



# **Benefits Administration Training Manual**

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## Introduction

### ***Who should use Manager Services?***

Managers as well as benefit, human resources and payroll administrators can access employee information through the Web. It can be used at your corporate location as well as remote locations.

### ***Benefits of Manager Services***

- Easy accessibility (from home or work or any location with Internet)
- 24-hour access
- Easy-to-navigate pages
- Consolidated pages with more information and less search

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## Getting Started

### Signon Page

To sign into Manager Services, you need a **Customer ID**, a **User Name**, and a **Password**. The Customer ID will be the same for all users within a company. The User Name and Password will be assigned to you. Your password can be changed once you log onto the system. Click on **login**.

The screenshot shows the 'iCON MANAGER SERVICES' signon page. It features a blue header with the 'iCON' logo and 'MANAGER SERVICES' text. Below the header, there are three input fields: 'Customer ID:', 'User Name:', and 'Password:'. The 'Password:' field has a '(case-sensitive)' note next to it. Below these fields are two buttons: a blue 'login' button and a green 'recover my password' button. A welcome message reads: 'Welcome to Manager Services. Enter your Customer ID, User Name and Password and click on the Login button. If you have forgotten your password, enter your User Name and click on the Recover My Password button.' At the bottom, there is a 'UNICORN HRO' logo with the tagline 'Service. Functionality. Value.' and a background of orange circles.

Enter Customer ID, User Name and Password in the appropriate fields.

Click on **login**.

If you forget your password, click on **recover my password**.

If you forget your password, enter your User Name and click on the **recover my password** button. If you have set up a recovery question and answer, your recovery question will be displayed. If you enter the correct answer, a new password will be generated and e-mailed to you.

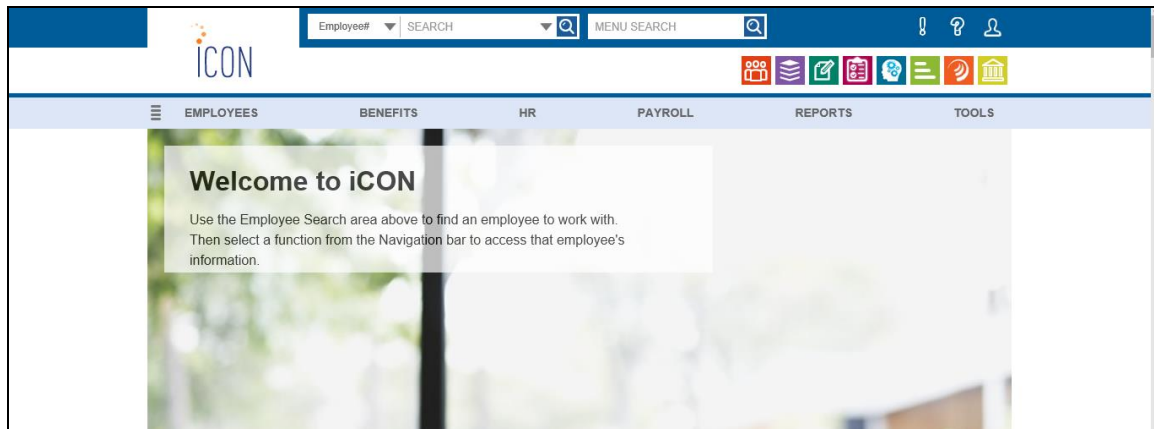
### **Manager Services**

Follow these setup steps for Manager Services:

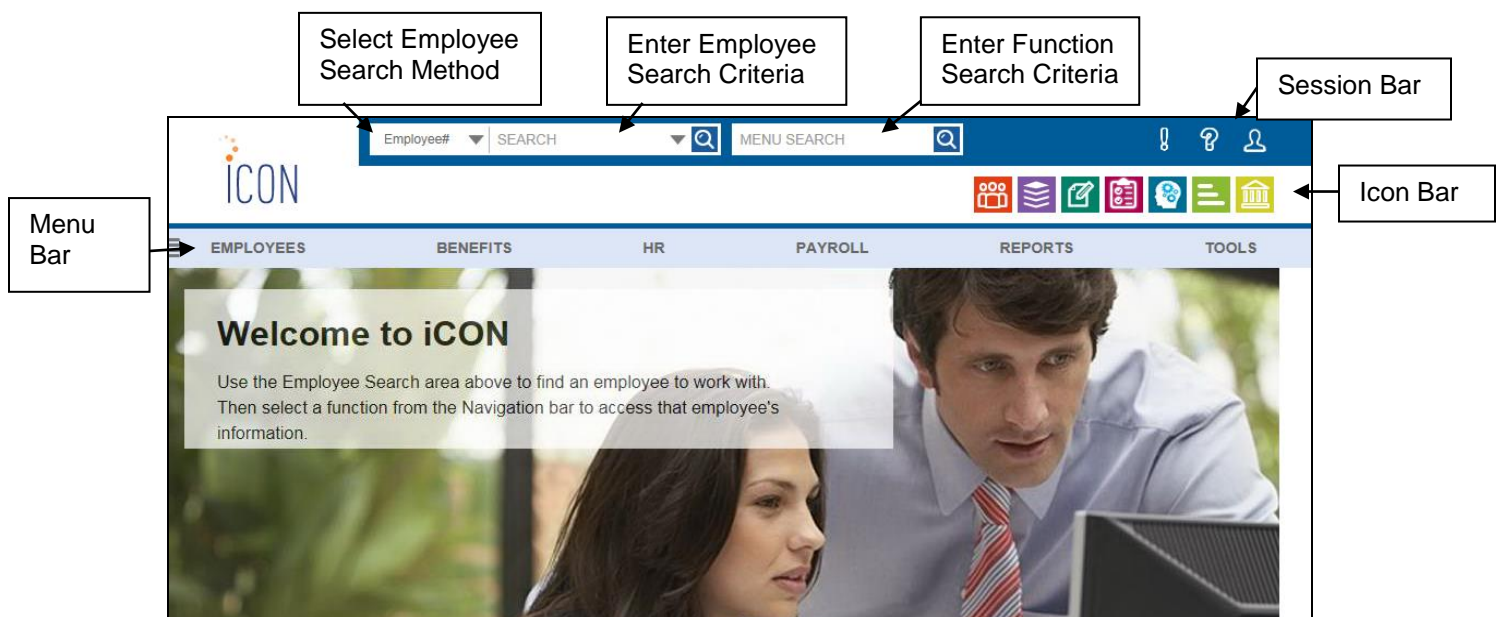
- Grant security to **Function Security** in Manager Services for the security administrator. This must be done as the first step; otherwise, all users will have access to it.
- Each user of Manager Services or iCON Tools must be set up in the **User Administration** function. Verify that correct access has been granted in the **User Access** function.
- Set up **Security Rules** for user passwords.
- Set up **Function Security** for users. Note that Function Security from iCON Tools does not apply in Manager Services.
- Enter **Organization Security** and/or **User Security** for each user as needed. This determines the employees that the user is allowed to see, whether using Manager Services or iCON Tools.
- To use the employee search feature by Reports To, this information must be entered for employees in **Work Profile, Report To** or **Reports To By Organization**. This information must be entered if you use the Reports To option in **User Security**.
- Enter **Legal Entity Authorization** for each user. This determines the information that the user is allowed to see in payroll-related functions, whether using Manager Services or iCON Tools.
- You may use the **User Setup Copy** function to copy various areas of security from one user to another.
- To have an e-mail message sent based on actions performed in Manager Services or Employee Self Service, set up the message formats in the **Messaging Setup** function. Note that separate messages are entered for actions performed in iCON Tools, Manager Services, and Employee Self Service. For Manager Services actions, use “MS”; for Employee Self Service actions, use “ES.”
- If messages will be sent to employees’ supervisors (Reports To) or payroll administrators, make sure those employees’ e-mail addresses are entered in the **E-Mail Addresses** function.
- Enter setup information in **HR System Defaults**. Refer to the section of this manual that describes this function for a detailed explanation of each field.

## Main Menu

Once you have signed in, you will see a page similar to the following. On this page, your company can display their company news, future events, etc., on the Home page.



You may use the Employee Search feature to find an employee whose number is unknown. Employee Search options include First Name, Last Name (if employee has a Second Last Name, you may enter both the Last Name and Second Last Name, separated by a space or dash), Organization and Reports To. You may use the Menu Search feature to find a function. Enter a word or partial word in this field, and the system will display a list of function names containing the search criteria. Click on the function with which you wish to work. You may also use the down arrow to go to the selected function. When it is highlighted, press Enter to access the selected function. Or, you may click on any of the menus in the Menu Bar: Employees, Benefits, HR, Payroll, Reports or Tools. Either a submenu or a list of functions will appear. Click on the function that you wish to access.



The functions that you see in the Manager Services menu depend upon your security access. Functions that you are authorized to use will be shown in alphabetical order within each of the menu areas, with the exception of the Payroll Processing menu. Payroll Processing functions are shown in the order in which a pay cycle is processed.

If you wish to group selected functions together thereby creating your own menu entry, see instructions for setting up **myWorkSpace** in this chapter.

Above the menu bar, the following are shown in the icon bar:



**My Employee List:** click on this option to display the employees that report to you. From here you may access the Overview, Demographics or Work Profile function. The Overview button will appear if you have defined functions in Employee Overview Functions.



**Job Server Queue:** hover over this option to see the jobs in the Job Server Queue at the time that it was last refreshed. You may click Refresh in the Job Server Queue to see the latest jobs.



**Reports:** hover over this option to display a list of the reports and files in Report Master Listing at the time that it was last refreshed. This will bring you to the same listing as when you select Report Master Listing from the Tools menu. You may click Refresh in the Report Master Listing to see the latest reports.



**To Do List:** click on this option to display workflow transactions in which you are involved. The system will default to showing the pending transactions that are awaiting your review and approval. You may change the selection to see workflows that have been approved or rejected or are in process.



**HCA Reporting:** if Human Capital Analytics metrics have been defined, click on this option to display dashboard charts.



**WebReportHR:** if you have access to the adhoc report writer, click on this option to open a separate window with the list of reports you have created.



**Compliance Corner:** click on this option to display BNA's Compliance Corner where you can search for information related to benefits, human resources and payroll.

Above the icon bar, the following are shown in the session bar:



**Notifications:** click on this option to view notifications that have been sent to you.



**Help:** this section will display information about the area of Manager Services from which it is accessed. If you go to another function while the Help window is open, click on Refresh in the Help window to display help text applicable to that function. The following are also available from the Help menu bar:

- **Documents:** This section gives you access to documents that describe various areas of the system. They are grouped in the following areas: Benefits, Human Resources, Payroll, Product Manuals, Release Notes and

## Tools.

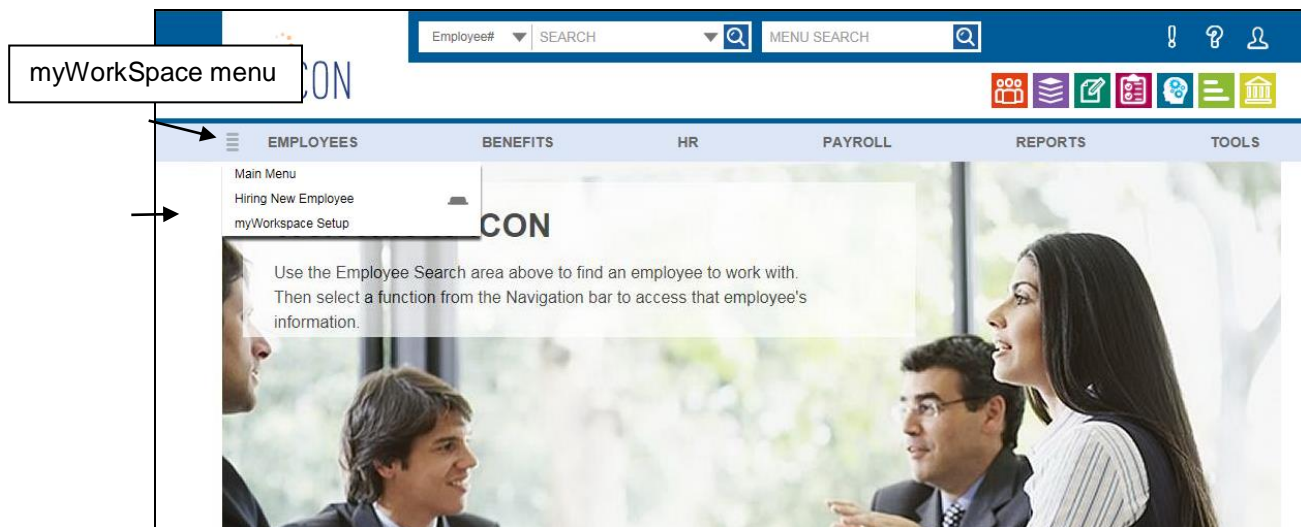
- **Webinars:** This section gives you access to recorded webinars on various topics and Releases.
- **How To:** This section shows a list of frequently asked questions about procedures in iCON.
- **Forms:** If you have outsourced your payroll processing to Unicorn HRO, use this section to access commonly-used forms. They are shown as fill-in PDF forms which may then be e-mailed to Pay Support.
- **COD:** This displays a list of all Common Objects. Help for any common object may be accessed here. Help for a particular common object may also be accessed from within the Common Object Dictionary function.
- **Index:** This displays a list of all Help topics. Help for any function may be accessed here, in addition to accessing it from the function itself.



**My Account:** you may change information such as your password, password recovery question and answer, your e-mail address and your default home page setting. You may also log off the system using this icon.

## myWorkspace

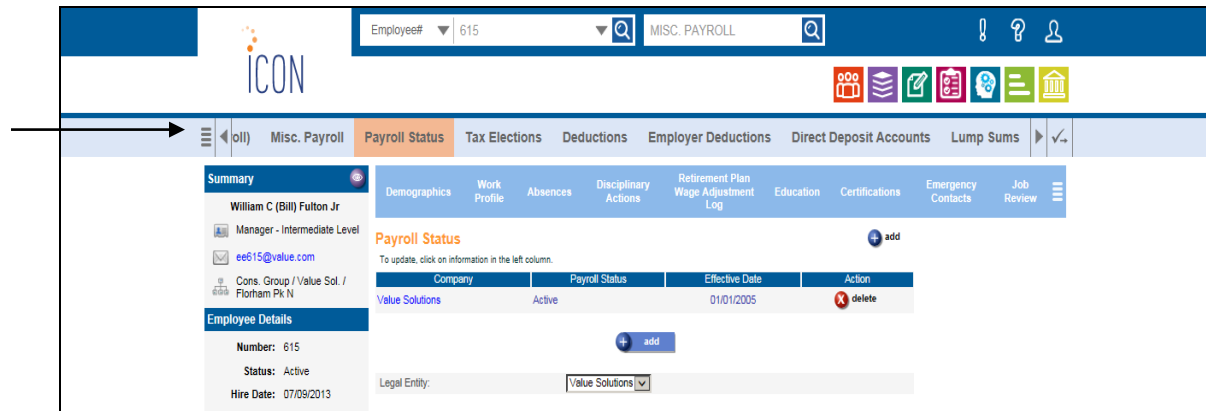
If you wish to group selected functions together, thereby creating your own menu entry, click on the four horizontal bars to the left of the menu bar to access the myWorkSpace menu. Then click on myWorkspace Setup. See the Help document called WorkSpace Setup for full instructions. The myWorkSpace Menu will also display previously defined Workspaces. In the following example, the user has defined a Workspace called Hiring New Employee.



## Main Menu

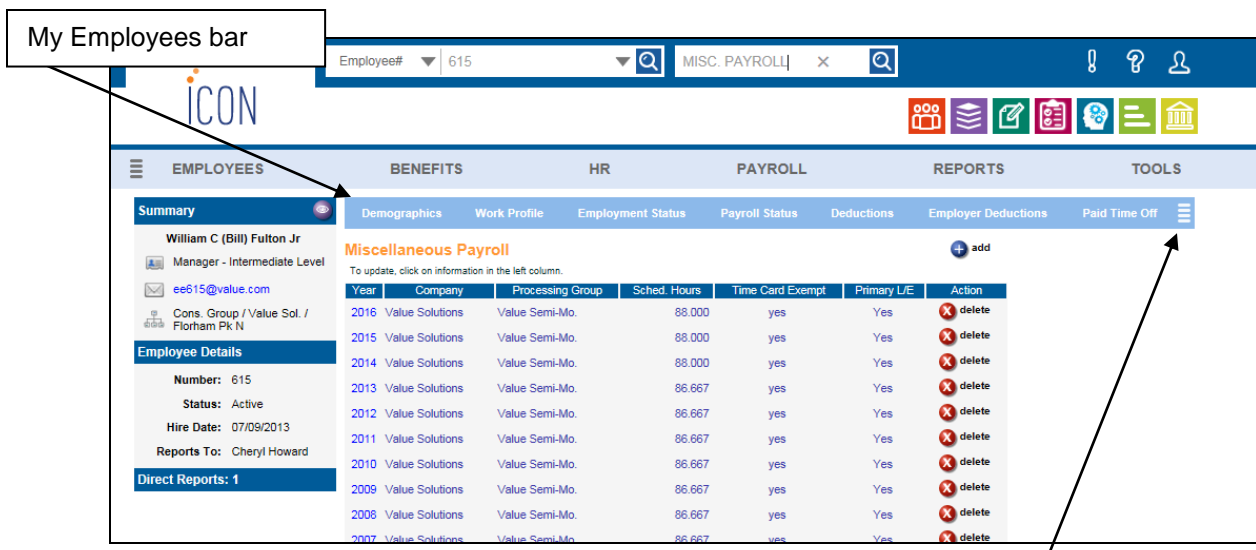
If you access a Workspace, the MyWorkspace bar will appear in place of the Main Menu. You may click on the left arrow to scroll left, or the right arrow to scroll right. At the right of the MyWorkspace bar is a checkmark; click on this to advance to the next function.

To return to the main menu, put your mouse pointer over the four horizontal bars at the left of the MyWorkspace bar; click on Main Menu at the top of the list.



## My Employees Functions

If you wish to show a list of commonly used functions beneath the main menu bar when you are accessing an employee-related function, you may define them in My Employees Functions. By doing so, the functions will be shown as links in the My Employees bar; you may click on any of these to quickly access that function. In this example, the user has set up Demographics, Work Profile, Employment Status, etc.



If you have selected more functions than can fit on the My Employees bar, four horizontal lines will appear on the right of the bar; put your mouse pointer over this area to access the remaining functions.



## Employee Overview Functions

Another way to quickly view commonly-used employee functions is to set them up in Employee Overview Functions. You may select up to four functions. If you do so, an Employee Overview icon will appear in the Summary section of the side bar. When you click on this icon, the main page of each of the functions you selected will be shown as view only. You may click on any of the function names to go directly to that function. In this example, **Demographics** is the first function. You may click on the down arrow to the left of the function name to hide the details; a right arrow will then display, which you may click to show the details.

Employee# 615 MISC. PAYROLL

**EMPLOYEES** BENEFITS HR PAYROLL REPORTS TOOLS

**Summary**

William C (Bill) Fulton Jr  
Manager - Intermediate Level  
ee615@value.com  
Cons. Group / Value Sol. / Florham Pk N

**Employee Details**

Number: 615  
Status: Active  
Hire Date: 07/09/2013  
Reports To: Cheryl Howard  
Direct Reports: 1

**Demographics**

**Personal Information:**

First Name:	William	Middle Name or Initial:	C
Last Name:	Fulton Jr	Second Last Name:	
Preferred Name (Nickname):	Bill	Social Security Number:	123-45-5555
Date of Birth:	10/21/1950	Marital Status:	Married
Gender:	Male	Race/Ethnicity:	White
Self Identified:	yes	Identifies with two or more races:	no
Disability:	*no value	Tobacco User:	no
Veteran Status (VETS-100):	*no value	Veteran Status (VETS-100A):	*no value
Primary Language:	*no value	Veteran Status (VETS-4212):	*no value

**Address and Contact Information:**

Address Line 1:	1017 Raceway Dr.	
Address Line 2:	Updated 7/31/2014	
City:	Charlotte	
State:	North Carolina	Zip Code: 28632
Country:	U.S.A.	Country: Mackleburn

The last three functions in this example are Training History and Enrollment, Update One Employee (where the user has hidden the details) and W-2 History:

Employee# 615 MISC. PAYROLL

**EMPLOYEES** BENEFITS HR PAYROLL REPORTS TOOLS

**Summary**

Number: 615  
Status: Active  
Hire Date: 07/09/2013  
Reports To: Cheryl Howard  
Direct Reports: 1

**Training History and Enrollment**

Course Description	Start Date	Status	Instructor Name
Spanish For The Beginner	12/31/9999	Enrolled	
AMA's Comprehensive Project Management Workshop - Project Leaders	10/12/2011	Enrolled	
AMA's Course on Financial Analysis	08/05/2009	Enrolled	
AAA Defensive Driving	06/17/2008	Enrolled	
Effective Internal Auditing	05/19/2008	Completed	
Advanced Leadership Communication Strategies	12/06/2006	Enrolled	
.NET Essentials	09/11/2006	Completed	
Cash Management	03/01/2006	Completed	Mr. Henry Murphy
AAA Defensive Driving	09/07/2005	Completed	

**Update One Employee**

**W-2 History**



Tax Year	Company	Instructions	W-2C
2011	VALUE SOLUTIONS, INC.	2011 W-2 Instructions	
2010	VALUE SOLUTIONS, INC.	2010 W-2 Instructions	
2009	VALUE SOLUTIONS, INC.	2009 W-2 Instructions	
2008	VALUE SOLUTIONS, INC.	2008 W-2 Instructions	
2007	VALUE SOLUTIONS, INC.	2007 W-2 Instructions	

The icon bar contains areas for My Employee List, Job Server Queue, Reports, To Do List, HCA Reporting, WebReportHR and Compliance Corner.

## Reports

When you put your mouse pointer over Reports, the system will display a list of the reports and/or files that you have created within the past week. This is the same as selecting the **Report Master Listing** function from the **Tools** menu. Click on the desired file to open it in a separate window. You may print or save the file. To delete files, click in the Select For Deletion column and then click on the **delete** button.

### Report Master Listing

Display Reports From Date:  To Date:   refresh  delete










To view PDF files, you should [download](#) the latest Acrobat Reader for your platform. [Select All](#) [Unselect All](#)

To view CSV files, Microsoft Excel should be installed on your computer. '|' (pipe) has been used as delimiter in these files.

To view XLS files, Microsoft Excel should be installed on your computer.

To view XML files, Microsoft Internet Explorer OR any XML file viewer should be installed on your computer.

To view TXT files, Microsoft Internet Explorer OR any TXT file viewer should be installed on your computer.

Open/Save	Report Name	Date Run	Time Run	Delete?
 	 <a href="#">EmployeeBirthdaySteelers-14895.pdf</a>	07/23/2016	1:18 PM	<input type="checkbox"/>
 	 <a href="#">AuditReport-14893.pdf</a>	07/23/2016	1:11 PM	<input type="checkbox"/>
 	 <a href="#">TotalPopDetOrgNum-14892.pdf</a>	07/23/2016	1:04 PM	<input type="checkbox"/>
 	 <a href="#">WorkAddrImport-14890.pdf</a>	07/23/2016	12:59 PM	<input type="checkbox"/>
 	 <a href="#">WorkAddrErrors-14889.pdf</a>	07/23/2016	12:57 PM	<input type="checkbox"/>

 refresh  delete



## My Account

Put your mouse pointer over the User icon in the session bar. When you click on **My Account**, a page similar to the following will appear.

**My Account**

**Password:**

New Password:  (case-sensitive)

Re-Enter New Password:  (case-sensitive)

**Recovery:**

Current Recovery Question: What was the name of your first pet?

Change Recovery Question: [Select a question or enter your own below]

Change Recovery Answer:

**E-mail:**

Current E-mail Address: [mruberto@unicornhro.com](mailto:mruberto@unicornhro.com)

Change E-mail Address:

Re-Enter E-mail Address:

**Preferences:**

Home Page: \*Default Page

Employee Search Default: Employee Number

My Employees Default: Direct Reports Only

Style: New

Workflow Notification Election:

Payroll Report Distribution Delivery: Separate Files

☐ Open Workforce Management with Home Page

To change your password, enter the new password and then reenter it in the next field. Your password must meet all of the security rules set up for your company.

To select or change your recovery question, click on the drop down box and select one of the predefined questions *or* click in the second box and enter your own security question. The recovery question field has a maximum value of 100 characters and spaces. Enter the answer in the 'Recovery Answer' field, which has a maximum value of 50 characters and spaces.

To enter your e-mail address, enter it in both the 'E-mail Address' and 'Re-Enter E-mail Address' fields. Make sure that your e-mail address is correct since this is where your password will be sent if you change it or it is regenerated.

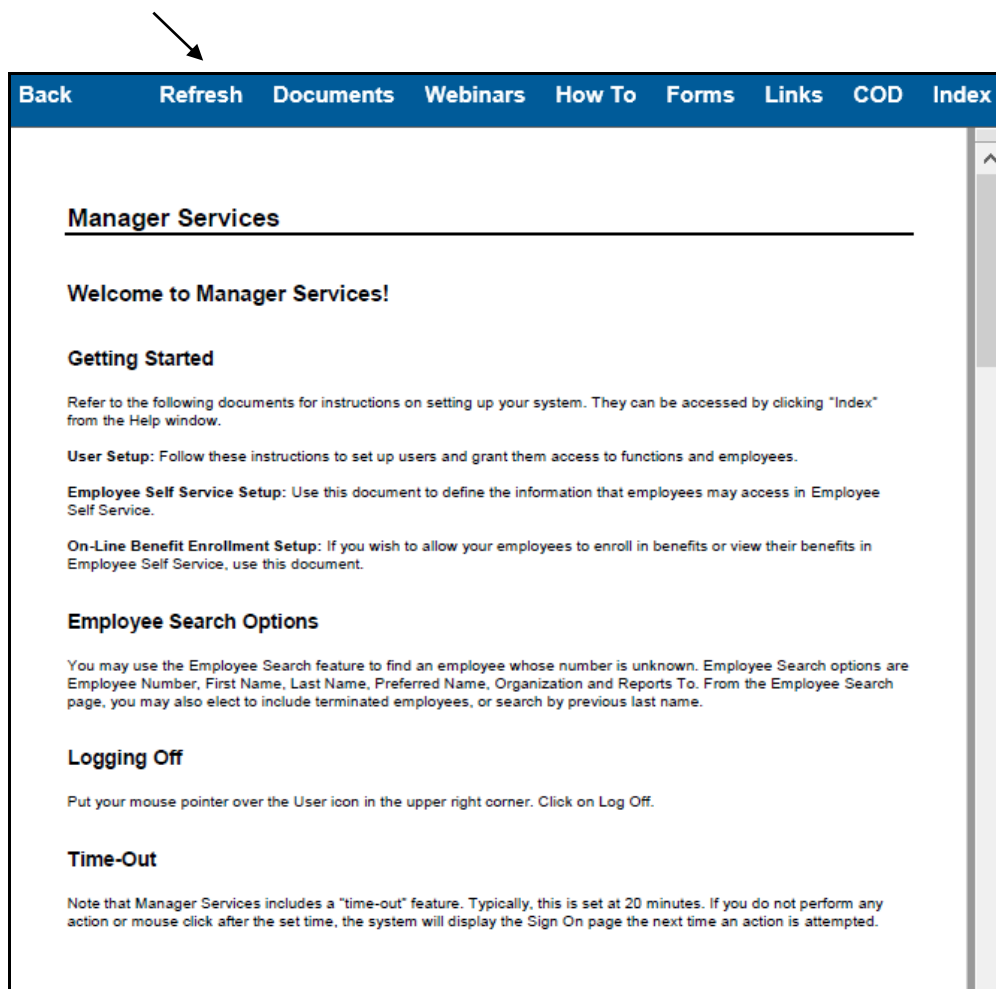
If you want to display a list of the employees that report to you when you log on to Manager Services, select My Employees in the Home Page field. Select the My Employees Default option that you wish to use to determine which employees are shown on the initial list.

If Dashboards have been defined on your system, you may select a Home Page in order to automatically display your selected Dashboards when you log on to the system.

If you wish to use Employee Search criteria other than Employee Number as your default, select the search method in the Employee Search Default field.

## Help

When you click on Help, a separate window will be displayed with information about the area of the system that you working with. If you go to another function while the Help window is open, click on Refresh in the Help window to display help text applicable to the function you are on.



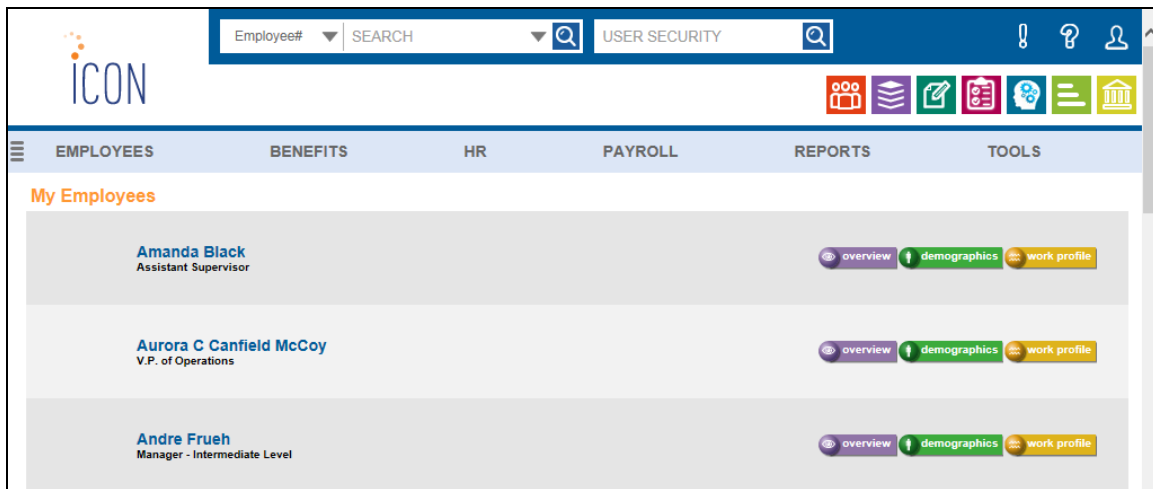
The following are also available from the Help menu bar:

- **Documents:** This section gives you access to documents that describe various areas of the system. They are grouped in the following areas:
  - Benefits
  - Human Resources
  - Payroll
  - Product Manuals – this section contains manuals for modules such as Employee Self Service, Manager Services and Human Capital Analytics Dashboards
  - Release Notes – this section contains descriptions of the features added in the last few releases
  - Tools – this section has instructions for functions in iCON Tools
- **Webinars:** This section gives you access to recorded webinars on various topics and Releases.
- **How To:** This section shows a list of frequently asked questions about procedures in iCON.
- **Forms:** If you outsource your payroll processing to Unicorn HRO, use this section to access commonly-used forms. They are shown as fill-in PDF forms which may then be e-mailed to Pay Support.
- **Links:** Links to UnicornHRO websites are shown, including a tour of the Compliance Corner.
- **COD:** This displays a list of all Common Objects. Help for any common object may be accessed here. Help for a particular common object may also be accessed from within the Common Object Dictionary function.
- **Index:** This displays a list of all Help topics. Help for any function may be accessed here, in addition to accessing it from the function itself.

You may click on the back button at any time to see the previous help page that you accessed.

