENROLL    DEDUCTION   ENROLL    DEDUCTION
BENEFIT ID/PLAN              DATE        DATE        CODE                AMOUNT       % or AMT   % or AMT   % or AMT   % or AMT
-------------------------------------------------------------------------------------------------------------------------------
EMPLOYER  ZUS
TOTALS:   ENROLLMENTS PROCESSED     29      NEW DEDUCTIONS     22      EXISTING DEDUCTIONS      6         NO DEDUCTIONS       1
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
                                                                                                                    BOTTOM
```

```
PRGBE55    PRTBE50A               * TRIAL* E N R O L L M E N T S    T O    D E D U C T I O N S                        Page   1
  5/16/06    9:54:07                            PLAN YEAR 200X
 EMPLOYER        KXG  KATHY'S US COMPANY          CYCLE               PERIOD ENDING   5/31/2006                     EE - EMPLOYEE
                                                                                                                    ER - EMPLOYER
                                                                                                  PREVIOUS       NEW
                              ELIGIBLE   ENROLLMENT  DEDUCTION           COVERAGE      ENROLL    DEDUCTION   DEDUCTION
 EMPLOYEE#  NAME                DATE       DATE       CODE                AMOUNT      % or AMT   % or AMT    % or AMT
 ------------------------------------------------------------------------------------------------------------------------------
      5691 SMITH,DOREEN E
 L01   PERPETUAL LIFE INSURAN  5/02/2006  5/19/2006  LI1W  *UPDATE*      63,000.00       2.98        2.98        3.33   -EE
 TSTLF TEST LIFE TYPE PLAN                                                                2.98        2.98        3.33   -ER
  -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --
 Area       100     Division   ADMIN   Department ACCT    Cost Centr 101   TOTAL DEDUCTIONS:  UPDATED         1    ADDED         0
 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
 Area       100     Division   ADMIN   Department ACCT                     TOTAL DEDUCTIONS:  UPDATED         1    ADDED         0
 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
 Area       100     Division   ADMIN                                       TOTAL DEDUCTIONS:  UPDATED         1    ADDED         0
 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
 Area       100                                                            TOTAL DEDUCTIONS:  UPDATED         1    ADDED         0
EMPLOYER KXG                                                             TOTAL DEDUCTIONS:  UPDATED         1    ADDED         0
```

```
PRGBE55    PRTBE50B                              ENROLLMENT TRANSACTION AUDIT LOG                                                    Page   1
XX/XX/XX   XX:XX:XX                                   PLAN YEAR XXXX
EMPLOYER  ZUS  SAMPLE US COMPANY                          CYCLE                                  Benefit Effective Date   XX/XX/XX
EMPLOYEE                                                  TRANS     TRANS          EMPLOYEE      EMPLOYER                      COVERAGE
 NUMBER    EMPLOYEE NAME                                  DATE      DESC            AMOUNT        AMOUNT    EE %   ER %      AMOUNT
-------------------------------------------------------------------------------------------------------------------------------------
M01  MEDICAL PROVIDER #1       MED2   MEDICAL PLAN 2 FOR ALL EMPLOYE
    36161  AN-EMPLOYEE,IAM                            5/04/2016 CANCEL
M01  MEDICAL PROVIDER #1       MED1   MEDICAL PLAN 1 FOR ALL EMPLOYE
    36161  AN-EMPLOYEE,IAM                            5/05/2016 ENROLL
TOTAL ENROLLMENT TRANSACTIONS PROCESSED IS       2
                                                          *** END OF REPORT ***
```

```
PRGBE55    PRTBE55                          M A S S   U P D A T E   E N R O L L M E N T S                                  Page   1
 6/15/16 18:34:35                                    PLAN YEAR 2016
EMPLOYER    ZUS   SAMPLE US COMPANY             CYCLE          Benefit Effective Date   XX/XX/XXXX                EE - EMPLOYEE
                                                                                                                    ER - EMPLOYER
                                                                                                PREVIOUS   CURRENT      NEW      PROJECTED
EMPLOYEE#  NAME              ELIGIBLE    ENROLL      DEDUCTION          COVERAGE                 ENROLL    DEDUCTION   ENROLL    DEDUCTION
BENEFIT ID/PLAN              DATE        DATE        CODE                AMOUNT                % or AMT   % or AMT   % or AMT   % or AMT
-------------------------------------------------------------------------------------------------------------------------------------
    36161 AN-EMPLOYEE,IAM
*** THIS DEDUCTION WILL BE DEACTIVATED (IF NOT ALREADY) BECAUSE ENROLLMENT HAS BEEN CANCELLED ****
M01   MEDICAL PROVIDER #1     1/01/2016  1/01/2016 MED2   *DEACTV*                              34.62      34.62        .00        .00   -
MED2  MEDICAL PLAN 2 FOR ALL EMPLOYE                                                            .00        .00        .00        .00   -
 -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --
    36161 AN-EMPLOYEE,IAM
M01   MEDICAL PROVIDER #1     1/01/2016  5/05/2016 M1FB   * ADD *                               .00        .00      23.08      23.08   -
MED1  MEDICAL PLAN 1 FOR ALL EMPLOYE                                                            .00        .00        .00        .00   -
 -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --
    11085 LINCOLN,BRIAN
M01   MEDICAL PROVIDER #1     1/01/2016  1/01/2016 M1FB   * ADD *                               .00        .00      60.00      60.00   -


////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////

PRGBE55    PRTBE55                          M A S S   U P D A T E   E N R O L L M E N T S                                  Page  10
XX/XX/XX XX:XX:XX                                   PLAN YEAR XXXX
EMPLOYER    ZUS   SAMPLE US COMPANY             CYCLE          Benefit Effective Date   XX/XX/XXXX                EE - EMPLOYEE
                                                                                                                    ER - EMPLOYER
                                                                                                PREVIOUS   CURRENT      NEW      PROJECTED
EMPLOYEE#  NAME              ELIGIBLE    ENROLL      DEDUCTION          COVERAGE                 ENROLL    DEDUCTION   ENROLL    DEDUCTION
BENEFIT ID/PLAN              DATE        DATE        CODE                AMOUNT                % or AMT   % or AMT   % or AMT   % or AMT
-------------------------------------------------------------------------------------------------------------------------------------
EMPLOYER  ZUS
TOTALS:   ENROLLMENTS PROCESSED     29      NEW DEDUCTIONS     22      EXISTING DEDUCTIONS      6         NO DEDUCTIONS       1
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
                                                                                                                      BOTTOM
```