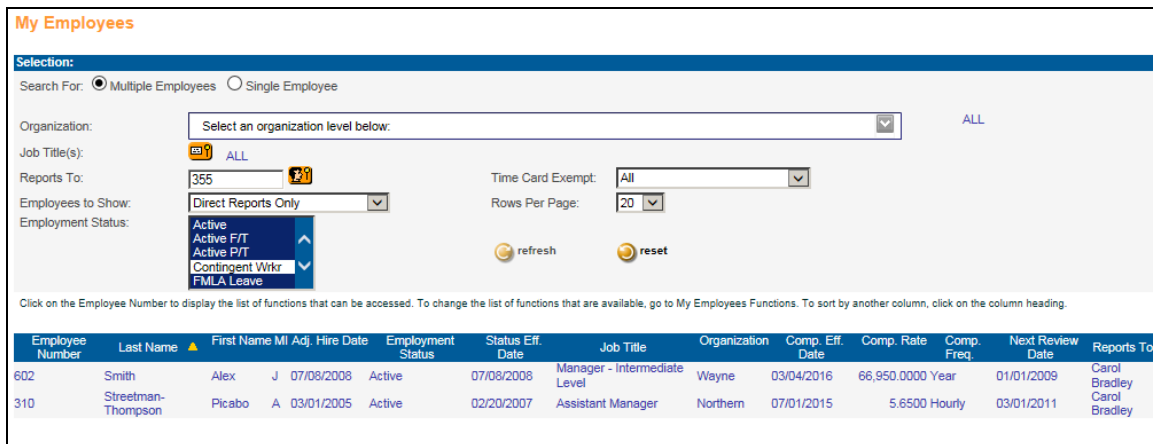
## My Employee List

When you click on the My Employee List icon, a page such as the following will be displayed, showing the employees that report to you. You may access the Employee Overview, Demographics or Work Profile function by clicking on the appropriate button on the right hand side.



## My Employees

For additional information about the employees who report to you, use the **My Employees** function. A page such as the following will be displayed, showing the employees that report to you:



The system will display the employees that report to you, using the preference you set up in My Account. Employees to which you have Organization Security will be displayed. If you have No Salary security, the Compensation Rate column will display "Unavailable". The

system will default to displaying only employees who have an active Employment Status; you may select other Employment Statuses if desired.

The list of employees will be sorted by name. To change the sort order, click on a different column heading. To change the sort from ascending to descending, or vice versa, click on the column heading again. The column that is used for sorting will be indicated with a yellow triangle, pointing either up or down.

To access additional functions for one of the employees on the list, click on the employee number. This will display a list of functions that have been selected in **My Employees Functions**. If none appear, go to **My Employees Functions** in the Tools menu and select up to 20 functions. The functions that you define here will also be available when you click on Quick Links from the heading of any employee-level function.

You may also access My Employees from a separate function in the Tools menu.

To display an employee's full organization structure, put the mouse pointer over the Organization. A separate window will display each level of the employee's home organization.

You may change the default selection criteria as follows:

- Organization: click on the icon to select a different organization level. Remember to clear the Reports To field and change Employees To Show to "All Employees" if you wish to see employees who report to other managers.
- Job Title(s): click on the icon to select one or more job titles. The page will show employees whose primary job title is one of the selected titles.
- Reports To: this defaults to your employee number, but may be changed. To see employees who report to all managers (subject to your security settings), clear this field.
- Employees to Show: If you are displaying employees that report to you, you may select your direct reports, 1 level down (from your direct reports), 2 levels down or 3 levels down. You may also choose All Employees.
- Employment Status: this defaults to the statuses that are defined as Active in Employment Status Definition. You may select other statuses as needed.
- Time Card Exempt: this defaults to showing all employees, both exempt and non-exempt. You may select a different option if needed. The system looks at the employee's Misc. Payroll record for the current year to determine if he or she is time card exempt.
- Rows Per Page: the system defaults to showing 20 employees per page. You may change this to 50, 100 or 200.

Click **refresh** after you have changed your selection criteria. The system will display the updated list of employees. To go back to your default selections, click **reset**. If you wish to work with only one employee, click Single Employee.

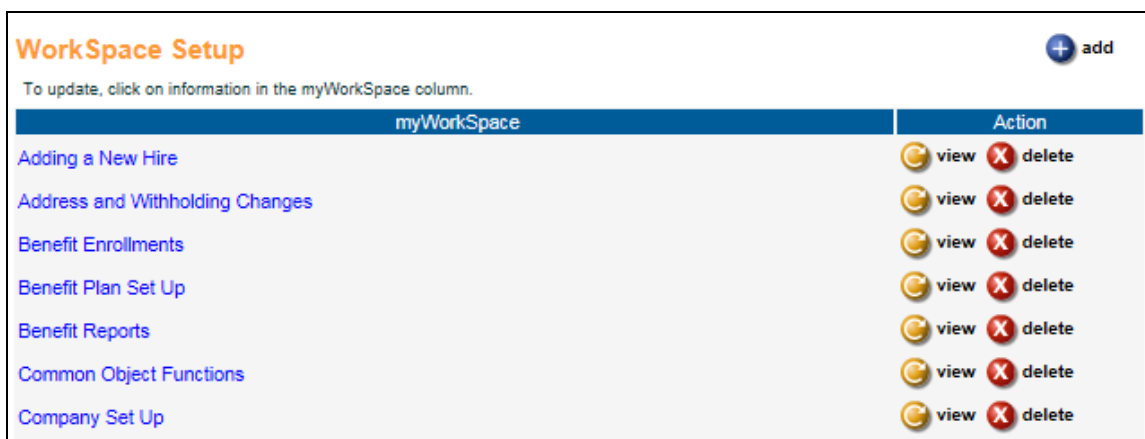
### myWorkSpace

The **myWorkSpace** menu allows you to select functions that you use for a particular purpose and have them displayed at the top of the page as tabs. For example, you may wish to add a WorkSpace that contains functions for entering a new employee onto the system.

Put your mouse pointer over the four horizontal bars at the left side of the menu. Then click on myWorkspace Setup.



Any previously-defined Workspaces will appear. Click on the **add** button to add a Workspace.



A page similar to the following will appear:

**Add myWorkspace**  
\* = Required

\*myWorkspace Name:

List of Available Functions:		Selected Functions:
Absence Report Absences ACA 1094-C 1095-C Corrections ACA AIR Error Report ACA Benefit Report ACA Cobra Dependent Import ACA Compliance ACA Consent Report ACA Corrections History ACA Data Generation ACA Employee Minimum Coverage Import ACA Employment Statuses ACA Export ACA Hours Report ACA Measurement Period Maintenance ACA Pay Code Exclusions ACA Setup ACA Stability Groups	<div>Add Selected</div> <div>Remove Selected</div> <div>Remove All</div> <div>Move Up</div> <div>Move Down</div>	

Enter the name for myWorkspace. This is the name that will appear in your menu. The name of the Workspace can contain up to 40 alphanumeric characters. Note that special characters such as commas and dashes are not permitted.

Select the functions that you wish to include from the column on the left side of the page. You may select multiple entries by either using Shift+click to select a range of functions or CTRL+click to select individual functions. Click on the **Add Selected** button. This will move them to the column on the right side of the page. Reposition the functions in the order you wish them to appear by clicking on a function and then clicking on the **Move Up** or **Move Down** button. When you are finished making your selections, click on the **submit** button to save the information. The system will refresh the page and add the Workspace you just created to the myWorkspace menu.

## Main Menu

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The functions to which you have authority will be available for selection. You may select up to 20 functions in each WorkSpace. You can set up an unlimited number of WorkSpaces.

Below is an example of a WorkSpace that is being added called Address and Withholding Changes, where the **Address**, **Tax Elections** and **Misc. Payroll** functions have been chosen.

Enter the name of your new WorkSpace in this field.

**Add myWorkSpace**  
\* = Required

\*myWorkSpace Name:

List of Available Functions:		Selected Functions:
Manual Payment	<div>Add Selected</div> <div>Remove Selected</div> <div>Remove All</div> <div>Move Up</div> <div>Move Down</div>	Address
Manual Payment Register		Tax Elections
Medical Visits		Misc. Payroll
Medical Visits Import		
Messaging Setup		
Messaging Setup Copy		
Messaging Setup Report		
Mobile Security		
Monthly SUI Data Generation		
Monthly SUI File Creation		
Monthly SUI File Inquiry		
My Employees		
My Employees Functions		
Net Payment Register		
Net To Gross Calculator		
Net To Gross Payment Feeder		
New Hire		
New Hire Report		



When you click **submit**, the system will add your entry to the myWorkspace menu.

Workspace Setup

+ add

To update, click on information in the myWorkspace column.

myWorkspace	Action
<a href="#">Adding a New Hire</a>	view  delete
<a href="#">Address and Withholding Changes</a>	view  delete
<a href="#">Benefit Enrollments</a>	view  delete
<a href="#">Benefit Plan Set Up</a>	view  delete
<a href="#">Benefit Reports</a>	view  delete
<a href="#">Common Object Functions</a>	view  delete
<a href="#">Company Set Up</a>	view  delete

When you click on this entry in the Workspace menu, the system will display the first function that you selected. Each function will appear in the Workspace bar so that you may click on the function with which you wish to work without using the menu.

Each function has its own section in the Workspace bar.

The screenshot shows the iCON system interface. At the top, there is a search bar with 'Employee# 6091' and a 'MENU SEARCH' field. Below this is a navigation bar with tabs: Address, Tax Elections, and Misc. Payroll. The 'Address' tab is selected. On the left, there is a 'Summary' section for James Allen, Assistant Manager, with contact information and employee details. The main area displays the 'Address' section, which includes a table with columns: Address Type, Address, Country#, Phone#, Cell Phone#, Address Status, Effective Date, and Action. The table contains one entry for 'Mailing' at '338 South St, Morristown, NJ 07458, USA' with phone numbers '973-572-2135' and '973-725-9984', status 'Active', and effective date '02/17/2009'. Arrows from the text above point to the 'Address' tab and the 'Address' section header.

Set up WorkSpaces to group together functions that you use on a regular basis.

### Working with Employee Information

When you wish to work with an employee's data, the **Employee Search** area is available. There are several options by which you can find a particular employee in the system:

- Employee Number
- Social Security Number (if your system has been configured to use this option)
- Last Name (or Previous Last Name)
- First Name
- Preferred Name (nickname)
- Report To (Last Name)
- Organization

The screenshot shows the iCON Employee Search interface. On the left, the 'EMPLOYEES' menu is expanded, showing 'Summary' and 'Employee Details'. The main area displays a search dropdown menu with options: Employee#, Social Security No., Last Name, First Name, Preferred Name, Report To (Last Name), and Organization. Below the dropdown is a table with employee information for James Allen, including address, phone numbers, and effective date.

Address Type	Address	Country#	Phone#	Cell Phone#	Address Status	Effective Date	Action
Mailing	338 South St. Morristown, NJ 07458 USA		973-572-2135	973-725-9984	Active	02/17/2009	view delete

If you know the employee number, select the **Employee Number** option and enter the number. Click on the Manager Services function that you want to access.

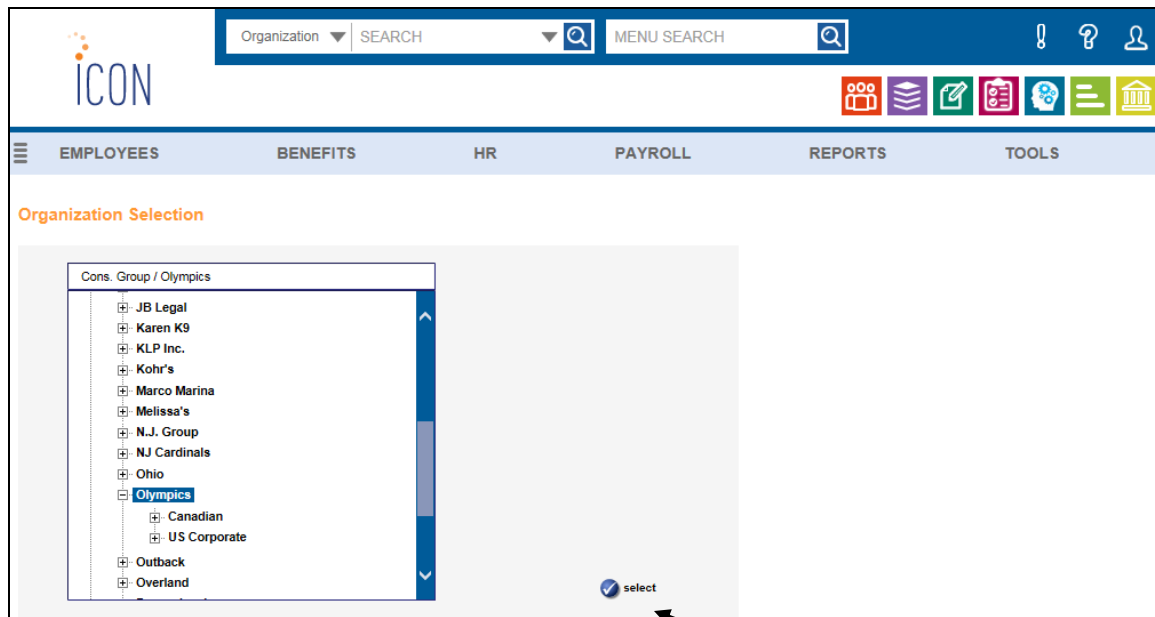
You can enter either the full value or partial value for any of the search methods. For example, you could enter the first three letters of the employee's last name. If the system finds only one matching value, the employee number will be populated in the employee number field. If there is more than employee matching the search criteria, a list will be displayed from which you can choose the employee with whom you wish to work.

When searching by Last Name for an employee with a Second Last Name, you may enter all or some of the letters of the Last Name, followed by space or dash, and then all or some of the letters of the Second Last Name. If you enter only one last name, the system will search both the Last Name and Second Last Name fields. When the search results are shown, the matching letters in employees' Second Last Names will be highlighted in yellow.

When searching by Preferred Name, or nickname, the system will first display employees with matching Preferred Names. It will then display employees with First Names that match your selection criteria.

Once the search results are displayed, you may click on “Search for employees by previous name”. You may also click on the checkbox to Include Terminated Employees.

If you would like to see all employees in a division, for example, select search by Organization and the function that you want to access. Click on the Search icon. A page similar to the following will display. Select the organization level you need. You can drill down to as many levels as you wish; click on the plus sign (+) to display lower levels, or click on the minus sign (-) to hide lower levels. Click on **select**.



After drilling down to select the appropriate level, click on **select**.

Click in the checkbox in the **Select** column next to the employee record that you want to access. If you wish to look for a terminated employee, click on the 'Include Terminated Employees' checkbox. To speed processing time, the system will only display the first 100 records that meet your search criteria. If the employee whose records you wish to access is not displayed, modify your search criteria to reduce the number of records that match your criteria. Note that if you do not have access to a particular employee, the information will be grayed out and not selectable, and the employee's Social Security number will not be displayed. The word "No" will be displayed in the **Authority** column in this scenario.

The screenshot shows the iCON system interface. At the top, there's a navigation bar with the iCON logo, a search bar, and a 'DEMOGRAPHICS' dropdown. Below this is a menu bar with options: EMPLOYEES, BENEFITS, HR, PAYROLL, REPORTS, and TOOLS. The main content area displays a message: "Your request to search for employees who belongs to 'YANKS/IVF' has resulted with the following list. To select an employee, click the check box to the left of the employee number." Below this is a 'Search Results' section with a checkbox for 'Include Terminated Employees' and a link 'Search for employees by previous name'. A table lists search results with columns: Select, Employee#, Last Name, Second Last Name, First Name, Initial, Preferred Name, and Authority.

Select	Employee#	Last Name	Second Last Name	First Name	Initial	Preferred Name	Authority
<input type="checkbox"/>	00000000376	McGraw		Tug			Yes
<input type="checkbox"/>	00000000377	Vander Moellen	Harrison	Lois	M		Yes
<input type="checkbox"/>	00000000378	Desimone	Johnson	Michelle			Yes
<input type="checkbox"/>	00000000379	Hart		Mary			Yes
<input type="checkbox"/>	00000000380	Johnson	Banks	Allison	C		Yes
<input type="checkbox"/>	00000000381	Johnson	Adams	Allison	W		Yes

If you want to search by an employee's previous last name, click on 'Search for employees by previous name'. A page similar to the following will appear with the search results.

The screenshot shows the iCON system interface for searching by previous name. It includes the same navigation bar and menu as the previous screenshot. The main content area has a message: "To search for an employee belonging to 'YANKS/IVF' by a name that was previously used, enter the Previous Name and click on the 'Refresh' button. To select an employee, click the checkbox to the left of the Employee Number." Below this is a 'Search Results' section with a 'Selection (optional)' dropdown, a 'Previous Name' input field containing 'Smith', and 'refresh' and 'reset' buttons. A table lists search results with columns: Select, Last Name, Second Last Name, First Name, Initial, Employee Number, and Date Last Used.

Select	Last Name	Second Last Name	First Name	Initial	Employee Number	Date Last Used
<input type="checkbox"/>	Smith		Alex		602	09/23/2011
<input type="checkbox"/>	Smith		Denise		8251	01/09/2012

At the bottom right, there is a 'back' button.

When you have selected an employee, basic information about the employee will appear in the side bar. This includes the employee name, job title, levels of organization, employee number and employment status. If an employee with a future hire date and employment status has been entered, the status date will appear in parentheses, such as:

Employment Status: Active (as of mm/dd/yyyy)

If the employee has a work e-mail address set up in the **E-Mail Addresses** function, a link will appear that will enable you to send an e-mail message to the employee.

If you have defined functions in My Employees Functions, you will see the functions in the MyWorkspace bar. From here you may click on a function, rather than navigating through the menu to access the function. In the following example, the user has defined Demographics, Work Profile, Absences, Disciplinary Actions, etc. in My Employees Functions. If there are additional functions than what can be displayed on this bar, four horizontal bars will appear at the right side of the MyWorkspace bar. Click on this to see the additional functions.

The screenshot shows the iCON system interface for employee management. At the top, there is a search bar with 'Employee# 615' and a filter set to 'DEMOGRAPHICS'. Below this is a navigation bar with tabs: EMPLOYEES, BENEFITS, HR, PAYROLL, REPORTS, and TOOLS. The left sidebar shows a summary for William C (Bill) Fulton Jr., including his title 'Manager - Intermediate Level', email 'wfulton@valuesolutions.com', and details like 'Number: 615', 'Status: Terminated', and 'Hire Date: 07/09/2013'. The main content area is titled 'Demographics' and contains a table of personal information.

Personal Information:			
First Name:	William	Middle Name or Initial:	C
Last Name:	Fulton Jr	Second Last Name:	
Preferred Name (Nickname):	Bill	Social Security Number:	123-45-5555
Date of Birth:	10/21/1950	Marital Status:	Married
Gender:	Male	Race/Ethnicity:	White
Self Identified Race/Ethnicity:	yes	Identifies with two or more races:	yes
Disability:	*no value	Tobacco User:	no
Veteran Status (VETS-100):	*no value	Veteran Status (VETS-100A):	*no value
Primary Language:	*no value	Veteran Status (VETS-4212):	*no-value
Lesbian Gay Bisexual Transgender:			
Address and Contact Information:			
Address Line 1:	1017 Raceway Dr.		
Address Line 2:	Updated 7/31/2014		
City:	Charlotte		
State:	North Carolina	Zip Code:	28832

Once an employee has been selected, you can access the functions described on the following pages, depending on your security profile.

## User Defaults

**User Defaults** allows you to set up default values for various fields in the system. All users have access to this function; Function Security does not need to be granted.

The screenshot shows the 'User Defaults' form. At the top left, the title 'User Defaults' is displayed in orange. The form contains several fields: 'State:' with a dropdown menu showing '\*no value'; 'Country:' with a dropdown menu showing 'U.S.A.'; 'Currency:' with a dropdown menu showing 'U.S. Dollar'; 'Organization:' with a large selection box containing 'Cons. Group' and 'Zion', and a 'Clear Organization Selection' checkbox to its right; 'Legal Entity:' with a dropdown menu showing '\*no value'; 'Payroll Processing Group:' with a dropdown menu showing '\*no value'; and 'Pay Period End Date:' with a text input field and a calendar icon. The form is set against a light gray background.

When you add a record in the functions shown below, the system will populate the State, Country and/or Currency fields with the default values you have entered, where applicable. You may change the value if needed. Note that the system will never change the values in the existing record; the default values are only populated when you add a record.

- **Add Employee**
- **Address**
- **Agency Information**
- **Benefit Enrollment** (Beneficiaries)
- **Emergency Contacts**
- **Injuries**
- **Job Review**
- **New Hire**
- **Previous Employment**

- **Salary Change**
- **Organization Setup**
- **Training Enrollment**
- **Training Facilities**
- **Training Schedule** (Training Costs)

If you leave the Country field blank in **User Defaults**, the system will default to U.S. (code USA) when adding a record in the applicable functions noted above. If you leave the Currency field blank, the system will default to U.S. Dollar (code DOL).

If you specify Organization levels, Legal Entity, Payroll Processing Group, Pay Period End Date and Selection, the system will default to these values in the following functions, but they may be changed as needed:

- **Time & Attendance SB Entry**
- **Time and Attendance Report**
- **Time and Attendance List**
- **Taxable Life Process**
- **Payroll Feeder**
- **On Demand Payment Feeder**
- **Net To Gross Payment Feeder**
- **Pending Payment Log**
- **Pending Payments Over Limit**
- **Pending Payments Over Limit Report**
- **Combined Register**
- **Payment Register**
- **Pending Payments**
- **Close Payment Log**
- **HSA Deposit Creation**
- **Close Payments Over Limit Report**
- **Electronic Payment Register**
- **Employee Payroll Totals Report**
- **Paid Time Off Report**
- **Manual Payment Register**
- **Net Payment Register**
- **Payment Register Voids**
- **HED Register**

## Main Menu

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- **G/L Report By Date**
- **Submit Payroll For Processing**



## Report Master Listing

The Report Master Listing function is used to view, print, or purge existing reports and files that were generated by running iCON functions. For information on generating reports, please see the corresponding report function.

Reports are stored by run date and time, report name, and the User ID of the person who created them; you are only able to see the reports you create. The reports are listed in the Report Master Listing by name and the date and time created.

To view PDF files, you must have Acrobat Reader on your computer. You may access the webpage to download this reader from the Report Master Listing function.

You may view a file by clicking on the Report Name or on the Open icon. Once you have viewed a file, the Report Name will be displayed in red to let you know that it has been viewed. The colors will be reset when you access another function or log off the system.

### Report Master Listing

Display Reports From Date:  To Date: 
refresh delete
















To view PDF files, you should [download](#) the latest Acrobat Reader for your platform. [Select All](#) [Unselect All](#)

To view CSV files, Microsoft Excel should be installed on your computer. '|' (pipe) has been used as delimiter in these files.

To view XLS files, Microsoft Excel should be installed on your computer.

To view XML files, Microsoft Internet Explorer OR any XML file viewer should be installed on your computer.

To view TXT files, Microsoft Internet Explorer OR any TXT file viewer should be installed on your computer.

Open/Save	Report Name	Date Run	Time Run	Delete?
 	 <a href="#">EmployeeBirthdaySteelers-14895.pdf</a>	07/23/2016	1:18 PM	<input type="checkbox"/>
 	 <a href="#">AuditReport-14893.pdf</a>	07/23/2016	1:11 PM	<input type="checkbox"/>
 	 <a href="#">TotalPopDetOrgNum-14892.pdf</a>	07/23/2016	1:04 PM	<input type="checkbox"/>
 	 <a href="#">WorkAddrImport-14890.pdf</a>	07/23/2016	12:59 PM	<input type="checkbox"/>
 	 <a href="#">WorkAddrErrors-14889.pdf</a>	07/23/2016	12:57 PM	<input type="checkbox"/>

refresh delete

The system defaults to displaying reports and files for the previous seven days. To display a list of reports and files that were created within a different date range, enter the From and To Dates and click Refresh.

Click on the report name or file name that you wish to view, or click on the Open icon. A separate window will appear with the selected information.

If you wish to save a file, click on the Save icon next to the file you wish to work with. Specify the location and file name.

To remove entries, click in the Delete checkbox(es) and click the Delete button. You may use Select All and Unselect All.

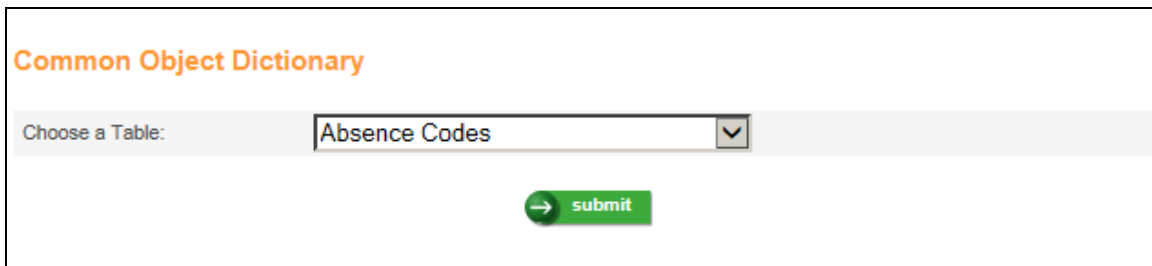
## **COD Tables**

In the section, you will learn how to set up common object dictionaries for use throughout Manager Services.

### ***Common Object Dictionary***













Common object dictionaries are used to store valid entries for many tables used throughout the system. Whenever you see selections in a drop down list, those selections are probably stored in a common object dictionary. This is done to ensure data integrity by only allowing certain values. The **Common Object Dictionary** function allows you to access Common Objects that are available on the iCON system and maintain those values. Your security to each Common Object is determined by the setup in **HR COD Security** and **Payroll COD Security**.

Some common objects are passworded. If you try to update, add or delete a record, a password is required. If your system is hosted by Unicorn HRO, these common objects will be maintained by Unicorn HRO.



Click on the down arrow to select the appropriate common object dictionary, then click on **submit**. The entries will be displayed, sorted by the Code. You may sort the list by Short Description or Long Description by clicking on the column heading.

To add a code, click on **add**. To delete a code, click on the **delete** button located to the right of the code you wish to delete. If the code is required, no **delete** button is available.

Common Object Dictionary for Absence Codes <span>+ add</span>				
Code ▲	Short Description	Long Description	Required	Action
	*no value	*no value	yes	
ABS	Absence-Unexcus	Absence - Unexcused	no	 delete
BER	Bereavement	Bereavement Leave	no	 delete
BIR	EE Birthday	Birthday	no	 delete
FAM	FMLA Leave	FMLA Leave	no	 delete
FLO	Floater	Floater	no	 delete
HOL	Holiday	Holiday	no	 delete
HRS	Hours	Hours	no	 delete
JUR	Jury Duty	Jury Duty	no	 delete
LOA	Leave Of Abs.	Leave Of Absence	no	 delete
LTD	Long Term Dis	Long Term Disability	no	 delete
PER	Personal Time	Personal Day	no	 delete
PTO	PTO	PTO	no	 delete

When you click on the **add** button, the Add Common Dictionary for ... page is displayed.

### Add Common Object Dictionary for Absence Codes

\* Absence Code:

\* Short Description:

Long Description:

Absence Code For Time Off:

Include in FMLA:

☐ Yes
 ☒ No

→ submit

← cancel

Complete the appropriate fields and click on **submit** to add the code or **cancel** to end the process.

*(blank)*

## **Benefit Setup/Enrollment**

In this section, the following topics will be discussed:

- Date rounding formula
- Benefit deduction defaults
- Benefit deduction defaults update
- Benefit enrollment defaults
- Coverage list
- Dependent list
- Benefit plans
- Benefit cost import
- Benefit enrollment

## Date Rounding Formula

This function is used to define rounding formulas for use with benefit eligibility calculations. For example, if your benefit policies state that employees are eligible to enroll in benefits on the next first of the month, you would define a Date Rounding Formula and specify the first of each month in this function. Benefit eligibility rules are stored in the **Benefit Plans** function. You may define as many rounding formulas as needed for your organization.

### Date Rounding Formula

To update, click on information in the left column.

Option	Date Option	Adjust To Later Date	Action
1	Next 1st of the Month	yes	delete
2	Next 1st of the Quarter	yes	delete
5	Next 1st or 15th of the month	yes	delete
A	Next 15th of the Month	yes	delete
Z	Next 1st of the Year	yes	delete

add

Depending on your security access, you may see **add** and **delete** buttons on this page. To add a date rounding formula, click on the **add** button. To update an existing date rounding formula, click on the blue text in the left-most column to access that record. To save any additions or changes that you make, you must click on **submit** at the bottom of the page. If you do not wish to save any changes that were made, click on the **cancel** button.

To delete information, click on the **delete** button to the right of the entry.

To add a date rounding formula, click on the **add** button. Enter the mandatory fields and any optional fields that you wish. When you have finished entering information, click on **submit** at the bottom of the page to save the data or **cancel** to ignore the selections that were made.



Below is an example of a date rounding formula. Enter any value for the 'Date Rounding Option'. Enter a description in the 'Date Option' field. If the date being calculated should go to the next available date (such as the *next* first of the month), select the 'Adjust To Later Date' checkbox. If the date being calculated should go to the previous available date (such as the *previous* first of month), leave the 'Adjust To Later Date' checkbox blank. It is recommended that you include "Next" or "Last" in the 'Date Option' field so that all users will know how the formula is defined.

**Add Date Rounding Formula**  
\* = Required

**\*Date Rounding Option:**

**\*Date Option:**

☒ **Adjust To Later Date**

→ submit

← cancel

## Open Enrollment/First-Time Enrollment Setup

Once you have saved the date rounding formula, click on the **Calendar** button. A separate window will appear, displaying the current year's calendar. Click on all dates that apply to the date rounding formula with which you are working. For example, the date rounding formula shown here is for the Next First of Month. You will notice that every 1<sup>st</sup> of the month has been selected, indicated by the shaded dates. These dates must be selected for each year. You may define several years at once. Use the left and right arrow buttons to access additional years. It is recommended that you check the Date Rounding Formula as part of your New Year data setup process, typically done in early December.

The screenshot shows a web browser window titled "Date Rounding Formula Calendar - Internet Explorer". The main content is a calendar for the year 2016. The calendar is organized into a 4x4 grid of months. Each month's calendar grid shows the days of the week (S, M, T, W, T, F, S) and the dates. The first day of each month (1st) is highlighted in blue, indicating selection. Navigation arrows are at the top, and "submit" and "cancel" buttons are at the bottom.

January				February				March				April															
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
					1	2		1	2	3	4	5	6							1	2						
3	4	5	6	7	8	9	7	8	9	10	11	12	13	6	7	8	9	10	11	12	3	4	5	6	7	8	9
10	11	12	13	14	15	16	14	15	16	17	18	19	20	13	14	15	16	17	18	19	10	11	12	13	14	15	16
17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26	17	18	19	20	21	22	23
24	25	26	27	28	29	30	28	29						27	28	29	30	31			24	25	26	27	28	29	30
31																											

May				June				July				August															
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
1	2	3	4	5	6	7							1	2		1	2	3	4	5	6						
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
														31													

September				October				November				December															
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
					1	2							1							1	2	3					
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
							30	31																			

submit cancel

When you have finished entering information, click on **submit** at the bottom of the page to save the data or **cancel** to ignore the selections that were made.

## Benefit Deduction Defaults

This function allows you to enter information for your User ID that will be used when employees are enrolled in benefits and there are corresponding deductions. Based on the selections made in this function, the deduction Start Date and End Date will be determined. The Deduction Start Date is used in conjunction with the “Start deduction on Pay Period End Date corresponding to the first Check Date on or after the Benefit Enrollment Date” field in **Benefit Enrollment Defaults**. If the **Benefit Enrollment Defaults** checkbox is off, the system will use only the Deduction Start Date setting in **Benefit Deduction Defaults**. However, if the **Benefit Enrollment Defaults** checkbox is on, the system will calculate the Deduction Start Date as the Pay Period End Date corresponding to the Check Date that is closest to the Benefit Enrollment Date (or Benefit Eligibility Date).

The **Benefit Deduction Defaults** function also holds the Arrears Option, Pay Frequency and Priority.

Each user that updates employee benefit information must have information set up in this function.

Users should make sure that the Tax Year is updated each year to contain the current year. You may use the **Benefit Deduction Defaults Update** to update the Tax Year all users.

**Benefit Deduction Defaults**

\* = Required

User ID: carol

\*Deduction Start Date: ☐ Use Enrollment Date ☒ Use Eligibility Date ☐ Use

Deduction End Date:

\*Arrears Option:

\*Pay Frequency:

\*Tax Year:

Priority:


Enter information to be changed. Click on **submit** to add or update the record or **cancel** to end the process.

### ***Benefit Deduction Defaults Update***

Use this function at the beginning of each year to update all users' Tax Years in **Benefit Deduction Defaults** to the current year. This ensures that benefit-related deductions are created properly.

When you access this function, the system will display the current year in the 'Payroll Tax Year' field. Update this if necessary. The system will also display the Payroll Tax Year for each user. Select all users or individual users that you wish to update. Click **submit** to update the selected users.

**Benefit Deduction Defaults Update**  
\* = Required

**\*Payroll Tax Year:** 2016 


Each year, the Tax Year in Benefit Deduction Defaults must be updated to the current year for each user. Select the new Payroll Tax Year and then select users whose Tax Year is to be updated. Click Submit to update the selected users.

Click check boxes to select. [Select All](#) [Unselect All](#)

Select	User ID	Payroll Tax Year
<input type="checkbox"/>	asharma	2016
<input type="checkbox"/>	bblackley	2016
<input type="checkbox"/>	carol	2016
<input type="checkbox"/>	CHoward	2016
<input type="checkbox"/>	dev	2016
<input type="checkbox"/>	GenWeb	2016
<input type="checkbox"/>	gmendiratta	2016
<input type="checkbox"/>	jim	2016
<input type="checkbox"/>	kcatania	2016
<input type="checkbox"/>	kpearsall	2016

## Benefit Enrollment Defaults

If you wish to use Open Enrollment, First Time Enrollment, Life Events or Total Compensation Statements, enter default information (such as enrollment dates and tax year) in this function.

**Benefit Enrollment Defaults**
 update

**First Time Enrollment:**

Benefit group(s) authorized for First Time Enrollment: ☐ All ☒ Select

F/T Employees  
F/T Grp NC

Maximum number of days after Adjusted Hire Date that First Time Enrollment is available to new hire: 999

Allow Employee to Change Date of Birth in First Time Enrollment: ☐

Allow Employee to Change Address in First Time Enrollment: ☒

For age-costed benefits, use employee's age as of this date (MM/DD): 01/01

**Open Enrollment:**

Benefit group(s) authorized for Open Enrollment: ☐ All ☒ Select

BRITE BEN GRP  
Fenner Group 2  
Long Valley  
SLF Benefits

Date Range that Open Enrollment is available to Employees: 01/01/2019 To: 12/31/2019

Effective date of new benefit costs to be displayed during Open Enrollment: 01/01/2019

Effective date of benefit elections made during Open Enrollment: 01/01/2019

Effective date of FSA elections made during Open Enrollment: 01/01/2019

For age-costed benefits, use employee's age as of this date: 01/01/2019

For benefits calculated as a salary multiplier, use employee's salary as of this date: 01/01/2019

Display Employer Cost: ☒

Allow Employee to Change Date of Birth during Open Enrollment: ☐

Allow Employee to Change Address during Open Enrollment: ☒

Allow Employee to Select Limited-Use FSA Without Selecting HDHP in Enrollment Functions: ☐

Display Declined Benefits on Confirmation Statement in Enrollment Functions: ☒

Always Create New Benefit Records (by selecting this checkbox, new enrollment records will be written for all the employee's benefit plans when the Open Enrollment or Life Event process is completed, whether the employee added the benefit during the process or was already enrolled in the benefit; if this checkbox is not ☐

Enter the appropriate information. Scroll to display the date fields, if necessary.

### First Time Enrollment

#### ➤ Benefit group(s) authorized for First Time Enrollment

To authorize all Benefit Groups for First Time Enrollment, select All. If only certain benefit groups are eligible for First Time Enrollment, click on Select, then click on the benefit group(s) to be authorized. If an employee's benefit group is not one of the selected groups, the First Time Enrollment function will not appear in Employee Self Service.

- **Maximum number of days after Adjusted Hire Date that First Time Enrollment is available to new hire**  
Enter the maximum number of days available for first time enrollment. If the system date is up to and including this number of days after the employee's **Adjusted Hire Date** from **Work Profile**, the Employee Self Service menu will display the **First Time Enrollment** option; otherwise, it will not appear in the menu.
- **Allow Employee to Change Date of Birth in First Time Enrollment**  
If an employee should be allowed to change his or her date of birth, select this checkbox. If the date of birth should be shown as display only, leave this checkbox blank. The date of birth affects age-costed benefits.
- **Allow Employee to Change Address in First Time Enrollment**  
If an employee should be allowed to change his or her address, select this checkbox. If the address should be shown as display only, leave this checkbox blank. The address may affect the benefit cost if there are costs by zip code.
- **For Age-Costed Benefits, Use Employee's Age as of This date (MM/DD)**  
If you want the system to use a date other than the enrollment date for age-costed benefits, enter the month and day in this field. The system will cost the benefit using the employee's age as of this month and day of the year in which the employee becomes eligible for the benefit.

### Open Enrollment

- **Benefit group(s) authorized for Open Enrollment**  
If all benefit groups use the same dates for Open Enrollment, select All. If only certain benefit groups are eligible for a particular date range, click on Select. Click on the benefit group(s) for which the selected date range applies. If an employee's benefit group is not one of the selected groups, the Open Enrollment function will not appear in Employee Self Service.
- **Date Range that Open Enrollment is available to Employees**  
If the system date falls within the specified date range, the **Open Enrollment** option will appear for all employees. If the dates are blank, the option will not appear on the menu.
- **Effective date of new benefit costs to be displayed during Open Enrollment**  
When the list of available benefits is displayed, the costs that will be shown from the Employer Benefit Plans will be equal to, or the closest date prior to, the date entered in this field.
- **Effective date of benefit elections made during Open Enrollment**  
The benefits that the employee elects will be written to the system and the **Enrollment Date** will be equal to the date entered in this field. Generally, this date should be same as the Effective date of new benefit costs to be displayed during Open Enrollment. If the dates are different, a warning message will appear. This may be overridden if necessary.

- **Effective date of FSA elections made during Open Enrollment**  
The Flexible Spending Accounts (FSAs) that the employee elects will be written to the system and the **Enrollment Date** will be equal to the date entered in this field.
- **For age-costed benefits, use employee's age as of this date**  
The system will use the employee's age as of the date entered in this field to calculate benefit costs that are based on age ranges.
- **For benefits calculated as a salary multiplier, use employee's salary as of this date**  
The system will use the employee's salary as of the date entered in this field, or the most recent date prior to this date, to calculate benefit coverage.
- **Display Employer Cost**  
If this checkbox is selected, any benefit or HSA cost paid by the employer will be shown to the right of the cost to the employee.
- **Allow Employee to Change Date of Birth in Open Enrollment**  
If an employee should be allowed to change his or her date of birth, select this checkbox. If the date of birth should be shown as display only, leave this checkbox blank. The date of birth affects age-costed benefits.
- **Allow Employee to Change Address in Open Enrollment**  
If an employee should be allowed to change his or her address, select this checkbox. If the address should be shown as display-only, leave this checkbox empty. The address may affect the benefit cost if there are costs by zip code.
- **Allow Employee to Select Limited-Use FSA Without Selecting HDHP in Enrollment Functions**  
If an employee should be allowed to enroll in a Limited-Use FSA without a HDHP, select this checkbox. The employee will see a warning when trying to go from Step 4 to Step 5, but will be allowed to continue. If this checkbox is off, the system will require enrollment in a HDHP in order to select a Limited-Use FSA. This affects Open Enrollment, Life Events and First Time Enrollment
- **Display Declined Benefits on Confirmation Statement in Enrollment Functions**  
Select this checkbox if you wish to display declined benefits on Step 6 as well as on Step 5. If this checkbox is empty, declined benefits will only be displayed on Step 5. This affects Open Enrollment, Life Events and First Time Enrollment.
- **Always Create New Benefit Records**  
*(By selecting this checkbox, new enrollment records will be written for all the employee's benefit plans when the Open Enrollment or Life Event process is completed, whether the employee added the benefit during the process or was already enrolled in the benefit; if this checkbox is not selected, benefit enrollment records will only be written for new benefit plans that the employee selected.)*  
  
Select this checkbox if you want new benefit enrollment records to be created when the employee completes the Open Enrollment process, whether the benefit is a new selection or not.

### ESS Online Enrollment Defaults

- **User ID**  
This value of GenWeb is shown as display only and cannot be changed. Defaults for this user ID are used when enrolling benefits in Employee Self Service and Manager Services.
- **\*Deduction Start Date**  
This GenWeb field is not currently used.
- **Deduction End Date**  
This GenWeb field is not currently used.
- **\*Arrears Option**  
This GenWeb field is not currently used.
- **\*Pay Frequency**  
If your employees are set up in the iCON payroll system, this field is not used. Since this field is mandatory, you may select 'Each Pay Period'. If your employees are not set up in the iCON payroll system and you want the system to calculate a benefit cost per pay period for all employees using the same pay frequency, select it here. If employees have different pay frequencies, select the **Each Pay Period** option.
- **\*Tax Year**  
Select the current year. This is used with Open Enrollment, Life Events and First Time Enrollment whether or not you are using the iCON payroll system.
- **Priority**  
This GenWeb field is not currently used.
- **Display tobacco user status in ESS and allow employees to change for self and dependents**  
Select this checkbox if you wish to display the tobacco user status of the employee and his or dependents and allow the employee to change the status. This affects the Personal Data, Dependents and on-line enrollment functions. If you do not select this checkbox, the tobacco user status will not appear on any functions in ESS.
- **Display and update Email Address(es) in the Personal Information page**  
Select this checkbox if you wish to display the employee's Work, Home and Alternate Email Addresses from the E-Mail Addresses function on the Step 1 – Verify Personal Information page in Open Enrollment and First Time Enrollment. If you display these fields, the employee will be able to update them. If you do not select this checkbox, the email fields will not be displayed on the Verify Personal Information page in these benefit functions.
- **Allow Change of Dependent Status in the Dependents Page**  
Select this checkbox if you wish to display the Status field when the employee updates a Dependent in Open Enrollment and First Time Enrollment. This would allow an employee to change the status for an Active dependent to Suspended or Terminated, such as for an ex-spouse. If a dependent is change to a status other than Active, he or she will not be shown on the list of dependents when enrolling



dependents in a benefit on Step 4. Once a dependent is changed to a non-Active status, he or she will no longer appear in the list of dependents on Step 2. Leave this checkbox blank if you do not want employees to see the Status field when updating a dependent in Open Enrollment and First Time Enrollment.

➤ **Require user to upload Dependent Verification documents**

Select this checkbox if you wish to require a dependent verification document to be uploaded for each dependent. If this checkbox is selected and no document has been uploaded, the dependent cannot be enrolled in a benefit. This affects the following functions in Employee Self Service: Dependents, First Time Enrollment, Open Enrollment and Life Events. It affects the following functions in Manager Services: Dependents and Open Enrollment. The uploaded documents can be viewed in the Dependents function in Employee Self Service and Manager Services.

➤ **Include Tobacco Attestation Form**

Select this checkbox if you want to include the Tobacco Attestation in the on-line enrollment function between Page 3 (Verification) and Page 4 (Benefit Plan Selection). Depending on the employee's attestation, this determines whether the employee sees smoker or non-smoker rates for Medical plans on Page 4.

ESS Online Enrollment Defaults:	
User ID:	GenWeb
*Deduction Start Date:	<input checked="" type="radio"/> Use Enrollment Date <input type="radio"/> Use Eligibility Date <input type="radio"/> Use <input type="text"/>
Deduction End Date:	<input type="text"/>
*Arrears Option:	Full/Arr/No (E) <input type="text"/>
*Pay Frequency:	Each Pay Period <input type="text"/>
*Tax Year:	2018 <input type="text"/>
Priority:	0 <input type="text"/>
Display tobacco user status in ESS and allow employees to change for self and dependents:	<input checked="" type="checkbox"/>
Display and update Email Address(es) in the Personal Information Page:	<input checked="" type="checkbox"/>
Allow Change of Dependent Status in the Dependents Page:	<input checked="" type="checkbox"/>
Require user to upload Dependent Verification documents:	<input type="checkbox"/>
Include Tobacco Attestation Form:	<input checked="" type="checkbox"/>
ESS Total Compensation Statement View Date Range:	
Start viewing of the Total Compensation Statement on MM/DD:	01/01 <input type="text"/>
End viewing of the Total Compensation Statement on MM/DD:	12/31 <input type="text"/>
MS Benefit Enrollment Defaults:	
Start deduction on Pay Period End Date corresponding to the first Check Date on or after the Benefit Enrollment Date:	<input checked="" type="checkbox"/>

### ESS Total Compensation Statement View Date Range

➤ **Start viewing of the Total Compensation Statement on MM/DD**

Enter the month and day when the Total Compensation Statement function should be viewable in the Employee Self Service menu.

➤ **End viewing of the Total Compensation Statement on MM/DD**

Enter the month and day when the Total Compensation Statement function should stop being viewable in the Employee Self Service menu. This represents the last day employees can access this function.

### **MS Benefit Enrollment Defaults**

➤ **Start deduction on Pay Period End Date corresponding to the first Check Date on or after the Benefit Enrollment Date**

If the Deduction Start Date in the ESS Online Enrollment Defaults section is set to Enrollment Date, and you wish to start deductions for new benefit enrollments on the Pay Period End Date corresponding to the first Check Date on or after the Enrollment Date, select this checkbox. This applies to First Time Enrollment, Life Events and Open Enrollment (when the effective date is not January 1) in Employee Self Service, and to Open Enrollment in Manager Services. Note that for Open Enrollment, if your effective date is January 1, you do not need to select this checkbox. The system will automatically set the deduction Start Date to the Pay Period End Date corresponding to the first Check Date on or after January 1. If you select this checkbox, it will also affect Benefit Enrollment in Manager Services and iCON Tools: the system will set the deduction Start Date to the Pay Period End Date corresponding to the first Check Date on or after the Deduction Start Date in Benefit Deduction Defaults (such as Enrollment Date or Eligibility Date). If this checkbox is empty, the deduction Start Date will be calculated according to the setting of the Deduction Start Date in the ESS Online Enrollment Defaults when using Employee Self Service First Time Enrollment, Life Events and Open Enrollment (where the effective date is not January 1) and Manager Services Open Enrollment. For Manager Services and iCON Tools Benefit Enrollment, it will be the Deduction Start Date specified in Benefit Deduction Defaults.

Click on **submit** to record the information or **cancel** to end the process.

## Coverage List

This function allows you to set up a list of available coverage amounts. The list can then be associated with a benefit plan. When employees go through on-line enrollment, they will be shown the list of available coverage amounts and must select an amount of coverage.

When you access the function, the system will show the coverage lists that have been defined, similar to the following. To work with a coverage list, click on the information in the left column.

Coverage List + add

To add a coverage amount, click on information in the left column. To add a coverage list, click the Add button.

Coverage List	Action
\$1 million by \$50K	view  delete
\$100 million by \$10m	view  delete
\$100K by \$10K	view  delete
\$100K by \$25K	view  delete
\$100K by \$5K	view  delete
\$100K-\$200K by \$10K	view  delete
\$15K and \$30K	view  delete
\$200K by \$50K	view  delete
\$250K by \$5K	view  delete
\$25K or \$50K	view  delete
\$300K by \$25K	view  delete
\$30k to \$100k	view  delete
\$500K by \$10K	view  delete
10K	view  delete

+ add

Depending on your security access, you may see **add** and **delete** buttons on this page. To add a coverage list, click on the **add** button. To see coverage list information without changing it, click on the **view** button. To update an existing coverage list, click on the blue text in the left-most column to access that record. To save any additions or changes that you make, you must click on **submit** at the bottom of the page. If you do not wish to save any changes that were made, click on the **cancel** button.


To delete information, click on the **delete** button to the right of the entry. The system will not allow you to delete a coverage list that is associated with a benefit plan.

## Open Enrollment/First-Time Enrollment Setup

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To add a coverage list, click on the **add** button. Enter the coverage list name. When you have finished entering information, click on **submit** at the bottom of the page to save the data or **cancel** to ignore the selections that were made. If you clicked on **submit**, the system will then allow you to enter the first coverage amount. Add all amounts that will be available to the employee.



When you update an existing coverage list, all coverage amounts will be shown. Add or delete amounts as necessary.

**Coverage Amount** 

Coverage List Name: \$100K by \$10K

To update coverage amount, click on information in the left column.

Coverage Amount	Action
10,000	 delete
20,000	 delete
30,000	 delete
40,000	 delete
50,000	 delete
60,000	 delete
70,000	 delete
80,000	 delete
90,000	 delete
100,000	 delete

 add  back











## Dependent List


This function allows you to set up a list of eligible dependent types. The list can then be associated with a benefit plan. When employees go through on-line enrollment, they will be shown the dependents that are eligible to be enrolled in that benefit.

When you access the function, the system will show the dependent lists that have been defined, similar to the following. To work with a dependent list, click on the information in the left column.

### Dependent List

To add eligible dependents, click on information in the left column. To add a relationship type, click the Add button.

Relationship Type	Action
Children Only	 view  delete
Family	 view  delete
Free for All add any	 view  delete
Spouse	 view  delete
Spouse and Children	 view  delete

 add

Depending on your security access, you may see **add** and **delete** buttons on this page. To add a dependent list, click on the **add** button. To see dependent list information without changing it, click on the **view** button. To update an existing dependent list, click on the blue text in the left-most column to access that record. To save any additions or changes that you make, you must click on **submit** at the bottom of the page. If you do not wish to save any changes that were made, click on the **cancel** button.


## Open Enrollment/First-Time Enrollment Setup

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To delete information, click on the **delete** button to the right of the entry. The system will not allow you to delete a dependent list that is associated with a benefit plan.



To add a dependent list, click on the **add** button. Enter the dependent list name. When you have finished entering information, click on **submit** at the bottom of the page to save the data or **cancel** to ignore the selections that were made. If you clicked on **submit**, the system will then allow you to select the eligible dependent types. Add all amounts that will be available to the employee.

When you update an existing coverage list, all coverage amounts will be shown. Add or delete dependent types as necessary.

**Eligible Dependents** 

Relationship Type: **Family**

Eligible Dependents	Action
<a href="#">Daughter</a>	 delete
<a href="#">Husband</a>	 delete
<a href="#">Son</a>	 delete
<a href="#">Spouse</a>	 delete

 add  back

## Benefit Plans

This function is used to define benefit plans that are offered to your employees. When you first access this function, select the Benefit Group that you wish to access. The system will display a list of active plans within the selected benefit group. Click on the 'Include Inactive Plans' checkbox to see plans that are both active and inactive.

You may use **Benefit Cost Import** to add standard costing records to existing benefit plans.

**Benefit Plans** + add

\*Benefit Group: Addison Group ☐ Include Inactive Plans

To update, click on information in the left column.

Benefit Category	Benefit Plan	Benefit Option	Cost Method	Action
Co. Paid Life	1X Salary	Employee Only	Amount	view  delete
Dental	Dental	EE + Children	Amount	view  delete
Dental	Dental	Employee Only	Amount	view  delete
Dental	Dental	Family Plan	Amount	view  delete
Dependent Life	Dependent Life.	Dependents Only	Amount	view  delete
Life Ins. 2	Life Ins. 2	Main Plan	Amount	view  delete
Life Insurance	Life Insurance	Main Plan	Amount	view  delete  age reduction
Medical	Medical Plan	EE + Children	Amount	view  delete  health costs
Medical	Medical Plan	EE + Family	Amount	view  delete  health costs
Medical	Medical Plan	EE + Sp + Child	Amount	view  delete  health costs
Medical	Medical Plan	Employee + One	Amount	view  delete  health costs
Medical	Medical Plan	Employee Only	Amount	view  delete  health costs
Medical	Medical Plan	Family	Amount	view  delete  health costs

+ add

Depending on your security access, you may see **add** and **delete** buttons on this page. To add a benefit plan, click on the **add** button on the bottom of the page. To see benefit plan information without changing it, click on the **view** button. To update an existing benefit plan, click on the blue text in the left-most column to access that record. To save any additions or changes that you make, you must click on **submit** at the bottom of the page. If you do not wish to save any changes that were made, click on the **cancel** button.

To delete information, click on the **delete** button to the right of the entry. The system will not allow you to delete benefit plans in which employees are enrolled.

If a benefit plan is marked as Apply Age Reduction Schedule, an **age reduction** button will appear. Click on this button to enter the percent reduction or fixed amount of coverage that employees receive when they reach a certain age.

If a benefit plan is marked as Report Cost on W-2, a **health costs** button will appear. Click on this button if you need to enter override costs for W-2 healthcare reporting purposes.

### Plan Definition

To add a benefit plan, click on the **add** button. The **Plan Definition** tab will be shown. Enter the mandatory fields: Group, Category, Plan, Option and Carrier. An employee will only be able to select one benefit plan/option per benefit category.

**Add Benefit Plans**  
\* = Required

\* Group: Addison Group      \* Category: \*no value  
\* Plan: \*no value      \* Option: \*no value

Click on each tab to enter information about the benefit plan. When you have entered all information, click on the Submit button to save the data. The system will also save the benefit plan when you click on either the Zip Code Availability or Benefit Costs tabs.

**Plan Definition** Coverage Calc. Eligibility G/L & Admin. Costs On-Line Enroll. Options Zip Code Avail. Benefit Costs

**Plan Definition:**

\* Carrier: \*no value      Policy ID:

☒ Active      ☐ Defined Contribution  
☐ Taxable Group Term Life Insurance      ☐ Medical Coverage for State New Hire Reporting Purposes  
☐ Allow beneficiaries to be specified      ☒ Display plan on Benefit Statement  
Maximum HSA Contribution Allowed:

☐ ACA Compliant Plan  
☐ Self-Insured Plan  
☐ Wellness Plan

**Costing:**

☒ Use pay frequency to calculate deduction      Cost Method: Amount  
☐ Cost by age      Employee Deduction: \*no value  
☐ Cost by tobacco user status      Employer Deduction: \*no value  
☐ Report cost on W-2

Enter information in the following optional fields if desired.

➤ **Policy ID**

Enter the policy number the carrier assigned to this benefit plan. This field is for information only; it does not affect processing in any way.

➤ **Active**

Select this checkbox if the plan is currently available to employees. If this checkbox is blank, the plan will not appear in any of the on-line enrollment functions.



- **Taxable Group Term Life Insurance**  
Select this checkbox if this plan is taxable group term life insurance. Plans with this checkbox selected will be included when the **Taxable Life Process** is run.
- **Allow beneficiaries to be specified**  
Select this checkbox if beneficiaries are to be specified for this plan. In on-line enrollment options, if this checkbox is selected, the system will require the employee to enter primary beneficiaries whose total percentage equals 100. Secondary beneficiaries may be entered but are optional.
- **Maximum HSA Contribution Allowed**  
If this plan represents a high deductible health plan and you offer HSAs to your employees, enter the maximum amount that the employee can contribute to the HSA if he or she is enrolled in this plan. This amount must contain the maximum amount allowed for the latest year in which the employees can enroll. For example, prior to the start of your Open Enrollment period, enter the maximum amount for the upcoming year.
- **ACA Compliant Plan**  
Select this checkbox if the plan represents medical coverage for Affordable Care Act (ACA) purposes.
- **Self-Insured Plan**  
Select this checkbox if this plan provides coverage through an employer-sponsored self-insured plan. If you check this box be sure to update all dependent information, including date of birth and social security number.
- **Wellness Plan**  
Select this checkbox if this plan is a wellness benefit plan. These types of plans will not be included in the ACA minimum cost calculation.
- **Defined Contribution**  
Select this checkbox if this plan represents a defined contribution plan, such as 401(k). If this checkbox is on, the benefit plan will not appear in on-line enrollment options.
- **Medical Coverage for State New Hire Reporting Purposes**  
Select this checkbox if this benefit plan is considered medical coverage. If this checkbox is on, the **State New Hire Report** will indicate that this employee is eligible for medical coverage.
- **Display plan on Benefit Statement**  
Select this checkbox if you wish to display this benefit plan in the **Benefit Statement** function in Employee Self Service and Manager Services. If you do not wish this plan to appear, leave this checkbox blank. Note that this checkbox only applies to the **Benefit Statement**; it does not affect Steps 4, 5 and 6 of **Open Enrollment, First Time Enrollment** and **Life Events**.

In the **Costing** section, enter the following information as necessary:

➤ **Use pay frequency to calculate deduction**

Select this checkbox to have any new deduction use the same Frequency as an existing deduction when enrolling through **First Time Enrollment** and **Open Enrollment**.

- If no deduction exists for this plan, the new deduction will use the Frequency from the **Miscellaneous Payroll** record. If you are using the iCON payroll system, it is recommended that you mark this checkbox.
- If the checkbox is blank, the system will use the Frequency from the **Benefit Deduction Defaults** for the “GenWeb” user if the Frequency is not Per Pay Period (value “P”).
- If the Frequency for the “GenWeb” user is Per Pay Period, any new deduction that is created will use the same Frequency as the existing deduction. If there is no existing deduction, it will get the Frequency from **Miscellaneous Payroll**.
- If none of these records exist, it will set up the deduction with a Monthly frequency.
- Leaving this checkbox blank is only recommended for companies who do not use the iCON payroll system. If you choose this option, you must also set the ‘Generate Benefit Deductions Without Payroll’ to “No” in **HR System Defaults**.

➤ **Cost by age**

Select this checkbox if this benefit plan has separate costs for different age ranges. If it costs the same for all age groups, leave this checkbox blank.

➤ **Cost by tobacco user status**

Select this checkbox if this benefit plan has different costs for tobacco users and non-tobacco users. If costs for this plan are the same for tobacco users and non-tobacco users, leave this checkbox blank.

➤ **Report cost on W-2**

Select this checkbox if the cost of this plan is to be reported on W-2s starting with tax year 2012.

➤ **Cost Method**

Select the method by which this plan is costed. This will affect the fields that appear on the **Benefit Costs** tab.

➤ **Employee Deduction**

Select the payroll deduction that applies to the employee-paid portion of this benefit plan. This deduction must be first be defined in both **Deduction Definition** (for each applicable Deduction Group) and **Employer Deduction Contributions** (for each applicable legal entity). Also set up information in the following functions if applicable: **Deduction Pay Exclusions** and **Deduction Taxation Exemptions**.

➤ **Employer Deduction**

Select the payroll deduction that applies to the company-paid portion of this benefit plan. By selecting an employer deduction, the company-paid portion of benefits will be written to the general ledger tables. This deduction must be first be defined in both

**Deduction Definition** (for each applicable Deduction Group) and **Employer Deduction Contributions** (for each applicable legal entity). Also set up information in the following functions if applicable: **Deduction Pay Exclusions** and **Deduction Taxation Exemptions**.

## Coverage Calculation

When you have finished entering information, click on the next tab to enter coverage calculation information. At any time during the addition of a benefit plan, you may click on **submit** at the bottom of the page to save the data or **cancel** to ignore the selections that were made *or* you may continue selecting each tab along the upper portion of the page to continue defining the benefit plan.

An example of the **Coverage Calculation** tab is shown here. Enter information about how an employee's coverage amount is to be calculated along with any minimum or maximum amounts and rounding options. You can also specify coverage lists for the employee, spouse and dependents.

**Add Benefit Plans**

\* = Required

\* Group: Addison Group      \* Category: \*no value

\* Plan: \*no value      \* Option: \*no value

Click on each tab to enter information about the benefit plan. When you have entered all information, click on the Submit button to save the data. The system will also save the benefit plan when you click on either the Zip Code Availability or Benefit Costs tabs.

Plan Definition **Coverage Calc.** Eligibility G/L & Admin. Costs On-Line Enroll. Options Zip Code Avail. Benefit Costs

**Coverage Calculation:**

Method:

☒ Increments      Available Coverage for:

☐ Fixed Amount      Employee: \*no value

☐ Salary Multiplier      Spouse: \*no value

☐ Custom      Children: \*no value

☐ Apply Age Reduction Schedule

For Increments and Salary Multiplier:

Minimum Amount: 0      For Salary Multiplier:

Maximum Amount: 0      Salary Rounding Option: \*no value

☐ Limit Increase of Increments      Coverage Rounding Option: \*no value

☐ Limit Maximum Coverage by Salary Multiple      Max. Add'l Incr. Allowed: 0

☐ Apply Guaranteed Issue Amount      Max. Salary Multiples Allowed: 0

Guaranteed Issue Amount: 0.00

Enter the following information as necessary:

### ➤ Method

If coverage amounts are associated with this benefit plan, click on one of the options below to indicate how the coverage should be calculated.

- If employees will select units of coverage, click on the **Increments** option.

- If the benefit has a fixed amount for everyone, click on the **Fixed Amount** option and enter the amount.
  - If the benefit is defined as a multiplier of the employee's annual salary, click on the **Salary Multiplier** option and enter the amount by which the salary will be multiplied.
  - If coverage is calculated by a different method, click on the **Custom** option, and select the calculation method from the drop down list.
- **Available Coverage for Employee**  
If you selected the Increments coverage method and the employee has certain amounts to choose from for himself or herself, select the Coverage List from the drop down list. This will cause a list of valid coverage amounts to be displayed in **First Time Enrollment, Open Enrollment** and **Life Events**. These lists used in this section of the benefit plan setup are defined in the **Coverage List** function.
- **Available Coverage for Spouse**  
If you selected the Increments coverage method and the employee has certain amounts to choose from for his or her spouse, select the Coverage List from the drop down list.
- **Available Coverage for Children**  
If you selected the Increments coverage method and the employee has certain amounts to choose from for his or her children, select the Coverage List from the drop down list.
- **Apply Age Reduction Schedule**  
If the coverage amount for this benefit is reduced when the employee reaches a certain age, select this checkbox. After you save all of the benefit plan information, click on the **age reduction** button next to this benefit on the main page of Benefit Plans. There you will define each age range, and either the percent by which the coverage amount is reduced at that age, or a fixed amount of the benefit at that age.
- **Minimum Amount**  
If this plan uses a salary multiplier and there is a minimum amount of coverage that the employee may have, enter that amount in this field. If the employee's annual salary times the multiplier is less than the Minimum Amount, the Minimum Amount will be assigned to the employee.
- **Maximum Amount**  
If this plan uses a salary multiplier and there is a maximum amount of coverage that the employee may have, enter that amount in this field. If the employee's annual salary times the multiplier is more than the Maximum Amount, the Maximum Amount will be assigned to the employee.
- **Salary Rounding Option**  
If the employee's annual salary must be rounded before applying the salary multiplier, select a rounding option from the drop down list. When both a Salary Rounding Option and a Coverage Rounding Option have been selected, the

employee's salary will be rounded first, the salary multiplier will be applied, and then the coverage rounding will take place.

➤ **Coverage Rounding Option**

If the coverage amount should be rounded up or down after the salary multiplier has been applied, select the rounding option from the drop down list.

➤ **Limit Increase of Increments**

Select this checkbox if you wish to limit the number of additional increments an employee chooses during on-line enrollment.

➤ **Maximum Increase in Increments Allowed**

If the 'Limit Increase of Increments' checkbox is selected, enter the maximum number of additional increments the employee can select. Use a Coverage List with this benefit. For example, if a plan has increments in the Coverage List of \$10,000, the employee is limited to 5 additional increments, and he currently has \$40,000 coverage, he would be limited to \$90,000 ( $\$40,000 + \$10,000 \times 5$ ) when changing the coverage amount. In on-line enrollment, only amounts up to \$90,000 will be available for the employee to select.

➤ **Limit Maximum Coverage by Salary Multiple**

Select this checkbox if you wish to limit the amount of coverage the employee can select to a specified multiple of his or her annual salary.

➤ **Maximum Multiples of Salary Allowed**

If the 'Limit Maximum Coverage by Salary Multiple' checkbox is selected, enter the maximum multiples of annual salary that the employee can select. Use a Coverage List with this benefit. For example, if the employee's annual salary is \$22,000, the maximum multiples are 2, and the Coverage List contains increments of \$10,000, the employee would be able to select an amount up to \$44,000. This is the allowable coverage amount that does not exceed 2 times the annual salary (\$44,000).

➤ **Apply Guaranteed Issue Amount**

Select this checkbox if the employee is guaranteed a certain amount of coverage until his or her Evidence of Insurability (EOI) is received and approved.

➤ **Guaranteed Issue Amount**

If the 'Apply Guaranteed Issue Amount' checkbox is selected, enter the amount of coverage that is guaranteed to the employee in this field. When the employee selects this benefit in on-line enrollment, the system will write the 'Guaranteed Issue Amount to the Override Coverage Amount' field. It will write the amount the employee selected to the Calculated Coverage Amount field. When Evidence of Insurability is approved, remove the Guaranteed Issue Amount from the Override Coverage Amount field. The employee will then have the amount of coverage that he or she selected and any associated deduction will be automatically updated to correspond with this coverage amount. When the employee goes through on-line enrollment, the Guaranteed Issue amount will be described on the page where the coverage amount is selected and on Steps 5 and 6 as well.