```
PRGBE55    PRTBE50A                        E N R O L L M E N T S    T O    D E D U C T I O N S                          Page   1
 5/20/97   19:33:15
EMPLOYER        ZUS  SAMPLE US COMPANY           CYCLE  BONUS       PERIOD ENDING   5/10/1997
                                                                                          PREVIOUS     NEW
                           ELIGIBLE    ENROLLMENT  DEDUCTION       COVERAGE ENROLLMENT   DEDUCTION    DEDUCTION
EMPLOYEE#  NAME             DATE        DATE        CODE            AMOUNT   % or AMT     % or AMT     % or AMT
-------------------------------------------------------------------------------------------------------------------------------
    80005 ACCURATE,ALAN C
L01   LIFE INSURANCE PROVIDE  6/01/1994   6/01/1994  LI1W  *UPDATE*    15,000     .00          .00          .00    -EMPLOYEE
LI1W  LIFE INSURANCE BASIC PLAN WKLY                                                1.73          .02         1.73    -EMPLOYER
 -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --
    80113 BLOSSOM,CHERRY
***THIS DEDUCTION HAS BEEN DEACTIVATED BECAUSE ENROLLMENT CANCELLED  OR DECLINED ***
L01   LIFE INSURANCE PROVIDE  6/02/1995   6/02/1995  LI1W  *DEACTV*     1,000     .00          .00          .00    -EMPLOYEE
LI1W  LIFE INSURANCE BASIC PLAN WKLY                                                .12          .02          .00    -EMPLOYER
 -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --
    80114 BUDD,ROSE
L01   LIFE INSURANCE PROVIDE  8/15/1995   8/15/1995  LI1W  *UPDATE*     1,000     .00          .00          .00    -EMPLOYEE
LI1W  LIFE INSURANCE BASIC PLAN WKLY                                                .12          .02          .12    -EMPLOYER
 -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --
    80198 NAIL,RUSTY
L01   LIFE INSURANCE PROVIDE  5/01/1997   5/01/1997  LI1W  * ADD *      1,000     .00          .00          .00    -EMPLOYEE
LI1W  LIFE INSURANCE BASIC PLAN WKLY                                                .00          .00          .12    -EMPLOYER
 -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --
Area       100     Division   OPS     Department LAB     Cost Centr 201   TOTAL DEDUCTIONS:  UPDATED         3    ADDED         1
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
Area       100     Division   OPS     Department LAB                      TOTAL DEDUCTIONS:  UPDATED         3    ADDED         1
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
Area       100     Division   OPS                                         TOTAL DEDUCTIONS:  UPDATED         3    ADDED         1
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
Area       100                                                            TOTAL DEDUCTIONS:  UPDATED         3    ADDED         1
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
EMPLOYER ZUS                                                            TOTAL DEDUCTIONS:  UPDATED         3    ADDED         1
```

Notes

Chapter 8 Using Benefit Plan Year Processing

8

For Benefits Administration users, Infinium HR offers the option of using plan year processing where you can simultaneously maintain employee benefit enrollments for a current plan year and prepare enrollments for the next plan year.

The chapter consists of the following topics:

Topic	Page
Overview	8-2
Setting Up Benefit Plan Year Processing	8-4
Working with Infinium Benefit Self Service and the Benefit Respondent File	8-23

Overview

Infinium HR defines the plan year as the period during which an employer offers pre-tax benefit plans, such as health and life insurance benefit plans, to employees. The plan year may or may not coincide with your company's calendar or fiscal year.

The plan year comprises open and non-open enrollment plans. Open enrollment plans have enrollment periods that begin weeks or months before the start of the upcoming plan year. During the open enrollment period, an employee can enroll for the first time or elect to change benefit coverage annually for each plan year.

If your employer uses plan year processing and if an employee submits a benefit coverage change resulting from a lifestyle event as defined by the IRS, Infinium HR processes the change for the lifestyle event for the current plan year and allows open enrollment plan coverage change information for the employee to occur at the same time.

If your employer uses Infinium Benefit Self Service, employees can submit enrollment requests for the upcoming plan year electronically to your benefits administrator for approval. The benefits administrator can then transfer approved requests to the employee's pending enrollment records in the Infinium HR employee benefit enrollments file, PRPBE.

The following chart illustrates the steps for setting up Infinium HR to use plan year processing.

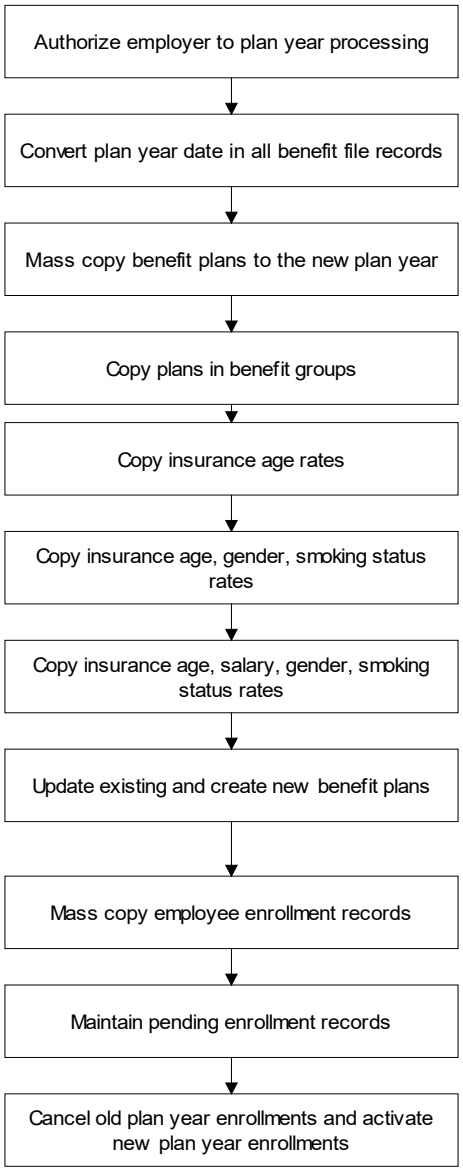

Figure 8-1: Steps to set up plan year processing

Setting Up Benefit Plan Year Processing

To use plan year processing, you set up the benefit plans and pending enrollment records for the upcoming plan year before the open enrollment period begins.

Follow the steps below to set up plan year processing.

1 Authorize your employer or employers to use plan year processing by using *Update Benefit Controls* and specifying **Yes** in *Use Plan Year?*.

Refer to the “Establishing the Employer Benefit Control and Benefit Identities” chapter in this guide for information on using *Update Benefit Controls*.

2 Use *Plan Year Conversion* to complete the value in *Plan Year* of all benefit file records, including benefit plans, employee enrollments, pending transactions, age rate tables, dependent and beneficiary enrollments, and benefit plans associated with benefit groups. The system completes only blank *Plan Year* fields with the specified value.

Refer to the “Converting Plan Year Benefit Files” section in this chapter for information on using the *Plan Year Conversion* function.

3 Use *Trial Mass Copy Benefit Plans* [TCPYPLN] and *Mass Copy Benefit Plans* [CPYPLN] to mass copy benefit plans and dependent/beneficiary records that are attached to the plans from the current plan year for the upcoming plan year.

Refer to the “Establishing Benefit Plans” chapter in this guide for information on using *Trial Mass Copy Benefit Plans* and *Mass Copy Benefit Plans*.

4 Use *Copy Plans in Benefit Groups* [UIP] to copy benefit plans from one benefit group to another within the same plan year or to copy benefit plans associated with one or all benefit groups from one plan year to the next plan year.

Refer to the “Copying Plans in Benefit Groups” section in this chapter for information on using *Copy Plans in Benefit Groups*.

5 Use *Copy Insurance Age Rates* [COPYRATES] to copy insurance age rate tables from one employer to another, from one benefit plan year to another, from one benefit identity to another within the same or a different plan year, or a specific benefit plan to another plan within the same or a different plan year.

Refer to the “Copying Insurance Age Rates” section in this chapter for information on using *Copy Insurance Age Rates*.

6 Use *Copy Ins. Rates by Age/Gen/Smoke* [COPYRATES1] to copy insurance age, gender, and smoking status rate tables from one employer to another, from one benefit plan year to another, from one benefit identity to another within the same or a different plan year, or a specific benefit plan to another plan within the same or a different plan year.

Refer to the “Copying Insurance Rates by Age, Gender, and Smoking Status” section in this chapter for information on using *Copy Ins. Rates by Age/Gen/Smoke*.

7 Use *Copy Ins. Rates by Gen/Smoke/Sal* [COPYRATES2] to copy insurance salary, age, gender, and smoking status rate tables from one employer to another, from one benefit plan year to another, from one benefit identity to another within the same or a different plan year, or a specific benefit plan to another plan within the same or a different plan year.

Refer to the “Copying Insurance Rates by Age, Salary, Gender, and Smoking Status” section in this chapter for information on using *Copy Ins. Rates by Gen/Smoke/Sal*.

8 Use Update *Benefit Plans* [UIP] to modify existing benefit plans or to add new plans for the upcoming plan year. Benefit plan changes for an upcoming plan year may include rate changes, open enrollment requirements, and age rate tables.

Refer to the “Establishing Benefit Plans” chapter in this guide for information on using *Update Benefit Plans*.

9 Use *Trial Mass Copy Enrollments* [TMASCPYENR] and *Mass Copy Enrollments* [MASSCPYENR] to mass copy employee enrollment records from the current plan year for the upcoming plan year.

When you use *Mass Copy Enrollments*, if you include a benefit plan in open enrollment processing, Infinium HR uses the specified cancellation date to cancel the existing employee, dependent, and beneficiary enrollments for the current plan year and uses the specified eligibility date to create pending enrollments for the next plan year.

If you do not include the benefit plan in open enrollment processing, Infinium HR uses the specified cancellation date to cancel the existing employee enrollments for the current plan year and uses the employee's current plan year enrollment date as the eligibility date for pending enrollments in the next plan year.

Refer to the “Trial Mass Copying Enrollments” and “Mass Copying Enrollments” sections in this chapter for information on using *Trial Mass Copy Enrollments* and *Mass Copy Enrollments*.

10 Use Update *Employee Enrollments* [UEEN] to maintain the employees’ pending enrollment records for the upcoming plan year.

Refer to the “Enrolling Employees in Benefit Plans” chapter in this guide for information on using the *Update Employee Enrollments* function.

11 Use *Trial Mass Update Enrollments* [TMUE] and *Mass Update Enrollments* [MUE] at the end of the current plan year to cancel the enrollment records for the current plan year and to activate the pending enrollments for the upcoming plan year.

You execute *Trial Mass Update Enrollments* [TMUE] and *Mass Update Enrollments* [MUE] twice:

- To cancel all enrollments for the old plan year; specify the old plan year as the *Plan Year* value
- To activate all enrollments for the new plan year; specify the new plan year as the *Plan Year* value

Execute *Mass Update Enrollments* after the last payroll cycle ending date of the old plan year and before the first payroll ending date of the new plan year.

Refer to the “Processing Employee Benefit Enrollments” chapter in this guide for information on using the *Trial Mass Update Enrollments* and *Mass Update Enrollments* functions.

Converting Plan Year Benefit Files

For employers currently using Infinium HR Benefits Administration who plan to convert to plan year processing for the first time, use *Plan Year Conversion* to complete the value in *Plan Year* of all benefit file records, including benefit plans, employee enrollments, dependent and beneficiary enrollments, pending transactions, age rate tables, and benefit plans associated with benefit groups. The system completes only blank *Plan Year* fields with the specified value.

All users must sign off of Infinium HR and PY before you use *Plan Year Conversion*.

You can also specify whether the system generates an audit report, PRTBE80, of the plan year conversion.

Use the menu path below.

- Infinium HR
- *Benefits Administration*
- *Mass Update Benefit Data*
  - *Plan Year Conversion* [PRBEB080]

Converting Plan Year Benefit Files

On the Benefit File Plan Year Conversion page, you specify criteria for converting your existing Infinium HR Benefits Administration records to use plan year processing. Use the information below to complete this page.

Employer

Specify the employer whose benefit file records you are converting for use with plan year processing.

Convert Plan Year to

Specify the employer's current benefit plan year to use to complete *Plan Year* in current benefit files for the benefit files plan year conversion.

Use *Update Employer Codes* and code type **YER** to set up plan year values.

Update Benefit Files?

Specify **Yes** to update the value in *Plan Year* in all benefit files, including benefit plans, employee enrollments, pending benefit transactions, age rate tables, and benefit plans associated with benefit groups.

Specify **No** not to update the value in *Plan Year* in all benefit files. If you specify **No** in *Update Benefit Files* but **Yes** in *Print Conversion Report*, use the report to review the conversion results.

Print Conversion Report

Specify **Yes** to generate a benefit files plan year conversion audit report, file PRTBE80. Otherwise, specify **No**.

How Do I…	
Convert plan year benefit files	Complete the information on the page and press Enter.

Copying Plans in Benefit Groups

For employers using plan year processing for Infinium HR Benefits Administration, use *Copy Plans in Benefit Groups* to copy benefit plans from one benefit group to another within the same plan year. You also use *Copy Plans in Benefit Groups* to copy benefit plans associated with one or all benefit groups from one plan year to the next plan year.

After copying the plans, Infinium HR displays the number of benefit plans in benefit groups copied to another benefit group or to another plan year.

Use the menu path below.

- Infinium HR
- *Benefits Administration*
- *Mass Update Benefit Data*
  - *Copy Plans in Benefit Groups* [COPYGRPS]

Copying Plans in Benefit Groups

On the Copy Plans in Benefit Groups page, you can specify whether to copy benefit plans from one benefit group to another within the same plan year or to copy benefit plans associated with one or all benefit groups from one plan year to the next plan year. Use the information below to complete this page.

From Employer

Specify an employer from whose benefit groups you want to copy plans.

From Group

Specify the benefit group whose benefit plans you want to copy. Leave blank to copy all benefit groups within a plan year.

From Plan Year

Specify the plan year from which to copy all benefit plans assigned to the benefit group specified in *From Group*.

To Group

Specify the benefit group to which you want to copy benefit plans from the benefit group specified in *From Group*. Leave blank if you leave *From Group* blank.

To Plan Year

Specify the plan year to which you want to copy the benefit plans.

Leave blank to use the value from *Plan Year* if you are copying plans from one benefit group to another within the same plan year.

How Do I...

Copy plans in benefit groups	Complete the information on the page and press Enter.

Copying Insurance Age Rates

For employers using plan year processing for Infinium HR Benefits Administration, use *Copy Insurance Age Rates* to copy insurance age rate tables from:

- One employer to another
- One benefit plan year to another
- One benefit identity to another within the same or a different plan year
- A specific benefit plan to another plan within the same or a different plan year

After copying the insurance age rate tables, the system displays the number of age rate tables copied to the specified employer, benefit identity, plan, or plan year.

Use the menu path below.

- Infinium HR
- *Benefits Administration*
- *Mass Update Benefit Data*
  - *Copy Insurance Age Rates* [COPYRATES]

Copying Insurance Age Rates

On the Copy Insurance Age Rates page, you can specify whether to copy insurance age rate tables from one employer to another, from one benefit plan year to another, from one benefit identity to another within the same or a different plan year, or a specific benefit plan to another plan within the same or a different plan year. Use the information below to complete this page.

From Employer

Specify an employer from which to copy insurance age rate tables.

From Benefit Identity

Specify the value of the benefit identity from which to copy benefit plan insurance age rate tables.

Leave blank to copy age rate tables for plans in all benefit identities. The system copies age rate tables for benefit identities and plans that exist in employers specified in both *From Employer* and *To Employer* to the employer specified in *To Employer*.

From Benefit Plan

Specify the value for the benefit plan from which to copy insurance age rates if you complete *From Benefit Identity*.

Leave blank to copy age rate tables associated with all plans within the specified identity. The system copies age rate tables for benefit plans that exist in employers specified in both *From Employer* and *To Employer* to the employer specified in *To Employer*.

From Plan Year

Specify the plan year from which to copy insurance age rates.

To Employer

Specify the employer to which you want to copy insurance age rates.

Leave blank to use the value from the *From Employer* as the default *To Employer* value.

To Benefit Identity

Specify the value of the benefit identity to which you want to copy insurance age rate tables.

Leave blank if you leave *From Benefit Identity* blank or if you want to use the value from *From Benefit Identity* as the default *To Benefit Identity* value.

To Benefit Plan

Specify the value of the benefit plan to which you want to copy insurance age rates if you specify a value in *To Benefit Identity*.

Leave blank if you leave *From Benefit Plan* blank or if you want to use the value from *From Benefit Plan* as the default *To Benefit Identity* value.

To Plan Year

Specify the plan year to which you want to copy insurance age rates.

Leave blank to use the value from *From Plan Year* as the default *To Plan Year* value.

How Do I…

Copy insurance age rates	Complete the information on the page and press Enter.

Copying Insurance Age and Salary Rates

For employers using plan year processing for Infinium HR Benefits Administration, use the *Copy Ins. Rates by Salary* function to copy insurance age rate tables from:

- One employer to another
- One benefit plan year to another
- One benefit identity to another within the same or a different plan year
- A specific benefit plan to another plan within the same or a different plan year

After copying the insurance age rate tables, the system displays the number of age rate tables copied to the specified employer, benefit identity, plan, or plan year.

To copy insurance age and salary rates, use the menu path below.

- Infinium HR
- *Benefits Administration*
- *Mass Update Benefit Data*
  - *Copy Ins. Rates by Salary* [COPYRATES]

Copying Insurance Age and Salary Rates

On the Copy Insurance Rates by Salary page, you can specify whether to copy insurance age and salary rate tables from one employer to another, from one benefit plan year to another, from one benefit identity to another within the same or a different plan year, or a specific benefit plan to another plan within the same or a different plan year. Use the information below to complete this page.

From Employer

Specify an employer from which to copy insurance age and salary rate tables.

From Benefit Identity

Specify the value of the benefit identity from which to copy benefit plan insurance age and salary rate tables.

Leave blank to copy age and salary rate tables for plans in all benefit identities. The system copies rate tables for benefit identities and plans that exist in employers specified in both *From Employer* and *To Employer* to the employer specified in *To Employer*.

From Benefit Plan

Specify the value for the benefit plan from which to copy insurance age and salary rates if you complete *From Benefit Identity*.

Leave blank to copy rate tables associated with all plans within the specified identity. The system copies rate tables for benefit plans that exist in employers specified in both *From Employer* and *To Employer* to the employer specified in *To Employer*.

From Plan Year

Specify the plan year from which to copy insurance age and salary rate tables.

From Up To Salary

Specify the maximum salary amount for the benefit plan from which to copy age and salary rate tables.

To Employer

Specify the employer to which you want to copy insurance age and salary rate tables.

Leave blank to use the value from the *From Employer*.

To Benefit Identity

Specify the value of the benefit identity to which you want to copy insurance age and salary rate tables.

Leave blank if you leave *From Benefit Identity* blank or if you want to use the value from *From Benefit Identity*.

To Benefit Plan

Specify the value of the benefit plan to which you want to copy insurance age and salary rate tables if you specify a value in *To Benefit Identity*.

Leave blank if you leave *From Benefit Plan* blank or if you want to use the value from *From Benefit Plan.*

To Plan Year

Specify the plan year to which you want to copy insurance age and salary rate tables.

Leave blank to use the value from *From Plan Year.*

To Up To Salary

Type the maximum salary amount for the plan to which you are copying age and salary rate tables.

How Do I…

Copy insurance age and salary rate tables	Complete the information on the page and press Enter.

Copying Insurance Age, Gender, and Smoking Status Rates

For employers using plan year processing for Infinium HR Benefits Administration, use the *Copy Ins. Rates by Age/Gen/Smoke* function to copy insurance age, gender, and smoking status rate tables from:

- One employer to another
- One benefit plan year to another
- One benefit identity to another within the same or a different plan year
- A specific benefit plan to another plan within the same or a different plan year

After copying the insurance rate tables, the system displays the number of rate tables copied to the specified employer, benefit identity, plan, or plan year.

To copy insurance age, gender, and smoking status rates, use the menu path below.

- Infinium HR

- *Benefits Administration*
- *Mass Update Benefit Data*
  - *Copy Ins. Rates by Age/Gen/Smoke* [COPYRATES1]

Copying Insurance Age, Gender, and Smoking Status Rates

On the Copy Ins. Rates by Age/Gender/Smoker page, you can specify whether to copy insurance age and salary rate tables from one employer to another, from one benefit plan year to another, from one benefit identity to another within the same or a different plan year, or a specific benefit plan to another plan within the same or a different plan year. Use the information below to complete this page.

From Employer

Specify an employer from which to copy insurance rate tables.

From Benefit Identity

Specify the value of the benefit identity from which to copy benefit plan insurance rate tables.

Leave blank to copy rate tables for plans in all benefit identities. The system copies rate tables for benefit identities and plans that exist in employers specified in both *From Employer* and *To Employer* to the employer specified in *To Employer*.

From Benefit Plan

Specify the value for the benefit plan from which to copy insurance rates if you complete *From Benefit Identity*.

Leave blank to copy rate tables associated with all plans within the specified identity. The system copies rate tables for benefit plans that exist in employers specified in both *From Employer* and *To Employer* to the employer specified in *To Employer*.

From Plan Year

Specify the plan year from which to copy insurance rate tables.

To Employer

Specify the employer to which you want to copy insurance rate tables.

Leave blank to use the value from the *From Employer*.

To Benefit Identity

Specify the value of the benefit identity to which you want to copy insurance rate tables.

Leave blank if you leave *From Benefit Identity* blank or if you want to use the value from *From Benefit Identity*.

To Benefit Plan

Specify the value of the benefit plan to which you want to copy insurance rate tables if you specify a value in *To Benefit Identity*.

Leave blank if you leave *From Benefit Plan* blank or if you want to use the value from *From Benefit Plan.*

To Plan Year

Specify the plan year to which you want to copy insurance rate tables.

Leave blank to use the value from *From Plan Year.*

How Do I…

Copy insurance age, gender, and smoking status rate tables	Complete the information on the page and press Enter.

Copying Insurance Age, Salary, Gender, and Smoking Status Rates

For employers using plan year processing for Infinium HR Benefits Administration, use the *Copy Ins. Rates by Gen/Smoke/Sal* function to copy insurance age, salary, gender, and smoking status rate tables from:

- One employer to another
- One benefit plan year to another
- One benefit identity to another within the same or a different plan year
- A specific benefit plan to another plan within the same or a different plan year

After copying the insurance rate tables, the system displays the number of the rate tables copied to the specified employer, benefit identity, plan, or plan year.

To copy insurance age, salary, gender, and smoking status rates, use the menu path below.

- Infinium HR
- *Benefits Administration*
- *Mass Update Benefit Data*
  - *Copy Ins. Rates by Gen/Smoke/Sal* [COPYRATES2]

Copying Insurance Age, Salary, Gender, and Smoking Status Rates

On the Copy Insurance Rates by Salary page, you can specify whether to copy insurance rate tables from one employer to another, from one benefit plan year to another, from one benefit identity to another within the same or a different plan year, or a specific benefit plan to another plan within the same or a different plan year. Use the information below to complete this page.

From Employer

Specify an employer from which to copy rate tables.

From Benefit Identity

Specify the value of the benefit identity from which to copy rate tables.

Leave blank to copy tables for plans in all benefit identities. The system copies rate tables for benefit identities and plans that exist in employers specified in both *From Employer* and *To Employer* to the employer specified in *To Employer*.

From Benefit Plan

Specify the value for the benefit plan from which to copy rates if you complete *From Benefit Identity*.

Leave blank to copy rate tables associated with all plans within the specified identity. The system copies rate tables for benefit plans that exist in employers specified in both *From Employer* and *To Employer* to the employer specified in *To Employer*.

From Plan Year

Specify the plan year from which to copy rate tables.

From Up To Salary

Specify the maximum salary amount for the benefit plan from which to copy rate tables.

To Employer

Specify the employer to which you want to copy rate tables.

Leave blank to use the value from the *From Employer*.

To Benefit Identity

Specify the value of the benefit identity to which you want to copy rate tables.

Leave blank if you leave *From Benefit Identity* blank or if you want to use the value from *From Benefit Identity*.

To Benefit Plan

Specify the value of the benefit plan to which you want to copy rate tables if you specify a value in *To Benefit Identity*.

Leave blank if you leave *From Benefit Plan* blank or if you want to use the value from *From Benefit Plan.*

To Plan Year

Specify the plan year to which you want to copy rate tables.

Leave blank to use the value from *From Plan Year.*

To Up To Salary

Type the maximum salary amount for the plan to which you are copying rate tables.

How Do I…	
Copy insurance rate tables	Complete the information on the page and press Enter.

Trial Mass Copying Enrollments

For employers using plan year processing for Infinium HR Benefits Administration, use *Trial Mass Copy Enrollments* to generate a report of employee benefit enrollments to copy from one plan year to the next plan year.

You mass copy enrollments by employer or employer group, benefit ID, and benefit plan.

When you execute *Mass Copy Enrollments*, the system enters the specified cancellation date in all enrollment records of employees and dependent/beneficiaries attached to the current plan year and creates pending enrollments for the next plan year.

For plans designated as open enrollment plans, the system enters the specified eligibility date in the pending enrollment records for the new plan year.

For non-open enrollment plans, the system uses the enrollment date from the current plan year as the eligibility date for pending enrollments in the new plan year.

Use the menu path below.

- Infinium HR
- *Benefits Administration*
- *Mass Update Benefit Data*
  - *Trial Mass Copy Enrollments* [TMASCPYENR]

Trial Mass Copying Enrollments

On the Trial Mass Copy Enrollments page, you specify the criteria for mass copying employee benefit enrollments from one plan year to the next plan year to produce a report before you execute *Mass Copy Enrollments*. Use the information below to complete this page.

Employer

Specify the employer from which to mass copy employees' benefit plan enrollments.

Leave blank and specify a value in *Employer Group* to mass copy enrollments for more than one employer. You must complete *Employer* or *Employer Group*.

Employer Group

Specify the employer group from which to mass copy employees' benefit plan enrollments.

Leave blank and specify a value in *Employer* to mass copy enrollments for one employer only. You must complete *Employer* or *Employer Group*.

From Plan Year

Specify the plan year whose enrollments you want to copy to set up pending enrollment records for an upcoming plan year.

If you are processing by employer group, the plan year entered must exist in all employers assigned to the employer group.

To Plan Year

Specify the plan year for pending enrollments that you want to set up for an upcoming plan year by mass copying enrollments from the plan year specified by the value in *From Plan Year*.

If you are processing by employer group, the plan year entered must exist in all employers assigned to the employer group.

Benefit Identity

Specify the benefit ID whose enrollments you want to copy to set up pending enrollment records for an upcoming plan year. Leave blank to copy all enrollment records for all benefit identities.

If you are processing by employer group, the benefit identity entered must exist in all employers assigned to the employer group.

Benefit Plan

Specify the benefit plan whose enrollments you want to copy to set up pending enrollment records for an upcoming plan year. Leave blank to copy all enrollment records for all benefit plans.

If you are processing by employer group, the benefit plan entered must exist in all employers assigned to the employer group.

Cancellation Date

Type the date to use as the pending cancellation transaction date for benefit plan enrollments in the plan year specified by the value in *From Plan Year.*

When you execute *Mass Copy Enrollments*, the system sets up new enrollments for the plan year specified by the value in *To Plan Year* and also sets up pending cancellation transactions for enrollments in the plan year specified by the value in *From Plan Year*.

Eligibility Date

Type the date when employees are eligible for the benefit plan enrollments set up by *Mass Copy Enrollments*.

This eligibility date applies to open enrollment benefit plans only.

The eligibility date for non-open enrollment benefit plans is the enrollment date in the enrollment record in the plan year specified by the value in *From Plan Year*.

Reset Freeze Flags?

Specify **Yes** to reset the value in the *Freeze Coverage* field in employee enrollment records from **1** to **0** when the system copies employee enrollments to the new plan year. A value of **0** in the *Freeze Coverage* field allows the system to recalculate coverages and costs when you execute *Mass Update Enrollments* in the new plan year.

Specify **No** to retain existing values in the *Freeze Coverage* field and in fields with overridden values, such as *Employee Amount*, *Employer Amount*, and *Coverage Amount*, in employee enrollment records copied to the new plan year.

Include Previously Copied?

Specify **Yes** for the system to print an error message on the Trial Mass Copy Enrollments and Mass Copy Enrollments reports if an enrollment for the next plan year already exists.

Specify **No** for the system to suppress error messages from the Trial Mass Copy Enrollments and Mass Copy Enrollments reports.

In either case, the system checks if an enrollment already exists in the new plan year and does not create a duplicate enrollment.

How Do I…	
Generate a trial mass copy enrollments report	Complete the information on the page and press Enter.

Mass Copying Enrollments

For employers using plan year processing for Infinium HR Benefits Administration, use *Mass Copy Enrollments* to mass copy employee benefit enrollments including dependent and beneficiary information from one plan year to the next plan year.

You mass copy enrollments by employer or employer group, benefit identity, and benefit plan.

The system enters the specified cancellation date in all enrollment records for the current plan year and creates pending enrollments for the next plan year.

For plans designated as open enrollment plans, the system enters the specified eligibility date in the pending enrollment records for the new plan year.

For non-open enrollment plans, the system uses the enrollment date from the current plan year as the eligibility date for pending enrollments in the new plan year.

Use the menu path below.

- Infinium HR
- *Benefits Administration*
- *Mass Update Benefit Data*
  - *Mass Copy Enrollments* [MASSCPYENR]

Mass Copying Enrollments

On the Mass Copy Enrollments page, you specify the criteria for mass copying employee benefit enrollments from one plan year to the next plan year.

Refer to the field information for the “Trial Mass Copying Enrollments” section in this chapter to complete the information on this page.

How Do I…	
Mass copy enrollments	Complete the information on the page and press Enter.

Deleting erroneously copied pending enrollments

If pending enrollments are copied erroneously from benefit plans when *Mass Copy Enrollments* is run, the enrollments can be deleted with the *Delete Err Copied Benefit Plan* function.

The pending benefit enrollment records are deleted from these benefit files:

- PRPBE - Employee Benefit Enrollments
- PRPBM - Employee Benefit Enrollment Beneficiaries & Dependents
- PRPBX - Dependent Benefits and Coverage

- PRPBC - Benefit Change Transaction File
- PRPBL - Employee Benefit Enrollment History

To access *Delete Err Copied Benefit Plan* function , use the menu path below.

- Infinium HR
- *System Operations*
- *Supervisor's Functions*
- *Miscellaneous Operations*
  - *Delete Err Copied Benefit Plan* [PEDLTPBENE]

Deletion is based on the input in these fields:

- Employer
- Benefit plan
- Benefit identity
- Plan year

The *Delete Err Copied Benefit Plan* function can be run in trial or final mode.

Working with Infinium Benefit Self Service and the Benefit Respondent File

Overview

If you use plan year processing for Infinium HR Benefits Administration, you can also use Infinium Benefit Self Service to provide employees self-service capabilities to enroll in benefit plans during the open enrollment period before the start of a new plan year. Employees also use Benefit Self Service to submit enrollment changes due to lifestyle changes. New employees can use Benefit Self Service to enroll in benefit plans at any time during a plan year.

For open enrollment, Infinium HR maintains a benefit respondent file, PEPBR, with a record for each employee eligible to use Benefit Self Service to enroll in benefit plans during the open enrollment period. Benefit Self Service uses the benefit respondent file to create employee open enrollment forms and to identify employees who have yet to submit enrollment requests for the open enrollment period. You can act on this information to collect outstanding enrollment requests before the start of the new plan year.

You use *Mass Upd Benefit Respondents* to define groups of employees for whom to set up benefit respondent records. You can set up benefit respondent records for employee groups defined by organizational level, location, union code, and benefit group. Employees with a benefit respondent record are eligible to use Benefit Self Service to request enrollment in benefit plans for the upcoming plan year.

You can use *Update Benefit Respondents* to set up benefit respondent records for individual employees or to define an employee's annual base pay rate for the upcoming plan year.

You can use *Display Benefit Respondents* to display a list of employees with a benefit respondent record, and you can use *List Benefit Respondents* to generate a report of employees with a benefit respondent record.

Trial Mass Updating Benefit Respondents

For employers using plan year processing for Infinium HR Benefits Administration with Infinium Benefit Self Service, use *Trial Mass Upd Benefit*

Respondents to generate a report of employee benefit respondent records to set up for a specified plan year.

You use *Mass Upd Benefit Respondents* to set up the benefit respondent records. An employee with a benefit respondent record is eligible to use Benefit Self Service to request enrollment in benefit plans for the specified plan year.

Infinium HR maintains a benefit respondent file, PEPBR, which lists employees eligible to use Benefit Self Service to enroll in benefit plans. Benefit Self Service uses the benefit respondent file to create open enrollment forms for eligible employees.

Use the menu path below.

- Infinium HR
- *Benefits Administration*
- *Benefit Self Service Mass Upd*
  - *Trl Mass Upd Benefit Respondents* [TMUBR]

Trial Mass Updating Benefit Respondents

On the Trial Mass Upd Benefit Respondents page, you can specify criteria to generate a report of employees for whom to set up a benefit respondent record for a specified plan year. Use the information below to complete this page.

Employer

Specify an employer whose benefit respondent records to mass update.

Plan Year

Specify the plan year associated with the benefit respondent records to mass update.

Level 1

Specify the value that represents Level 1 for this organization to limit the mass update of benefit respondent records to employees who belong to this level.

Level 2

Specify the value that represents Level 2 for this organization to limit the mass update of benefit respondent records to employees who belong to this

level. You must specify a value for *Level 1* before you can specify a value for *Level 2.*

Level 3

Specify the value that represents Level 3 for this organization to limit the mass update of benefit respondent records to employees who belong to this level. You must specify a value for *Level 1* and *Level 2* before you can specify a value for *Level 3.*

Level 4

Specify the value that represents Level 4 for this organization to limit the mass update of benefit respondent records to employees who belong to this level. You must specify a value for *Level 1, Level 2*, and *Level 3* before you can specify a value for *Level 4.*

Location

Specify the value that represents the location of the employees whose benefit respondent records to mass update.

Union Code

Specify the value that represents the union of the employees whose benefit respondent records to mass update.

Benefit Group

Specify the benefit group of the employees whose benefit respondent records to mass update.

Exclude Ben Grp?

Specify **Yes** to exclude employees in the benefit group specified in *Benefit Group* when you mass update benefit respondent records. Executing *Mass Upd Benefit Respondents* creates records for employees in all other benefit groups.

Specify **No** to include employees in the benefit group specified in *Benefit Group* when you mass update benefit respondent records.

Leave blank if you do not specify a value in *Benefit Group*.

How Do I…

Generate a trial mass update benefit respondents report	Complete the information on the page and press Enter.

Mass Updating Benefit Respondents

For employers using plan year processing for Infinium HR Benefits Administration with Infinium Benefit Self Service, use *Mass Upd Benefit Respondents* to set up employee benefit respondent records for a specified plan year.

An employee with a benefit respondent record is eligible to use Benefit Self Service to request enrollment in benefit plans for the specified plan year.

Infinium HR maintains a benefit respondent file, PEPBR, which lists employees eligible to use Benefit Self Service to request enrollment in benefit plans. Benefit Self Service uses the benefit respondent file to create employee open enrollment forms and to identify employees who have yet to submit enrollment requests for the open enrollment period.

Use the menu path below.

- Infinium HR
- *Benefits Administration*
- *Benefit Self Service Mass Upd*
  - *Mass Upd Benefit Respondents* [MUBR]

Mass Updating Benefit Respondents

On the Mass Upd Benefit Respondents page, you can specify criteria to identify employees for whom to set up a benefit respondent record for a specified plan year.

Refer to the field information for the “Trial Mass Updating Benefit Respondents” section in this chapter to complete the information on this page.

How Do I…	
Mass update benefit respondents	Complete the information on the page and press Enter.

Updating Benefit Respondents

For employers using plan year processing for Infinium HR Benefits Administration with Infinium Benefit Self Service, use *Update Benefit*

Respondents to designate an employee eligible to use Benefit Self Service to request enrollment in benefit plans for a specified plan year.

Infinium HR adds the specified employee to the benefit respondent file, PEPBR, which lists employees eligible to use Benefit Self Service to enroll in benefit plans. Benefit Self Service uses the benefit respondent file to create open enrollment forms for eligible employees.

You can use *List Benefit Respondents* to generate a report of employees or *Display Benefit Respondents* to display all employees eligible to use Benefit Self Service to enroll in benefit plans for a specified plan year.

Use the menu path below.

- Infinium HR
- *Benefits Administration*
- *Update Benefit Data*
  - *Update Benefit Respondents* [UBR]

Selecting an Employee

On the Update Benefit Respondents employee selection page, you can designate an employee eligible to use Infinium Benefit Self Service to request enrollment in benefit plans for a specified plan year.

Before you can use *Update Benefit Respondents*, you must use *Update Benefit Controls* to authorize your employer to use plan year processing for Infinium HR Benefits Administration. Use the information below to complete this page.

Employer

Specify an employer whose benefit respondent records to update.

Employee

Specify the number of the employee whose benefit respondent record to update.

If you do not know the employee number, you can type the employee's last name or a portion of it in the *Last Name* field and press F4 to display a list of names beginning with the letters you typed. After you select the employee from the display, the system completes both the *Employee* and *Last Name* fields.

Last Name

Type the employee's last name or a portion of it and press F4 to display a list of names beginning with the letters you typed. After you select the employee from the display, the system completes both the *Employee* and *Last Name* fields.

Left-justify the information at the beginning of the *Last Name* field.

Plan Year

Specify the plan year associated with the benefit respondent records to update.

How Do I…	
Select an employee to add to the benefit respondent file	Complete the information on the page and press Enter.

Updating the Benefit Respondent File

On the Update Benefit Respondents plan year base rate page, you can specify the employee’s annual base pay rate to use for calculating life insurance coverage for a specified plan year and then update the benefit respondent file. Use the information below to complete this page.

Plan Yr Base Rate

Type the employee's annual base pay rate to use for calculating life insurance coverage for the selected plan year.

How Do I…	
Add an employee record to the benefit respondent file	Complete the information on the page and press Enter.
Delete an employee record from the benefit respondent file	Press F22.

Chapter 9 Maintaining Employee Benefit Enrollments

9

After you process pending benefit enrollment records, you can make changes to the records or cancel them. The changes and cancellations are pending on Infinium Human Resources until you process them using the *Mass Update Enrollments* function. The system updates employee deduction records with changes when you run the *Begin Cycle* function on Infinium Payroll. Depending on your benefit plan setup, the system deactivates payroll deductions associated with cancelled benefit enrollments when you run either the *Mass Update Enrollments* function or the *Begin Cycle* function.

You make changes to employee enrollment records in two ways:

- You can manually update an individual employee's plan enrollment record.
- You can make changes to the benefit plan control. The system automatically applies the changes to the records of all enrollees whose enrollment records are not frozen when you next run the *Mass Update Enrollments* function.

You can cancel employee enrollment records in three ways:

- You can type a cancel date in an individual employee's plan enrollment record.
- For terminating employees, you can type **1** or **2** in the *Auto Cancel?* field on your Benefit Plan controls. With this setup, the system automatically enters a cancel date in the enrollment records of employees for whom you enter a Termination transaction in the *Enter Personnel Actions* function.
- You can use the *Mass Cancel Enrollments* to enter a cancel date in the enrollment records of all employees who participate in a selected plan. The system automatically cancels the records of the enrollees when you next run the *Mass Update Enrollments* function.

You may need to change an employee's benefit group assignment when the employee's employment situation changes. After you change the employee's assigned benefit group, you must maintain the employee's enrollments in the old benefit group and set up pending enrollments in the employee's new benefit group.

This is an introductory paragraph that gives the user a high-level overview about the information in this part.

The chapter consists of the following topics:

Topic	Page
Overview of Maintaining Enrollments	9-3
Changing and Canceling Employee Benefit Enrollments	9-7
Mass Canceling Benefit Enrollments	9-16
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Maintaining Beneficiary and Dependent Information	9-23
Changing an Employee's Benefit Group	9-37
Displaying Enrollment Information	9-40
Printing Enrollment Reports	9-49

Overview of Maintaining Enrollments

After you enroll employees in benefit plans, you may need to make changes to their records or cancel their enrollments due to personal changes or the global elimination of a benefit plan.

If the employee's employment situation changes and he or she becomes eligible for a different set of benefit plans, you can change the employee's assigned benefit group. Depending on your organization's internal procedures, you must then manually enroll the employee in benefit plans in the new group and cancel the employee's existing enrollments in plans in the old group.

Objectives

After completing this chapter, you should be familiar with how to:

- Change monetary amounts in an individual employee's enrollment record
- Cancel an individual employee's plan enrollment
- Cancel all enrollments in a specified benefit plan
- Re-enroll an employee in a plan
- Change dependent and beneficiary information
- Change an employee's benefit group assignment
- Display and print benefit enrollment information

Changing Employee Enrollment Records

You may need to make changes to the monetary amounts or contribution percentages of individual employees who are currently enrolled in a benefit plan. You use the Employee Benefit Change Transactions screen to make changes to the following fields in the benefit enrollment records of individual employees:

- *Employee amount*
- *Employer amount*
- *Employee percent*

- *Employer percent*
- *Coverage amount*
- For plans requiring evidence of insurability (EOI), *Requested Cov*
- For plans requiring evidence of insurability (EOI), *EOI Status*
- *Mid-Year Change?* for Type 14 Spending Account plans
- *Annual Contribution* for Type 14 Spending Account plans

When you enter values into one or more of the fields listed above, you must also specify the date on which the change is effective. The system saves your changes as a pending benefit change transaction. It uses the change date to determine when to process the change when you run the *Mass Update Enrollments* function. Until you run the *Mass Update Enrollments* function with a date that encompasses the change date, the system holds your pending changes in the sub-file at the bottom of the Employee Benefit Change Transactions screen.

Depending on the benefit plan type, if you need to make the same change to the records of all enrolled employees, you can enter the change on the benefit plan control. If their enrollment record is not frozen, the system automatically updates the records of all enrolled employees when you next run the *Mass Update Enrollments* function. You use the *Freeze Coverage?* field on the Employee Benefit Enrollment screen to identify exception enrollment records that the system should not automatically update.

You can make changes to dependent and beneficiary information using the Update Beneficiaries/Dependents screen. You can add or cancel beneficiaries and dependents associated with a specific benefit plan using the Display Beneficiaries and Dependents screen for each of the employee's enrolled plans.

Canceling Employee Enrollments

If you need to remove an employee from a plan before you have processed his or her pending enrollment record using the *Mass Update Enrollments* function, you can delete the pending enrollment record. Refer to the chapter entitled "Enrolling Employees in Benefit Plans" for more information on how to delete a pending enrollment record.

After you have processed an employee's pending benefit enrollment record, you should cancel it rather than delete it. You should never delete enrollment records once you have processed them using the *Mass Update Enrollments* and transferred information to Infinium Payroll using the *Begin Cycle* function.

When you delete an enrollment record, the system removes the record from Infinium Human Resources files but does not remove the corresponding payroll deduction record from Infinium Payroll. Therefore, the system continues to deduct the premium from the employee and create employer liabilities even after you have deleted his or her benefit enrollment record on Infinium Human Resources.

You can cancel employee benefit enrollment records in three ways:

- You can cancel the enrollment record of an individual employee by typing a cancel date in the Employee Benefit Change Transactions screen for the plan the employee is dropping.
- You can use the *Mass Cancel Enrollments* function to quickly cancel the enrollments of all employees in a particular plan if your organization ceases to offer a particular benefit program.

  For example, if your organization eliminates the existing vision care plan, you can use the *Mass Cancel Enrollments* function to enter a cancel date on each participant's Employee Benefit enrollment record. When you run the *Mass Update Enrollments* function with a period ending date that is the same as or follows the cancel date, the system processes the cancellations on Infinium Human Resources. When you begin a pay cycle whose period ending date is the same as or follows the cancel date, the system deactivates the benefit deduction on Infinium Payroll.
- You can use the auto cancel feature by typing **1** or **2** in the *Auto Cancel?* field on some or all of your benefit plan controls. The system automatically creates cancellation transactions for the employee when you enter a Termination transaction or an inter-company transfer transaction in the *Enter Personnel Actions* function. You can display cancellation records on the Employee Benefit Change Transactions screen. The system processes the cancellation when you run the *Mass Update Enrollments* function.

Deactivating Payroll Deductions

When you cancel a benefit enrollment in Infinium Human Resources, you also need to deactivate the corresponding deduction in Infinium Payroll. If you have processed the benefit deduction through a payroll cycle, the system does not let you delete a deduction. When you deactivate a deduction, the system retains the employee's deduction history but stops taking the deduction from that point forward.

The system deactivates benefit deductions on Infinium Payroll in two ways:

- If you type **0** or **1** in the *Auto Cancel* field on the benefit plan control, the system deactivates the deduction when you run the *Begin Cycle* function on Infinium Payroll, if the cancel date is the same as or earlier than the period end date of the pay cycle. You must first run the *Mass Update Enrollments* function to process the pending benefit cancellation transaction.
- If you type **2** in the *Auto Cancel* field on the benefit plan control, the system deactivates the deduction when you run the *Mass Update Enrollments* function, if the cancel date is the same as or earlier than the period end date specified for the *Mass Update Enrollments* function.

When you utilize either of the methods described above, payroll users do not need to manually deactivate deductions in advance of processing a pay cycle.

For the system to deactivate an employee's benefit deduction when you run the *Begin Cycle* function, the employee must be included in that pay cycle. The system cannot deactivate deductions for an employee if the employee's records are not processed through the pay cycle at least one more time after you process the benefit cancellation on Infinium Human Resources.

For example, you terminate an employee effective January 10, 1997, and manually enter cancellation dates of February 10, 1997, in the employee's benefit enrollment records because you do not use the auto cancel feature. You pay the employee for the last time in the pay cycle with a period ending date of January 30, 1997. The system does not deactivate the employee's benefit deductions because he is not included in a pay cycle whose period ending date is February 10 or thereafter.

Although the terminated employee's benefit deductions are not deactivated, they do not cause a payroll problem unless you rehire the employee. Before you pay the rehired employee, you must update the employee's benefit enrollments and ensure that his or her former benefit deductions are deactivated.

Changing and Canceling Employee Benefit Enrollments

You use the Employee Benefit Change Transactions screen to make changes to monetary amounts or contribution percentages for employees who are currently enrolled in a plan. You also use this screen to enter a cancellation date for a current plan participant.

Changing and Canceling Individual Employee Enrollments

Follow these steps to make changes to an existing benefit enrollment record or to cancel an existing benefit enrollment:

1. From the Infinium Human Resources main menu select *Benefits Administration*.
2. Select *Update Benefit Data*.
3. Select *Update Employee Enrollments* [UEEN]. Type the values that represent the employer and employee on the Update Employee Enrollments employee selection screen.
4. Press Enter to display the Update Employee Enrollments benefit group selection screen. If you use plan year processing, specify the plan year and verify the employee's benefit group assignment.
5. Press Enter to display the Update Employee Benefit Enrollments plan selection screen. Type **5** in the *Opt* field adjacent to the benefit enrollment to change or cancel.
6. Press Enter to display the Employee Benefit Enrollment screen similar to the screen shown in Figure 9-1. The example below uses a benefit plan Type 01 Life Insurance plan. The fields that are displayed on the screens vary depending on the selected benefit plan type. The field descriptions below indicate when the field is specific to a benefit type.

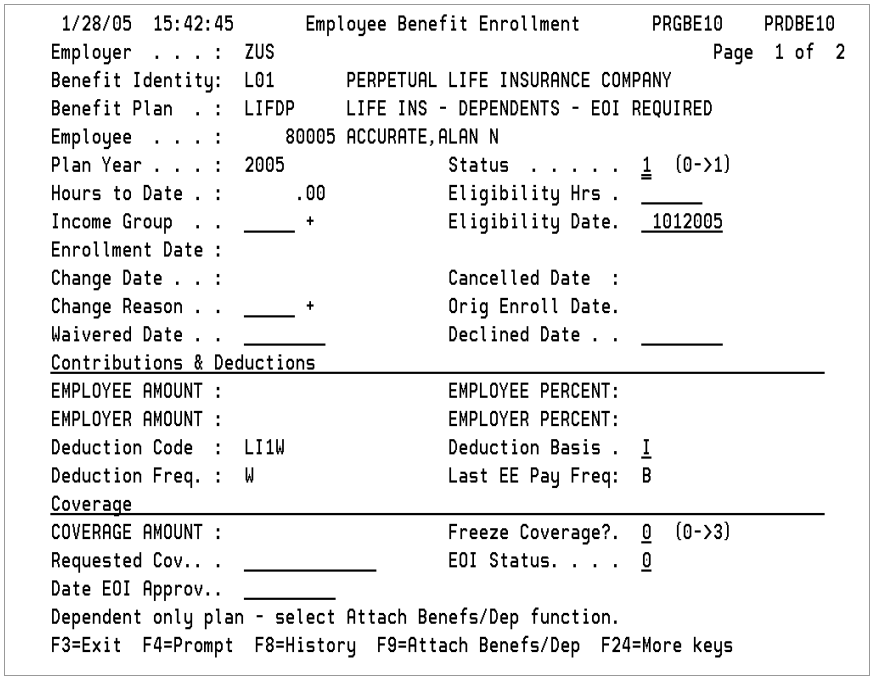

Figure 9-1: Employee Benefit Enrollment screen

7 Use the following information to work with this screen:

8 To make changes to the fields on this screen that accept manual entries, refer to the “Enrolling Employees in Benefit Plans” chapter in this guide for detailed information on these fields.

9 To make changes to the beneficiaries or dependents associated with the selected benefit plan, press F9 to display the Display Beneficiaries and Dependent screen. Refer to the “Enrolling Employees in Benefit Plans” chapter in this guide.

10 To make changes to the monetary values or contribution percentages displayed on the Employee Benefit Enrollments screen, or to cancel the enrollment, press F13 to display the Employee Benefit Change Transactions screen.

11 When you press F13, the system displays the Employee Benefit Change Transactions screen shown in Figure 9-2.

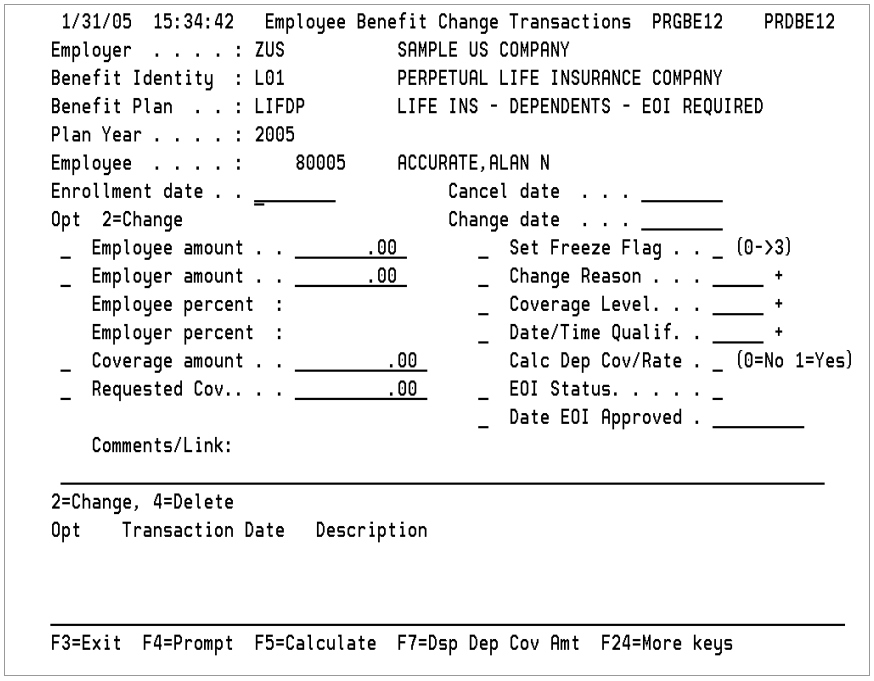

Figure 9-2: Employee Benefit Change Transactions screen

12 Use the following information to complete the fields on this screen:

Cancel date

If you are canceling an employee's benefit plan enrollment, type the effective date of the cancellation. Leave the other fields on this screen blank.

Change date

If you are making changes to an employee's benefit record, type the effective date of the changes and complete one or more of the fields described below.

Opt

You must type **2** in this field adjacent to each field in which you are entering a new value. The monetary or percentage values you enter on this screen override the default plan values in the corresponding fields on the Employee Benefit Enrollment screen.

Employee amount

You can enter a value in this field for plans that utilize a flat amount deduction per pay period, such as life insurance, disability, health and flat amount savings plans.

Type the employee's cost per pay period for the selected plan in this field. If you are also changing the employee's default coverage amount, you can

leave this field blank. After you type a value in the *Coverage amount* field, press F5 for the system to automatically calculate the new employee cost based on the new coverage amount and plan specifications.

Set Freeze Flag

Specify whether to update coverage and deduction amounts or only coverage or deduction amounts in employee enrollment records when you use the *Update Employee Enrollments* and *Mass Update Enrollments* functions.

Type 01 (Life Insurance) plan valid values:

1 Freeze both coverage and rates

2 Freeze coverage but recalculate rates

3 Freeze rates but recalculate coverage

If you override employee coverage or deduction amounts that default from a benefit plan, the system automatically changes the *Freeze Coverage* field in the enrollment record to the value entered in this field when you run the *Mass Update Enrollments* function to prevent your overrides from reverting to the default plan values in the future.

WARNING! If you leave the *Set Freeze Flag* field blank and you change rates or coverage, the system places **1** in the *Freeze Coverage* field on the employee's enrollment record after you run the *Mass Update Enrollments* function.

Type 10 (Savings Plans) and 17 (Employee Stock Ownership) valid values:

0 Do not freeze the employer contribution percentage

1 Freeze the employer contribution percentage

If you freeze the employer contribution percentage, changes to the employer matching contribution on the benefit plan are not reflected in the employee enrollment record when you run the *Mass Update Enrollments* function.

Change Reason

Specify the value that identifies the reason for changing this enrollment.

The code type associated with this value is MRC. Use the *Update Employer Codes* function to define code values.

Employer amount

You can enter a value in this field for plans that utilize a flat amount deduction per pay period, such as life insurance, disability, health and flat amount savings plans.

Type the employer's cost per pay period for the selected plan in this field. If you are also changing the employee's default coverage amount, you can leave this field blank. After you type a value in the *Coverage amount* field, press F5 for the system to automatically calculate the new employer cost based on the new coverage amount and plan specifications.

Coverage Level

Specify the value that identifies this employee's level of coverage for this benefit.

The code type associated with this value is CLC. Use the *Update Employer Codes* function to define code values.

Employee percent

You can enter a value in this field for plans that utilize a percentage deduction per pay period, such as retirement, stock purchase and percentage savings plans.

Type the employee's contribution percentage in this field.

Employer percent

You can enter a value in this field for plans that utilize a percentage deduction per pay period, such as retirement, stock purchase and percentage savings plans.

Type the employer's contribution percentage in this field.

Date/Time Qualif

Specify the value that identifies qualifying event for 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.

Coverage amount

You can enter a value in this field for life insurance and disability plans only.

Type the employee's benefit coverage amount for the selected plan in this field. Then press F5 for the system to automatically calculate the values for the *Employee amount* and *Employer amount* fields based on the value in the *Coverage amount* field and the rate specifications on the benefit plan control.

Calc Dep Cov/Rate

Specify yes to recalculate the coverage and rates for dependents covered in this plan when you use the *Mass Update Enrollments* function. Specify no to update only the coverage amounts without recalculating the rates when you use the *Mass Update Enrollments* function.

Requested Cov

For plans requiring evidence of insurability (EOI), type the requested coverage amount pending approval of the EOI.

EOI Status

For plans requiring evidence of insurability (EOI), specify the status of the EOI forms. Valid values are:

0 Waiting approval

1 Approved

2 New approval requested

3 Approved for an alternate amount

4 Approval denied

Note: Infinium Self Service uses only values **0** and **1** when determining the EOI message displayed to the user.

Date EOI Approv

For plans requiring evidence of insurability (EOI), type the approval date for the EOI.

Annual Contribution

For Type 14 Spending Account benefit plans, type the amount of the annual contribution amount. You can press F5 to calculate the employee contribution per period.

Mid-Year Change?

For Type 14 Spending Account benefit plans, specify whether this change applies for a complete benefit (calendar) year or is for a change that occurs midway through a year. The field is used by the system to calculate the value of annual contributions to a flexible spending account benefit plan. If the change is not mid-year, the annual contribution is calculated as the per-pay-period contribution amount multiplied by the number of pay periods for the employee in a year.

If it is a mid-year change, then the annual contribution is calculated as the per-pay-period amount multiplied by the number of pay periods remaining in the year, as found on the employee's payroll cycle. In both cases the calculations are made by the *Mass Update Enrollments* function.

If it is a mid-year change in the per-pay-period amount, as a result of a lifestyle change, the new annual contribution is calculated as the per-pay-period amount multiplied by the number of pay periods remaining in the year plus the value of any existing contributions.

Valid values are:

0 No. This is not a mid-year change.

1 Yes. This is a mid-year change.

Comments/Link

Type any comments related to this transaction. If you are use this function on the Web, you can use this field to attach a document or URL link.

13 Press Enter. The system stores your change or cancel transaction in the sub-file of the screen.

14 Press F3 to exit this screen. The system displays the Employee Benefit Enrollment screen from which you accessed the Employee Benefit Change Transactions screen.

The system does not immediately update any of the fields on this screen with the information you entered on the Employee Benefit Change Transactions screen. It updates fields on this screen with the override values only after you run the *Mass Update Enrollments* function for a date that includes the change or cancel date you specified in the benefit change transaction record.

15 Press Enter to exit this screen. The system advances you to the next selected plan or displays the Update Employee Benefit Enrollments screen.

16 You can work with additional benefit plan enrollments for the selected employee or press F3 twice to return to the Infinium Human Resources main menu.

Processing Benefit Changes and Cancellations

When you run the *Mass Update Enrollments* function for a period ending date that includes the change and cancel dates you specified in the benefit change transaction records, the system does the following:

- Removes the pending change and cancel transactions from the sub-file of the Employee Benefit Change Transactions screen and uses them to update the employee's Benefit Enrollment record
- Includes the transactions on the Enrollment Transaction Audit Log report
- Creates two benefit enrollment history records for each change or cancellation transaction it processes. One history record identifies the changed information, date, time and user who created the transaction. The other record identifies the changed information, date, time and user who ran the *Mass Update Enrollments* function.

The system updates the following fields on the Employee Benefit Enrollment screen:

When you enter this transaction type:	The system updates one or more of these fields on the Employee Benefit Enrollment screen
Change	*Employee amount*
	Employer amount
	Employee percent
	Employer percent
	Coverage amount
	Freeze Coverage? (may change value to **1**)
	Change Date
	Change Reason
	Coverage Level
	Date/Time Qualif
	Requested Cov
	EOI Status
	Date EOI Approved

When you enter this transaction type:	The system updates one or more of these fields on the Employee Benefit Enrollment screen
Cancellation	*Status* (changes value to **0**) *Cancelled Date*

For changes to employee enrollment records that override standard plan monetary values and cancellations, the system enters **1** in the *Freeze Coverage?* field. For enrollment records with exception amounts, the system uses the value in the *Freeze Coverage?* field to prevent the overridden values from reverting to the default values stored on the benefit plan control when you next run the *Mass Update Enrollments* function.

For cancellations, the system enters **0** in the *Status* field to prevent benefit cancellations from being re-processed in future Mass Updates after they have been processed once by the *Mass Update Enrollments* function. On the Update Employee Benefit Enrollments screen, the system removes highlighting from cancelled enrollments and displays ***CANCELLED** adjacent to plans in which the employee was previously enrolled when the system date is after the employee's cancellation date.

For example, you specify a cancel date of August 1, 1997, for an employee's benefit plan enrollment. You process it in advance of August 1, 1997 by specifying a future period ending date when you run the *Mass Update Enrollments* function. The system continues to display the enrollment as active until August 1, 1997, or thereafter.

Refer to the "Processing Employee Benefit Enrollments" chapter for more information on how to use the *Trial Mass Update Enrollments* and *Mass Update Enrollments* functions.

Mass Canceling Benefit Enrollments

If you need to cancel all active enrollments in a benefit plan, you can enter cancel dates manually in each participating employee's benefit enrollment record or you can use the *Mass Cancel Enrollments* function.

You normally use the *Mass Cancel Enrollments* function when you are dropping a particular benefit plan from your organization. You must identify a specific benefit plan when you use this function. You must run the *Mass Cancel Enrollments* function multiple times to cancel enrollments in more than one benefit plan.

When you mass cancel enrollments, you follow a two-step process. You first run the *Mass Cancel Enrollments* function to update the enrollment record of each participating employee with the cancel date you specify. After you run the *Mass Cancel Enrollments* function, you must run the *Mass Update Enrollments* function to process the cancellations.

The system performs the following actions when you run the *Mass Cancel Enrollments* function:

- It enters the cancellation date you specify on the Mass Cancel Enrollments screen into the *Cancelled Date* field of each enrolled employee.
- On the list of plans displayed on each employee's Update Employee Benefit Enrollments screen, it removes highlighting from the cancelled benefit plan.
- On the list of plans displayed on each employee's Update Employee Benefit Enrollments screen, it displays ***CANCELLED** adjacent to the cancelled benefit plan.

Follow these steps to cancel all enrollments in a specified benefit plan:

1. From the Infinium Human Resources main menu select *Benefits Administration*.
2. Select *Mass Update Benefit Data*.
3. Select *Mass Cancel Enrollments* [MCE]. The system displays the Mass Cancel Enrollments screen shown in Figure 9-3.

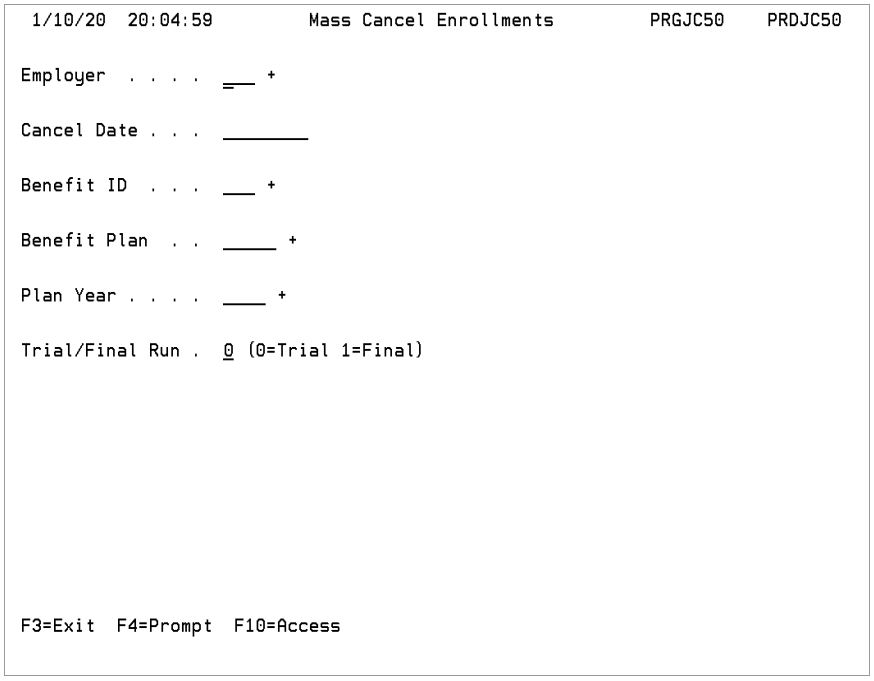

Figure 9-3: Mass Cancel Enrollments screen

4 Use the following information to fill in the fields on this screen:

Employer

Type the value that represents your employer.

Cancel Date

Type the cancellation date applicable to all employees in the specified benefit plan.

Benefit ID

Type the value that identifies the benefit identity within which you are canceling enrollments in a benefit plan.

Benefit Plan

Type the value that identifies the benefit plan for which you are canceling the enrollments of all employees.

Plan Year

If you use plan year processing, specify the plan year of the employee benefit plan enrollments to mass cancel.

Trial/Final Run

Specify whether to run the function in trial or final mode. Valid values are:

0 Trial Mode. A report is produced, but no updates are performed.

1 Final Mode. A report is produced, and updates are performed.

5 Press Enter. The system generates the following message and returns you to the Infinium Human Resources main menu:

Building submission request . . .

The system uses batch processing to generate the Mass Cancel Enrollments report. 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 report using options on these screens.

6 To process the cancellations, run the *Mass Update Enrollments* function. Refer to the “Processing Employee Benefit Enrollments” chapter for further information.

Re-enrolling Employees in Benefit Plans

After you enroll an employee in a benefit plan, then cancel his or her enrollment, you can re-enroll the employee in the same plan using the Employee Benefit Change Transactions screen. When you re-enroll an employee in a benefit plan, you can also reactivate his or her payroll deduction in Infinium Payroll. You should coordinate with the Infinium Payroll users for your employer to ensure that the deduction is reactivated at the appropriate time.

Re-enrolling an Employee in a Benefit Plan

Follow these steps to re-enroll an employee in a plan in which he or she formerly participated:

1. From the Infinium Human Resources main menu select *Benefits Administration*.
2. Select *Update Benefit Data*.
3. Select *Update Employee Enrollments* [UEEN]. Type the values that represent the employer and employee on the Update Employee Enrollments employee selection screen.
4. Press Enter to display the Update Employee Enrollments benefit group selection screen. If you use plan year processing, specify the plan year and verify the employee's benefit group assignment.
5. Press Enter to display the Update Employee Benefit Enrollments plan selection screen. Type **5** in the *Opt* field adjacent to the benefit enrollment to reactivate.
6. Press Enter to display the Employee Benefit Enrollment screen.
7. To re-enroll the employee in the plan, press F13 to display the Employee Benefit Change Transactions screen shown in Figure 9-4.

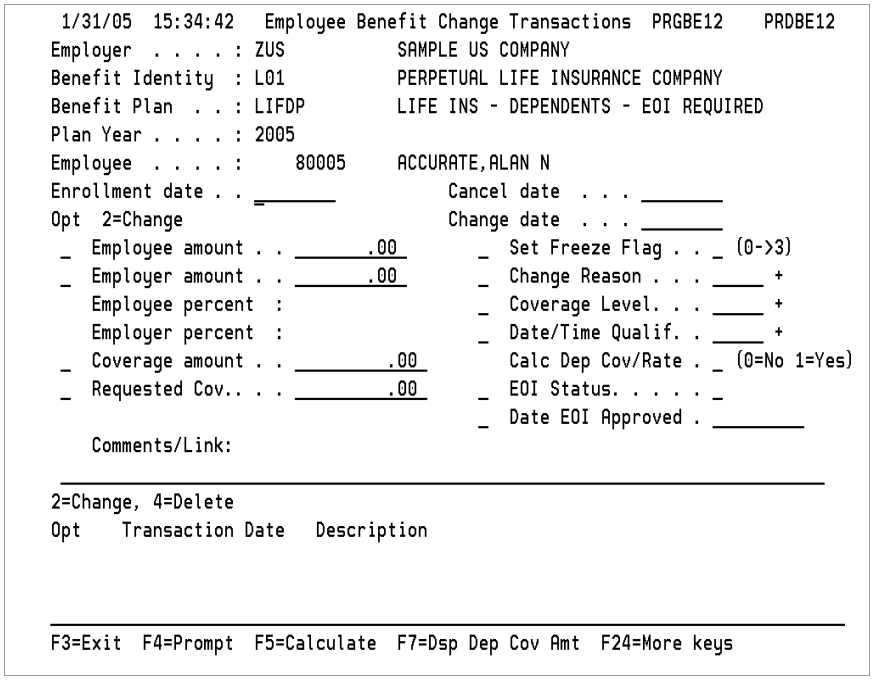

Figure 9-4: Employee Benefit Change Transactions screen

8 Use the following information to complete the fields on this screen. Refer to the “Changing and Canceling Individual Employee Enrollments” section in this chapter for information on how to complete the amount and percent fields on this screen, if applicable.

Enrollment date

Type the effective date of the employee’s re-enrollment in the plan.

9 Press Enter. The system stores your re-enrollment transaction in the sub-file of the screen and enters **RE-ENROLL** as the description of the pending benefit change transaction record.

10 Press F3 to exit from this screen. The system displays the Employee Benefit Enrollment screen from which you accessed the Employee Benefit Change Transactions screen, with one exception.

Working with the *Freeze Coverage?* Field for Life Insurance Plans

If the value in the employee’s *Freeze Coverage?* field on the Employee Benefit Enrollment screen for this plan is **1**, before you exit from the Employee Benefit Change Transactions screen the system displays the Freeze Flag Verification window. You type **Y** or **N** in the *Leave Freeze Flag Coverage Field Flag set to 1?* field in the window to indicate if you want to unfreeze the enrollment record.

Regardless of the value in the *Freeze Coverage?* field, the system re-enrolls the employee in the plan. However, if you fill in only the *Enrollment Date* field on the Employee Benefit Change Transactions screen and do not unfreeze the record, the system re-enrolls the employee in the plan using the cost and coverage amounts on the employee's existing benefit enrollment record, even if they are different from the current amounts on the benefit plan control. Also, it does not update the employee's benefit enrollment record for this plan in the future when you make changes to the benefit plan control.

Updating the Employee Benefit Enrollments Screen

The system does not immediately update any of the fields on the Employee Benefit Enrollments screen with the information you entered on the Employee Benefit Change Transactions screen. It updates fields on this screen only after you run the *Mass Update Enrollments* function for a date that includes the enrollment date you specified in the benefit change transaction record.

1. Press F9 to review or update the beneficiaries or dependents associated with the plan.
2. Press Enter to exit from this screen. The system advances you to the next selected plan or displays the Update Employee Benefit Enrollments screen.
3. You can work with additional benefit plan enrollments for the selected employee or press F3 twice to return to the Infinium Human Resources main menu.

Processing Benefit Re-enrollments

When you run the *Mass Update Enrollments* function for a period ending date that includes the enrollment date you specified in the benefit change transaction record, the system does the following:

- Removes the pending re-enrollment transaction from the sub-file of the Employee Benefit Change Transactions screen and uses it to update the employee's benefit enrollment record
- Includes the transaction on the Enrollment Transaction Audit Log report
- Creates a benefit enrollment history record for each re-enrollment it processes
- Updates the employee's enrollment record with monetary values from the benefit plan control

The system updates the following fields on the Employee Benefit Enrollment screen for the plan in which you have re-enrolled the employee:

- Changes the value in the *Status* field to **1**
- Removes the value from the *Cancelled Date* field
- Updates the *Enrollment Date* field with the value you entered in the *Enrollment date* field on the Employee Benefit Change Transactions screen
- Updates monetary fields based on values in the benefit plan control

Note that for historical purposes the system retains the employee's original eligibility date for the benefit plan in the *Eligibility Date* field on the Employee Benefit Enrollment screen.

On the Update Employee Benefit Enrollments screen, the system highlights the plan in which the employee is re-enrolled.

Refer to the "Processing Employee Benefit Enrollments" chapter for more information on how to use the *Trial Mass Update Enrollments* and *Mass Update Enrollments* functions.

Maintaining Beneficiary and Dependent Information

After you set up an employee's benefit enrollments, you may need to make changes to his or her beneficiary and dependent information.

You use the Update Dependents/Beneficiaries screen to maintain the employee's master list of beneficiaries and dependents in the following ways:

- Add new beneficiaries or dependents for an employee
- Change the information for existing beneficiaries or dependents
- Delete an employee's beneficiaries or dependents

You use the Update Beneficiaries and Dependents screen to maintain information for beneficiaries and dependents who are associated with a specific benefit plan in the following ways:

- Assign new beneficiaries or dependents to the plan
- Update the effective and cancelled dates for existing beneficiaries and dependents
- Remove beneficiaries or dependents from a particular plan
- For beneficiaries only, change their assigned percentage
- For beneficiaries only, change their designation as either primary and contingent beneficiaries

You can designate an employee's dependents and beneficiaries as inactive to indicate that the dependent or beneficiary is no longer eligible for enrollment in the employee's benefit plan. When you change the dependent's or beneficiary's status to inactive, they are no longer displayed in the employee's list of dependents and beneficiaries during the benefit enrollment process.

Updating Beneficiary and Dependent Information

Follow these steps to update beneficiary and dependent information for an employee using the *Update Employee Enrollments* function:

1. From the Infinium Human Resources main menu select *Benefits Administration*.
2. Select *Update Benefit Data*.

3 Select *Update Employee Enrollments* [UEEN]. Type the values that represent the employer and employee on the Update Employee Enrollments employee selection screen.

4 Press Enter to display the Update Employee Enrollments benefit group selection screen. If you use plan year processing, specify the plan year and specify or verify the employee's benefit group assignment.

5 Press Enter to display the Update Employee Benefit Enrollments plan selection screen.

6 Press F5 to update dependent/beneficiary information. The system displays the Update Dependents/Beneficiaries screen shown in Figure 9-5.