You may click on **submit** at the bottom of the page to save the data or **cancel** to ignore the selections that were made *or* you may continue selecting each tab along the upper portion of the page to continue defining the benefit plan.

### Eligibility

Click on the **Eligibility** tab to specify when a new hire will become eligible for the benefit. You can also specify whether dependents can be enrolled and determine which types of dependent (i.e., spouse, children) are eligible to be enrolled by selecting an eligible dependent list.

**Add Benefit Plans**

\* = Required

\* Group: Addison Group \* Category: \*no value

\* Plan: \*no value \* Option: \*no value

Click on each tab to enter information about the benefit plan. When you have entered all information, click on the Submit button to save the data. The system will also save the benefit plan when you click on either the Zip Code Availability or Benefit Costs tabs.

Plan Definition Coverage Calc **Eligibility** G/L & Admin. Costs On-Line Enroll. Options Zip Code Avail Benefit Costs

**Employee Eligibility:**

Core Benefit Class: \*no value Days Required for Eligibility: 0

Minimum months required before cancellation: 0 Date Rounding Option: \*no value

**Dependent Eligibility:**

☐ Allow dependents to be enrolled Eligible Dependents: \*no value

☐ Limit enrollment to one dependent ☐ More than one dependent enrollment required

☐ Spouse Only Plan ☐ Both Spouse & Child(ren) enrollment required

☐ Child(ren) Only Plan

☐ Validate Child Eligibility

Maximum Child Age: 0

Maximum Student Age: 0

☐ Allow non-spouse disabled dependents regardless of age

Required employee enrollment in bft plan: \*no value

Max. % of Emp. Covg. Allowed for Dependent: 0.00

Enter the following information as necessary in the Employee Eligibility section:

➤ **Core Benefit Class**

Select an option if this benefit plan is to be automatically assigned to new hires. You can automatically assign the benefit to all employees, to single employees (based on their marital status in **Demographics**) or to married employees (those with a marital status other than “Single”). Leave this field blank if you do not wish to automatically assign to benefit to new hires.

➤ **Minimum months required before cancellation**

Enter the minimum number of months an employee must remain enrolled in this plan. If a value is entered here, the employee will not be allowed to discontinue the coverage until the minimum amount of time has passed.

➤ **Days Required for Eligibility**

Enter the minimum number of days an employee must work before they are eligible for this paid time off. The system counts the number of days from the employee's Benefit Start Date. This field may be used alone or in conjunction with the Date Rounding Option.

➤ **Date Rounding Option**

Select the date rounding option that indicates when employees are eligible for this plan, such as the next 1<sup>st</sup> of the month after the Benefit Start Date. The system will use any selection in this field, in combination with any days required for eligibility, when calculating the employee's Eligibility Date for the benefit plan.

Enter the following information as necessary in the Dependent Eligibility section:

➤ **Allow dependents to be enrolled**

Select this checkbox if an employee's dependents can enroll in this plan. This will cause a plan to be shown as unavailable if the employee does not have at least one eligible aged dependent in the Dependents function. If this checkbox is selected, the employee must select at least one dependent during the on-line enrollment process. If dependents cannot be enrolled in this plan, leave the checkbox blank.

➤ **Limit enrollment to one dependent**

Select this checkbox if only one dependent can be enrolled in this plan at a time. You can use the Eligible Dependent List in conjunction with the field to limit enrollment to only one child or to limit enrollment to either a child or spouse. If you select this checkbox, you must also select the checkbox to 'Allow dependents to be enrolled'.

➤ **Spouse Only Plan**

Select this checkbox if only the spouse can be enrolled in this plan. This will cause a plan to be shown as unavailable if the employee does not have a spouse in the Dependents function. If you select this checkbox, you must also select the checkbox to 'Allow dependents to be enrolled'.

➤ **Child(ren) Only Plan**

Select this checkbox if only children can be enrolled in this plan. This will cause a plan to be shown as unavailable if the employee does not have at least one child in the Dependents function. If you select this checkbox, you must also select the checkbox to 'Allow dependents to be enrolled'.

➤ **Validate Child Eligibility**

Select this checkbox to check children's ages during the on-line enrollment processes. If this checkbox is selected and the child's age is equal to or greater than the higher of the Maximum Child Age or Maximum Student Age, the child's information will be displayed in red when the employee enrolls.

To check whether a dependent is a Child or a Spouse, the system uses the 'Child' and 'Spouse' fields in the Relationship Type common object dictionary.

➤ **Eligible Dependents**

Select the list that determines which dependents are eligible to enroll in this benefit plan. Based on the selected list, only eligible dependents will be displayed in the on-line enrollment process. If no list is selected, any of the employee's dependents will be able to be enrolled.

➤ **More than one dependent enrollment required**

Select this checkbox if the plan requires two or more dependents to be enrolled, as in



- the case of a Family plan. If you select this checkbox, you must also select the checkbox to 'Allow dependents to be enrolled'.
- **Both Spouse and Child(ren) Enrollment Required**  
Select this checkbox if the plan requires that both the spouse and at least one child must be enrolled, as in the case of a Family plan. This will cause a plan to be shown as unavailable if the employee does not have a spouse and at least one child in the Dependents function. If you select this checkbox, you must also select the checkbox to 'Allow dependents to be enrolled'.
  - **Maximum Child Age**  
This field is only used if the 'Validate Child Eligibility' checkbox is selected. In the on-line enrollment processes, if a child's age is equal to or greater than the higher of the Maximum Child Age or Maximum Student Age, he or she will appear in red with a warning message such as "If any dependent(s) display in a red colored row then that dependent(s) may not be eligible for coverage in this benefit. You can check about the condition of eligibility from your benefit administrator."
  - **Maximum Student Age**  
This field is only used if the 'Validate Child Eligibility' checkbox is selected. In the on-line enrollment processes, if a child's age is equal to or greater than the higher of the Maximum Child Age or Maximum Student Age, he or she will appear in red with a warning message.
  - **Allow non-spouse disabled dependents regardless of age**  
Select this checkbox to allow non-spouse dependents to be enrolled in a plan in the on-line enrollment processes, regardless of age, if the dependent has a disability.
  - **Required employee enrollment in benefit plan**  
If an employee can only enroll in this plan if he or she is enrolled in a different plan, use this field to specify the required plan. You can either select a specific Benefit Plan and Benefit Option in which the employee must be enrolled before this benefit can be selected *or* you may select the Benefit Plan with "any benefit option." If you select only a Benefit Plan, the employee must be enrolled in any of the available options within that Benefit Plan. An example of this might be a dependent benefit that first requires the employee to be enrolled in a corresponding benefit.
  - **Maximum Percentage of Employee Coverage Allowed for Dependent**  
Enter a percentage in this field if you want to restrict a dependent's coverage amount to a particular percentage of the employee's coverage amount that is selected in the on-line enrollment process. This feature must be used in conjunction with coverage lists for employee, spouse and children. The maximum percentage rule will be applied whether the dependent is enrolled in the same benefit as the employee, or whether the dependent is enrolled in a "linked" benefit using the 'Required employee enrollment in benefit plan' field.

You may click on **submit** at the bottom of the page to save the data or **cancel** to ignore the selections that were made *or* you may continue selecting each tab along the upper portion of the page to continue defining the benefit plan.

## General Ledger and Administrative Costs

To specify general ledger account numbers or administrative costs, click on the **G/L & Administrative Costs** button. If you use the **Benefit Journal Entry Generation** function, enter the G/L account numbers here. If fields do not appear, go to the Benefit Group common object dictionary and enter the Chart of Accounts ID code. That will tell the system which Chart of Accounts format to use.

You may also specify the cost of administering this benefit plan, either as a flat amount per time period or as a percentage of the total cost of the benefit. Amounts in this section are for information only; they do not affect calculations of benefit costs.

**Add Benefit Plans**  
\* = Required

\* Group: Addison Group

\* Plan: \*no value

\* Category: \*no value

\* Option: \*no value

Click on each tab to enter information about the benefit plan. When you have entered all information, click on the Submit button to save the data. The system will also save the benefit plan when you click on either the Zip Code Availability or Benefit Costs tabs.

Plan Definition

Coverage Calc.

Eligibility

**G/L & Admin. Costs**

On-Line Enroll. Options

Zip Code Avail.

Benefit Costs

**G/L Account Numbers:**

Chart of Accounts:

Credit Account Number:

Debit Account Number:

**Administrative Costs:**

Amount: 0.0000 Per: \*no value

-- OR --

Percent of benefit costs: 0.0000

You may click on **submit** at the bottom of the page to save the data or **cancel** to ignore the selections that were made *or* you may continue selecting each tab along the upper portion of the page to continue defining the benefit plan.

## On-Line Enrollment Options

If you offer on-line benefit enrollment to your employees using First Time Enrollment, Open Enrollment or Life Events and you want to display instructions beneath this benefit in Step 4 of the on-line enrollment process, click on the **On-Line Enrollment Options** tab and enter them in the 'Text To Be Displayed in On-Line Enrollment' field. You may wish to include instructions about any forms that the employee must fill out, etc. You can enter HTML tags in the Text field to format the text. You can also enter a link within the text using an HTML tag if you want to direct the employee to a form or another website.

**Add Benefit Plans**

\* = Required

\* Group: Addison Group      \* Category: \*no value

\* Plan: \*no value      \* Option: \*no value

Click on each tab to enter information about the benefit plan. When you have entered all information, click on the Submit button to save the data. The system will also save the benefit plan when you click on either the Zip Code Availability or Benefit Costs tabs.

Plan Definition   Coverage Calc.   Eligibility   G/L & Admin. Costs   **On-Line Enroll. Options**   Zip Code Avail.   Benefit Costs

**Text To Be Displayed in On-Line Enrollment:**

**On-Line Enrollment Options:**

Plan End Date:      Once the Plan End Date has been reached, run the Benefit Plan End Date Listing report to add a coverage date to all active employee enrollment records.

☒ Allow employee to unselect in Employee Self Service  
(if No, this must be the only Plan in the Category)

	Display Plan	Allow Selection
First Time Enrollment:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Life Event Enrollment:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Open Enrollment:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

In the On-Line Enrollment Options section of this page, enter the following as needed:

### ➤ Plan End Date

If this plan will no longer be available after a certain date, enter the last available date in this field. If the effective date of the enrollment is after the Plan End Date, the plan will not be shown in on-line enrollment. For example, if the Plan End Date is 12/31/2016 and Open Enrollment takes effect on 1/1/2017, the plan will be shown in Open Enrollment but the 'Select' checkbox will be inactive. The employee will not be able to select this plan. If the employee is currently enrolled in the plan, a red star will appear next to it showing that the employee is currently enrolled in it. However, the system will automatically mark the **Decline Coverage** option since the plan will no longer be available on the Open Enrollment effective date. The employee may then choose another plan in that Coverage Category. If you want the system to

automatically end all active employees' benefit enrollments in this plan as well as suspend any corresponding deductions, use the **Benefit Plan End Date Listing** function.

- **Allow employee to unselect in Employee Self Service**  
Select this checkbox if employees can deselect, or unenroll, from the benefit in any of the on-line enrollment processes. If your company provides a core plan and you do not want the employee to deselect it, this checkbox should be blank. Note that if this checkbox is cleared, only one benefit can exist in that Benefit Category.
- **First Time Enrollment – Display Plan**  
Select this checkbox if you wish to display this plan in First Time Enrollment in Employee Self Service. If you wish to hide this plan during First Time Enrollment, do not select this checkbox.
- **First Time Enrollment – Allow Selection**  
Select this checkbox if you wish to allow employees to select this plan in First Time Enrollment. If you select this option, you must also select the **Display Plan** option in order to display it to employees and allow them to select it. If this checkbox is not selected, the 'Select' checkbox will be deactivated in First Time Enrollment and the plan will be view only.
- **Life Event Enrollment – Display Plan**  
Select this checkbox if you wish to display this plan in Life Events in Employee Self Service. If you wish to hide this plan during the Life Events process, do not select this checkbox.
- **Life Event Enrollment – Allow Selection**  
Select this checkbox if you wish to allow employees to select this plan in the Life Event process. If you select this option, you must also select the **Display Plan** option in order to display it to employees and allow them to select it. If this checkbox is not selected, the 'Select' checkbox will be deactivated in Life Events and the plan will be view only.
- **Open Enrollment – Display Plan**  
Select this checkbox if you wish to display this plan in Open Enrollment in Employee Self Service and Manager Services. If you wish to hide this plan during Open Enrollment, do not select this checkbox.
- **Open Enrollment – Allow Selection**  
Select this checkbox if you wish to allow employees to select this plan in Open Enrollment. If you select this option, you must also select the **Display Plan** option in order to display it to employees and allow them to select it. If this checkbox is not selected, the 'Select' checkbox will be deactivated in **Open Enrollment** and the plan will be view only.

You may click on **submit** at the bottom of the page to save the data or **cancel** to ignore the selections that were made *or* you may continue selecting each tab along the upper portion of the page to continue defining the benefit plan.

## Zip Code Availability

Click on the **Zip Code Availability** tab if the benefit is only available to employees who live in certain zip codes. You may enter zip code ranges to indicate that the benefit is either available or not available to these employees. You may also enter individual zip codes as available to employees or unavailable. When an employee goes through the on-line enrollment process, the system will check his or her active mailing address to determine which zip code to use. If the employee's active mailing address is not in an available zip code, the benefit plan will not be shown in Step 4 of the on-line enrollment process.

\* Group: Addison Group \* Category: Medical

\* Plan: Medical Plan \* Option: Single Plan



To add a record, enter information and click Done. Click Reset if you need to clear the data that was entered. To update a record, click on the information in the left column. This will highlight the record and display the information in the right hand section where it can be modified. When you have finished changing the data, click Done to save your changes. When you are finished entering all data, you may click on another tab to work with other areas of the benefit plan, or click on either the Submit or Cancel button to go to the main list page.

Plan Definition Coverage Calc. Eligibility G/L & Admin. Costs On-Line Enroll. Options **Zip Code Avail.** Benefit Costs

**Zip Code Ranges:**

Zip From	Zip To	Availability	Action



Zip From:   
 Zip To:   
☐ Available

 done  reset

**Individual Zip Codes:**

Zip	Availability	Action

Zip Code:   
☐ Available

 done  reset

You may click on **submit** at the bottom of the page to save the data or **cancel** to ignore the selections that were made. Or, continue selecting each tab along the upper portion of the page to continue defining the benefit plan.

## Benefit Costs

Click on the **Benefit Costs** tab to enter the cost that the employee pays as well as the cost that the employer pays. Depending on information you entered in the **Plan Details** tab, the system will display additional information such as employee/employer percentages, tobacco user/non-tobacco user or age ranges. Costs are effective dated. To add a cost record, enter all of the necessary information and click **done**. To update a record, click on the Effective Date you wish to update on the left side of the page, update information on the right side of the page, and click **done**.

\* Group: Addison Group      \* Category: Medical

\* Plan: Medical Plan      \* Option: Single Plan

To add a record, enter information and click Done. Click Reset if you need to clear the data that was entered. To update a record, click on the information in the left column. This will highlight the record and display the information in the right hand section where it can be modified. When you have finished changing the data, click Done to save your changes. When you are finished entering all data, you may click on another tab to work with other areas of the benefit plan, or click on either the Submit or Cancel button to go to the main list page.

Plan Definition Coverage Calc. Eligibility G/L & Admin. Costs On-Line Enroll. Options Zip Code Avail. **Benefit Costs**

Benefit Costs by Amount:	
Effective Date	Action

\* Effective Date:

Employer Cost per Employee      Employer Cost per Dependent

Cost:      

Frequency: \*no value      \*no value



Units of Coverage:      

Employee Cost per Employee      Employee Cost per Dependent

Cost:      

Frequency: \*no value      \*no value

Units of Coverage:      

 done       reset

You may click on **submit** at the bottom of the page to save the data or **cancel** to ignore the selections that were made.

If you add or update a benefit plan during the open enrollment time period, a message will appear when the system attempts to save your changes to ask if you are sure you want to make changes at this time.

You may import standard cost records to an existing benefit plan by using the **Benefit Cost Import** function.

## Age Reduction

For a benefit plan that is marked as Apply Age Reduction Schedule, you may specify how the system should reduce the employee's coverage when the employee attains a certain age. To do so, click on the **age reduction** button from the main page of **Benefit Plans**. This will bring you to the Age Reduction Schedule page where you may enter each age range that has a reduced benefit amount. With each age range, enter one of the following:

- **Reduction Percentage:** the system will reduce the employee's or the dependent's coverage amount by this percentage. For example, if the Reduction Percentage for age 70 through 74 is 25%, and the employee selects \$100,000 of coverage, the system will calculate the coverage as  $\$100,000 * (1.00 - .25) = \$75,000$ .
- **Coverage Amount:** the system will change the employee's or the dependent's coverage amount to this amount. For example, if the Coverage Amount is \$25,000 for age 80 and higher, the system will change the coverage amount to \$25,000 for employees at this age.

### Age Reduction Schedule + add

Benefit Group:

Addison Group

Plan:

Life Insurance

Option:

Main Plan

To update, click on information in the left column.

Effective Date	From Age	To Age	Reduction %	Coverage Amount	Action
01/01/2012	70	74	25.00	0	delete
01/01/2012	75	79	35.00	0	delete
01/01/2012	80	999	0.00	25,000	delete

Click on **add** to enter an age range. Enter the Effective Date, the From Age and To Age, as well as either the percentage by which to reduce the coverage amount, or an override coverage amount. Click **submit** when all data has been entered.

When an employee is enrolled in a benefit with an age reduction schedule, the system will recalculate the coverage amount. In Employee Service on-line enrollment functions, Step 5 will explain that the coverage amount was changed due to an Age Reduction Schedule. When the **Benefit Update** is run, the system will make any necessary adjustments to coverage amounts if an age reduction schedule exists.

### Health Costs

For a benefit plan that is marked as Report Cost on W-2, if the amounts that are stored in the Benefit Costs tab are not the amounts to be reported on W-2s, click on the **health costs** button from the main page of **Benefit Plans**. This will bring you to the W-2 Healthcare Cost page where you may enter “override” health costs for purposes of W-2 reporting. Some examples of where Health Costs would be required are:

- Benefit Costs are set up per age range
- Benefit Costs are set up per tobacco user status
- Benefit Costs have separate costs per dependents
- Benefit Costs are not the same for the entire calendar year
- Benefit Costs used in iCON are different than costs required on W-2s according to IRS rules

Information entered on the W-2 Healthcare Cost page is only used for W-2 reporting. The amounts are not used for calculating benefit-related deductions. The **Benefit Update** does not use amounts on the W-2 Healthcare Cost page. Below is an example of the W-2 Healthcare Cost page.

**W-2 Healthcare Cost** 

Benefit Group:  
Plan:

Addison Group  
Medical Plan

Option:  
Employee Only

To update, click on information in the left column.

Effective Date	End Date	Cost	Action
01/01/2012	12/31/2012	9,000.00	 delete

Click on **add** to enter the total annual value of the benefit for W-2 reporting purposes. Enter the Effective Date of the cost, the End Date of the cost, as well as the annual amount. Click **submit** when all data has been entered. If your cost amounts change during the year, make sure you add records with dates that cover the entire tax year.

See the **W-2 Healthcare Cost Report** section of this manual for more information on W-2 healthcare reporting.



## Benefit Plans Copy

After you have set up information in the **Benefit Plans** function, you may use the **Benefit Plans Copy** option to copy information from one benefit plan or benefit group to another. Use this function to copy:

- A benefit option from one benefit group to another
- A group of benefit options in the same benefit plan to a different benefit group
- All plans within one benefit group to another benefit group

**Benefit Plans Copy**  
\* = Required

**From:**

\*Benefit Group:  Benefit Plan:

Benefit Option:  Copy Costs: ☒

**To:**

\*Benefit Group:  Benefit Plan:

Benefit Option:

Select the Benefit Group from which you wish to copy data. If you wish to copy all benefit options within this group to another group, leave the Benefit Plan and Benefit Option blank. If you wish to copy all options for a specific Benefit Plan, select the Benefit Plan and leave the Benefit Option field blank. If you wish to copy only one plan, select the Benefit Plan and Benefit Option. Note that the Benefit Plans from the selected Benefit Group are displayed in the drop down list. Likewise, if you select a Benefit Plan, only the Benefit Options for the selected Benefit Group and Benefit Plan will be displayed in the drop down list. For any of these combinations, click on the Copy Costs checkbox if you wish to copy costs from the original benefit option(s) to the new benefit option(s).

Select the Benefit Group to which you wish to copy data. If you selected only a Benefit Plan in the 'From' section, select only a Benefit Plan in the 'To' section. This will copy all Benefit Options in the selected Benefit Plan. If you selected both a Benefit Plan and Benefit Option in the 'From' section, select both fields in the 'To' section.

When you have finished entering information, click on **submit** at the bottom of the page to submit the job to the job server, or click **cancel** to clear the data that was entered.


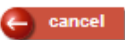
## Open Enrollment/First-Time Enrollment Setup

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If you try to copy benefit plans from one group to another group, and they already exist in the 'To' benefit group, a window will appear telling you which benefit plans already exist. If you wish to override the information in any of the 'To' benefit plans, select the checkbox next to the plan(s). Below is an example of the page that appears in this situation.

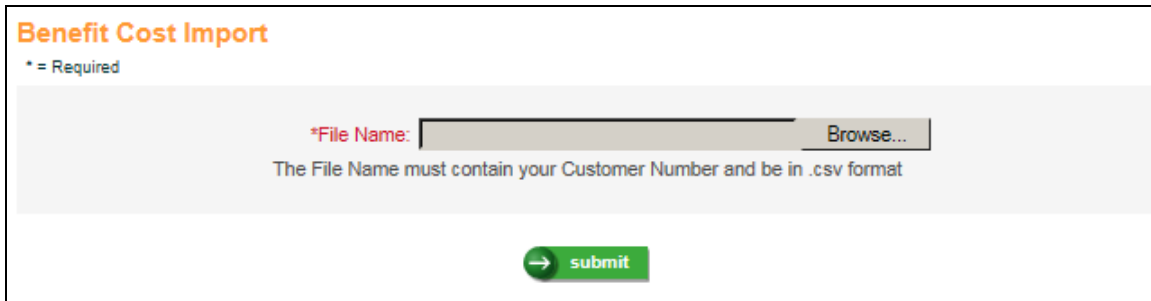
**Benefit Plans Copy**  
Select the checkbox to replace existing data

Benefit Group	Benefit Plan	Benefit Option	Replace Existing Data
Gilly	Dental	EE + Children	<input type="checkbox"/>
Gilly	Dental	Employee Only	<input type="checkbox"/>
Gilly	Life Insurance	Main Plan	<input type="checkbox"/>
Gilly	Medical Plan	Family	<input type="checkbox"/>
Gilly	Medical Plan	Employee + One	<input type="checkbox"/>
Gilly	Medical Plan	Main Plan	<input type="checkbox"/>
Gilly	No Salary Round	No Covg Round	<input type="checkbox"/>
Gilly	Suppl. Life	Employee Only	<input type="checkbox"/>
Gilly	Vision Plan	EE + Family	<input type="checkbox"/>
Gilly	Vision Plan	Main Plan	<input type="checkbox"/>

## Benefit Cost Import

Use this function to upload a file containing costs for plans that are costed using the standard method in **Benefit Plans**. Records for plans costed by age, tobacco user status and/or salary levels cannot be imported using this function.

The screenshot shows a web form titled "Benefit Cost Import" in orange text. Below the title is a small note "\* = Required". The form has a light gray background. It features a label "\*File Name:" in red text, followed by a text input field and a "Browse..." button. Below the input field, a message states "The File Name must contain your Customer Number and be in .csv format". At the bottom of the form is a green "submit" button with a right-pointing arrow icon.

Click on the **Browse** button to select the file you wish to import. The file name must contain your Customer Number and it must be in the .csv format.

The file must contain one header row. Enter the field names in the header row, separated by a comma. You only need to enter the fields you wish to populate, but at least the mandatory fields must exist on the file. The mandatory fields are: Benefit Group, Benefit Plan, Benefit Option, Effective Date, and at least one combination of “cost” and “per”. The “per” values are codes from the Unit of Time Codes common object, such as 01 for annual cost, 12 for monthly cost, etc. Optional fields can be entered as needed.

If any data values start with a zero, such as a Unit of Time Code, format the cells for these fields as Text (or another applicable format) in Excel so that any leading zeroes are stored.

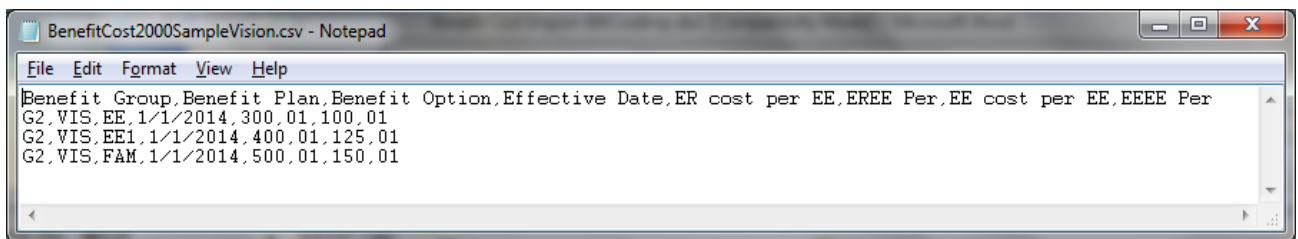
## Open Enrollment/First-Time Enrollment Setup

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The fields on the file do not need to be in any special order, but the field names in the header record must be exactly as shown below.

- Benefit Group
- Benefit Plan
- Benefit Option
- Effective Date
- ER cost per EE
- EREE Per
- EREE Coverage Amount
- ER cost per Dep
- ERDP Per
- ERDP Coverage Amount
- EE cost per EE
- EEEE Per
- EEEE Coverage Amount
- EE cost per Dep
- EEDP Per
- EEDP Coverage Amount

Here is an example of a file to be imported:



If the header row contains optional fields but no data is to be imported into those fields, a comma must be included as a placeholder for that field.

Click on **submit** to begin the process. The job will be sent to the job server. When the job completes, check the report in **Report Master Listing**. If no errors were found, a report called BenefitCostImport will show how many records were imported. If any errors were found, a report called BenefitCostErrors will print the row number and the reason for each error. No records will be imported if there are any errors. Correct the data and import the file.

## Benefit Enrollment

This function allows you to add, update and delete benefit enrollment records for an employee and his or her dependent(s). Beneficiary data can also be entered. All entries made in this function will cause a record to be written to the **Benefit History** function. Deduction records will be written where applicable. Note that if the employee and/or employer deduction associated with a benefit has not been set up in **Deduction Definition** (for the employee's Deduction Group, as stored in **Misc. Payroll**) or **Employer Deduction Contributions** (for the employee's primary legal entity, as stored in **Misc. Payroll**), an error will appear and the enrollment cannot be saved. This condition is checked in Manager Services, but is not checked in any of the on-line enrollment functions in Employee Self Service.

**\*Note:** The Benefit Groups that appear in the selection list box at the top of the screen will be limited to the Benefit Groups that contain Benefit History for the employee. A field at the bottom of this screen called Select Benefit Group to Add Benefit Enrollments will allow you to assign a new Benefit Group to assign Benefit Enrollments for this employee.

**Summary**

William C (Bill) Fulton Jr  
 Manager - Intermediate Level  
 wfulton@valuesolutions.com  
 Cons. Group / Value Sol. / Florham Pk N

**Employee Details**

Number: 615  
 Status: Active  
 Hire Date: 07/09/2013  
 Reports To: Cheryl Howard

**Direct Reports: 4**

**Benefit Enrollment**

\*Benefit Group: F/T Employees  
☐ Show Legacy  
 Assign Core

To update, click on information in the left column. Click on column label to sort.

Benefit Category	Benefit Plan	Benefit Option	Enrollment Date	Coverage End	Core Benefit Class	Action
Life Ins. 2	1X Salary	Age Costed	01/01/2014		All Employees	delete
Life-Age Tiers	Life-5 Age Tier	Emp. + Spouse	01/01/2014		*no value	delete
LifeLock	Coverage	Declined	01/01/2014		*no value	
Optional Life 2	Coverage	Declined	01/01/2014		All Employees	
Short Term Dis.	Coverage	Declined	01/01/2014		*no value	
Spouse/Dep Life	Coverage	Declined	01/01/2014		*no value	
Suppl. Life Ins	Coverage	Declined	01/01/2014		*no value	
Dependent Life	Dependent Life	Dependents Only	07/01/2013		*no value	delete
Medical	PPO Medical	EE + Family	07/04/2008		Family Coverage	delete
Life Insurance	Life Insurance	Employee	01/01/2006		All Employees	delete
Optional Life	Life Insurance	Optional Life	01/01/2006		*no value	delete
Vision Care	Vision Plan	Employee	01/01/2006		*no value	delete

Select Benefit Group to Add Benefit Enrollments: F/T Employees add

When you access this function, the system will display the employee's primary Benefit Group. This can be changed if necessary. The enrollment information for the selected group will be displayed. Enrollments are first sorted in descending order by Enrollment Date, and then by Benefit Category and Benefit Plan. To sort by a different column, click on the column heading. An arrow will be shown in the column heading to indicate how the benefits are sorted.

To show previous enrollments (if they have not been deleted), click on the 'Show Legacy' checkbox.

If the employee does not have any core benefits and there are core benefits available in his or her primary group, the **Assign Core** button will be active. Click on this button to enroll the employee in core benefits. The Enrollment Date for these benefits will be determined based on the 'Default First Time and Core Benefits To Eligibility Date' checkbox in **HR System Defaults**.

If your system is configured to display benefits that the employee has declined, "Coverage Declined" will be shown for each Benefit Category that the employee declined while going through on-line enrollment. These records may not be updated or deleted.

To update an existing benefit enrollment, click on the Benefit Category in the left column. A page similar to the following will appear.

The screenshot shows the 'Update Benefit Enrollment' form for William C (Bill) Fulton Jr. The form is divided into several sections:

- Summary:** Displays employee information including Name (William C (Bill) Fulton Jr), Title (Manager - Intermediate Level), Email (wfulton@valuesolutions.com), and Cons. Group (Value Sol. / Florham Pk N).
- Employee Details:** Displays employee information including Number (615), Status (Active), Hire Date (07/09/2013), and Reports To (Cheryl Howard).
- Benefit Details:** Displays benefit information including Benefit Group (F/T Employees), Benefit Plan (Medical Plan), Benefit Option (EE + Family), Units Purchased (1), Enrollment Date (07/04/2008), Initial Enrollment Date (07/04/2008), Date Entered (07/24/2008), Coverage End Date, \*Eligibility Date (03/03/1997), and \*Benefit Change Reason (no value).
- Beneficiaries:** A table with columns: Beneficiary Name, Relationship, Percentage of Funds, Preference, and Effective Date. There is an 'add/update' button.
- Dependents:** A section with an 'add' button.

The form also includes a navigation bar at the top with tabs: Demographics, Work Profile, Absences, Disciplinary Actions, Education, Certifications, Emergency Contacts, and Job Review.

Here you can change the number of Units Purchased (if applicable), the Override Coverage Amount, the Coverage End Date, and/or the Eligibility Date. If any changes are made to these fields, you must enter a Benefit Change Reason for Benefit History purposes. If a Coverage End Date is entered and there is a corresponding deduction, you will be prompted to enter the Deduction End Date.

You can also add, update or delete information for Beneficiaries and Dependents from this page. Scroll down to view the data for this employee. To update a record, click on the information in the left column.

### Dependents

+ add

To update, click on information in the left column.

Name	Relationship	Effective Date	Date of Birth	Coverage Amount	Coverage End Date	Action
Alexandra Fulton	Daughter	07/04/2008	08/12/2003	0		<span style="color: red;">✕</span> delete
Melissa Fulton	Daughter	07/04/2008	07/04/2008	0		<span style="color: red;">✕</span> delete
Michelle Fulton	Daughter	07/04/2008	05/15/1995	0		<span style="color: red;">✕</span> delete
Nicolas Fulton	Son	07/04/2008	08/12/2003	0		<span style="color: red;">✕</span> delete
Sarah Fulton	Spouse	07/04/2008	08/18/1965	0		<span style="color: red;">✕</span> delete
Steven Fulton	Son	07/04/2008	09/02/1989	0		<span style="color: red;">✕</span> delete

### Deductions

To update, click on information in the left column.