```
 6/25/12  17:19:47    Update Dependents/Beneficiaries     PRGMDP     PRDMDP
                                        Include Inactive Dependents? 0 (0/1)
Employer  . . . :  ZUS       SAMPLE US COMPANY
Employee  . . . :       2703 ABNER,SUSAN

  2=Change  4=Delete  6=Alt ID/Name

Opt Dependents/Beneficiaries           Relation Age Birth Date

 _  UNITED WAY                           OTH      0
 _  ABNER, JOE R.                        SON     20  4/04/1992
 _  ABNER, CHRISTY                       DAUGH   30  6/06/1982









F3=Exit  F6=Create  F10=Access  F12=Cancel
```

Figure 9-5: Update Dependents/Beneficiaries selection screen

You can do the following on this screen:

- Change a dependent or beneficiary by typing **2** in *Opt.*
- Delete a dependent or beneficiary by typing **4** in *Opt* after you detach a beneficiary or dependent from plan enrollments. Before you delete a beneficiary or dependent from the employee's master list, verify that the beneficiary or dependent is not associated with any of the employee's current benefit enrollment records. Refer to the following section entitled "Updating Plan Beneficiaries and Dependents" for further information.

The system replaces the beneficiary or dependent record with ***DLTD** and removes the notation completely when you press F3 to exit this screen.

- Update alternate ID and name information by typing **6** in *Opt.*

  Use this action only when processing for localized situations, for example, Macau. See the *Guide to Localized Setup and Processing* for more information.

- Create a new dependent or beneficiary by pressing F6.

7 Use the information below to complete the information on the screen.

Include Inactive Dependents?

Specify whether to include only active dependents or both active and inactive dependents.

Valid values are:

0 Active only

1 Both active and inactive

8 Press F6 to create a new benefit/beneficiary record. the system displays the Create Dependents/Beneficiaries screen similar to Figure 9-6.

```
 6/25/12  17:22:16     Create Dependents/Beneficiaries    PRGMDP2    PRDMDP2

Employer  . . . :  ZUS    SAMPLE US COMPANY
Employee  . . . :       2703 ABNER,SUSAN


Name  . . . . . .  ____________________________________
- or - First Name  ________________   MI _    Last Name ________________
Active/Inactive?.  0  (0=Active 1=Inactive)
Relationship  . .  _____ +             Type  . . . . . .  1  (1->2)

Date of Birth . .  ________            Tax ID# . . . . .  __________
Student?  . . . .  0  (0, 1, 2)       Internal seq# .    012
Gender  . . . . .  _  (F, M, U)       User alpha  . .    _____
Disability  . . .  _                   User numeric  .    _______.00
Smoker? . . . . .  _

Address . . . . .  ____________________________
(Line 2)  . . . .  ____________________________
(Line 3)  . . . .  ____________________________


F3=Exit  F4=Prompt  F10=Access  F12=Cancel
```

Figure 9-6: Create Dependents/Beneficiaries screen

9 Use the information below to complete the fields on this screen.

Name

Type the name of the employee's dependent or beneficiary.

The order in which the first name, middle initial and last name appear in this field depends upon your entry in the *Dependent Name* field on the benefit control.

or First Name, MI, Last Name

Type the first name, middle initial and last name of the dependent or beneficiary.

Active/Inactive?

Specify whether the dependent record is active or inactive. If you specify that the dependent is inactive, the dependent cannot be enrolled in a benefit plan.

Valid values are:

0 Active

1 Inactive

Relationship

Type the code value that indicates the relationship of the dependent or beneficiary to the employee. You set up code values using code type **REL**. You must type a value in this field.

Type

Type a value that indicates the family status of the beneficiary or dependent.

Valid values for this field are:

1 True dependent

2 Nominated beneficiary

A true dependent is a person the employee can claim on his or her income tax return, such as a son, daughter or spouse. A nominated beneficiary can be a non-dependent son or daughter, other relative, friend, charity, trust and so on.

The List Employees Dependents report includes only those beneficiaries and dependents you designate as type 1.

Date of Birth

Type the date of birth of the dependent or beneficiary. This is not a required field; however, the system uses this field to calculate the age of the dependent or beneficiary on this screen and when you use the *List Dependents of Specified Age* function to generate a report.

Tax ID#

Type the tax identification number (Social Security Number in the U.S. and Social Insurance Number in Canada) of the dependent or beneficiary. This is not a required field.

Student?

Specify whether this beneficiary or dependent is a student.

Valid values are:

0 The person is not a student.

1 The person is a full time student.

2 The person is a part time student.

Blank Student status not needed.

Gender

Specify the dependent' or beneficiary's gender. Valid values are:

F Female

M Male

U Unknown

Address

Type the mailing address of the dependent or beneficiary if it is different from the address in the employee's basic data record.

Disability

Specify the term of the disability for this dependent or beneficiary. Valid values are:

Blank None

1 Short term disability

2 Long term disability

3 Total or permanent disability

Smoker?

Specify whether this dependent or beneficiary is a smoker. Valid values are:

Blank Unknown

0 No

1 Yes

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.

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.

Address Line (1,2,3)

Type the address of this dependent or beneficiary if the address is different from the employee's address.

10 Press Enter when you have finished entering information for a new dependent or beneficiary or changing the information of an existing beneficiary or dependent. The system stores the information and displays it in the list of dependents or beneficiaries on the Update Dependents/Beneficiaries selection screen.

11 Press F3 to return to the Update Employee Benefit Enrollments screen.

Updating Plan Beneficiaries and Dependents

Use the information below to add, change or remove beneficiaries or dependents associated with a specific benefit plan in which an employee is enrolled.

1 Follow steps 1 through 5 in the “Updating Beneficiary and Dependent Information” section in this chapter to display the Update Employee Benefit Enrollments plan selection screen.

2 Type **5** next to the plan for which you want to change the associated beneficiaries and dependents.

3 Press Enter. The system displays the Employee Benefit Enrollment screen 1.

4 Press F9 to update beneficiary and dependent information for the selected plan. The system displays the Display Beneficiaries and Dependents selection screen shown in Figure 9-7.

```
 6/21/06  10:52:21   Display Beneficiaries and Dependents  PRGBE10    PRDBE10

Employer  . . . : ZUS        SAMPLE US COMPANY
Benefit Identity: L01        PERPETUAL LIFE INSURANCE COMPANY
Benefit Plan  . : EHS01      EILEEN'S LIFE TYPE 01 PLAN - EOI REQUI
Plan Year . . . : 2005
Employee  . . . :     80005  ACCURATE,ALAN N

Relatn 1/%       Benefs/Depends Name      D.O.B   Effective Canceled Cont Seq
DAUGH _____ MARY                         1/01/2001 ________ ________ 0   001
DAUGH _____ SUSAN ACCURATE               3/01/2004 ________ ________ 0   004
SON   _____ ALVIN ACCURATE                2/18/2001 ________ ________ 0   002
SON   _____ HENRY                         9/14/1999 ________ ________ 0   005
SPOUS _____ ANDREA ACCURATE              7/15/1968 ________ ________ 0   003
SON   _____ JOHN ACCURATE                6/12/2001 ________ ________ 0   006
SON   _____ BABY                          5/01/2004 ________ ________ 0   007









F3=Exit  F4=Prompt  F6=Sum/Expand  F7=Dsp Dep Cov Amt  F24=More keys
```

Figure 9-7: Display Beneficiaries and Dependents selection screen

5 Use the information below to work with this screen.

Removing a Beneficiary or Dependent from a Plan

You can remove a beneficiary or dependent from a plan in the following ways:

- Type a value in the *Canceled* field for the beneficiary or dependent. When you use this method, the system retains history relating the beneficiary or dependent to the employee's benefit plan enrollment.
- Delete the value in the *1/%* field for the dependent or beneficiary. The system automatically clears the date in the *Effective* field when you press Enter to exit this screen. When you use this method, the system does not retain history relating the beneficiary or dependent to the employee's benefit plan enrollment. This could adversely affect HIPAA 834 processing.

  Use this method only when the dependent or beneficiary should not have been attached to the plan.

Changing Information for a Plan Beneficiary or Dependent

You can change information in the following fields for an existing plan beneficiary or dependent:

- *1/%*
- *Cont.*
- *Physician*
- *Est Patient?*
- *Change Reason*
- *Prior Months Cove*r

Refer to the information that follows for details about these fields.

Adding a New Plan Beneficiary or Dependent

Use the information below to add a new beneficiary or dependent to an employee's enrollment record.

If you use plan year processing, the system adds this dependent or beneficiary information to enrollment records for all plan years.

To view additional dependent information including physician information, press F6, Sum/Expand.

Relatn

The system defaults the relationship code value you assigned to the beneficiary or dependent on the Update Dependents/Beneficiaries screen into this field.

1/%

You use this field in different ways depending on the type of benefit plan with which you are working.

If you are connecting beneficiaries to plans with residual cash value if the employee dies, such as life insurance, accidental death and dismemberment, savings and retirement plans, you type the percentage of the cash settlement each beneficiary is to receive adjacent to the names of the appropriate people or entities.

For example, before you select benefit plans for an employee you enter information for six people in the employee's beneficiary and dependents file. You then select a life insurance plan for the employee. The employee elects to give one-half of his life insurance proceeds to his wife and one-half to his mother. You type **50** in the *1/%* field for only these two people.

The system does not edit the values you type in this field to ensure that the total of the percentages that you specify does not exceed 100%.

If you are connecting dependents to plans that provide them with benefit coverage, such as medical, dental and vision plans, you type **1** in the *1/%* field adjacent to the names of the appropriate people.

Benefits/Depends Name

The system displays the names of all beneficiaries and dependents of this employee based on the information you entered on the Update Dependents/Beneficiaries screen.

D.O.B.

The system displays the date of birth for the beneficiaries and dependents for which you entered a birth date on the Update Dependents/Beneficiaries screen.

Effective

Type the starting date in the plan for the selected beneficiaries or dependents.

If the starting date for the beneficiaries or dependents is the same as the employee's eligibility date for the plan, leave this field blank. When you run the *Mass Update Enrollments* option, the system automatically enters the date from the employee's *Eligibility Date* field into this field

Canceled

Type the date the plan is cancelled for a particular beneficiary or dependent. The system does not automatically update this field when you cancel an employee's enrollment in the selected plan.

Cont.

For plans to which you assign beneficiaries, use this field to indicate the type of beneficiary you are entering.

Valid values for this field are:

0 Primary beneficiary

1 Contingent beneficiary

Primary beneficiaries receive a cash settlement from a plan in the event to the employee's death. Contingent beneficiaries receive a cash settlement if the primary beneficiaries die before or at the same time as the employee dies.

Physician

Specify the dependent's primary care physician.

Est Patient?

If you specify a primary care physician in the *Physician* field, you must enter a value in this field. Specify whether this dependent is an established patient of the specified primary care physician. Valid values are:

0 Unknown

1 Established patient

2 Not an established patient

Change Reason

Specify the value that identifies the reason for the changes made to this enrollment.

The code type associated with this value is MRC. Use the *Update Employer Codes* function to define code values.

Prior Months Cover

Type the number of months this employee had coverage under a previous benefit according to the HIPAA certificate.

6 Press Enter to exit this screen. The system returns you to the Employee Benefit Enrollment screen from which you accessed the Display Beneficiaries and Dependents screen.

7 Press F3 to return to the Update Employee Benefit Enrollments screen.

8 Repeat steps 4 through 6 to update beneficiary and dependent information for other plans or press F3 to return to the Infinium Human Resources main menu.

Displaying Beneficiary or Dependent History

Use the information below to display summary and detailed historical information for an employee's beneficiaries and dependents.

1 Follow steps 1 through 5 in the "Maintaining Beneficiary and Dependent Information" section in this chapter to display the Update Employee Benefit Enrollments screen.

2 Type **5** adjacent to the plan for which you want to display the associated beneficiaries' or dependents' history.

3 Press Enter. The system displays the first Employee Benefit Enrollment screen.

4 Press F9 to update beneficiary and dependent information for the selected plan. The system displays the Display Beneficiaries and Dependents screen.

5 Press F8 to display the Display Beneficiary/Dependent History selection screen shown in Figure 9-8.

```
 8/07/06  12:11:37  Display Beneficiary/Dependent History  PRGBHD     PRDBHD

Employer  . . . :  ZUS       SAMPLE US COMPANY
Benefit Identity:  L01       PERPETUAL LIFE INSURANCE COMPANY
Benefit Plan  . :  LI1BW     LIFE INSURANCE 1 X BASE PAY - BIWEEKLY
Plan Year . . . :  2005
Employee  . . . :      80005 ACCURATE,ALAN N
5=Display
Opt Seq Beneficiary/Dependent Name             Last Chg Date Time  Type
_   001 MARY                                    7/19/2006 23:03:30 CHANGED
_   002 ALVIN ACCURATE                          7/19/2006 23:03:55 CHANGED
_   003 ANDREA ACCURATE                         7/19/2006 10:09:09 CHANGED
_   004 SUSAN ACCURATE                          7/19/2006 10:03:53 CHANGED
_   005 HENRY                                   7/19/2006 10:03:53 CHANGED
_   008 HOSPICE                                 7/19/2006 10:09:09 CHANGED









                                                                      Bottom
F3=Exit  F10=QuikAccess  F12=Cancel
```

Figure 9-8: Display Beneficiary/Dependent History selection screen

6 Type **5** in the *Opt* field next to the record that you want to display.

7 Press Enter to display the Display Benefs/Dep History - Summary screen shown in Figure 9-9.

```
 6/21/06  11:05:32  Display Benefs/Dep History - Summary   PRGBHD     PRDBHD

Employer  . . . :
Benefit Identity:  D01       DENTAL PROVIDER #1
Benefit Plan  . :  DEN02     DENTAL PLAN
Plan Year . . . :  2005
Employee  . . . :      80005 ACCURATE,ALAN N
Internal seq# . :  001
Benefs/Dep Name :  MARY ACCURATE
5=Display
Opt System Date/Time    User       Action    Eff. Date  Canc. Date
_    3/23/2006 10:53:24 GXR        CHANGED    4/01/2006









                                                                      Bottom
```

Figure 9-9: Display Benefs/Dep History - Summary screen

8 Type **5** in the *Opt* field next to the summary record for which you want to display detailed history.

9 Press Enter to display the Display Benefs/Dep History - Detail screen shown in Figure 9-10.

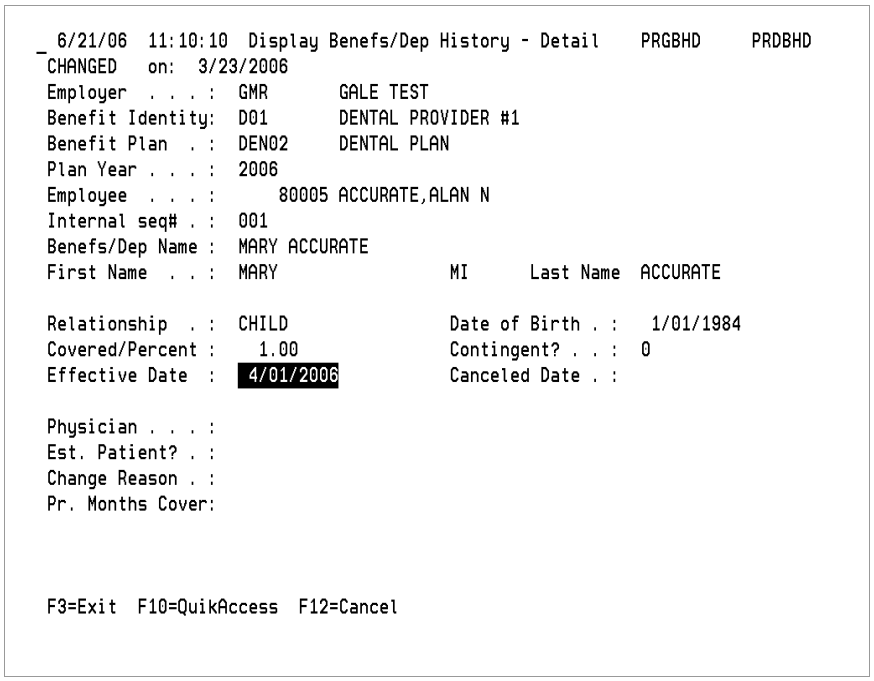

Figure 9-10: Display Benefs/Dep History - Detail screen

10 Press F3 to return to the Display Benefis/Dep History – Summary screen.

Displaying Dependent Coverage

Use the information below to display dependent coverage for an employee's beneficiaries and dependents.

1 Follow steps 1 through 5 in the "Maintaining Beneficiary and Dependent Information" section in this chapter to display the Update Employee Benefit Enrollments screen.

2 Type **5** adjacent to the plan for which you want to display the associated beneficiaries' or dependents' history.

3 Press Enter. The system displays the first Employee Benefit Enrollment screen.

4 Press F9 to update beneficiary and dependent information for the selected plan. The system displays the Display Beneficiaries and Dependents screen.

5 Press F8 to display the Display Beneficiary/Dependent History selection screen shown in Figure 9-8.

Changing an Employee's Benefit Group

You may need to change an employee's benefit group assignment when you change the employee's employment status, job, position, location or other criteria you use to determine the plans for which employees are eligible. After you change the employee's assigned benefit group, you must maintain the employee's enrollments in the old benefit group and set up pending enrollments in the employee's new benefit group.

When you change an employee's benefit group, the system displays a listing of the plans in the employee's new and old benefit groups when you display the Update Employee Benefit Enrollments screen. The system highlights the employee's current benefit plan enrollments in the old group at the end of the list.

If a benefit plan belongs to both the old and new groups, the system includes it in the listing of plans in the new group. If the employee is already enrolled in the plan, the system retains the enrollment information; you do not need to take action on this enrollment record if the employee continues to be enrolled in the plan.

Depending on your organization's benefit policies and procedures, you may need to cancel an employee's existing benefit enrollments in plans in the old group and set up pending enrollments for plans in the new group. The system does not automatically assign the employee to plans in the new group or cancel the employee's benefit enrollments in the old group.

Automatically Updating Benefit Group Assignments

If you associate benefit groups with your position controls, the system automatically updates the employee's basic data record with the appropriate benefit group code value when you change the employee's position assignment using one of the following transactions in the *Enter Personnel Actions* function:

- Transfer
- Promotion
- Demotion
- Rehire

After you enter the personnel action transaction, you must use the *Update Employee Enrollments* function to set up pending enrollments for the employee in plans in his or her new benefit group and enter cancel dates in plans in the old group. Refer to the following section entitled “Manually Changing Benefit Group Assignments” for more information on updating benefit plan enrollment records. Refer to the *Infinium Human Resources Guide to Processing* for detailed information on using the *Enter Personnel Actions* function.

Manually Changing Benefit Group Assignments

Follow these steps to manually change the benefit group to which an employee is current assigned.

1 From the Infinium Human Resources main menu select *Benefits Administration*.

2 Select *Update Benefit Data*.

3 Select *Update Employee Enrollments* [UEEN]. Type the values that represent the employer and employee on the Update Employee Enrollments employee selection screen.

4 Press Enter to display the Update Employee Enrollments benefit group selection screen. If you use plan year processing, specify the plan year. The system defaults the value that represents the employee’s current benefit assignment in this field. Specify the value for the employee’s new benefit group.

Note: The Display Benefit Group Controls screen includes both benefit groups and payroll authorization groups. Ensure that you select a group with which benefit plans are associated.

5 Press Enter to display the Update Employee Benefit Enrollments plan selection screen.

6 Use the following information to work with this screen.

The system displays the following message in reverse image at the bottom of this screen:

Enrollments exist for previous Benefit Group - shown at end of display

If you want to enroll the employee in a plan in his or her new benefit group and the employee is already enrolled in a plan associated with the same identity in the old benefit group, first cancel the employee’s existing

enrollment and then set up the new enrollment. You must follow this procedure if you restrict an employee from being enrolled in more than one plan within a specified benefit identity.

Canceling Enrollments in Old Plans

Press PageDown to advance to the bottom of the employee's listing of benefit plans. The system displays all of the plans in the employee's previous benefit group in which the employee is enrolled. If you want to cancel the employee's enrollments, follow the instructions in the "Changing and Canceling Employee Benefit Enrollments" topic in this chapter.

Setting Up Enrollments in New Plans

After you cancel the employee's enrollments in benefit plans in his or her previous benefit group, you can set up pending enrollments in plans in the employee's new benefit group.

Follow the instructions in the chapter entitled "Enrolling Employees in Benefit Plans" to set up pending benefit enrollments. Be sure to associate beneficiaries and dependents with the employee's new enrollment records.

7 Press F3 to exit from this screen after you have maintained the employee's enrollments in his or her old and new benefit groups.

8 Run the *Mass Update Enrollments* function to process the pending benefit cancellations and enrollments.

Displaying Enrollment Information

This section includes information on how to display employee benefit plan enrollment information.

You can use the following menu functions to display benefits information:

- *Update Employee Enrollments* - by pressing F8 on the Employee Benefit Enrollments screen, you can display enrollment history for an employee. The system displays history for all plans that share the same identity as the selected plan.
- *Display Employee Enrollments* - for a specified employee, the system displays plans in which the employee is currently or was previously enrolled along with his or her associated benefit enrollment history.
- *Display EE Enrollments - Plan* - for a specified benefit plan, the system displays all employees with current, pending or cancelled enrollments. You can use options on the screen to display the enrollment record and associated history for employees.

Note that you cannot use any of the display functions listed above to update employee information.

Refer to the chapter entitled “Enrolling Employees in Benefit Plans” for detailed information on how to access employee benefit enrollment history using the *Update Employee Enrollments* function.

To assist in administering your retirement plan, you can use the *Display Projected Retirements* option to identify employees who reach the retirement age specified for your employer during a particular date range.

Displaying Employee Benefit Enrollments

Use the following information to display employee benefit information:

1. From the Infinium Human Resources main menu select *Benefits Administration*.
2. Select *Display Benefit Data*.
3. Select *Display Employee Enrollments* [DEE]. The system displays the Display Employee Enrollments employee selection screen.

4 Use the following information to fill in the fields on this screen:

Employer

Type the value that represents your employer.

Employee or Last Name

Type the number or last name of the employee whose benefit enrollment information you want to display.

5 Press Enter. The system displays the Display Employee Enrollments plan selection screen.

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

The system displays benefit plans in which the employee is currently enrolled or was previously enrolled.

Opt

Type **5** adjacent to one or more plans to see additional enrollment information for the selected employee.

7 Press Enter. The system displays the Display Employee Enrollments screen shown in Figure 9-11.