Payroll Deduction	Legal Entity	Amount or Percent	Start Date	End Date	Active	Action
Medical	Value Solutions	\$ 150.00	05/30/2013	12/31/9999	yes	<span style="color: red;">✕</span> delete
Medical	Value Solutions	\$ 62.54	07/04/2008	07/05/2008	yes	<span style="color: red;">✕</span> delete
Medical	Value Solutions	\$ 104.17	06/01/2008	12/31/9999	yes	<span style="color: red;">✕</span> delete
Medical	Value Solutions	\$ 83.34	01/01/2006	12/31/9999	yes	<span style="color: red;">✕</span> delete
Medical	Value Solutions	\$ 62.50	01/02/1997	12/31/9999	yes	<span style="color: red;">✕</span> delete

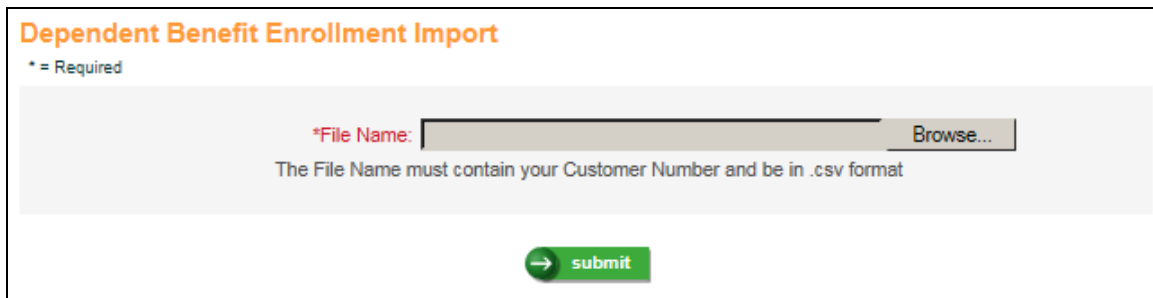
To view employee-paid deductions related to the selected benefit, go to the Deductions section which is beneath the Dependents section. You can view, update or delete the deductions from here. Deductions are automatically added when the employee is enrolled in a benefit with a corresponding employee cost.

To view employer-paid deductions related to the selected benefit, go to the Employer Deductions section. You can view, update or delete the deductions from here. Deductions are automatically added when the employee is enrolled in a benefit with a corresponding employer cost.

Below the Deductions section, a Contributions section will appear. This shows you the employee and employer-paid deduction amounts from Payment History. By default, the system will only display the current year Contributions. To see all Contributions for all years for the selected employee, click the Show Historical checkbox. Information in this section is inquiry only.

### ***Dependent Benefit Enrollment Import***

Use this function to upload a file containing dependent benefit information into the **Benefit Enrollment** and **Benefit History** functions. This will create dependent benefit enrollment records, as well as dependent benefit history records. If there are separate costs per dependent in **Benefit Plans**, an employee and/or employer deduction will be created. The Benefit Enrollment must first exist for the employee before dependents can be imported.



Follow these rules when creating a file:

- The file must be in csv format. If you have an Excel file, you must convert it to the csv format.
- The Customer Number must be included somewhere within the file name.
- There must be no spaces in the file name.
- There must be no spaces or dashes in the Worksheet name.
- Leading zeroes must be included in the employee number if applicable.
- A header row must exist. The fields may be in any order, but the column headings must be exactly as shown.
- You only need to enter the fields you wish to populate, but at least the mandatory fields must be entered.
- If a header row contains optional fields but no data is to be imported into those fields, a comma must be inserted as a placeholder for that field.

The fields on the file do not need to be in any special order, but the field names in the header record must be exactly as shown below.

- Employee#
- Benefit Group
- Benefit Plan
- Benefit Option
- First Name
- Last Name
- Relationship



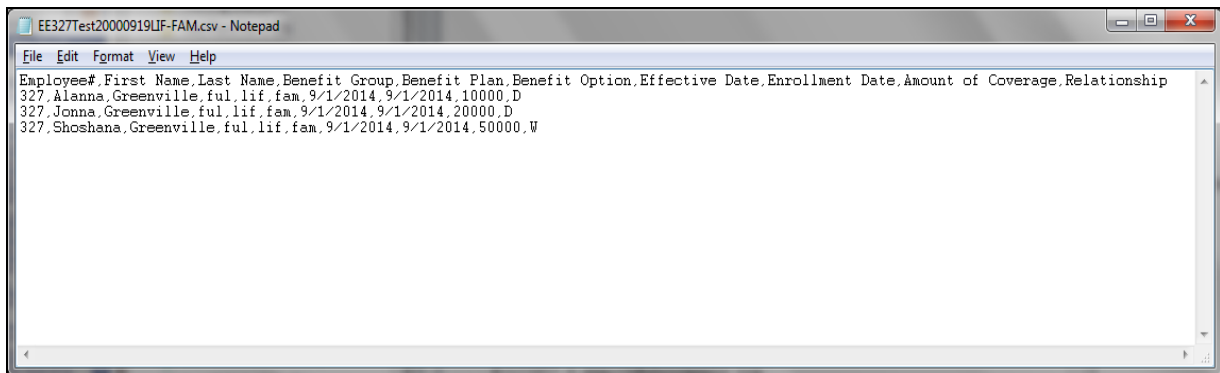
- Effective Date
- Amount of Coverage
- Dependent SSN
- Enrollment Date
- Coverage End Date

The mandatory fields are:

- Employee#
- Benefit Group
- Benefit Plan
- Benefit Option
- First Name
- Last Name
- Relationship
- Effective Date
- Enrollment Date

The Effective Date applies to the date that the dependent began coverage. The Enrollment Date applies to the date of the employee's benefit enrollment record, which must exist before dependents can be enrolled.

Here is an example of a file to be imported:



When the file is ready to import, follow these steps:

- 1) Click on the **Browse** button. Select the file that you wish to import and click **Open**.  
The system will display the selected file.
- 2) Click on **submit** to process the job.

When the job completes, go to **Report Master Listing**. Open the Dependent Benefit Import Errors report. If any errors were found, the report will indicate which employees were affected and the reasons for the errors. No records will be imported if there are any errors. Correct the data and import the file. If no errors were found, the Dependent Benefit Import report will show No Errors Found.

## Terminate Benefit Enrollment

Use this function to terminate an employee's enrollment in one or more benefit plans. This function allows you to terminate multiple benefit enrollments for an employee at once, without going into each enrollment to enter the Coverage End Dates and Deduction End Dates.

### Terminate Benefit Enrollment

\* = Required

**Selection:**

\*Benefit Group: F/T Employees

\*Coverage End Date: 01/01/2019

\*Benefit Change Reason: Suspended

next

To terminate an enrollment – first select the Benefit Group you wish to work with. The Benefit Group list box displays only the groups in which the employee has Benefit Enrollments. Enter the Coverage End Date, select the Benefit Change Reason, and click Next. You will then be presented with the list of Enrollments that the employee is currently enrolled in for the selected Benefit Group.

The next screen will display your selection criteria from the previous screen, and a list of the Benefit Enrollments that you can select to be terminated. You may choose one or more of the enrollments by checking the box in the Select column. You may also choose to use the Select All or Unselect All features on this screen.

### Terminate Benefit Enrollment

**Benefit Information**

Benefit Group: F/T Employees

Coverage End Date: 01/01/2019

Benefit Change Reason: Suspended

Select the Benefits by clicking on one checkbox in the Select column. Select All Unselect All

Benefit Category	Benefit Plan	Benefit Option	Enrollment Date	Select
Life Insurance	Life Insurance	Employee	08/16/2002	<input type="checkbox"/>
Dependent Life	Dependent Life.	Dependents Only	01/01/2004	<input type="checkbox"/>
Dependent Life	Dependent Life.	Dependents Only	06/24/2005	<input type="checkbox"/>
Spouse/Dep Life	Life Insurance	Family Plan	06/24/2005	<input type="checkbox"/>
Life Insurance	Life Insurance	Employee	06/24/2005	<input type="checkbox"/>
Medical	PPO Medical	Employee Only	06/24/2005	<input checked="" type="checkbox"/>
Vision Care	Vision Plan	EE + Family	06/24/2005	<input checked="" type="checkbox"/>

submit
cancel

## Open Enrollment/First-Time Enrollment Setup



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You may click Cancel to return to the previous screen without submitting. Once you are satisfied with your selections, click Submit. The next screen again displays your selection criteria from the initial screen, as well as the Deduction record(s) associated with the enrollment(s) you selected, and allows you to enter an End Date for the Deduction(s). The system defaults this date to the Coverage End Date + 1 day, but you may override this date if you wish. Click the Submit button to terminate the enrollment, or the Cancel button to return to the previous screen.

**Larry Storch**  
Benefit Group: F/T Employees  
Coverage End Date: 01/01/2019  
Benefit Change Reason: Suspended

**Enter Deduction End Date**  
\* = Required

Benefit Plan	Benefit Option	Enrollment Date	Payroll Deduction	*End Date
PPO Medical	Employee Only	06/24/2005	Medical	<input type="text" value="01/02/2019"/>
Vision Plan	EE + Family	06/24/2005	Vision	<input type="text" value="01/02/2019"/>

## **Open Enrollment/First-Time Enrollment Setup**

In this section, the steps that will give your employees the ability to select their benefits for the upcoming plan year are discussed.

### **Open Enrollment Setup**

To give your employees the ability to select their benefits for the upcoming plan year, follow the setup steps in this section.

If any benefit plans only allow certain dependent types to be enrolled, such as spouse and children, set up the lists in the **Dependent List** function.

If any benefit plans allow the employee to choose an amount of coverage, enter the coverage lists and their associated amounts in the **Coverage List** function.

Check the following items in **Benefit Plans**:

- 1) For plans that require beneficiaries to be entered, check the 'Beneficiaries' checkbox.
- 2) For plans that are high deductible health plans and an employee who selects this plan will be allowed to also select a Health Savings Account (HSA), enter the "Maximum HSA Contribution Allowed" amount.
- 3) For plans that require at least one dependent to be enrolled, check the 'Dependents' checkbox.
- 4) For plans that require two or more dependents to be enrolled, check the 'More than one dependent enrollment required' checkbox.
- 5) For plans where only one dependent can be enrolled, check the 'Limit enrollment to one dependent' checkbox.
- 6) For plans where only the spouse can be enrolled, check the 'Spouse Only Plan' checkbox. This will cause a plan to be shown as unavailable if the employee does not have a spouse in the Dependents function.
- 7) For plans where only children can be enrolled, check the 'Child(ren) Only Plan' checkbox. This will cause a plan to be shown as unavailable if the employee does not have at least one child in the Dependents function.
- 8) For plans that require both the spouse and at least one child to be enrolled, check the 'Both Spouse and Child(ren) Enrollment Required' checkbox, as in the case of a Family plan. This will cause a plan to be shown as unavailable if the employee does not have a spouse and at least one child in the Dependents function.
- 9) Associate an Eligible Dependent List with a benefit plan where the employee is only allowed to enroll certain types of dependents, for example, spouse and children.
- 10) If you wish to check child ages, select the 'Validate Child Eligibility' checkbox. Enter the Maximum Child Age and Maximum Student Age fields as needed. If the checkbox is on, the child will display in red in the on-line enrollment functions if he or she is equal to or greater than the higher of the Maximum ages.
- 11) If dependents can only select a certain percentage of the coverage that the employees have chosen, enter the "Maximum Percentage of Employee Coverage Allowed for

Dependent.” This field applies to dependents who are enrolled in the same benefit as the employee, or to dependents who are enrolled in a benefit that is linked to the employee’s enrollment using the Required Employee Enrollment in Benefit Plan field.

- 12) If the employee must be enrolled in another benefit prior to enrolling in this benefit, select the Required Employee Enrollment In Benefit Plan.
- 13) Associate a Coverage List with a benefit plan where the employee will select an amount of coverage, such as supplemental or optional life insurance. Separate coverage lists can be defined for the employee, spouse and children.
- 14) If the coverage amount of the benefit is reduced when the employee reaches a certain age, select the Apply Age Reduction Schedule checkbox. From the main list of Benefit Plans, click on the age reduction benefit and define each age range, along with either the percentage by which to reduce benefits, or the fixed amount of coverage.
- 15) If you wish to limit the number of additional increments of coverage that an employee can select, click on the ‘Limit Increase of Increments’ checkbox and enter the “Maximum Increase in Increments Allowed.”
- 16) If you wish to limit the amount of coverage an employee can select to a multiplier of his or her annual salary, select ‘Limit Maximum Coverage by Salary Multiple’ and enter the “Maximum Multiples of Salary Allowed.”
- 17) If you wish to assign a guaranteed amount of coverage when an employee initially chooses a benefit, select the ‘Apply Guaranteed Issue Amount’ checkbox and enter the “Guaranteed Issue Amount.”
- 18) Enter any new costs that will go into effect for the new plan year. The Effective Date should be the first Pay Period End Date when the new costs will go into effect. Note that this may be in the current year, such as December 31<sup>st</sup>.
- 19) Enter text that you wish to appear with benefit plans.
- 20) If the plan is only available to employees who live in certain zip codes, click on the **Availability** button and enter the zip code ranges, individual zip codes, or both.
- 21) Enter the Plan End Date if the plan will no longer be in effect for the new Open Enrollment period.
- 22) If you wish to hide certain benefits, clear the checkbox called ‘Open Enrollment – Display Plan’
- 23) If you wish to show certain benefits as display-only, select the checkbox called ‘Open Enrollment – Display Plan’ and clear the checkbox called ‘Open Enrollment – Allow Selection’.

In the **Flexible Spending Accounts** common object, ensure that the Medical and Dependent Care checkboxes are set up correctly. If you wish to sort FSAs in a manner other than the Flexible Spending Accounts code, enter the Sort Number. The lowest number will appear first in the list in on-line enrollment functions.

Use the **Flexible Spending Accounts Copy** to copy FSA plans from the current year to the next year *or* you may use **Flexible Spending Account Plans** to set up the next year's plans. Enter the text that you wish to appear with FSA plans.

**Note:** When a Flexible Spending Account is added for an employee, the deduction Start Date will be set to the Effective Date of the Flexible Spending Account Plan. If the Pay Calendar for the next year has been set up for the employee's Payroll Processing Group, the system will get the last Check Date of the enrollment year, and set the deduction End Date to one day prior to the Pay Period End Date corresponding to the last Check Date. For example, if the FSA deduction would normally end on 12/31/2016, but the Pay Period End Date of 12/31/2016 has a Check Date of 1/5/2017, the system will set the deduction end date to 12/30/2016. This will ensure that the FSA deduction is not taken inadvertently in the next tax year. If this situation applies to you, set up your Pay Calendar(s) for the next year. If the Pay Calendar for the next year is not set up, you will receive a warning to advise you of this. You will be allowed to continue; the deduction End Date will be set to the End Date for the Flexible Spending Account Plan (typically December 31<sup>st</sup>).

In the **Health Savings Accounts** common object, ensure that the Self-Only and Family checkboxes are set up correctly. If you wish to sort HSAs in a manner other than the Health Savings Account code, enter the Sort Number. The lowest number will appear first in the list in on-line enrollment functions.

Use the **Health Savings Accounts Copy** to copy HSA plans from the current year to the next year *or* you may use **Health Savings Account Plans** to set up the next year's plans. Enter the text that you wish to appear with HSA plans.

**Notes:** (1) The End Date for an HSA deduction is determined in a similar manner to FSA deductions, with the exception that the End Date of the Health Savings Account Plan will be used if there is no Pay Calendar set up for the next year. If this is not the correct end date for HSA deductions, set up your Pay Calendar(s) for the next year. (2) For HSA deductions, both employee and employer amounts must be reported in W-2 Box 12 as Code W as of this writing. Make sure that both the W-2 Box 12: Employee field and W-2 Box 12: Employer field are set to "W" for the applicable deductions. If you have employees subject to taxes in California and New Jersey, employer deductions for W-2 Box 12: Employer "W" will be automatically added to taxable wages. If you have employees subject to Alabama taxes, select the HSA Employer Contribution AL SIT/SUI Taxable checkbox in Payroll Deductions.



Check the following items in the **Benefit Categories** common object dictionary:

- 1) To display coverage amounts to employees for plans such as life insurance in Steps 5 and 6 of the enrollment process and on the Benefit Statement, select the 'Show Coverage Amount' checkbox.
- 2) To display Benefit Categories in a different order than alphabetically by the Short Description, enter numbers in the Sort Order field. Number 001 will appear at the top of the list and number 999 will appear at the bottom. For example, if you want Medical to appear first, then Dental, then Life Insurance, assign numbers such as:

Medical	100
Dental	200
Life Insurance	300

- 3) After sorting by Benefit Categories, benefit plans are sorted in the following order. If you do not wish to sort by employee cost, select the Sort By Description Only in the Benefit Category record.
  - a. Long Description in the Benefit Plan common object
  - b. Employee cost
  - c. Long Description in the Benefit Option common object

Check that the 'Child and Spouse' checkboxes are correctly marked in the **Relationship Type** common object dictionary. These are used in conjunction with Eligible Dependent Lists to make sure employees can only enroll the types of dependents that are eligible. Also check that the 'Dependent' checkboxes are correctly marked. Employees will only be able to select relationship types that are defined as Dependent when they add dependents during on-line enrollment. All relationship types will appear in the drop-down list when adding beneficiaries.

Use the **Messaging Setup** function if you wish to set up e-mail messages to be sent when employees complete the Open Enrollment process. Complete the following steps:

- 1) Select the **ES Benefit Enrollment** process.
- 2) Select the Event called "On Submit" or "First/Open Enroll" (i.e., not an Event that begins with "LE" for Life Events).
- 3) Define your message and set up the e-mail address(es) that will receive the messages.

This message will be sent when an employee completes either the Open Enrollment or First Time Enrollment process.

Use the **Links** function in Manager Services to set up web sites or PDFs that can give employees detailed benefit data. Complete the following steps:

- 1) Select the **Benefits** area.

- 2) Define the benefit group and/or benefit category for each link. If there is no link for the lowest level (benefit category), the system will display a link from the previous level (benefit group or No Group).

These links will be shown in Open Enrollment, First Time Enrollment, Benefit Statement and Life Events.

Also in the **Links** function, you may add instructions for a Coverage Category that will be shown to employees during on-line enrollment. Complete the following steps:

- 1) Select the **Benefits** area.
- 2) Select the **Category**. You may select a Benefit Group or leave this field blank to have it apply to all benefit groups.
- 3) Enter the text that you wish to be shown underneath the Category description and Details button and above the first benefit in the Category. If you wish to set up information to display at both the top of the Category and after the last benefit, insert five or more equal signs (=) between the two sections. The top section will be shown below the Category, as described above. The bottom section will be shown after the last benefit and above the Decline Coverage option. To only display information after the last benefit, enter at least five equal signs, followed by the text.

Use the **Links** function in Manager Services to set up web sites or PDFs that can give employees detailed data after Flexible Spending Accounts and/or Health Savings Accounts. Complete the following steps:

- 1) Select either the **Flexible Spending Account** or **Health Savings Account** area.
- 2) Select the group that applied to the link and text. If there is no link or text for the employee's group, the system will display the link or text from the default group (\*No FSA or \*No HSA).

These links will be shown in Open Enrollment, First Time Enrollment, Benefit Statement and Life Events.

Use the **On-Line Enrollment Top of Page Text** function in Manager Services if you want to replace the default first paragraph in the Employee Self Service enrollment functions.

In **Benefit Deduction Defaults** in Manager Services, set the Tax Year to the current year (not the year that Open Enrollment takes effect).

In **Benefit Enrollment Defaults** in Manager Services, enter the following information:

- 1) In Benefit Group(s) Authorized For Open Enrollment, select All if all benefit groups use the same dates. If only certain benefit groups are eligible for the next Open Enrollment date range, click on Select and indicate the benefit groups that will participate in the next Open Enrollment season.

- 2) Start Date and End Date of the Open Enrollment period: This determines when the Open Enrollment option appears in the Employee Self Service menu.
- 3) Effective date of new benefit costs to be displayed during Open Enrollment.
- 4) Effective date of benefit enrollment records that will be created during Open Enrollment. Generally, this date should be same as the Effective date of new benefit costs to be displayed during Open Enrollment. If the dates are different, a warning message will appear. This may be overridden if necessary.
- 5) Effective date of FSA elections made during Open Enrollment.
- 6) For age-costed benefits, date from which employee's age should be determined.
- 7) For salary-multiplier benefits, date from which employee's salary should be determined.
- 8) Select the 'Display Employer Cost' checkbox if you wish to show employees the cost that your company pays. These amounts are retrieved from the employer cost fields in Employer Benefit Plans. If this option is selected, employer costs will be shown in Open Enrollment, Life Events, First Time Enrollment and the Benefit Statement.
- 9) Select the 'Allow Employee to Change Date of Birth during Open Enrollment' checkbox if employees can change their birth date. Leave this checkbox blank to show the employee's date of birth as display only. Note that benefit plans that are costed by age use the Date of Birth to determine the cost.
- 10) Select the 'Allow Employee to Change Address during Open Enrollment' checkbox if employees can change their address. Leave this checkbox blank to show the employee's address as display only. Note that benefit plans whose eligibility is based on the employee's zip code will use this information.
- 11) Select the 'Allow Employee to Select Limited-Use FSA Without Selecting HDHP in Enrollment Functions' checkbox if you wish to display a message in this scenario, but still allow the employee to continue. If you leave this checkbox blank, the system will require enrollment in a HDHP if the employee selects a Limited-Use FSA.
- 12) Select the 'Display Declined Benefits on Confirmation Statement in Enrollment Functions' checkbox if you wish to display declined benefits on Step 6 of the on-line enrollment functions, in addition to displaying them on Step 5. If you leave this checkbox blank, declined benefits will only be shown on Step 5.
- 13) If you want new benefit enrollment records to be generated even when no benefit changes are made, select the 'Always Create New Benefit Records' checkbox. If you only want a new benefit enrollment record to be generated when the employee selects a new plan, do not put a checkmark in this box. If the checkbox is blank and the employee changes dependent information, the dependents will be updated on the existing enrollment record; a new enrollment record will not be entered. If the employee changed beneficiary information, a new set of beneficiaries will be added to the existing benefit enrollment records, but with a new beneficiary effective date.
- 14) In the 'Tax Year' field of the GenWeb user section of this function, select the current year. This must be done in order for the system to create benefit-related deductions.

- 15) Select the 'Display tobacco user status in ESS and allow employees to change for self and dependents' checkbox if you wish to show the 'Tobacco user' field and allow the employee to change the status in **Personal Data, Dependents, Open Enrollment, First Time Enrollment** and **Life Events**.
- 16) Select the 'Display and update Email Address(es) in the Personal Information page' checkbox if you wish to display the employee's Work, Home and Alternate Email Addresses from the E-Mail Addresses function on the Step 1 – Verify Personal Information page in Open Enrollment and First Time Enrollment. If you display these fields, the employee will be able to update them. If you do not select this checkbox, the email fields will not be displayed on the Verify Personal Information page in these benefit functions.
- 17) Select the 'Allow Change of Dependent Status in the Dependents Page' checkbox if you wish to display the Status field when the employee updates a Dependent in Open Enrollment and First Time Enrollment. This would allow an employee to change the status for an Active dependent to Suspended or Terminated, such as for an ex-spouse. If a dependent is change to a status other than Active, he or she will not be shown on the list of dependents when enrolling dependents in a benefit on Step 4. Once a dependent is changed to a non-Active status, he or she will no longer appear in the list of dependents on Step 2. Leave this checkbox blank if you do not want employees to see the Status field when updating a dependent in Open Enrollment and First Time Enrollment.
- 18) Select the 'Require user to upload Dependent Verification documents' checkbox if you wish to require a dependent verification document to be uploaded for each dependent. If this checkbox is selected and no document has been uploaded, the dependent cannot be enrolled in a benefit. This affects the following functions in Employee Self Service: Dependents, First Time Enrollment, Open Enrollment and Life Events. It affects the following functions in Manager Services: Dependents and Open Enrollment. The uploaded documents can be viewed in the Dependents function in Employee Self Service and Manager Services.
- 19) Select the 'Include Tobacco Attestation Form' checkbox if you wish to include the Tobacco Attestation in the on-line enrollment function between Page 3 (Verification) and Page 4 (Benefit Plan Selection). Depending on the employee's attestation, this determines whether the employee sees smoker or non-smoker rates for Medical plans on Page 4.
- 20) In 'Start deduction on Pay Period End Date corresponding to the first Check Date on or after the Benefit Enrollment Date': If the Deduction Start Date in the ESS Online Enrollment Defaults section is set to Enrollment Date, and you wish to start deductions for new benefit enrollments on the Pay Period End Date corresponding to the first Check Date on or after the Enrollment Date, select this checkbox. This applies to First Time Enrollment, Life Events and Open Enrollment (when the effective date is not January 1) in Employee Self Service, and to Open Enrollment in Manager Services. Note that for Open Enrollment, if your effective date is January 1, you do not need to select this checkbox. The system will automatically set the deduction Start Date to the Pay Period End Date corresponding to the first Check Date on or after January 1. If you select this checkbox, it will also affect **Benefit Enrollment** in Manager Services and iCON Tools:

the system will set the deduction Start Date to the Pay Period End Date corresponding to the first Check Date on or after the Deduction Start Date in **Benefit Deduction Defaults** (such as Enrollment Date or Eligibility Date). If this checkbox is empty, the deduction Start Date will be calculated according to the setting of the Deduction Start Date in the ESS Online Enrollment Defaults when using Employee Self Service **First Time Enrollment, Life Events** and **Open Enrollment** (where the effective date is not January 1) and Manager Services **Open Enrollment**. For Manager Services and iCON Tools **Benefit Enrollment**, it will be the Deduction Start Date specified in **Benefit Deduction Defaults**.

In **HR System Defaults** in Manager Services:

- 1) Define the rules for displaying or hiding the Social Security Numbers and Dates of Birth. Use the Social Security Number Display Rule and Hide Date of Birth fields. These settings affect:
  - a. The main page and View page of Personal Data
  - b. The main page of Dependents
  - c. In First Time Enrollment and Open Enrollment: Step 1, the main page of Step 2, Step 3
  - d. In Life Events: the main page of Step 2, Step 3
- 2) Select the Require Dependent SSN checkbox if the Social Security Number should be a required field when a dependent is being added or updated. This will apply in Employee Self Service, Manager Services and iCON Tools.
- 3) Select the Require Dependent Gender checkbox if you wish to require the Gender whenever a dependent is added or updated, select this checkbox. This affects all functions in Employee Self Service, Manager Services and iCON Tools where dependents are entered.
- 4) Select the Display/Update Employee's Marital Status checkbox if you wish to allow employees to update their Marital Status (as stored in Demographics) in Personal Data, First Time Enrollment and Open Enrollment. Note that this field does not affect tax filing status in Tax Elections.
- 5) Two checkboxes affect how dependents' Social Security Numbers are entered in Employee Self Service. The first field is called Display Only Last 4 Digits of Dependent's SSN, and the second field is called Include Field to Confirm Dependent's SSN. Select either or both of these checkboxes. Note that if you wish to only display the last 4 digits of a dependent's SSN, select both checkboxes. This will mask the first 5 digits of the SSN in the following functions: Dependents, First Time Enrollment, Life Events and Open Enrollment.
- 6) Two checkboxes allow additional beneficiary information to be displayed. The first field is called Display/Update Beneficiary's Date of Birth. The second field is called Display/Update Beneficiary's SSN. Select either or both of these checkboxes to display

the information in Benefit Beneficiaries, First Time Enrollment, Life Events and Open Enrollment.

If employees are set up on payroll, any benefit costs will be calculated per pay period using the Pay Frequency that exists in **Misc. Payroll**.

If employees are not set up on payroll, enter the following information:

- 1) In **Benefit Plans**, set the 'Use Pay Frequency' field to "No" for each plan.
- 2) In **HR System Defaults**, select the 'Generate Benefit Deductions Without Payroll' checkbox.
- 3) In **Benefit Enrollment Defaults** in Manager Services, enter the Pay Frequency to be used to calculate and display the per pay period costs. If this is not entered, the system will default to a monthly pay frequency.

In **Employee Security** in Manager Services, select the **Open Enrollment** function.

## **First Time Enrollment Setup**

In addition to the setup steps in the Open Enrollment section, check the following areas on your system.

Check the following items in **Benefit Plans**:

- 1) If you wish to hide certain benefits, clear the checkbox called 'First Time Enrollment – Display Plan'.
- 2) If you wish to show certain benefits as display only, select the checkbox called 'Open Enrollment – Display Plan' and clear the checkbox called 'First Time Enrollment – Allow Selection'.

In **Benefit Enrollment Defaults** in Manager Services, enter the following information:

- 1) Select the Benefit Enrollment groups that are authorized for the First Time Enrollment function.
- 2) Enter the number of days that the employee has after his or her Adjusted Hire Date in which to access First Time Enrollment and make benefit elections. After this time, the First Time Enrollment option will no longer appear in the menu.
- 3) Select the 'Allow Employee to Change Date of Birth During First Time Enrollment' checkbox if employees can change their birth date. Leave this checkbox blank to show the employee's date of birth as display only. Note that benefit plans that are costed by age use the Date of Birth to determine the cost.
- 4) Select the 'Allow Employee to Change Address During First Time Enrollment' checkbox if employees can change their address. Leave this checkbox blank to show the employee's address as display only. Note that benefit plans whose eligibility is based on the employee's zip code will use this information.

If you have not already set up a **Messaging Setup** entry for Open Enrollment, you may add one to the system. Use this function if you wish to set up e-mail messages to be sent when employees complete the First Time Enrollment process. Complete the following steps:

- 1) Select the **ES Benefit Enrollment** process.
- 2) Select the Event called "On Submit" or "First/Open Enroll" (i.e., not an Event that begins with "LE" for Life Events).
- 3) Define your message and set up the e-mail address(es) that will receive the messages.

Note that this message will be sent when an employee completes either the Open Enrollment or First Time Enrollment process.

Select the **First Time Enrollment** function in **Employee Security**.

When a new employee goes through First Time Enrollment, the eligibility dates for each benefit will be calculated and shown in the **Start Date** column on Step 4 of the process. This date will be written to the Eligibility Date of the benefit enrollment record, as well as to the Start Date of any deduction formulas that are created.

### **Benefit Statement Setup**

To give your employees the ability to view their benefits for the current year as well as view any elections made through the Open Enrollment process for the next year, select the **Benefit Statement** function in **Employee Security**. Your employees will be able to view their plans, dependents, beneficiaries, coverage amounts (where set up to do so) and links. No data can be changed in this function. In **Benefit Plans**, clear the checkbox called 'Display in Benefit Statement' for benefits you do not wish employees to see.

### **Life Events Setup**

In addition to the setup steps for Open Enrollment, enter information in the following functions.

In the **HR Common Object Life Events Codes**, make sure that the following codes exist and the Short Descriptions are exactly as shown. Enter the Long Description as shown or change as needed.

<b>Code</b>	<b>Short Description</b>	<b>Long Description</b>
01	LEM	Marriage
02	LEB	Birth
03	LED	Divorce
04	LES	Legal Separation
05	LEX	Dependent Death
06	LMV	Change of Address
07	LDS	Dependent Student Status
08	LSE	Spouse Employment Status
09	LEA	Legal Adoption
10	LSC	Employment Status Change
11	LEO	Employee Ages Out
12	LDO	Dependent Ages Out
13	LDE	Dependent Eligibility
14	LCM	Court Mandated Dependent

Note that the Life Event for Employment Status Change is intended for an employee who is going from not being eligible for benefits to becoming eligible, such as going from part time status to full time. When going through Life Events, the employee will only be able to access



the Employment Status Change if he or she has an active status record in **Employment Status** that is within the number of days specified in **Life Event Preferences**. If any benefits in the employee's Benefit Group have a Date Rounding Formula, the rounding will be applied to the employee's most recent Employment Status Date. For example, if the employee's latest Employment Status record is dated March 18, and a benefit in the Benefit Group has 30 days, rounded to the Next 1<sup>st</sup> of Month, the system will round the employee's eligibility date to April 1. Any benefits selected during the Life Event will have this Enrollment Date.