```
_ 3/03/05  15:20:09       Display Employee Enrollments      PRGBEI     PRDBEI
                                                                Page  1 of  2
 Employer  . . . :  ZUS       SAMPLE US COMPANY
 Benefit ID  . . :  L01       PERPETUAL LIFE INSURANCE COMPANY
 Benefit Plan  . :  LIF01     LIFE TYPE 01 PLAN - EOI REQUIRED
 Employee  . . . :      80005 ACCURATE,ALAN N
 Plan Year . . . :  2005                Status  . . . . :  1
 Hours to Date . :       .00            Eligibility Hrs :
 Income Group  . :                      Eligibility Date:   1/01/2005
 Enrollment Date :
 Change Date . . :                      Cancelled Date  :
 Change Reason . :                      Orig Enroll Date:
 Waivered Date . :                      Declined Date . :
 Contributions & Deductions
 Employee Amount :       17.31          Employee Percent:
 Employer Amount :                      Employer Percent:
 Deduction Code  :  LI1W                Deduction Basis :  I
 Deduction Freq  :  W                   Last EE Pay Freq:  B




 F3=Exit  F8=Display History  F9=Benefs/Depends  F10=QuikAccess  F12=Cancel
```

Figure 9-11: Display Employee Enrollments screen

8 Use the following information to work with this screen.

The system displays enrollment details for the selected plan and employee on this screen.

To see beneficiary and dependents associated with the selected plan and employee, press F9.

To see employee enrollment history for the selected plan and other plans sharing the same benefit identity, press F8. Refer to the chapter entitled “Enrolling Employees in Benefit Plans” for detailed information on using the Enrollment History screen.

If you are using the Web interface, you can click **Attachments** to attach documents to a plan. See the “Working with Attachments” chapter in this guide for more information.

9 Press Enter. The system displays the Employee Benefits Enrollment miscellaneous and HIPAA information screen shown in Figure 9-12.

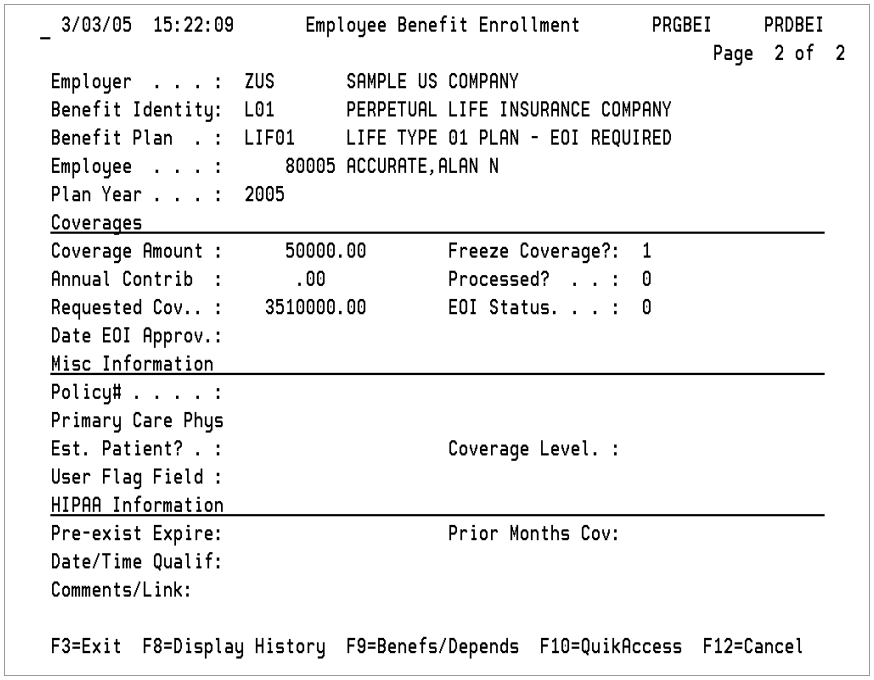

Figure 9-12: Employee Benefit Enrollment miscellaneous and HIPAA information screen

If you selected more than one plan, the system advances to the next plan. If you selected only one plan, the system displays the Display Employee Enrollments plan selection screen.

10 Press F3 three times to return to the Infinium Human Resources main menu.

Displaying Benefit Enrollments by Plan

Use the following information to display the employees enrolled in a particular benefit plan along with their enrollment details:

1 From the Infinium Human Resources main menu select *Benefits Administration*.

2 Select *Display Benefit Data*.

3 Select *Display EE Enrollments - Plan* [DEBP]. The system displays the Display Employee Enrollments By Plan selection screen shown in Figure 9-13.

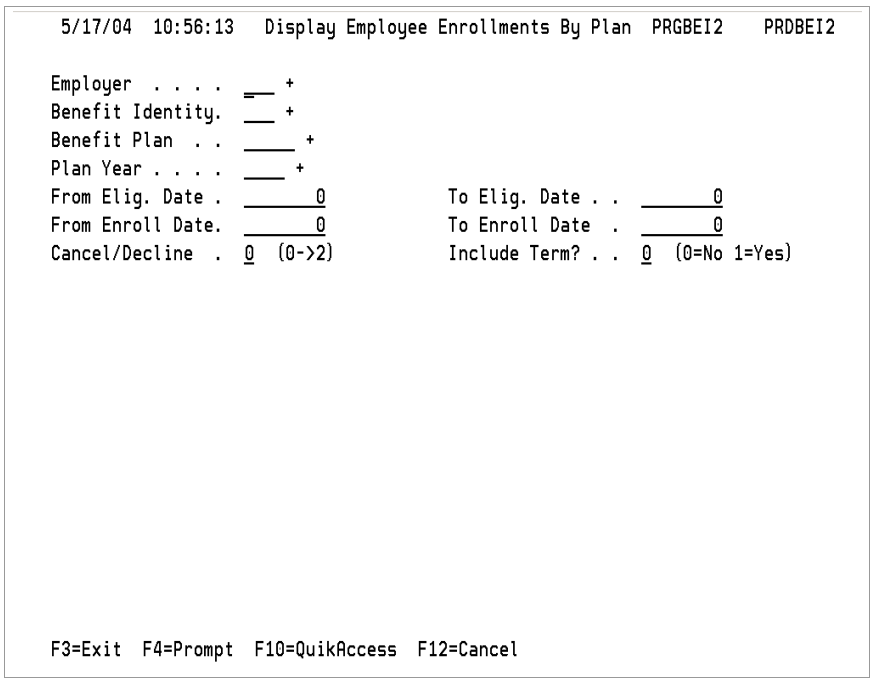

Figure 9-13: Display Employee Enrollments By Plan selection screen

4 Use the following information to fill in the fields on this screen:

Employer

Type the value that represents your employer.

Benefit Identity

Type the value that represents the benefit identity assigned to the plan for which you want to view enrollment information.

Benefit Plan

Type the value that represents the benefit plan for which you want to view enrollment information.

Plan Year

If you use plan year processing, specify the plan year of the enrollments to display.

From Elig. Date

To include pending enrollments and processed enrollments in the display within a specified date range, type the earliest eligibility date the system should use.

Leave this field blank to display all active and pending enrollments for the selected plan.

From Enroll Date

To include only processed enrollments within a specified date range in the display, type the earliest enrollment date the system should use.

Leave this field blank to display all active and pending enrollments for the selected plan.

To Enroll Date

To include only processed enrollments within a specified date range in the display, type the latest enrollment date the system should use.

Leave this field blank to display all active and pending enrollments for the selected plan.

Cancel/Decline

In this field specify whether the system should include cancelled or declined benefit enrollments in the display.

Valid values are:

0 Include only active enrollments in the display; exclude cancelled or declined enrollments from the display.

1 Include cancelled, declined, and active enrollments in the display.

2 Include only cancelled or declined enrollments in the display; exclude active enrollments from the display.

Include Term?

Use this field to indicate whether you want to include terminated employees in the display.

Valid values are:

0 No, exclude terminated employees from the display.

1 Yes, include terminated employees in the display.

5 Press Enter. The system displays the selected enrollment records in the bottom portion of the Display Employee Enrollments employee selection screen shown in Figure 9-14.

```
 4/08/03  10:01:13   Display Employee Enrollments By Plan  PRGBEI2    PRDBEI2

Employer  . . . :  ZUS       SAMPLE US COMPANY
Benefit Identity:  LTD       LONG TERM DISABILITY PLAN
Benefit Plan  . :  LTDB      LONG TERM DISABILITY BIWEEKLY PLAN
From Elig. Date :         0            To Elig. Date . :         0
From Enroll Date:         0            To Enroll Date  :         0
Plan Year . . . :  2002                Incude Term?  . :  0  (0=No 1=Yes)
                                       Cancel/Decline  :  0  (0->2)
5=Display
Opt  Employee  Employee Name      Enrollment  Emp Amt    ER Amt.    Total
 _       80005 ACCURATE,ALAN N                 13.85       13.85       27.70









                                          _

F3=Exit  F5=More Info  F10=QuikAccess  F12=Cancel
```

Figure 9-14: Display Employee Enrollments By Plan employee selection screen

6 Use the following information to work with this screen:

The system displays all or selected employees enrolled in the specified benefit plan.

Press F5 to display coverage amounts, eligibility dates and cancellation dates for the employees. Press F5 again to return the display to its original appearance.

Opt

Type **5** adjacent to an employee's name to see additional enrollment information for the selected employee. The system displays the first Display Employee Benefit Enrollment screen. You can use function keys on this screen to display history and beneficiary and dependent information for the selected employee and plan.

7 Press Enter to display the second Display Employee Benefits Enrollment screen.

8 Press F3 to return to the Display Employee enrollments by Plan selection screen.

9 Repeat steps 4 through 8 to display additional employee enrollments or press F3 twice to return to the Infinium Human Resources main menu.

Displaying Projected Retirements

You can use the *Display Projected Retirement* function to view a list of employees who will reach the retirement age specified for your organization during a particular date range.

Before you use this function, you must type a value in the *Retirement Age* field on the employer control. Refer to the *Infinium Human Resources Guide to Controls* for detailed information on the employer control. If you do not specify a retirement age on the Employer Update screen 1 of 3, the system selects all employees when you use the *Display Projected Retirement* function.

After you specify your organization's retirement age, follow these steps to view employees reaching the specified retirement age:

1 From the Infinium Human Resources main menu select *Benefits Administration*.

2 Select *Display Benefit Data*.

3 Select *Display Projected Retirement* [PRD]. The system displays the screen shown in Figure 9-15.

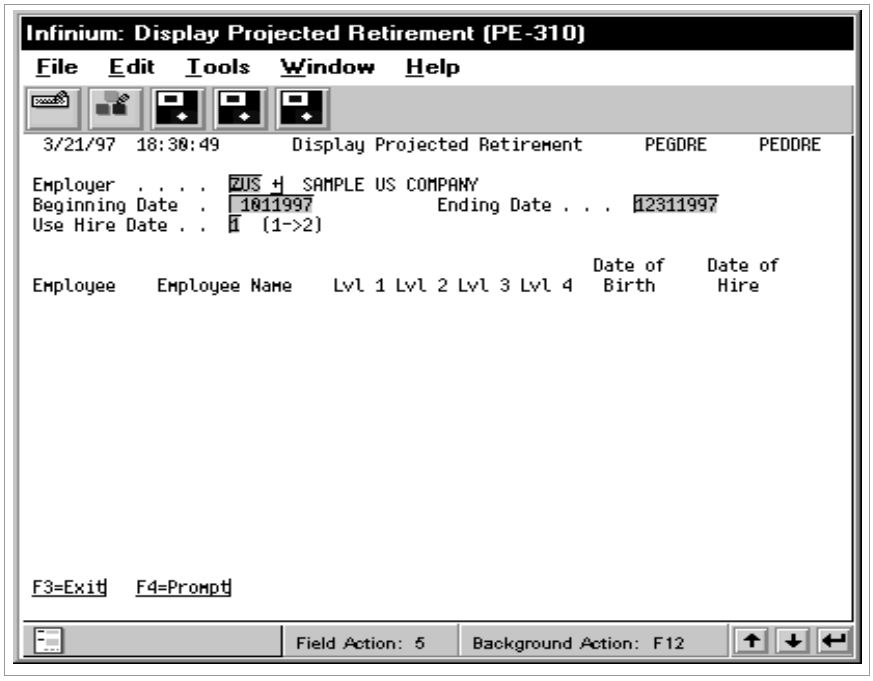

Figure 9-15: Display Projected Retirement screen

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

Employer

Type the value that represents your employer.

Beginning Date

Type the earliest date the system should use to select employees reaching retirement age. The system compares this value to each employee's birth date in his or her Basic Data record.

Ending Date

Type the latest date the system should use to select employees reaching retirement age. The system compares this value to each employee's birth date in his or her Basic Data record.

Use Hire Date

In this field indicate whether the system should use the *Date of Hire* or *Adjusted Date of Hire* in each employee's Basic Data record to calculate the employee's length of service.

5 Press Enter. The system displays the selected employee records in the bottom portion of the screen as shown as shown in Figure 9-16.

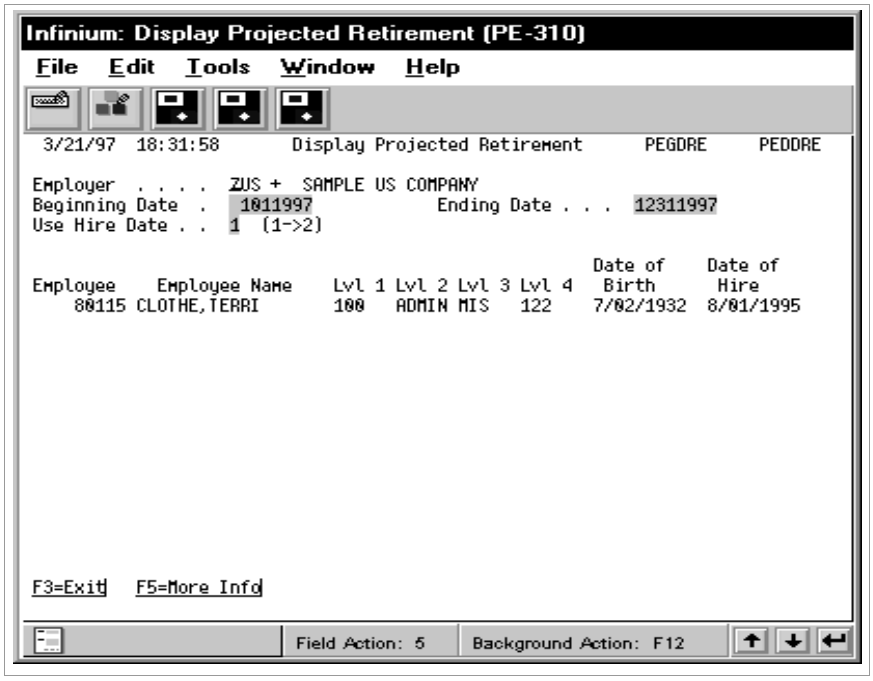

Figure 9-16: Display Projected Retirement screen

6 Use the following information to work with this screen:

The system displays all employees who will reach your organization's retirement age during the specified date range.

Press F5 to display each employee's length of service when he or she is eligible to retire. Press F5 again to return the display to its original appearance.

7 Press F3 to remove the selected employees from your screen.

8 Repeat steps 4 through 7 to display additional employee enrollments or press F3 to return to the Infinium Human Resources main menu.

Printing Enrollment Reports

You can use the following menu options to generate reports about employee enrollments as well as to pay premiums to benefit providers for your organization.

- *List Employee Enrollments* - provides you with a report listing the benefit enrollments for a specific employee, a specific plan year if you use plan year processing, employees assigned to specified levels, or all employees assigned to your employer. You can include only active enrollment records, only cancelled or declined enrollments, only waived enrollments, or all enrollments. The report also includes beneficiaries and dependents associated with each enrollment record.
- *List Employee Enrollments - Plan* - provides you with a report listing the employees enrolled in a specific benefit plan or in all benefit plans, within a plan year if you use plan year processing, within a specified identity. For each participating employee, the report includes eligibility and enrollment dates, hours worked to date, employee and employer cost information, and the value in the *Freeze Coverage?* field.

You can include only active enrollment records, only cancelled or declined enrollments, or all enrollments. You can specify a range of dates for eligibility date or enrollment date or include all enrollments in the report regardless of their eligibility or enrollment dates.

- *List EEs Not Enrolled in Plan* – provides you with a report listing employees who do not have any benefit enrollment records in the selected benefit ID or in the selected benefit plan, if you select both a benefit ID and benefit plan.
- *Insurance Premium Summary - Alpha* - provides you with a report listing employee and employer deduction amounts for all benefit plans, plans within a specified identity, a specified plan year if you use plan year processing, or a particular plan. The report also prints the total premium entered on the benefit plan control and uses the plan's premium frequency to compute the total premiums collected from participating employees on an equivalent basis. You can select only those records whose enrollment date is within a specified date range. A sample is provided at the end of this chapter.
- *Insurance Activity Report* - provides you with a report listing the ongoing enrollments and additions and cancellations by plan during a specified time period. If you use plan year processing, you can also use the function to compare different plan years to distinguish between plan enrollments that you set up for the first time or cancel permanently and

those that you cancel at the end of each plan year and reopen for the following plan year. The report also includes enrollment and cancel dates, employee and employer contribution amounts and percentages, coverage amounts and total enrollments for each plan. You can run the report for a specific benefit plan or all plans within a specified identity. A sample is provided at the end of this chapter.

- *List 5500 Retirement Data* - provides you with two reports to assist you in completing IRS form 5500 for defined benefit plans. You can run the report only for benefit plans you set up using the retirement benefit plan type (type 08). One report lists all retirement plan participants along with their date of hire, date of birth and enrollment date; it also includes summary enrollment totals for the plan. The other report lists all ineligible employees and their ineligibility reason.
- *List Projected Retirement* - provides you with a report listing employees who will reach the retirement age specified for your employer during a particular time period. This function is similar to the *Display Projected Retirement* function. Refer to the topic entitled “Displaying Enrollment Information” for details on the prerequisite for this report.

PRGBE60 PRTBE60 I N S U R A N C E P R E M I U M S U M M A R Y Page 1
8/03/00 14:09:23 Period Ending Date
EMPLOYER ZUS SAMPLE US COMPANY
BENEFIT IDENTITY L01 PERPETUAL LIFE INSURANCE COMPANY

EMPLOYEE#	EMPLOYEE NAME		D-O-B	M	ENROLLMENT	POLICY NUMBER	COVERAGE	EMPLOYER AMT DED	EMPLOYEE AMT DED	TOTAL AMOUNT DEDUCTION
BENEFIT PLAN LI1BW LIFE INSURANCE 1 X BASE PAY - BIWEEKLY								*BIWEEKLY DEDUCTIONS		
80103	BEACH	SANDY	9/02/1979		5/01/1995	A12098-10982	31,200.00	1.80	1.80	3.60
80294	CANDLE	ROMAN	1/30/1933		6/01/1996	A12098-10982	200,000.00	11.54	11.54	23.08
80116	CLUELESS	CALVIN	6/26/1920		6/01/1995	A12098-10982	31,200.00	1.80	1.80	3.60
30015	COLLINS	TOM	3/18/1940		6/01/1995	A12098-10982	50,000.00	2.88	2.88	5.76
80024	CREDIT	COLLEEN	4/15/1940		3/01/1995	A12098	42,400.00	2.45	2.45	4.90
80151	CREME	CARMEL	5/15/1905		12/01/1995	A12098-10982	10,400.00	.60	.60	1.20
80025	DEBIT	DONALD	4/15/1960		4/01/1995	A12098	200,000.00	11.54	11.54	23.08
80038	GREEN	KELLY	2/02/1952		2/15/1994	A12098-10982	200,000.00	11.54	11.54	23.08
80166	KLUTZ	IMA	5/25/1945		1/01/1996	A12098-10982	41,600.00	2.40	2.40	4.80
80290	MALLOW	MARCIA	3/26/1971		3/31/1997	A12098-10982	26,000.00	1.50	1.50	3.00
80026	ROAD	ROCKY	2/05/1965		4/01/1995	A12098	42,000.00	2.42	2.42	4.84
1051	SNAPP	GINGER	3/15/1955		10/10/1990	A12098-10982	40,000.00	2.31	2.31	4.62
80110	TURNER	PAIGE	11/05/1955		9/01/1995	A12098-10982	35,000.00	2.02	2.02	4.04
					TOTAL EMPLOYEES	13	949,800.00		54.80	
								54.80		109.60
					AVERAGES AGE: 52		73,061.53		4.21	
								4.21		8.43
					MONTHLY EQUIVALENT DEDUCTIONS				118.73	
								118.73		237.46
					MONTHLY PREMIUM =	237.46				

TOTALS FOR ID L01 TOTAL EMPLOYEES 13 TOTAL COVERAGE 949,800.00 TOTAL PREMIUMS 237.46
TOTALS FOR EMPLOYER ZUS TOTAL EMPLOYEES 13 TOTAL COVERAGE 949,800.00 TOTAL PREMIUMS 237.46

PRGBE40 PRTBE40 I N S U R A N C E A C T I V I T Y R E P O R T PERIOD BEGINNING 4/01/1997 Page 1
5/20/97 17:11:56 ENDING 4/30/1997
EMPLOYER ZUS SAMPLE US COMPANY
BENEFIT ID M01 MEDICAL PROVIDER #1

EMPLOYEE NO.	SOC. SEC. NUMBER	EMPLOYEE NAME	ENROLLMENT DATE	ER %	EE %	EMPLOYER CONTRIBUTION	EMPLOYEE CONTRIBUTION	COVERAGE AMOUNT	CANCEL DATE
BENEFIT PLAN M1FB		MED FAMILY HMO B/W							
ENROLLMENTS AT PERIOD BEGIN									
1033	111-66-0000	BOYLE,BARB	3/01/1997	.00	.00	185.00	95.00	0	4/01/1997
80004	430-12-5389	ARNOLD,ANNA A	1/01/1990	.00	.00	184.62	92.31	0	
80025	378-88-7788	DEBIT,DONALD D	4/01/1995	.00	.00	184.62	92.31	0	
80106	203-44-0981	BRANCH,OLIVE	3/01/1997	.00	.00	184.62	92.31	0	
80290	028-12-2335	MALLOW,MARCIA	3/01/1997	.00	.00	201.93	75.00	0	
		TOTAL NUMBER OF EMPLOYEES 5				940.79	446.93	0	
ADDITIONS DURING PERIOD									
		TOTAL NUMBER OF EMPLOYEES 0				.00	.00	0	
CANCELLATIONS DURING PERIOD									
1033	111-66-0000	BOYLE,BARB	3/01/1997	.00	.00	185.00	95.00	0	4/01/1997
		TOTAL NUMBER OF EMPLOYEES 1				185.00	95.00	0	
		INSURANCE ACTIVITY TOTALS THIS PLAN 4				755.79	351.93	0	

Chapter 10 Implementing Vesting Calculations

10

You can use the *Final Vesting Calculations* function to calculate vesting percentages for employees enrolled in benefit plans that you set up using the retirement benefit type (type 08). Vesting refers to the process by which employees gain entitlement to the employer's contributions to their retirement or savings plan accounts.

Generally, an employee becomes vested in the employer contributions based on his or her length of service and can only obtain the employer contributions upon termination of employment. An employee is always vested in his or her own contributions.

The chapter consists of the following topics:

Topic	Page
Overview of Vesting Calculations	10-2
Calculating Vesting Percentages	10-5

Overview of Vesting Calculations

You use the *Final Vesting Calculations* function to compute the vesting percentage for each employee enrolled in a retirement plan. The system processes vesting calculations only for benefit plans you set up using the retirement benefit type (type 08).

You can run the calculation only once per plan year to update the following fields in the retirement plan enrollment records of participating employees:

- *Service Years*
- *Vested Years*
- *Percent Vested*

To calculate vesting percentages, you must complete these steps:

1. Create at least one code value for code type **VST** to represent your vesting schedule(s) using the *Update Employer Codes* function.
2. Define the vesting schedule service criteria using the *Create Vesting Schedules* function.
3. Assign a vesting schedule code value to one or more benefit plans you set up using the retirement benefit type (type 08).
4. Enroll employees in the retirement plans.
5. Use the *Final Vesting Calculations* function to calculate employee vesting percentages.

Controls That Affect Vesting Calculations

This chapter provides you with information on using the *Trial Vesting Calculations* and *Final Vesting Calculations* functions. You must set up the following controls before you can use these options to calculate employee vesting percentages:

- Code values for code type **VST**
- Vesting criteria using the *Update Vesting Schedules* function
- One or more retirement benefit plans

Refer to the “Enrolling Employees in Benefit Plans” chapter for detailed information on how to set up these controls.

Objectives

At the conclusion of this chapter, you should be able to:

- Use the *Trial Vesting Calculations* function
- Use the *Final Vesting Calculations* function

Understanding Vesting Calculations

The *Final Vesting Calculation* function computes employee vesting percentages for the most current retirement plan year. You use the *Effective Date* field on the retirement plan benefit control to define the plan year. For example, if you type **030190** in the *Effective Date* field for your retirement plan, the system interprets the plan year as March 1 through February 28.

The current plan year is a twelve month period that begins with the anniversary date of the plan immediately prior to the last vesting date and ends with the anniversary date immediately following the last vesting date. The system stores the date on which you last ran the *Final Vesting Calculation* function in the *Date of Last Calc* field on the retirement plan benefit control. You cannot run the *Final Vesting Calculation* again until you meet the following conditions:

- At least twelve months elapse from the date in the *Date of Last Calc* field.
- The date on which you run the option must be after the start of the current plan year.

For example, if the effective date of your plan is March 1, 1995 and you run the vesting calculation for the first time on April 1, 1996, the system calculates vesting percentages for the plan year of March 1, 1995 through February 28, 1996. You cannot run the *Final Vesting Calculation* function again until it is April 1, 1997 or later.

When you run the *Final Vesting Calculation* function in 1997, the system updates vesting information for employees who participate in your retirement plan based on their service and hours worked completed through the end of the current plan year (March 1, 1996 through February 28, 1997).

The system verifies the information for each employee enrolled in your retirement plan to determine if:

- The employee is terminated.
- The employee has declined or canceled participation in the plan.
- The employee meets the number of consecutive months of service, if any, specified in the benefit plan control. The system determines consecutive months of service using the latest of the dates in the *Rehired Date*, *Adjusted Date of Hire* or *Date of Hire* fields in the employee Basic Data record through the end of the current plan year.

The system credits an employee with vesting and service years that the employee completes only after his or her enrollment date in the retirement plan. For example, if an employee's date of hire is June 1, 1993 but she waits to enroll in the retirement plan described above until June 1, 1996, the system only credits her with one vesting year and one service year for the plan year of March 1, 1997 through February 28, 1998.

- The employee satisfies the minimum vesting age specified in the benefit plan control record before the end of the current plan year.
- The employee satisfies the required number of hours of service specified in the benefit plan control record for the previous year. The number of hours of service is the sum of previous anniversary hours and the break in service hours, if any, you have entered in the employee's retirement plan enrollment record.
- The enrollment date on the employee retirement plan enrollment record is prior to the beginning of the plan year.

Service Year

All employees are credited with a service year, even if they are terminated within the plan year, if they:

- Have not declined or canceled participation in the plan
- Are 18 years of age or older by the end of the plan year
- Have met the service criteria in terms of hours and number of consecutive months of service

Vested Year

All employees are credited with a vested year if they:

- Meet the service year criteria
- Are enrolled in the plan before the beginning of the plan year
- Are older than the minimum vesting age specified in the benefit plan control at the end of the plan year
- Meet the criteria established in the vesting schedule of the plan

Calculating Vesting Percentages

Before you update employee retirement plan enrollment records with vesting information, you can perform a trial run. The *Trial Vesting Calculations* function generates a report that lists the vesting percentages computed for each employee who participates in your retirement plan. You can use this report to verify that employee enrollment information is correct before you run the *Final Vesting Calculations* function.

Performing a Trial Run

The *Trial Vesting Calculations* option does not update any files. It shows the current vesting details of each employee participating in a retirement plan and identifies which employees could be vested if the current plan year is closed on the date on which you run the option.

Follow these steps to run the *Trial Vesting Calculations* function:

1. From the Infinium Human Resources main menu select *Benefits Administration.*
2. Select *Mass Update Benefit Data.*
3. Select *Trial Vesting Calculations* [TVC]. The system displays the Trial Vesting Calculations screen shown in Figure 10-1.

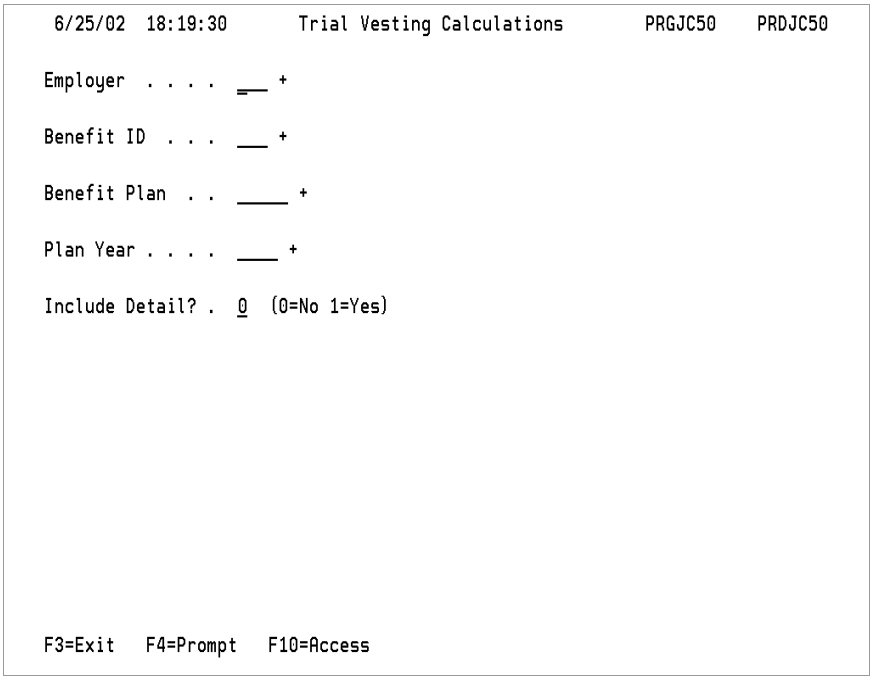

Figure 10-1: Trial Vesting Calculations screen

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

Employer

Type the value that identifies the employer for whom you are calculating vesting percentages.

Benefit ID

Type the value that represents the benefit identity associated with your retirement plan.

Benefit Plan

Type the value that represents the retirement benefit plan for which you are calculating vesting percentages.

Plan Year

If you use plan year processing for this employer, specify the plan year to use for the vesting calculation.

Include Detail?

In this field indicate if you want to print a report listing employee vesting details.

Valid values for this field are:

0 Generate only a summary report of vesting calculations.

1 Generate both a summary report and a detailed report listing vesting calculations for each employee.

5 Press Enter. The system generates the following message and returns you to the Infinium Human Resources main menu:

Building submission request . . .

The system uses batch processing to generate the Trial Vesting Report. 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 report using options on these screens.

6 After you carefully review the report generated by the *Trial Vesting Calculations* function and make any necessary corrections to employee benefit enrollment records, you can run the *Final Vesting Calculations* function to update employee records. Refer to the following section for further information.

Calculating Final Vesting Percentages

The *Final Vesting Calculations* option closes the current retirement plan year, produces reports and updates vesting details for each employee who participates in a retirement plan.

You cannot execute this option unless at least one full calendar year has passed from the anniversary date of the plan.

Follow these steps to run the *Final Vesting Calculations* function:

1 From the Infinium Human Resources main menu select *Benefits Administration.*

2 Select *Mass Update Benefit Data.*

3 Select *Final Vesting Calculations* [FVC]. The system displays the Final Vesting Calculations screen shown in Figure 10-2.

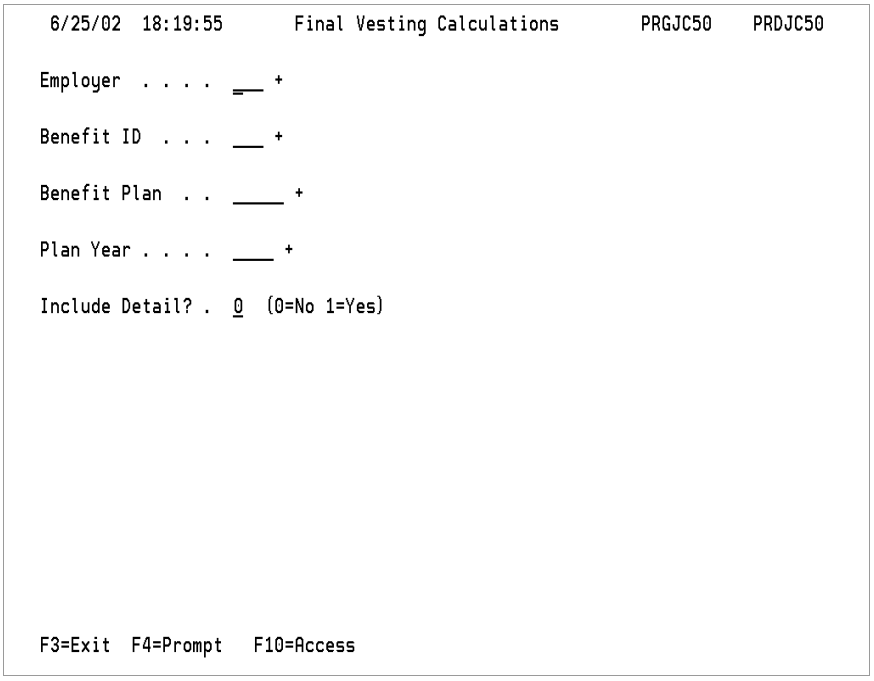

Figure 10-2: Final Vesting Calculations screen

4 Refer to the field descriptions in the “Performing a Trial Run” section in this chapter for information on completing the fields on this screen.

5 Press Enter. The system generates the following message and returns you to the Infinium Human Resources main menu:

Building submission request . . .

The system uses batch processing to generate the Final Vesting Report.

6 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 report using options on these screens.

Reviewing Employee Vesting Information

When you run the *Final Vesting Calculation* function, the system updates the following fields on the employee enrollment record:

- *Service Years*
- *Vested Years*
- *Percent Vested*

Follow these steps to review the vesting information in an employee's retirement plan enrollment record:

1 From the Infinium Human Resources main menu select *Benefits Administration*.

2 Select *Update Benefit Data*.

3 Select *Update Employee Enrollments* [UEEN]. Type the values that represent the employer and employee on the Update Employee Enrollments employee selection screen.

4 Press Enter to display the Update Employee Enrollments benefit group selection screen. If you use plan year processing, specify the plan year and specify or verify the employee's benefit group assignment.

5 Press Enter to display the Update Employee Benefit Enrollments plan selection screen. Type **5** in the *Opt* field adjacent to the retirement plan whose vesting information you updated.

6 Press Enter to display the Employee Benefit Enrollment screen.

The system displays vesting information in the *Service Years, Vested Years* and *Percent Vested* fields.

Note: If your retirement plan includes an hours worked requirement, the system updates the values in the *Prev. Anniv. Hrs* and *Curr. Anniv. Hrs* fields when you run the *Mass Update Enrollments* function. It uses income history on Infinium Payroll to update these fields.

7 Press F3 to exit this screen.

Notes