In **Benefit Plans**, choose one of the following options:

- 1) If you wish to hide certain benefits, clear the checkbox called 'Life Events – Display Plan'.
- 2) If you wish to show certain benefits as display only, select 'Life Events – Display Plan' and clear the checkbox called 'First Time Enrollment – Allow Selection'.

Use the **Life Events Preferences** function in Manager Services to tailor the information that is shown to employees.

- 1) In the **Benefits** section, add the Life Events that you wish to allow your employees to use. These may be entered for all benefit groups or for individual benefit groups. Specify the "Overview Text" that appears at the beginning of the Life Event process and any "Summary Text" that you wish to display in Step 6 of the process. Also specify the maximum number of days after the life event date during which the employee may make changes.
- 2) If you offer FSAs to your employees, click on the **FSA** section in the function heading. Specify when FSA-related deduction changes should take effect, such as the next pay period after the change is made.
- 3) If you offer HSAs to your employees, click on the **HSA** section in the function heading. Specify when HSA-related deduction changes should take effect, such as the next pay period after the change is made.

In the **Links** function, select the **Life Events** area. You may then add links for specific benefit groups and/or life events. These links will appear in Step 5 of the Life Events process. They will be sorted according to the Link Number that you assign. Number 1 will appear first, and number 99 will appear last.

Use the **Messaging Setup** function if you wish to set up e-mail messages to be sent when employees complete the Life Events process. Complete the following steps:

- 1) Select the **ES Benefit Enrollment** process.
- 2) Select the Event that corresponds to the Life Event with which you wish to work; i.e., "LE Marriage," "LE Child Birth," etc.
- 3) Select "\*All Users" in the 'User' field.

- 4) Define your message and set up the e-mail address(es) that will receive the messages.

In **Employee Security** in Manager Services, select the **Life Events** function.

## Open Enrollment

In this section, the following topics will be discussed:

- HR system defaults
- Life event preferences
- Links
- Open enrollment

## HR System Defaults

The **HR System Defaults** function allows you to set up several parameters that are used throughout the system. Sample pages are shown here.

**HR System Defaults**  
\* = Required

<input checked="" type="checkbox"/> Auto Generate Positions	<input checked="" type="checkbox"/> Prevent Overfilling of Positions
<input type="checkbox"/> Field Level Security	<input type="checkbox"/> Generate Benefit Deductions Without Payroll
<input type="checkbox"/> Validate Account Segments	<input type="checkbox"/> Display Social Security Numbers in Manager Services
<input checked="" type="checkbox"/> Auto PIN Assignment	<input checked="" type="checkbox"/> Require Primary Race for Two or More Races
<input type="checkbox"/> Default First Time and Core Benefits to Elig. Date	<input checked="" type="checkbox"/> Print Social Security Numbers on Selected Reports
<input checked="" type="checkbox"/> Print Year on Birthday Report	<input checked="" type="checkbox"/> Display Declined Coverage Records within the Employee Benefit Enrollment Listing
<input checked="" type="checkbox"/> Default for Accumulate Retirement Wages	<input type="checkbox"/> Require Worker's Compensation Code in Job Titles
<input checked="" type="checkbox"/> Require Dependent SSN	<input checked="" type="checkbox"/> Require Notes Category
<input type="checkbox"/> Display LGBT field	<input checked="" type="checkbox"/> Default for Enrolled in Onboarding
<input type="checkbox"/> Require Scheduled Hours	<input checked="" type="checkbox"/> Warn if Scheduled Hours <> Annual Hours/Pay Periods
<input type="checkbox"/> Require Position Number	<input checked="" type="checkbox"/> Are you a Municipality and employ Police/Firefighters who are not subject to FICA tax?

Minimum FSA Check Amount:	<input type="text" value="0.00"/>
Annual Compensation Limit for Deferred Compensation Plans:	<input type="text" value="260,000.00"/>
When compensation limit is reached, suspend deduction for:	<input checked="" type="checkbox"/> Employee <input type="checkbox"/> Employer
Next employee number to be assigned:	<input type="text" value="3034"/>
Length of employee numbers:	<input type="text" value="4"/>

Display Annual Salary for Employees Paid By Standard Method: Use Payroll Scheduled Hours for all salary types

**Default Values for PIN Assignment:**

Default Login ID: ☒ Employee Number

Default PIN: ☒ Employee Number  
☐ Last Four Digits of SSN + EE's Birth Year  
☐ Standard Value

Number of days after termination to remove employee's PIN:

**Print SSN and Direct Deposit on Payments:**

☒ Last 4 Digits of SSN  
☐ Don't Print SSN  
☐ Last 4 Digits of Direct Deposit Account Number

**Employee Self Service Settings:**

Social Security Number Display Rule: Show Full SSN

☐ Hide Date of Birth  
☐ Display VETS-100 Veteran Status  
☐ Display VETS-100A Veteran Status  
☒ Display VETS-4212 Veteran Status  
☒ Display Only Last 4 Digits of Direct Deposit Account Number in Paycheck Information

Days prior to Check Date to display payments in Paycheck Information:

Number of Days Until ESS Password Expires (enter 0 for never):

☒ Allow I-9 Upload of Eligibility Documents

**Employee Self Service On-Line Enrollment Settings:**

☒ Display/Update Beneficiary Date of Birth  
☒ Display/Update Beneficiary SSN  
☒ Display Only Last 4 Digits of Dependent's SSN  
☐ Include Field to Confirm Dependent's SSN  
☒ Require Dependent's Gender  
☒ Display/Update Employee's Marital Status

The following fields are available. Page down to display all fields.

➤ **Auto Generate Positions**

If you want to automatically generate an open position when adding a new employee, select this option. For example, if you are adding a new Supervisor and there are no open positions for Supervisors in Position Control, the system will create a position. If you do not select this option, you can add a new employee to a position where there are no vacancies as long as the 'Prevent Overfilling of Positions' checkbox is off, but the system will not change the total number of positions in **Position Control**.

➤ **Prevent Overfilling of Positions**

If you want to prevent a new employee from being added to a position where there are no vacancies, select this option. If you do not select this option, you will be able to add an employee to a position that has no vacancies.

**NOTE:** *If the 'Auto Generate Positions' and 'Prevent Overfilling of Positions' checkboxes are both checked, and an employee is being added to the position with no openings, you can add the employee to the system but you will not be able to assign him or her to the position. A position then has to be created using the **Position Control** function.*

➤ **Field Level Security**

Select this option if you wish to use field level security.

➤ **Generate Benefit Deductions Without Payroll**

Select this option if your organization does not use iCON payroll and you need to create benefit deductions for your payroll vendor. If you select this option, you must also set the 'Use Payroll Frequency' field in **Benefit Plans** to "No". Note that this is only used for flex and non-flex benefits. It is not used for flexible spending accounts.

➤ **Validate Account Segments**

To ensure that only valid General Ledger account number segments are entered into the system, select this checkbox. When an account number is entered, the system will validate each segment against those existing in **COA Segment Validation**. If this checkbox is off, no validation is performed when an account number is entered.

➤ **Display Social Security Numbers in Manager Services**

If this checkbox is selected, Social Security Numbers will be displayed in the employee search listing and on View and Update pages in **Demographics** and **Dependents**. If you wish to hide Social Security Numbers on all pages except for the Add and Update pages of **Demographics** and **Dependents**, uncheck this box.

➤ **Auto PIN Assignment**

Select this option if you wish to run the **Auto PIN Assignment** process, whether manually or automatically during the end-of-day routine. If you select this option, you must also select the method to be used to create login IDs and PINs.

➤ **Require Primary Race for Two or More Races**

Select this option if you are a federal contractor or subject to EEO-4 reporting, and you must store the race the employee primarily identifies with when he or she

- indicates being of two or more races. When this checkbox is selected, a field for ‘Two or More Races’ will appear in **Personal Data** in Employee Self Service, in **Demographics** in Manager Services, and in **Employee Direct** in iCON Tools. When an employee is two or more races, the race with which he or she primarily identifies must then be selected in the ‘Race’ field.
- **Default First Time and Core Benefits To Eligibility Date**  
If this checkbox is blank, the Enrollment Date for core benefits as well as benefits selected during First Time Enrollment will default to the employee’s Benefit Start Date, as stored in the **Work Profile** function. If this checkbox is selected, the Enrollment Date for core and first time benefits will be set to the calculated eligibility date, based on the eligibility rules in **Benefit Plans**.
  - **Print Social Security Numbers on Selected Reports**  
If this checkbox is blank, Social Security Numbers will not print on the following reports: **Absence Report**, **Benefit Update**, **Benefit Update By Group** and **Employee Profile** report. If this checkbox is selected, Social Security Numbers will print on these reports.
  - **Print Year on Birthday Report**  
If this checkbox is blank, only the month and day of the employee’s birthday will print on the **Birthday Report**. If this checkbox is selected, the month, day and year of each birthday will print.
  - **Display Declined Coverage Records within the Employee Benefit Enrollment Listing**  
If this checkbox is blank, the **Benefit Enrollment** function will only show the employee’s actual enrollments, and not the categories that he or she declined during on-line enrollment. If this checkbox is selected, the system will display both actual enrollments as well as the categories that the employee declined. For declined benefits, the system will show the Benefit Category, with “Coverage Declined” in the **Benefit Plan** and **Benefit Option** columns.
  - **Default For Accumulate Retirement Earnings**  
If this checkbox is selected, the Accumulate Retirement Earnings checkbox will default to on when an employee is added in the **New Hire** or **Payroll Activation** function. Leave this checkbox blank if it should default to off in these functions.
  - **Require Worker’s Compensation Code in Job Titles**  
Select this checkbox if you wish to require the Workers Compensation field to be selected when adding or updating a record in **Job Titles**. It is recommended that this checkbox be selected if you use the system to track workers’ compensation premiums.
  - **Require Dependent SSN**  
Select this checkbox if you want the system to require a Social Security Number when an employee dependent is added or updated. This applies to all modules: Manager Services, Employee Self Service and iCON Tools.

- **Require Notes Category**  
Select this checkbox if you want the system to require a Notes Category when a record in **Employee Notes** is added or updated.
- **Display LGBT Field**  
Select this checkbox if you wish to display the Lesbian Gay Bisexual Transgender field in the following functions: **Add Employee**, **Demographics** and **New Hire**. The valid values are blank (default), No and Yes.
- **Default for Enrolled in Onboarding**  
If you use the onboarding feature and wish the Enroll in Onboarding checkbox to default to on in **Add Employee** and **New Hire**, select this checkbox.
- **Require Scheduled Hours**  
Select this checkbox if you wish to require Scheduled Hours in the **New Hire**, **Misc. Payroll** and **Payroll Activation** functions for both time card exempt and non-exempt employees. If this checkbox is off, Scheduled Hours will only be required for time card exempt employees.
- **Warn if Scheduled Hours <> Annual Hours/Pay Periods**  
Select this checkbox if you want the system to display a warning when a new employee is entered in the **New Hire** and **Payroll Activation** functions and the employee's Scheduled Hours do not equal the Annual Hours divided by the Number of Pay periods (as stored in the Pay Frequencies common object). If this checkbox is selected, this edit will be done for time card exempt employees whose salary is not expressed as an Hourly amount. The warning will give you the ability to accept the data or return to the page and make a change. As an alternative or in addition to displaying this warning message, you may run the **Payroll Exception Report**, which shows active employees whose Scheduled Hours do not match the information in the Pay Frequency record. The report looks at time card exempt and non-exempt employees whose salary is not stored as an Hourly amount.
- **Require Position Number**  
If you use the FTE Position Control module and you wish to require a Position Number in the **Add Employee** and **New Hire** functions, select this checkbox. If this checkbox is empty, the Position Number field will be optional in these functions.
- **Minimum FSA Check Amount**  
If your organization issues flexible spending account (FSA) checks to reimburse employees, and you only want to issue checks above a certain amount, enter it here. At the current time, this field is informational only.
- **Annual Compensation Limit for Deferred Compensation Plans**  
If an amount is entered in this field, the system will stop deducting amounts for deductions that are defined as **W-2 Deferred Compensation** in the **Payroll Deductions** common object dictionary when the following reaches this amount: (YTD FIT Tax Base) + (YTD deduction amounts for deductions where Box 12 in the Payroll Deductions common object is "D", "E" or "G") + (YTD deduction amounts for deductions where the first three characters in the Long Description = "125").



➤ **When compensation limit is reached, suspend deduction for Employee and/or Employer**

When the employee reaches the annual compensation limit described in the previous field, you may specify whether the employee deduction is to be suspended, the employer deduction, or both.

➤ **Next employee number to be assigned**

If you wish to automatically generate the employee number for new hires entered in **New Hire** and **Add Employee** in Manager Services, and in **Activate New Employee** and **Employee Direct** in iCON Tools, enter the next employee number to be assigned. This field is used in conjunction with the 'Length of Employee Numbers' field. If you do not wish to use any leading zeroes, enter the number of digits for this employee number in the 'Length of Employee Numbers' field.

➤ **Length of employee numbers**

If you use the automatic employee numbering feature in the previous field, enter the length of the employee number that is to be assigned. Enter the current length of your employee numbers if you do not wish leading zeroes to be used. If you want one or more leading zeroes to be used, add one to the length of your current employee numbers for each leading zero you wish to use. For example, if your last employee number is 12345, and you want the next employee number to be 12346, enter 5 as the Length of Employee Numbers. If your last employee number is 0012345 and you want the next employee number to be 0012346, enter 12345 in the 'Next Employee Number To Be Assigned', and enter 7 in the 'Length of Employee Numbers'.

➤ **Display Annual Salary for Employees Paid By Standard Method**

If you wish to display the Annualized Salary and Hourly Rate in the **Salary Change** and **Salary History** functions for employees paid by the Standard compensation method, select the appropriate option. When you change the value of this field, run the **Rebuild Annualized Salary** function to populate the Annualized Salary and Hourly Rate fields.

- **Do Not Use Scheduled Hours:** If salary is an Hourly amount, it will be multiplied times the number of hours per year as defined in **Salary Types** to arrive at the Annualized Salary. If salary is not an Hourly amount, it will be multiplied times the Number of Periods Per Year as defined in **Salary Types** to arrive at the Annualized Salary. The Annualized Salary will be divided by the Annualized Hours to arrive at the Hourly Rate.
- **Use Payroll Scheduled Hours only if Salary is Hourly amount:** If salary is an Hourly amount, the system will get the employee's Scheduled Hours and Pay Frequency from **Misc. Payroll**. The Hourly amount will be multiplied times Scheduled Hours, and then multiplied times the number of pay periods per year from Pay Frequency to arrive at the Annualized Salary. For employees whose compensation is not an Hourly amount, the calculations will be the same as the option for Do Not Use Scheduled Hours.
- **Use Payroll Scheduled Hours for all salary types:** The system will use Scheduled Hours and Pay Frequency from **Misc. Payroll** for all salary types. If salary is an Hourly amount, the system will get the employee's Scheduled

Hours and Pay Frequency from **Misc. Payroll**. The Hourly amount will be multiplied times Scheduled Hours, and then multiplied times the number of pay periods per year from Pay Frequency to arrive at the Annualized Salary. If salary is not an Hourly amount, it will be multiplied times the Number of Periods Per Year as defined in **Salary Types** to arrive at the Annualized Salary. The Annualized Salary will be divided by the Annualized Hours to arrive at the Hourly Rate. The Hourly Rate will be multiplied times Scheduled Hours, and then multiplied times the number of pay periods per year from Pay Frequency to arrive at the Annualized Salary.

- **Do Not Display Calculated Annual Salary or Hourly Rate:** If you do not wish to display the Annualized Salary and Hourly Rate in **Salary Change** and **Salary Inquiry**, select this option.

Note that if you select either of the options to use Payroll Scheduled Hours, and if you change either the Pay Frequency or Scheduled Hours in **Misc. Payroll**, the system will recalculate Annualized Salary if necessary and update the current and future **Salary Change** and **Salary History** records.

➤ **Default Values for PIN Assignment – Default Login ID**

If you have selected the Auto PIN Assignment option, select the value that the system should use when generating the Login ID for each employee. This can be either the employee number or Social Security Number.

➤ **Default Values for PIN Assignment – Default PIN**

If you have selected the 'Auto PIN Assignment' option, select the value that should be used when generating PINs for employees. The available options are employee number, Social Security Number, the last four digits of the Social Security Number and the year of birth (e.g., 44441965) or a standard value that will be assigned to all employees. You may wish to tell employees to change their password the first time they sign on to Employee Self Service.

➤ **Default Values for PIN Assignment – Number of days after termination to remove employee's PIN**

If you wish to allow terminated employees access to Employee Self Service for a certain number of calendar days after their termination date, enter the number of days in this field. For example, if you wish to give employee access to Employee Self Service for two weeks in order to view their last paycheck, enter 14 in this field. When Auto PIN Assignment runs, it will not delete the terminated employee's PIN until this number of days has passed since the Effective Date of their inactive Employment Status (per the Employment Status Definition).

➤ **Print SSN and Direct Deposit on Payments – Last 4 Digits of SSN**

If you wish to print only the last four digits of employees' Social Security Numbers on check stubs and voucher stubs instead of the full Social Security Number, select this checkbox. Note that if your checks and vouchers are printed by Unicorn HRO, this checkbox will have no effect since Social Security Numbers are not printed.

- **Print SSN and Direct Deposit on Payments – Don't Print SSN**  
If you do not wish to print Social Security Numbers on check and voucher stubs, select this checkbox.
- **Print SSN and Direct Deposit on Payments – Last 4 Digits of Direct Deposit Account Number**  
If you wish to print only the last four digits of employees' direct deposit bank accounts on vouchers, select this checkbox. If this checkbox is blank, the full bank account number will print.
- **Employee Self Service Settings – Social Security Number Display Rule**  
If field determines how or if the employees' and dependents' Social Security Numbers are displayed. You may choose to not show SSNs, show the full SSNs, or show only the last 4 digits of the SSNs. This field affects the following areas:
  - **Personal Data:** main page and Update page
  - **Dependents:** main page
  - **First Time Enrollment:** Step 1, main page of Step 2 and Step 3
  - **Open Enrollment:** Step 1, main page of Step 2 and Step 3
  - **Life Events:** main page of Step 2 and Step 3
- **Employee Self Service Settings – Hide Date of Birth**  
If field determines whether employees' and dependents' dates of birth are displayed. This field affects the following areas:
  - **Personal Data:** main page and Update page
  - **Dependents:** main page
  - **First Time Enrollment:** Step 1, main page of Step 2 and Step 3
  - **Open Enrollment:** Step 1, main page of Step 2 and Step 3
  - **Life Events:** main page of Step 2 and Step 3
- **Employee Self Service Settings – Display VETS-100 Veteran Status**  
If you wish to display the Veteran Status – VETS-100 section to employees in the **Personal Data** function in Employee Self Service, select this option. Employees will be shown a checkbox for each Veteran Status required on the VETS-100 report, along with the description from the Department of Labor. They will be instructed to check all that apply. Note that this checkbox does not affect the Veteran Status (VETS-100) field in **Add Employee, Demographics** or **New Hire**; this field always displays in those functions. Note that VETS-100 reporting is no longer in effect.
- **Employee Self Service Settings – Display VETS-100A Veteran Status**  
If you wish to display the Veteran Status – VETS-100A section to employees in the **Personal Data** function in Employee Self Service, select this option. Employees will be shown a checkbox for each Veteran Status required on the VETS-100A report, along with the description from the Department of Labor. They will be instructed to check all that apply. Note that this checkbox does not affect the Veteran Status (VETS-100A) field in **Add Employee, Demographics** or **New Hire**; this field always displays in those functions. Note that VETS-100A reporting is no longer in effect.

- **Employee Self Service Settings – Display VETS-4212 Veteran Status**  
If you wish to display the Veteran Status – VETS-4212 section to employees in the **Personal Data** function in Employee Self Service, select this option. Employees will be shown a checkbox for each Veteran Status required on the VETS-4212 report, along with the description from the Department of Labor. They will be instructed to check all that apply. Note that this checkbox does not affect the Veteran Status (VETS-4212) field in **Add Employee, Demographics** or **New Hire**; this field always displays in those functions.
- **Employee Self Service Settings – Display Only Last 4 Digits of Direct Deposit Account Number in Paycheck Information**  
If this checkbox is blank, the employee's entire bank account number will be displayed in **Paycheck Information** in Employee Self Service. If this checkbox is selected, only the last 4 digits of the bank account number will be displayed. This checkbox only affects the **Paycheck Information** function in Employee Self Service.
- **Employee Self Service Settings – Days prior to Check Date to display payments in Paycheck Information**  
In Employee Self-Service, payments are not displayed in **Paycheck Information** prior to their Check Dates. If you wish to display payments to employees prior to this, enter the number of days here. For example, if you wish to display payments the day before the Check Date, enter 1 in this field. Note that payments are not displayed in Employee Self Service until check or voucher numbers have been assigned.
- **Employee Self Service Settings – Number of Days Until ESS Password Expires (enter 0 for never)**  
If you wish to require users to change their passwords after a certain number of days, enter the number of days in this field. When an employee logs in to Employee Self Service or Manager Services (if they have permission), a message will display which will prompt them to change their password. This field defaults to '0'.
- **Employee Self Service Settings – Allow I-9 Upload of Eligibility Documents**  
Select this checkbox if you want to grant employees the ability to upload I-9 eligibility documents in Employee Self Service. These documents will be retained in **Employee Files**.
- **Employee Self Service On-Line Enrollment Settings – Display/Update Beneficiary Date of Birth**  
Select this checkbox to display the beneficiary's date of birth in Benefit Beneficiaries, First Time Enrollment, Life Events and Open Enrollment.
- **Employee Self Service On-Line Enrollment Settings – Display/Update Beneficiary SSN**  
Select this checkbox to display the beneficiary's Social Security Number in Benefit Beneficiaries, First Time Enrollment, Life Events and Open Enrollment.
- **Employee Self Service On-Line Enrollment Settings – Display Only Last 4 Digits of Dependent's SSN**

Select this checkbox if you only wish to display the last 4 digits of a dependent's Social Security Number. If you select this option, you must also select Include Field to Confirm Dependent's SSN, to ensure that the employee enters the correct Social Security Number while the first 5 digits are masked. This affects Dependents, First Time Enrollment, Life Events and Open Enrollment.

➤ **Employee Self Service On-Line Enrollment Settings – Include Field to Confirm Dependent's SSN**

Select this checkbox if you wish to include a Confirmation field after the Dependent Social Security Number field to ensure that the number was entered correctly. If the two Social Security Numbers don't match, an error will be displayed. This affects Dependents, First Time Enrollment, Life Events and Open Enrollment.

➤ **Employee Self Service On-Line Enrollment Settings – Require Dependent's Gender**

Select this checkbox if you wish to require the Gender whenever a dependent is added or updated, select this checkbox. This affects Dependents, First Time Enrollment, Life Events and Open Enrollment in Employee Self Service, and Dependents and Open Enrollment in Manager Services.

➤ **Employee Self Service On-Line Enrollment Settings – Display/Update Employee's Marital Status**

Select this checkbox if you wish to allow employees to update their Marital Status (as stored in Demographics) in Personal Data, First Time Enrollment and Open Enrollment. Note that this field does not affect tax filing status in Tax Elections.

### **Life Event Preferences**

To give your employees the ability to make benefit, FSA and HSA enrollment changes in Employee Self Service when a qualified life event occurs, complete the setup steps described below. Information is entered in these areas:

1. In Manager Services, set up information in **Life Event Preferences**. This step is mandatory and is described in detail below.
2. In the **Links** function, select the Life Events area. You may then add links for specific benefit groups and/or life events. These links will appear in Step 6 of the Life Events process directly below any Summary Text that is displayed. The links will be sorted according to the Link Number that you assign. Number 1 will appear first, and number 99 will appear last.
3. Set up e-mail notifications in **Messaging Setup** using the “ES Benefit Enrollment” Process and selecting the corresponding Life Event.
4. After the above steps have been completed, go to Manager Services and select Life Events in **Employee Security**. This will cause Life Events to appear in the Employee Self Service menu.

Life Events allows the employees to make benefit changes for the following events:

- Marriage
- Divorce/Annulment
- Legal Separation
- Birth of a Child
- Adoption of a Child
- Death of a Dependent
- Change of Address
- Dependent Student Status
- Spouse Employment Status
- Employment Status Change
- Employee Ages Out
- Dependent Ages Out
- Dependent Eligibility
- Court Mandated Dependent

In **Life Event Preferences**, there are sections for Benefits, FSAs and HSAs. In the Benefit section, a record must exist for each type of Life Event that you wish to make available to your employees. You can also enter instructions for the employee that will appear on the first page of the Life Event process and/or instructions to appear on the last page.

Entries can be added for all benefit groups or for a specific group. The existence of an entry for either the employee's benefit group or all groups will cause it to appear in the Life Events menu in Employee Self Service. If an entry exists for the employee's benefit group, that information will be used. If no entry exists for the employee's benefit group but an entry exists for all groups, that entry will be used. If no entry exists for the Life Event, either for the employee's benefit group or all groups, that Life Event will not be available to the employee.

In the example shown below, all eight Life Events are available to all employees since they exist either for a specific group or \*All groups.

Life Event Preferences - Benefit   FSA   HSA <span>+ add</span>			
To access data for Benefits, click on information in the left column. To access data for FSAs, click on FSA in the title bar above.			
Benefit Group	Life Event	Number of Days Eligible	Action
*ALL	Birth of a Child	31	view  delete
*ALL	Change of Address	31	view  delete
*ALL	Dependent Student Status	31	view  delete
*ALL	Divorce / Annulment	31	view  delete
*ALL	Legal Adoption	31	view  delete
*ALL	Legal Separation	31	view  delete
*ALL	Marriage	31	view  delete
*ALL	Spouse Employment Status	31	view  delete
F/T Employees	Legal Adoption	31	view  delete

To add an entry, click on the **add** button. In the 'Benefit Group' field, the drop down list will display a list containing an entry for "\*All" groups, as well as the Benefit Groups that exist on your system. Select a specific benefit group or \*All groups.

### Add Benefit Life Event Preferences

\* = Required

\*Benefit Group:  Number of Days Eligible:

\*Life Event:

Overview Text:

Summary Text:

Enter the Number of Days Eligible since the life event occurred that the employee can make benefit changes, for example, 30 or 31, according to your plan rules. If the employee enters a life event date that is more than this number of days prior to today, a message will be displayed and he or she will not be allowed to continue with the life event process.

The drop down list in the 'Life Event' field will display a list of life events. These entries are stored in the common object dictionary called Life Events Codes. Select the one you wish to update.

**Update Benefit Life Event Preferences**

\* = Required

\*Benefit Group: \*All Number of Days Eligible: 31

\*Life Event: Birth of a Child

Overview Text: Welcome to the Child Birth Life Event process. Please consider whether changes need to be made to any or all of the following:  
<p><b>Your emergency contacts</b> - Use the Emergency Contacts link in the menu to the left.  
<p><b>Your Benefits, including your own enrollment and those for

Summary Text: <b>Please be sure to update your W-4 information with the Payroll Department.</b>

submit cancel

In the 'Overview Text' field, enter information that will be displayed to the employee when he or she selects this Life Event in Employee Self Service. When displaying Overview Text, the system will first check to see if it exists for the employee's benefit group. If so, it will be displayed. If no Overview Text exists for the employee's group, it will use any Overview Text that exists for \*All groups. If you do not have Overview Text in either the employee's group or \*All groups, the page will display these instructions: "The following steps describe the Life Event process. Click on Step 1 or the Next button to continue."

If you have records for both the employee's group and \*All groups and there is Overview Text for \*All groups but you do not want it to be displayed for employees in a specific group, enter \*none\* in the 'Overview Text' field for the specific benefit group. In the 'Summary Text' field, enter text that you wish to display to the employee in the last step of the Life Event process. This field follows the same hierarchy as the 'Overview Text' field.

Note that HTML commands can be imbedded in both the 'Overview Text' field and 'Summary Text' field. The system will use these commands to format the text you have entered.



Below is an example of how HTML commands can be used. For the Life Event for Birth of a Child, the following has been entered in the Overview Text area of Life Event Preferences.

In this example, the following commands are used:

- `<p>` is used to start a new paragraph
- `<b>` and `</b>` are used to start and end boldface type
- `<a href>` and `</a>` are used to start and end a link to another site

```
Welcome to the Child Birth Life Event process. Please
consider whether changes need to be made to any or all of
the following:
```

```
<p><b>Your emergency contacts</b> - Use the Emergency
Contacts link in the menu to the left.
```

```
<p><b>Your Benefits, including your own enrollment and
those for your dependents</b> - Follow the steps below to
make changes. Remember to check any beneficiaries that
may exist on your life insurance plans.
```

```
<p>If you do not yet have a Social Security Number for
your child(ren),
```

```
<a href="http://www.ssa.gov/gethelp2.htm"
target="blank">click here for the link to Social
Security's website and print Application Form SS-5.</a>
```

```
<p><b>Please present the Birth Certificate(s) to the
Benefits Department at your earliest convenience.</b>
```

The Overview Text is displayed to the employee when starting the Life Event process. Using the Overview Text shown on our example, the page would be displayed to the employee as follows:

Overview Text is displayed above the list of steps.

**Personal**

- Personal Data
- Address Information
- Dependents
- Emergency Contacts
- Change Password

**Payroll**

- W-4
- Paid Time Off
- Time Off Request
- Paycheck Information
- Paycheck Calculator

**Benefits**

- First Time Enrollment
- Open Enrollment
- Life Events
- Benefit Statement

**Life Event - Birth** Karen Roman

Welcome to the Child Birth Life Event process. Please consider whether changes need to be made to any or all of the following:

**Your emergency contacts** - Use the Emergency Contacts link in the menu to the left.

**Your Benefits, including your own enrollment and those for your dependents** - Follow the steps below to make changes. Remember to check any beneficiaries that may exist on your life insurance plans.

If you do not yet have a Social Security Number for your child(ren), [click here for the link to Social Security's website and print Application Form SS-5.](#)

**Please present the Birth Certificate(s) to the Benefits Department at your earliest convenience.**

- 1 Enter Birth Date
- 2 Review Dependent Data
- 3 Review All Data
- 4 Review and Elect Benefits
- 5 Review Benefits and Submit
- 6 View Changed Data and Additional Instructions

The Summary Text will appear between the confirmation paragraph and the list of benefits and costs in Step 6. To add one or more links beneath the Summary Text, add them to the **Links** function under the Life Events area.

Summary Text  
is displayed in  
step 6.

6

View Changed Data and Additional Instructions

Karen Roman











This confirms that you have elected the benefits listed below and that they have been submitted to your Benefits Department for approval. You may print this page for your records by clicking the Print button at the top of the page. You may select another function from the options at the left or exit Employee Services by clicking the Log Off button at the top of the page.

**Please be sure to update your W-4 information with the Payroll Department.**

Here are the costs per Semi-monthly pay period.

		Employee	Employer
<b>Medical</b>	You have selected Medical / Main Plan coverage. Family members covered: Arthur Roman and Sarah Roman.	\$62.50	\$387.50
<b>Dental</b>	You have selected Dental / Family Plan coverage. Family members covered: Arthur Roman and Sarah Roman.	\$4.17	\$16.67
<b>Vision Care</b>	You have selected Vision Plan / Main Plan coverage. Family members covered: Arthur Roman and Sarah Roman.	\$5.00	\$20.84
<b>Life Insurance</b>	You have selected Life Insurance / Main Plan coverage. Coverage amount is \$111,000.	\$0	\$16.65
<b>Spouse/Dep Life</b>	You have selected Life Insurance / Family Plan coverage.	\$0	\$0

After you have defined the Benefit preferences in Life Events, click on the FSA link next to the Life Event Preferences title bar if you offer flexible spending accounts to your employees. A page similar to the following will appear.

Life Event Preferences - Benefit   FSA   HSA			
To access data for FSAs, click on information in the left column. To access data for Benefits, click on Benefit in the title bar above.			
FSA Group	Life Event	Start Updated FSA Deduction	Action
*ALL	*All Life Events	Next Pay Period	 view  delete
*ALL	Change of Address	Next Pay Period	 view  delete
*ALL	Spouse Employment Status	Next Pay Period + 1	 view  delete
Full Time	Marriage	Next Pay Period + 1	 view  delete
Gilly Group	Spouse Employment Status	Next Pay Period + 2	 view  delete

This page is used to specify when an employee's new FSA deduction will start. The options are:

- Start the new deduction on the next pay period (from the day the employee actually makes the change).
- Start the new deduction on the next pay period plus one.
- Start the new deduction on the next pay period plus two.

When getting the next pay period from the employee's Pay Calendar, the system only uses Pay Period End Dates where Weeks Worked is greater than zero. Thus, the new FSA deduction will not be scheduled to start on any special pay dates such as monthly bonus payrolls. If you have a semimonthly payroll, for example, and you process pay checks a few days before each Pay Period End Date, you may want to indicate that employees' new FSA deductions should start on the next pay period plus one. So, for example, if the next pay period is 2/15 and you select this option, the employee's new FSA deduction will start on the 2/28 payroll.

If you do not specify when the new FSA deductions are to start, the system will use the default value of the next pay period. You can make selections based on all FSA groups or a particular group and all Life Events or a particular Life Event.

When an employee selects a new FSA or makes a change to an existing one, the system will take the new planned contribution amount and subtract any amounts deducted to date for the plan year. The remaining amount will be divided by the number of pay periods remaining in the year, based on your FSA Preference, that have Weeks Worked greater than zero. A new Employee Deduction Formula will be generated with this amount to be taken per pay period.

If you offer HSAs to your employees, click on the HSA link in the Life Event Preferences title bar. A page similar to the following will appear.

HSA Group	Life Event	Start Updated HSA Deduction	Action
*ALL	*All Life Events	Next Pay Period	view  delete
East Coast Grp	Spouse Employment Status	Next Pay Period	view  delete
Salaried Empl.	Marriage	Next Pay Period + 1	view  delete

This page is used to specify when an employee's new HSA deduction will start. The options are:

- Start the new deduction on the next pay period (from the day the employee actually makes the change)
- Start the new deduction on the next pay period plus one
- Start the new deduction on the next pay period plus two

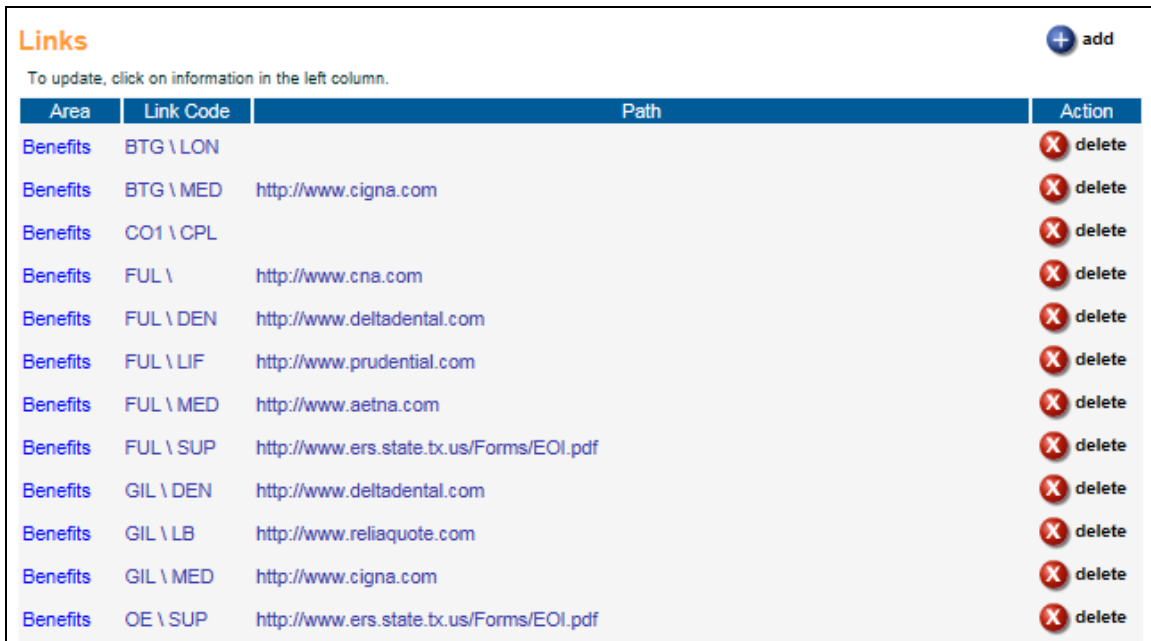
When getting the next pay period from the employee's Pay Calendar, the system only uses Pay Period End Dates where Weeks Worked is greater than zero. Thus, the new HSA deduction will not be scheduled to start on any special pay dates such as monthly bonus payrolls. If you have a semimonthly payroll, for example, and you process pay checks a few days before each Pay Period End Date, you may want to indicate that employees' new HSA deductions should start on the next pay period plus one. So, for example, if the next pay period is 2/15 and you select this option, the employee's new HSA deduction will start on the 2/28 payroll.













If you do not specify when the new HSA deductions are to start, the system will use the default value of the next pay period. You can make selections based on all HSA groups or a particular group and all Life Events or a particular Life Event.

When an employee selects a new HSA or makes a change to an existing one, the system will take the new planned contribution amount and subtract any amounts deducted to date for the plan year. The remaining amount will be divided by the number of pay periods remaining in the year, based on your HSA Preference, that have Weeks Worked greater than zero. A new Employee Deduction Formula will be generated with this amount to be taken per pay period.

### Links

This function allows you to establish links to Web sites or other areas, which can be accessed by employees when they are in **First Time Enrollment**, **Open Enrollment**, **Life Events** or **Benefit Statement**. These links are set up to give your employees details about each benefit category. You may also enter text that will be shown to employees for each benefit category.

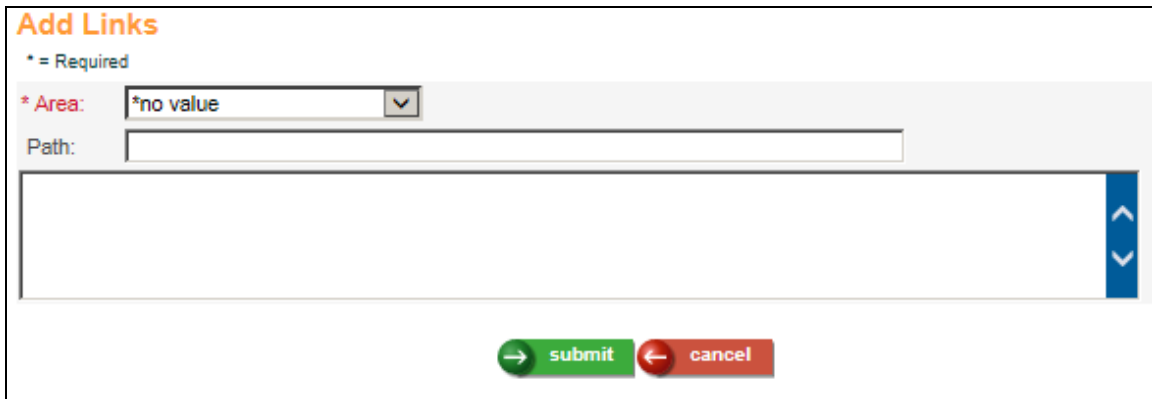


Area	Link Code	Path	Action
Benefits	BTG \ LON		 delete
Benefits	BTG \ MED	<a href="http://www.cigna.com">http://www.cigna.com</a>	 delete
Benefits	CO1 \ CPL		 delete
Benefits	FUL \	<a href="http://www.cna.com">http://www.cna.com</a>	 delete
Benefits	FUL \ DEN	<a href="http://www.deltadental.com">http://www.deltadental.com</a>	 delete
Benefits	FUL \ LIF	<a href="http://www.prudential.com">http://www.prudential.com</a>	 delete
Benefits	FUL \ MED	<a href="http://www.aetna.com">http://www.aetna.com</a>	 delete
Benefits	FUL \ SUP	<a href="http://www.ers.state.tx.us/Forms/EOI.pdf">http://www.ers.state.tx.us/Forms/EOI.pdf</a>	 delete
Benefits	GIL \ DEN	<a href="http://www.deltadental.com">http://www.deltadental.com</a>	 delete
Benefits	GIL \ LB	<a href="http://www.reliaquote.com">http://www.reliaquote.com</a>	 delete
Benefits	GIL \ MED	<a href="http://www.cigna.com">http://www.cigna.com</a>	 delete
Benefits	OE \ SUP	<a href="http://www.ers.state.tx.us/Forms/EOI.pdf">http://www.ers.state.tx.us/Forms/EOI.pdf</a>	 delete

Depending on your security access, you may see **add** and **delete** buttons on this page. To add a link, click on the **add** button on the bottom of the page. To update an existing link, click on the blue text in the left-most column to access that record. To save any additions or changes that you make, you must click on **submit** at the bottom of the page. If you do not wish to save any changes that were made, click on the **cancel** button.

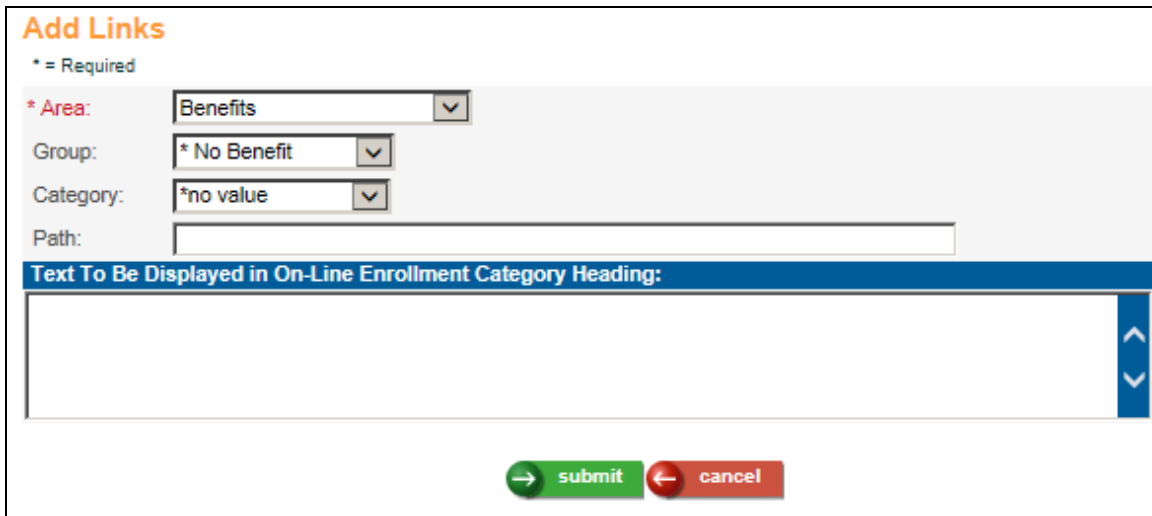
To delete information, click on the **delete** button to the right of the entry. Before the system deletes the selected record, the following message appears: “Are you sure you want to delete this information?” Click **OK** to delete the information or **Cancel** if you want to retain the information.

To add a link, you will see a page similar to the following.



The screenshot shows the 'Add Links' form. At the top, it says '\* = Required'. The '\* Area:' dropdown menu is set to '\*no value'. Below it is a 'Path:' text input field. A large empty text area with a vertical scrollbar is below the path field. At the bottom, there are two buttons: a green 'submit' button and a red 'cancel' button.

To add a link that will appear in Open Enrollment and First Time Enrollment, select the Benefits area. The following page displays:



The screenshot shows the 'Add Links' form with the '\* Area:' dropdown menu set to 'Benefits'. Below it, the 'Group:' dropdown menu is set to '\* No Benefit' and the 'Category:' dropdown menu is set to '\*no value'. The 'Path:' text input field is empty. A blue header bar above the large text area reads 'Text To Be Displayed in On-Line Enrollment Category Heading:'. The large text area is empty. At the bottom, there are two buttons: a green 'submit' button and a red 'cancel' button.

Select the group and category associated with the benefit. If the Group and Category are left blank, this link will be shown for all benefits that do not have a specific link set up. Enter the path name.

If you wish to display instructions that apply to all benefits within the Category, enter the text on this page. This text will display beneath the Category and **details** button and above the first benefit plan in the Category. You must select a Category to be associated with the text. You may select a Group or leave this field blank so that it applies to all benefit groups. In on-line enrollment, the system will first look for Text that matches the Benefit Group and Category. If none exists, it will use Text from a record with the matching Category but with a blank Benefit Group. If neither record exists, no Text will be shown with the Category. If any text has been defined in the **Benefit Plans** function, the text will be displayed beneath the individual benefit plan.

Click on **submit** to add the record or **cancel** to end the process without adding a record.

Below is an example of text that will be displayed for the Supplemental Life Insurance category for the F/T Employee benefit group:

**Update Links**  
\* = Required

\* Area:

Group:

Category:

Path:

**Text To Be Displayed in On-Line Enrollment Category Heading:**

For any of the plans in the Supplemental Life Insurance area, click on the Details button for the form that must be filled out and returned to the Benefits Department.



In on-line enrollment functions, the text will appear beneath the Coverage Category and **details** button, as shown in this example:

Category  
instructions

Welcome, William C Fulton Jr Home | Print | Log Off

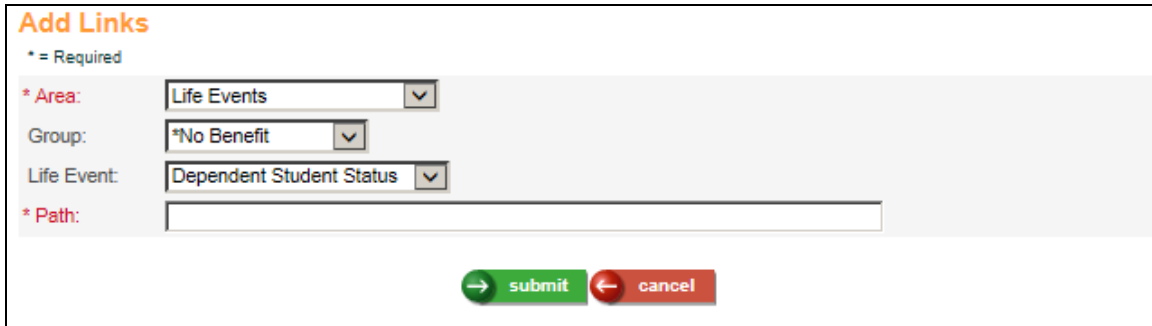
- Address Information
- E-Mail Address
- Dependents
- Emergency Contacts
- Change Password
- Job Reviews
- Salary History
- Skills Information
- Certifications
- Training Classes
- Training Enrollment
- Payroll**
- W-4
- Paid Time Off
- Time Off Request
- Paycheck Information
- Paycheck Calculator
- Direct Deposit Accounts
- Direct Deposit Print Preference
- W-2 History
- Workforce Management
- Benefits**
- Life Events
- Benefit Statement
- Benefit Beneficiaries

**Suppl. Life Ins** details

[ For any of the plans in the Supplemental Life Insurance area, click on the Details button for the form that must be filled out and returned to the Benefits Department. ]

Plan	Coverage	Start Date	Cost/Pay Period	Select	
Suppl. Life	Plan B	04/25/2009	0.13	<input type="checkbox"/>	<span style="color: green;">●</span> coverage <span style="color: red;">●</span> dependents
Suppl. Life	Family	04/25/2009	0.13	<input type="checkbox"/>	<span style="color: green;">●</span> coverage <span style="color: red;">●</span> dependents
[ Evidence of Insurability (EOI) is required to enroll in the Supplemental Life Insurance benefit. ]					
Click here for link to <a href="http://www.unicornhro.com">www.unicornhro.com</a> and print the application form. ]					
Suppl. Life	Plan A	04/25/2009	0.15	<input type="checkbox"/>	<span style="color: green;">●</span> coverage <span style="color: red;">●</span> dependents
Suppl. Life	Employee Only	04/25/2009	4.38	<input type="checkbox"/>	<span style="color: green;">●</span> coverage <span style="color: red;">●</span> dependents <span style="color: blue;">●</span> beneficiaries
[ Evidence of Insurability (EOI) is required to enroll in the Supplemental Life Insurance benefit. ]					
Click here for link to <a href="http://www.unicornhro.com">www.unicornhro.com</a> and print the application form. Once completed, the application is submitted to and reviewed by ABC. Just like with other insurance coverage, the EOI application requests information about your health. You may also be asked to submit to a medical examination and/or your medical records may be requested. You will either be approved or denied coverage based on the medical information provided by you and/or your doctor. You will receive an approval or denial letter from ABC. ]					
Decline Coverage				<input checked="" type="checkbox"/>	
If you have made benefit changes that affect your deduction amounts, they will be included in your next paycheck. If you have made changes to Flexible Spending Accounts, the deduction change will be put into effect on the Start Date shown below.					
<b>Flexible Spending Accounts</b>					
FSA	Maximum	Amount	Start Date	Cost/Pay Period	Select
Dependent Care	5,000.00		05/31/2009		<input type="checkbox"/> <span style="color: blue;">●</span> contribution

To add a link that will be shown after the Summary Text on page 6 of Life Events, select the Life Events area. The following page displays:



The screenshot shows a web form titled "Add Links" in orange text. Below the title, a legend indicates "\* = Required". The form contains four fields: "\* Area:" with a dropdown menu showing "Life Events"; "Group:" with a dropdown menu showing "\*No Benefit"; "Life Event:" with a dropdown menu showing "Dependent Student Status"; and "\* Path:" with an empty text input field. At the bottom of the form, there are two buttons: a green "submit" button with a right-pointing arrow and a red "cancel" button with a left-pointing arrow.

Select a particular Benefit Group to which this link applies *or* select the \*All Groups option. Next, select the Life Event where this link will be shown.

You may enter up to 99 links. Link Number 1 will appear at the top of the list and Link Number 99 will appear at the bottom. Assign a Link Number for sorting purposes.

Enter the website or path to which the employee will be directed when he or she clicks on this link.

Click on **submit** to add the record or **cancel** to end the process without adding a record.

You may also add links for the Areas of Flexible Spending Accounts and Health Savings Accounts.

## On-Line Enrollment Top of Page Text

This function allows you to change the text that appears at the top of the page in the benefit enrollment functions in Employee Self Service: **First Time Enrollment**, **Open Enrollment**, **Life Events** or **Voluntary Benefits Enrollment**. This allows you to provide employees with additional information or instructions that are specific to your organization. You may define different text for each Benefit Group if desired.

Function	Page	Benefit Group(s)	Action
Open Enrollment	Welcome Page	All	view  delete

Depending on your security access, you may see **add** and **delete** buttons on this page. To add a record, click on the **add** button on the bottom of the page. To update an existing record, click on the blue text in the left-most column to access that record. To save any additions or changes that you make, you must click on **submit** at the bottom of the page. If you do not wish to save any changes that were made, click on the **cancel** button.

To delete information, click on the **delete** button to the right of the entry. Before the system deletes the selected record, the following message appears: “Are you sure you want to delete this information?” Click **OK** to delete the information or **Cancel** if you want to retain the information.

## Open Enrollment

---

To add a record, you will see a page similar to the following.

**Add On-Line Enrollment Top of Page Text**

\* = Required

\* On-Line Enrollment Function:

\* On-Line Enrollment Page:

Benefit Group(s): ☒ All ☐ Select

\* Text to be displayed on top of the page:

Select the On-Line Enrollment Function that you wish to work with. The page will refresh and populate the corresponding entries in the On-Line Enrollment Page field. For example, if you select Open Enrollment, you will be able to select the Welcome Page, or any of Steps 1 through 6.

**Add On-Line Enrollment Top of Page Text**

\* = Required

\* On-Line Enrollment Function:

\* On-Line Enrollment Page:   
Welcome Page  
1 - Verify Personal Information  
2 - Verify Dependent Information  
3 - Verify Information  
4 - Review and Elect Benefits  
5 - Review Elections  
6 - Benefit Statement

Benefit Group(s): ☒ All ☐ Select

\* Text to be displayed on top of the page:

You may select all Benefit Groups, or click on the Select radio button and highlight one or more benefit groups from the list.

Enter the text that you want to appear at the top of the selected function and page. This will replace the default text as shown in the table on the next page.

Click on **submit** to add the record or **cancel** to end the process without adding a record.

You can replace text in these areas:

Function	Page	Text that is replaced
First Time Enrollment	Welcome Page	Welcome to the benefit enrollment process.
First Time Enrollment	1 – Verify Personal Information	Please verify that the following information is correct.
First Time Enrollment	2 – Verify Dependent Information	The following is a list of your current, active dependents. Feel free to make any necessary changes or additions and click the Next button to continue.
First Time Enrollment	3 – Verify Information	Please verify that the following information is correct.
First Time Enrollment	4 – Review and Elect Benefits	The following is a list of benefits available to you.
First Time Enrollment	5 – Review Elections	You have elected the benefits listed below. Please review this information carefully.
First Time Enrollment	6 – Benefit Statement	This confirms that you have elected the benefits listed below and that they have been submitted to your Benefits Department for approval.
Open Enrollment	Welcome Page	Welcome to the benefit enrollment process.
Open Enrollment	1 – Verify Personal Information	Please verify that the following information is correct.
Open Enrollment	2 – Verify Dependent Information	The following is a list of your current, active dependents. Feel free to make any necessary changes or additions and click the Next button to continue.
Open Enrollment	3 – Verify Information	Please verify that the following information is correct.
Open Enrollment	4 – Review and Elect Benefits	The following is a list of benefits, plans and coverage options that are available.
Open Enrollment	5 – Review Elections	You have elected the benefits listed below. Please review this information carefully.
Open Enrollment	6 – Benefit Statement	This confirms that you have elected the benefits listed below and that they have been submitted to your Benefits Department.
Life Events	Life Events Entry Page	This process allows you to update your benefits when certain changes occur in your personal life. Click on the event for which you wish to make changes or review your information.
Life Events	4 – Review and Elect Benefits	The following is a list of benefits that available to you.
Life Events	5 – Review Elections	You have elected the benefits listed below. Please review this information carefully.

## Open Enrollment

Function	Page	Text that is replaced
Life Events	6 – Benefit Statement	This confirms that you have elected the benefits listed below and that they have been submitted to your Benefits Department for approval.
Voluntary Benefits Enrollment	Welcome Page	Welcome to the benefit enrollment process.
Voluntary Benefits Enrollment	1 – Verify Personal Information	Please verify that the following information is correct.
Voluntary Benefits Enrollment	2 – Verify Dependent Information	The following is a list of your current, active dependents. Feel free to make any necessary changes or additions and click the Next button to continue.
Voluntary Benefits Enrollment	3 – Verify Information	Please verify that the following information is correct.
Voluntary Benefits Enrollment	4 – Review and Elect Benefits	The following is a list of benefits available to you.
Voluntary Benefits Enrollment	5 – Review Elections	You have elected the benefits listed below. Please review this information carefully.
Voluntary Benefits Enrollment	6 – Benefit Statement	This confirms that you have elected the benefits listed below and that they have been submitted to your Benefits Department for approval.

You may include HTML commands in the Text field in order to format it.

When an employee accesses a benefit enrollment function in Employee Self Service, the system will look for an entry in the **On-Line Enrollment Top of Page Text** function that is defined for only the employee's Benefit Group. If one is found, that text will be displayed. If no entry is found, the system will look for an entry that includes the employee's Benefit Group along with other group(s). If one is found, that text will be displayed. If none is found, the system will look for an entry for All Benefit Groups. If one is found, that text will be displayed. If no entries are found, the default text will be displayed.

Here is an example for Open Enrollment, Step 4. Shown below is the default text in Step 4 of Open Enrollment:

**4**

**Review and Elect Benefits**

Thomas R Sherman

---

The following is a list of benefits, plans and coverage options that are available.

The ★ icon is used to indicate your current and active benefits.

The ▲ icon is used to indicate your previously selected benefits for the coming year. You may unselect any of these benefits, but the blue triangle will remain indicating that it is active until you have submitted your new selections.

If a plan appears with a gray background, it is because you do not have the minimum number of dependents required by the plan.

To display different text to your employees in this step, add a record in the **On-Line Enrollment Top of Page Text** function. In the drop-down list for On-Line Enrollment Function, select Open Enrollment; in the drop-down list for On-Line Enrollment Page, select 4 – Review and Elect Benefits. Select All benefit groups (or you may click Select and highlight the applicable benefit groups), and enter the text that you wish to display.

**Add On-Line Enrollment Top of Page Text**

\* = Required

\* On-Line Enrollment Function:

\* On-Line Enrollment Page:

Benefit Group(s): ☒ All ☐ Select

**\* Text to be displayed on top of the page:**

ABC Company is pleased to offer the following benefits for the upcoming year. Please make your coverage selections for plans that will take effect on January 1.

When an employee in one of the selected benefit groups goes to Open Enrollment in Employee Self Service, the first paragraph of Step 4 will be replaced with the text that you entered:

**4 Review and Elect Benefits** Thomas R Sherman

---

ABC Company is pleased to offer the following benefits for the upcoming year. Please make your coverage selections for plans that will take effect on January 1.

The ★ icon is used to indicate your current and active benefits.

The ▲ icon is used to indicate your previously selected benefits for the coming year. You may unselect any of these benefits, but the blue triangle will remain indicating that it is active until you have submitted your new selections.

If a plan appears with a gray background, it is because you do not have the minimum number of dependents required by the plan.

To add or update dependents, click on this button:

### Open Enrollment

This function will only appear on your menu during the Open Enrollment time period. The system will use effective dates for benefits and any related deductions as defined in **Benefit Enrollment Defaults**. This function is similar to Open Enrollment in Employee Self Service. The main difference is that the first three steps do not appear in Manager Services. If you need to change address information from Step 1, use the **Address** function. If you need to change dependent information from Step 2, use the **Dependents** function. Step 3 contains a final verification for information in Steps 1 and 2.

When you access **Open Enrollment** from Manager Services, Step 4 will be displayed. This page shows enrollment instructions as well as the benefits that the selected employee has available to him or her. An example of this page is shown below.

**4**

**Review and Elect Benefits**

**William C (Bill) Fulton Jr**

---

The following is a list of benefits, plans and coverage options that are available.


The ★ icon is used to indicate your current and active benefits.


The ▲ icon is used to indicate your previously selected benefits for the coming year. You may unselect any of these benefits, but the blue triangle will remain indicating that it is active until you have submitted your new selections.


If a plan appears in gray font, it is because you do not have the minimum number of dependents required by the plan.


To add or update dependents, click on this button:

To make changes to your benefit elections, please select the plan you would like by clicking the checkbox in the Select column. If you select a plan that requires you to specify dependents, beneficiaries, a coverage amount or a contribution amount, you will see an icon to the right of the Select checkbox for the plan such as:

 dependents

 beneficiaries

 coverage

 contribution

If you see one of these icons next to the plan you select, you must click on the icon(s) and make the necessary elections before proceeding to the next step.

When you are finished selecting your benefits, click the Next button to continue.

Benefits are sorted by coverage category, such as Dental and Medical. You may select one benefit in each category. Scroll (if necessary) to display additional information.











Plans in which the employee is currently enrolled will have a red star to the left. If benefits have already been selected during the Open Enrollment period, a blue triangle will be displayed to the left of those plans.



To view detailed information about a benefit plan, click on the **details** button beside the type of coverage. A separate window will appear. The information that is displayed may be a separate web page or it may be created and maintained by your company.

The cost that is displayed in the **Cost/Pay Period** column is the employee's cost. If separate costs are associated with dependents, access the **Dependents** page to see those costs.

Click in the checkbox in the **Select** column to enroll in a benefit.

Medical 					
Plan	Coverage	Coverage Amount	Start Date	Cost/Pay Period	Select
High Ded. Med.	Family		07/01/2016	75.00	<input type="checkbox"/>  dependents  elect all  elect similar
High Ded. Med.	Single Plan		07/01/2016	50.00	<input type="checkbox"/>
Medical Plan	Employee Only		07/01/2016	41.67	<input type="checkbox"/>
Medical Plan	EE + Sp + Child		07/01/2016	91.67	<input type="checkbox"/>  dependents  elect all  elect similar
Medical Plan	EE + Children		07/01/2016	104.17	<input type="checkbox"/>  dependents  elect all
★ Medical Plan	EE + Family		07/01/2016	141.67	<input checked="" type="checkbox"/>  dependents  elect similar
Medical Plan	Star Plan		07/01/2016	87.50	<input type="checkbox"/>  dependents  elect all  elect similar
					 dependents

For a benefit that requires dependents to be enrolled, click on the **dependents** button. Click on the checkbox in the **Select** column next to each dependent that you wish to enroll in the selected benefit. If there is a separate cost for each dependent, click on the **refresh** button to recalculate the amount in the **Cost/Pay Period** column. If there is no additional cost per dependent, the Cost/Pay Period will show 0.00. When you have finished selecting dependents, click on the next button.

Note that dependents must be selected for each plan that allows dependents. For example, if you wish to enroll dependents in Medical and Dental plans, you must select both benefits and enroll the dependents in both benefits.

Select Dependents

William C (Bill) Fulton Jr

HDHP Medical/ Family

Please select at least two dependents from the list below by clicking the checkbox in the Select column for each dependent you would like covered.

For some benefits, you can see the Cost per Pay Period for the dependents you have selected by clicking the Refresh button.

When you have finished making your dependent elections, click Next to continue.

If any dependent(s) display in a gray font then that dependent(s) are not eligible for coverage in this benefit. You can check about the condition of eligibility from your benefit administrator.

To change personal information about a dependent, or if a dependent does not appear on the list below and needs to be added, click on this button:

Dependents

Select	Dependent	Date of Birth	Cost/Pay Period
<input type="checkbox"/>	Sarah Fulton	08/18/1965	0.00
<input type="checkbox"/>	Michelle Fulton	05/15/1975	0.00
<input type="checkbox"/>	Melissa Fulton	07/04/1978	0.00
<input type="checkbox"/>	Alexandra Fulton	08/12/1983	0.00

Instead of clicking on the **dependents** button, you may also click on **elect all**. This will display a list of your eligible dependents and will select all of them. You may make changes as needed.

If you have already selected dependents for a similar plan, you will see **elect similar** next to the plan. If you click on this button, the system will display the plans that are similar in nature, where either the Eligible Dependent List is the same, or the Benefit Option is the same. Select the benefit whose dependents you wish to copy; click **next**. The system will then display the dependents that are to be copied to the new plan. Make any necessary changes and click **next**.

For dependent benefits that require a coverage amount, such as life insurance, you will see a drop-down box with the available coverage amounts. You must select the amount for each dependent. Click on the **refresh** button on the Select Dependents page to recalculate the cost based on the coverage amounts.

The words “Decline option is not available” may appear under certain benefits. Typically this type of benefit is company-provided and has been automatically assigned to the employee.

For benefits such as life insurance, at least one beneficiary is required. Click on the **beneficiaries** or **copy** button to enter this information. The total percentage for all primary beneficiaries must equal 100%. If any secondary beneficiaries are entered, their total must equal 100% also.

Beneficiaries

William C (Bill) Fulton Jr

Life Insurance/ Main Plan

Click on Beneficiary's name to change information.

Name	Address	Relationship	Percent of Funds	Preference	
Sarah Fulton		Spouse	100.0000	Primary	delete
Primary Beneficiary Percentages Total:			100 %		
Secondary Beneficiary Percentages Total:			0 %		

add
 back
 next

For benefit plans that have a coverage amount associated with them, click on the **coverage** button to select a coverage amount.

Optional Life

details

[ This is text for the Benefits Area, no Group, Optional Life category, with a Path for LifeInsure. ]

Plan	Coverage	Coverage Amount	Start Date	Cost/Pay Period	Select	
★ Life Insurance	Optional Life		07/01/2016	15.00	<input checked="" type="checkbox"/>	coverage beneficiaries copy
No Salary Round	Coverage Round		07/01/2016	5.80	<input type="checkbox"/>	
Voluntary Life	Main Plan		07/01/2016	0.55	<input type="checkbox"/>	coverage beneficiaries copy
Decline Coverage					<input type="checkbox"/>	

Coverage button

## Open Enrollment

The next page will display a list of the available coverage amounts. Below is an example. Click on the amount you wish to select. Click on **save** to return to the enrollment page.



**Select(ed) Coverage**William C (Bill) Fulton Jr

---

**Life Insurance/ Optional Life**

Your current year coverage amount is: \$ 100,000

Select a new coverage amount for the next plan year:  ▼

 cancel  next

If the employee is eligible to participate in Flexible Spending Accounts or Health Savings Accounts, they will be shown at the bottom of the page. Click on the checkbox in the **Select** column to enroll in an FSA or HSA. Then click on the **contribution** button.

**Flexible Spending Accounts**

FSA	Maximum	Amount	Start Date	Cost/Pay Period	Select
HSA in FSA tabl	2,500.00		07/01/2016		<input type="checkbox"/>  contribution
Lim: Den/Vision	2,500.00		07/01/2016		<input type="checkbox"/>  contribution
[ This is called a "Limited Use" Flexible Spending Account. You can only select this if you are enrolled in a High Deductible Medical Plan. Note that in this situation, you may only select a Limited Use FSA, which can be used for out-of-pocket Dental and Vision expenses. You may not select the Medical FSA. You may also select a Health Savings Account (HSA). ]					
Medical 2	5,000.00		07/01/2016		<input type="checkbox"/>  contribution
Medical FSA	2,500.00		07/01/2016		<input type="checkbox"/>  contribution
[ The limit for a Medical Flexible Spending Account is \$2500.00, per the Affordable Care Act. ]					
Dependent Care	5,000.00		07/01/2016		<input type="checkbox"/>  contribution
Decline Coverage					<input checked="" type="checkbox"/>

**Health Savings Accounts**  details

[ This is the Text for HSAs for the Full Time Group. Click on the link to access the Chase Health Savings Account website. ]

HSA	Maximum	Amount	Start Date	Cost/Pay Period	Select
Medical Family	6,550.00		07/01/2016		<input type="checkbox"/>  contribution

[ This plan covers yourself, your spouse and your children. ]

Enter the amount the employee wishes to contribute to the FSA or HSA for the coming year. It cannot be greater than the maximum amount for the plan. The amount will be divided by the number of times the employee is paid in the year to calculate the Cost/Pay Period. Click on the **next** button.

Elect Flexible Spending Account

William C (Bill) Fulton Jr

---

Medical FSA

Enter the amount you wish to contribute:

×

It cannot exceed 2,500.00 and cannot be less than 15.00.

← cancel
→ next

After selecting all of the employee's benefits, click on the **next** button on the bottom of the Step 4 page. If there are no errors in the benefit information, the Review Elections page displays, similar to the following:

5 Review Elections

William C (Bill) Fulton Jr

---

**You must click the Submit button to record your benefit elections.**  
 You have elected the benefits listed below. Please review this information carefully. To make changes, click the Back button at the bottom of the page. When all information displayed below is correct, click the Submit button at the bottom of the page. Your benefit elections listed below will not be saved unless you click the Submit button. At the end of the open enrollment period, your elections will be sent to your Benefits Department.

Here are the costs per Semi-monthly pay period.

		Employee	Employer
Medical	You have selected Medical Plan / EE + Family coverage. Family members covered: Alexandra Fulton, Melissa Fulton, Michelle Fulton, Nicolas Fulton, Sarah Fulton and Steven Fulton.	\$141.67	\$404.17
Dental	You have selected to decline Dental coverage.	N/A	N/A
Vision Care	You have selected Vision Plan / Main Plan coverage. Family members covered: Michelle Fulton, Sarah Fulton and Steven Fulton.	\$5.00	\$20.84
Life Insurance	You have selected Life Insurance / Main Plan coverage. Coverage amount is \$174,000. Primary beneficiaries are: Sarah Fulton (100.0000%).	\$0	\$26.10

If there is missing information, error messages will tell you what needs to be entered. Enter the required information and click on the **submit** button at the bottom of Step 4 when you are finished. Here are examples of missing information:

- A plan that requires dependents has no dependents
- A plan that requires beneficiaries has no beneficiaries
- A plan that requires a coverage amount has no coverage amount
- An FSA plan is selected but no coverage amount was entered

Step 5 allows you to verify whether the information entered on the enrollment page is correct. The benefits you chose, as well as coverage you declined, will be shown. Any dependents or beneficiaries that you selected will be shown. The costs displayed are the total costs associated with the selected benefits for both the employee and his or her dependents. You may also see a separate column with the cost that your company contributes, as in the previous example.

If the information is not correct, click on the **back** button on the bottom of the page to return to Step 4 to make changes. Once the information in Step 5 is correct, click on the **submit** button. Note that the benefit elections that you made will not be saved unless you click on the **submit** button.

In the last step of the enrollment process, the **Benefit Statement** page and a confirmation message are displayed.

The screenshot shows a web page with the following content:

- You have selected to decline FSA.** N/A N/A
- Health Savings Accounts**
- You have selected to decline HSA.** N/A N/A
- Total costs per Semi-monthly pay period:** \$200.21 \$451.11
- You have successfully completed the enrollment process**

A message dialog box titled "Message from webpage" is overlaid on the page. It contains a yellow warning icon and the text: "Your benefit changes are accepted. You may print this page for your records." There is an "OK" button at the bottom right of the dialog box.

This page is used to confirm that the benefits you selected have been submitted for approval. The costs displayed are the total costs associated with the selected benefits for both the employee and his or her dependents.

The screenshot shows the "Benefit Statement" page for William C (Bill) Fulton Jr. The page includes a header with a blue circle containing the number 6, the title "Benefit Statement", and the name "William C (Bill) Fulton Jr".

The main content area contains the following text:

This confirms that you have elected the benefits listed below and that they have been submitted to your Benefits Department. You may print this page for your records by clicking the Print button at the top of the page. You may select another function from the options at the left or exit Employee Services by clicking the Log Off button at the top of the page.

Here are the costs per Semi-monthly pay period.

		Employee	Employer
<b>Medical</b>	You have selected Medical Plan / EE + Family coverage. Family members covered: Alexandra Fulton, Melissa Fulton, Michelle Fulton, Nicolas Fulton, Sarah Fulton and Steven Fulton.	\$141.67	\$404.17
<b>Vision Care</b>	You have selected Vision Plan / Main Plan coverage. Family members covered: Michelle Fulton, Sarah Fulton and Steven Fulton.	\$5.00	\$20.84
<b>Life Insurance</b>	You have selected Life Insurance / Main Plan coverage. Coverage amount is \$174,000. Primary beneficiaries are: Sarah Fulton (100.0000%).	\$0	\$26.10
<b>Optional Life</b>	You have selected Life Insurance / Optional Life coverage. Primary beneficiaries are: Sarah Fulton (100.0000%).	\$15.00	\$0
<b>Dependent Life</b>	You have selected Dependent Life. / Dependents Only coverage. Family members covered: Alexandra Fulton, Melissa Fulton, Michelle	\$3.54	\$0

*(blank)*



## Benefit Actions

In this section, the following topics will be discussed:

- Benefit history
- Benefit plan end date listing
- Benefit statement
- Benefit update
- Benefit update by group
- Benefit update by plan

### Benefit History

This function allows you to view history records for the selected employee's enrollments, dependents and beneficiaries. No data can be changed in this function; it is for inquiry only. To make changes, use the **Benefit Enrollment** function.

You may change the sorting of the records by clicking on a different column heading. A yellow arrow will appear in the column that is being sorted.

Summary	Demographics	Work Profile	Absences	Disciplinary Actions	Education	Certifications	Emergency Contacts	Job Review
<b>William C (Bill) Fulton Jr</b> Manager - Intermediate Level wfulton@valuesolutions.com Cons. Group / Value Sol. / Florham Pk N								
<b>Employee Details</b> Number: 615 Status: Active Hire Date: 07/09/2013 Reports To: Cheryl Howard <b>Direct Reports: 4</b>								
<b>Benefit History</b> *Benefit Group: <span>F/T Employees</span> To View, click on information in the left column.								
Change Date	Benefit Plan	Benefit Option	Enrollment Date	Covg End Date	Change Reason	Action		
08/08/2016	Life-5 Age Tier	Emp. + Spouse	01/01/2014	06/30/2016	Termination	delete		
08/08/2016	1X Salary	Age Costed	01/01/2014	06/30/2016	Termination	delete		
08/08/2016	Life-5 Age Tier	Emp. + Spouse	07/01/2016		Enrolled	delete		
06/13/2016	Dental	Family Plan	01/01/2006	12/31/2015	Un-Enrolled	delete		
09/16/2015	Dental	Family Plan	01/01/2006		Benefit Update	delete		
09/04/2013	Life-5 Age Tier	Emp. + Spouse	01/01/2014		Enrolled	delete		
09/04/2013	1X Salary	Age Costed	01/01/2014		Enrolled	delete		
05/30/2013	Vision Plan	Main Plan	01/01/2006		Benefit Update	delete		
05/30/2013	Medical Plan	EE + Family	07/04/2008		Benefit Update	delete		
05/23/2013	Dependent Life	Dependents Only	07/01/2013		Enrolled	delete		
10/17/2008	Vision Plan	Main Plan	01/01/2005	12/31/2005	Enrolled	delete		

By clicking on the Change Date in the left column, you can view the details of the transaction, such as the source of the change, the reason for the change, and employee and employer cost information. If you click on a benefit history record for a dependent or beneficiary, the associated information will be displayed.

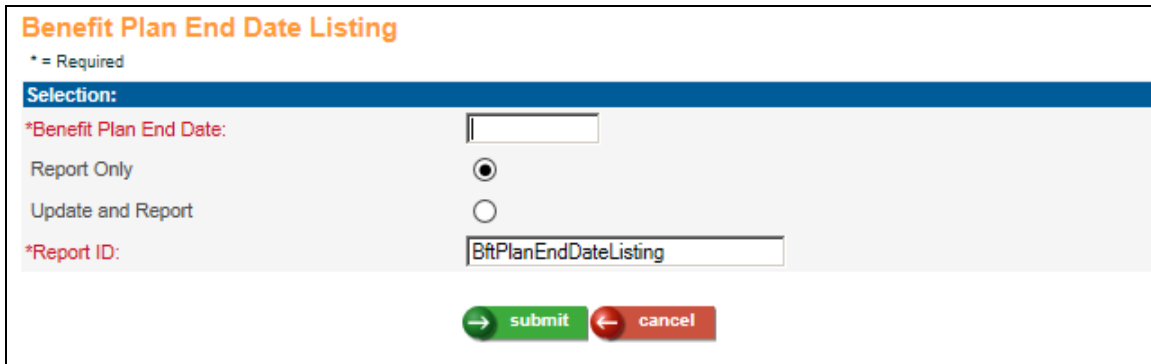
Summary	Demographics	Work Profile	Absences	Disciplinary Actions	Education	Certifications	Emergency Contacts
<b>William C (Bill) Fulton Jr</b> Manager - Intermediate Level wfulton@valuesolutions.com Cons. Group / Value Sol. / Florham Pk N							
<b>Employee Details</b> Number: 615 Status: Active Hire Date: 07/09/2013 Reports To: Cheryl Howard <b>Direct Reports: 4</b>							
<b>Benefit History</b> Employee Number: 615 Benefit Group: F/T Employees Benefit Plan: Dental Benefit Option: Family Plan Benefit Update Effective Date: 09/16/2015 Enrollment Date: 01/01/2006 Coverage End Date: Eligibility Date: 01/02/1997 Active?: yes Taxable Purchase?: no							
Change Date: 09/16/2015 Time of Change: 11:22:12 User ID: sflowers Source of Change: BFTUPDATE Benefit Change Reason: Benefit Update Units Purchased: 1 Override Coverage Amt: 0 Calculated Cvg. Amt: 0 Employee Cost for Employee: 440.000 Employer's Cost for Employee: 880.000							
<b>ok</b>							

## Benefit Plan End Date Listing

If you wish to view employee benefit enrollments for a benefit plan that has a Plan End Date in **Benefit Plans**, you may run a report from this function. Enter the Plan End Date that is associated with the benefit plan to be ended. If you wish to only report on any associated employee enrollments, select the **Report Only** option. This will only produce a report; no data will be updated. If you wish to write a Coverage End Date for all active employee enrollments as well as create new employee and/or employer deduction records that become inactive as of the day after the Plan End Date, select the **Update and Report** option, which will print the report as well as update the Coverage End Date in **Benefit Enrollment** for the employees meeting the selection criteria. If there are any related employee and/or employer deductions, the update process will check the employee's Pay Calendar. If there is a Check Date on or after the benefit end date that has a Pay Period End Date prior to the benefit end date, an inactive deduction will be created with a Start Date equal to the Pay Period End Date. If this is not the case, an inactive deduction will be created with the Start Date equal to the benefit end date.

Employees will only print with their primary benefit group. This report will not print employees for which the user has no Organization Security.

A nightly routine will automatically run this procedure to end employee enrollments and deductions for benefit plans whose Plan End Date is today's date. You may use this report to see which employees were affected for any particular date. If you are creating the report for benefits that have already been updated, select the **Report Only** option.



The screenshot shows a web form titled "Benefit Plan End Date Listing". At the top left, there is a legend: "\* = Required". Below this is a blue header bar with the word "Selection:". The form contains three main input areas: 1) "\*Benefit Plan End Date:" followed by an empty text box. 2) Two radio button options: "Report Only" (which is selected) and "Update and Report". 3) "\*Report ID:" followed by a text box containing the value "BftPlanEndDateListing". At the bottom of the form are two buttons: a green "submit" button with a right-pointing arrow and a red "cancel" button with a left-pointing arrow.

If you wish to change the Report ID that will appear in Report Master Listing, enter the new value.

Click on **submit** to begin the process or **cancel** to end the process.

## Benefit Statement

To view a list of benefits in which the employee is currently enrolled, select this function. Information shown here is view only.

Summary	Demographics	Work Profile	Absences	Disciplinary Actions	Education	Certifications	Emergency Contacts	Job Review																								
<div><div></div><div><b>William C (Bill) Fulton Jr</b></div></div> <div><div></div><div>Manager - Intermediate Level</div></div> <div><div></div><div>wfulton@valuesolutions.com</div></div> <div><div></div><div>Cons. Group / Value Sol. / Florham Pk N</div></div>	<div><b>Benefit Statement</b></div> <div>To view enrolled benefits for the next year, <a href="#">click here</a>.</div> <div>Here are the costs per Semi-monthly pay period.</div> <table><thead><tr><th></th><th></th><th>Employee</th><th>Employer</th></tr></thead><tbody><tr><td>Medical</td><td>Selected Medical Plan / EE + Family coverage. Family members covered: Alexandra Fulton, Melissa Fulton, Michelle Fulton, Nicolas Fulton, Sarah Fulton and Steven Fulton.</td><td>\$141.67</td><td>\$404.17</td></tr><tr><td>Vision Care</td><td>Selected Vision Plan / Main Plan coverage. Family members covered: Michelle Fulton, Sarah Fulton and Steven Fulton.</td><td>\$5.00</td><td>\$20.84</td></tr><tr><td>Life Insurance</td><td>Selected Life Insurance / Main Plan coverage. Coverage amount is \$102,000. Primary beneficiaries are: Sarah Fulton (100%).</td><td>\$0</td><td>\$15.30</td></tr><tr><td>Optional Life</td><td>Selected Life Insurance / Optional Life coverage. Primary beneficiaries are: Sarah Fulton (100%).</td><td>\$15.00</td><td>\$0</td></tr><tr><td>Dependent Life</td><td>Selected Dependent Life. / Dependents Only coverage. Family members covered: Alexandra Fulton, Melissa Fulton, Michelle Fulton, Nicolas Fulton, Sarah Fulton and Steven Fulton.</td><td>\$3.50</td><td>\$0</td></tr></tbody></table>										Employee	Employer	Medical	Selected Medical Plan / EE + Family coverage. Family members covered: Alexandra Fulton, Melissa Fulton, Michelle Fulton, Nicolas Fulton, Sarah Fulton and Steven Fulton.	\$141.67	\$404.17	Vision Care	Selected Vision Plan / Main Plan coverage. Family members covered: Michelle Fulton, Sarah Fulton and Steven Fulton.	\$5.00	\$20.84	Life Insurance	Selected Life Insurance / Main Plan coverage. Coverage amount is \$102,000. Primary beneficiaries are: Sarah Fulton (100%).	\$0	\$15.30	Optional Life	Selected Life Insurance / Optional Life coverage. Primary beneficiaries are: Sarah Fulton (100%).	\$15.00	\$0	Dependent Life	Selected Dependent Life. / Dependents Only coverage. Family members covered: Alexandra Fulton, Melissa Fulton, Michelle Fulton, Nicolas Fulton, Sarah Fulton and Steven Fulton.	\$3.50	\$0
		Employee	Employer																													
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Dependent Life	Selected Dependent Life. / Dependents Only coverage. Family members covered: Alexandra Fulton, Melissa Fulton, Michelle Fulton, Nicolas Fulton, Sarah Fulton and Steven Fulton.	\$3.50	\$0																													
<b>Employee Details</b>																																
<b>Number:</b> 615																																
<b>Status:</b> Active																																
<b>Hire Date:</b> 07/09/2013																																
<b>Reports To:</b> Cheryl Howard																																
<b>Direct Reports:</b> 4																																

The cost to the employee, if any, will be shown. If you have selected to display employer costs, they will be shown in the right-most column. If the employee has selected Flexible Spending Accounts or Health Savings Accounts, they will be displayed near the bottom of the page. The total cost per pay period will be shown.

If benefits have been elected for the coming year, click on the blue text in the sentence beneath the Benefit Statement heading.

## Benefit Transfer

This function can be used to transfer an employee to a new benefit group. You may copy the existing benefit plans if they are defined in the new benefit group, or you may select different benefit plans in the new benefit group. Any coverage amounts and/or costs will be recalculated according to the plan rules in the new benefit group. New deductions will be created if applicable. The process will also transfer dependents and beneficiaries, as allowed by the new plan rules. The new information will be written to **Benefit Enrollment**, **Benefit History** and any affected **Deductions** and **Employer Deductions**.

**Summary**

**Maureen Mansfield**  
 Manager - Intermediate Level  
 Cons. Group / Kohr's / New Jersey / Ocean City

**Employee Details**

Number: 1702048  
 Status: Active  
 Hire Date: 01/02/2003  
 Reports To:  
 Direct Reports: 0

**Benefit Transfer**  
 \* = Required  
 Select the new benefit group from the drop-down list. All benefit enrollment records that are active in the current benefit group will be displayed for selection to transfer to the employee's new benefit group.

**From:**

Benefit Group: F/T Employees  
 Benefit Plan End Date:  
 Deduction PE End Date:

**To:**

\* Benefit Group: No Benefit  
 \* Benefit Effective Date:  
 \* Deduction PE Start Date:

next cancel

Select the Benefit Group to which the employee will be transferred. Enter the date when the benefits in the new benefit group will take effect. Enter the Pay Period End Date when the deductions for the new group's benefit plans will begin.

**Summary**

**Maureen Mansfield**  
 Manager - Intermediate Level  
 Cons. Group / Kohr's / New Jersey / Ocean City

**Employee Details**

Number: 1702048  
 Status: Active  
 Hire Date: 01/02/2003  
 Reports To:  
 Direct Reports: 0

**Benefit Transfer**  
 \* = Required  
 Select the new benefit group from the drop-down list. All benefit enrollment records that are active in the current benefit group will be displayed for selection to transfer to the employee's new benefit group.

**From:**

Benefit Group: F/T Employees  
 Benefit Plan End Date: 08/31/2016  
 Deduction PE End Date: 09/15/2016

**To:**

\* Benefit Group: Gilly  
 \* Benefit Effective Date: 09/01/2016  
 \* Deduction PE Start Date: 09/15/2016

next cancel

After entering this information, the Benefit Plan End Date and the Deduction PE End Date will be shown in the left column. The Benefit Plan End Date will be used to assign the Coverage End Date for the plans in the employee's current benefit group. If the deductions must end, the Deduction PE End Date will be used to create an inactive deduction record. The Benefit Effective Date will be used as the Benefit Enrollment Date if a new benefit plan is being created. The Deduction PE Start Date will be used for any new deduction record. If

## Benefit Actions

the original benefit plan will be transferred, the new benefit plan will have the original Enrollment Date. Click on the Next button to continue.

On the next page, the employee's current benefit group and new benefit group will appear in the top section, along with the dates that you entered. The Benefit Transfer List will display the employee's current benefit plans and options, as well as core benefits that the employee is not currently enrolled in, such as the Short Term Disability benefit in this example. Also, any active flexible spending accounts and health savings accounts will be displayed. The End Coverage checkboxes will default to on.

Manager - Intermediate Level

Cons. Group / Kohr's / New Jersey / Ocean City

**Employee Details**

Number: 1702048

Status: Active

Hire Date: 01/02/2003

Reports To:

**Direct Reports: 0**

**Benefit Transfer**

From:

Benefit Group: F/T Employees

Benefit Plan End Date: 08/31/2016

Deduction PE End Date: 09/15/2016

To:

Benefit Group: Gilly

Benefit Effective Date: 09/01/2016

Deduction PE Start Date: 09/15/2016

**Benefit Transfer List**

If there is not a one-to-one match, or the benefit should not transfer to the new group, place a checkmark in the End Covg checkbox, otherwise select the Transfer checkbox. The EOM (End of Month) checkbox is used to assign the Coverage End Date as the last day of the month of the Benefit Plan End Date or, if a different new benefit plan or new benefit option has been selected, the Benefit Enrollment Date will be the first day of the next month of the Benefit Effective Date.

Current Plan	Current Option	End Covg	EOM	Transfer	New Plan	New Option
Vision Plan	Star Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vision Plan	EE + Family
1X Salary	Age Costed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1X Salary	Age Costed
Life Insurance	Main Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Life Insurance	Main Plan
Medical Plan	EE + Family	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medical Plan	Family
Life Insurance	Next 1st of Qtr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dental	Family
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Short Term Dis.	.6667 Multipl.
Medical FSA		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

For benefit plans that you wish to transfer, select the checkbox in the Transfer column. If the benefit is to be ended at the end of the month, select the checkbox in the EOM column.

Any active Flexible Spending Accounts or Health Savings Accounts will be shown at the bottom of the Benefit Transfer List. These plans are not transferred, but can be ended if needed by leaving the End Covg checkbox selected. Clear the checkmark in this column if you do not wish to end the FSA or HSA.

For each of the employee's current benefit plans, the system will display any matching plans in the new group. For the Dental plan shown below, there are three options in the new group: EE + Children, Family and Employee Only. Select the new option that you wish to use.

Manager - Intermediate Level  
 Cons. Group / Kohr's / New Jersey / Ocean City

**Employee Details**  
**Number:** 1702048  
**Status:** Active  
**Hire Date:** 01/02/2003  
**Reports To:**  
**Direct Reports:** 0

**Benefit Transfer**  

**From:**  
Benefit Group: F/T Employees  
Benefit Plan End Date: 08/31/2016  
Deduction PE End Date: 09/15/2016

**To:**  
Benefit Group: Gilly  
Benefit Effective Date: 09/01/2016  
Deduction PE Start Date: 09/15/2016

**Benefit Transfer List**  

If there is not a one-to-one match, or the benefit should not transfer to the new group, place a checkmark in the End Covg checkbox, otherwise select the Transfer checkbox. The EOM (End of Month) checkbox is used to assign the Coverage End Date as the last day of the month of the Benefit Plan End Date or, if a different new benefit plan or new benefit option has been selected, the Benefit Enrollment Date will be the first day of the next month of the Benefit Effective Date.

Current Plan	Current Option	End Covg	EOM	Transfer	New Plan	New Option
Vision Plan	Star Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vision Plan	EE + Family
1X Salary	Age Costed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1X Salary	Employee Only
Life Insurance	Main Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Life Insurance	Employee + One Main Plan
Medical Plan	EE + Family	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medical Plan	Family
Life Insurance	Next 1st of Qtr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dental	Family
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Short Term Dis.	.6667 Multipl.
Medical FSA		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

If there is more than one benefit plan with the same coverage category as the employee's current benefit plan, they will be displayed in the New Plan drop down list. Select the plan that you wish to use. If you select a different plan than the employee's original plan, the page will refresh the list of options applicable to the new plan.

Manager - Intermediate Level  
 Cons. Group / Kohr's / New Jersey / Ocean City

**Employee Details**  
**Number:** 1702048  
**Status:** Active  
**Hire Date:** 01/02/2003  
**Reports To:**  
**Direct Reports:** 0

**Benefit Transfer**  

**From:**  
Benefit Group: F/T Employees  
Benefit Plan End Date: 08/31/2016  
Deduction PE End Date: 09/15/2016

**To:**  
Benefit Group: Gilly  
Benefit Effective Date: 09/01/2016  
Deduction PE Start Date: 09/15/2016

**Benefit Transfer List**  

If there is not a one-to-one match, or the benefit should not transfer to the new group, place a checkmark in the End Covg checkbox, otherwise select the Transfer checkbox. The EOM (End of Month) checkbox is used to assign the Coverage End Date as the last day of the month of the Benefit Plan End Date or, if a different new benefit plan or new benefit option has been selected, the Benefit Enrollment Date will be the first day of the next month of the Benefit Effective Date.

Current Plan	Current Option	End Covg	EOM	Transfer	New Plan	New Option
Vision Plan	Star Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vision Plan	EE + Family
1X Salary	Age Costed	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1X Salary	Age Costed
Life Insurance	Main Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Life Ins. 2	Main Plan
Medical Plan	EE + Family	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medical Plan	Family
Life Insurance	Next 1st of Qtr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dental	Family
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Short Term Dis.	.6667 Multipl.
Medical FSA		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

## Benefit Actions

Enter information in the following columns:

Field	Description
End Covg	Unselect the End Coverage checkmark if you wish to keep this benefit plan, FSA or HSA.
EOM	If coverage will be ended and you wish to end the coverage at the end of the month corresponding to the Benefit Effective Date that you entered, select the EOM checkbox.
Transfer	Select this checkbox if you wish to transfer this benefit plan to the new group.
New Plan	For a benefit plan that is being copied, select the new plan from the drop down list. The list will display all of the available plans that are in the same coverage category as the current plan.
New Option	For a benefit plan that is being copied, select the new option from the drop down list. The list will display all of the available options for the selected plan.

Below is an example of the new benefit plans that have been selected. The Medical FSA will be continued, so the checkmark in the End Covg column has been cleared. Note there were no benefit plans in the new benefit group for the Life Insurance/Next 1<sup>st</sup> of Qtr plan, so no plans are shown in the New section. This plan will be ended at the end of the month, so the End Covg and EOM checkboxes were selected.

Manager - Intermediate Level  
Cons. Group / Kohr's / New Jersey / Ocean City  
**Employee Details**  
Number: 1702048  
Status: Active  
Hire Date: 01/02/2003  
Reports To:  
**Direct Reports: 0**

### Benefit Transfer

From:  
Benefit Group: F/T Employees  
Benefit Plan End Date: 08/31/2016  
Deduction PE End Date: 09/15/2016

To:  
Benefit Group: Gilly  
Benefit Effective Date: 09/01/2016  
Deduction PE Start Date: 09/15/2016

**Benefit Transfer List**  

If there is not a one-to-one match, or the benefit should not transfer to the new group, place a checkmark in the End Covg checkbox, otherwise select the Transfer checkbox. The EOM (End of Month) checkbox is used to assign the Coverage End Date as the last day of the month of the Benefit Plan End Date or, if a different new benefit plan or new benefit option has been selected, the Benefit Enrollment Date will be the first day of the next month of the Benefit Effective Date.

Current Plan	Current Option	End Covg	EOM	Transfer	New Plan	New Option
Vision Plan	Star Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vision Plan	EE + Family
1X Salary	Age Costed	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1X Salary	Age Costed
Life Insurance	Main Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Life Insurance	Main Plan
Medical Plan	EE + Family	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Medical Plan	Family
Life Insurance	Next 1st of Qtr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dental	Family
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Short Term Dis.	.6667 Multipl.
Medical FSA		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Click **submit** after you have finished making your selections. The system will end the plans in the employee's current benefit group and create the plans in the new benefit group.

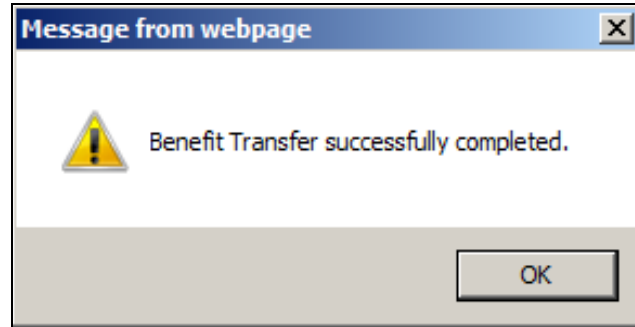
If dependents exist in the current plan and they are allowed in the new plan, they will be copied to the new plan. If, for example, an employee has a family plan with a spouse and children enrolled, and he selects a new plan where only the employee and children may be enrolled, the system will copy only the children to the new plan.



If beneficiaries exist in the current plan and they are allowed in the new plan, they will be copied to the new plan.

The system will recalculate any coverage amounts and/or cost amounts according to the new plans' rules. If any costs change, new deduction records will be created.

When the process has completed, the following message will appear:



You can check the new data by accessing the functions listed below:

- **Benefit Enrollment and Benefit History**  
New benefit records will be written in these functions. Benefit enrollments for the previous benefit group will be ended.
- **Flexible Spending Accounts**  
If you ended any of the employee's Flexible Spending Accounts, a coverage end date will be written to the FSA records and deduction records.
- **Health Savings Accounts**  
If you ended any of the employee's Health Savings Accounts, a coverage end date will be written to the HSA records and deduction records.
- **Deductions**  
If any change to the employee-paid deductions occurred, new deduction records will be created.
- **Employer Deductions**  
If any change to the employer-paid deductions occurred, new deduction records will be created.

## Benefit Update

This function allows you to update employee benefit and deduction data for an entire benefit group or for selected benefits within the group. Based on the selected benefits, the system will calculate coverage amounts and costs for employees and dependents as of the Effective Date. It will use the employees' and dependents' ages as of the Ages Based On Date. If a difference is found between the calculated coverage and/or cost and the existing coverage and/or cost, the new amounts will be written to **Benefit Enrollment**, **Benefit History** and any **Employee** and **Employer Deduction Formulas**. When the process completes, a report will be generated which will show all employees who are enrolled in the plans. If any changes have been made, they will be shown as "Changed."

### Benefit Update

\* = Required

\*Benefit Group:

F/T Employees

\*Effective Date:

08/08/2016

\*Benefit Change Reason:

\*no value

\*Ages Based On:

08/08/2016

Start deduction on Pay Period End Date corresponding to the first Check Date on or after the Effective Date:

☐

Active Only:

☒

\*Report Identifier:

BenefitUpdateReport

Click check boxes to select. Select All Unselect All

Select	Benefit Plan	Benefit Option	Benefit Category	Cost By Age	Tobacco User Rates Apply	Cost Method
<input type="checkbox"/>	1X Salary	Age Costed	Life Ins. 2	yes	no	Amount
<input type="checkbox"/>	Dental	EE + Children	Dental	no	no	Amount
<input type="checkbox"/>	Dental	EE + Sp + Child	Dental	no	no	Amount
<input type="checkbox"/>	Dental	Employee Only	Dental	no	no	Amount
<input type="checkbox"/>	Dental	Family Plan	Dental	no	no	Amount
<input type="checkbox"/>	Dependent Life	Dependents Only	Dependent Life	no	no	Amount
<input type="checkbox"/>	High Ded. Med.	Family	Medical	no	no	Amount
<input type="checkbox"/>	High Ded. Med.	Single Plan	Medical	no	no	Amount
<input type="checkbox"/>	Life Insurance	Family Plan	Spouse/Dep Life	no	yes	Salary Pct Base
<input type="checkbox"/>	Life Insurance	Main Plan	Life Insurance	no	no	Amount

Select the Benefit Group that you wish to update. Select the Benefit Change Reason that will be written to Benefit History. If you wish to change the Report Identifier that will appear in Report Master Listing, enter the new value.

Enter the Effective Date for the system to use when checking to see if any benefit enrollment or cost information has changed. If any costs have changed, the new deduction formulas will use the Effective Date as the Start Date. For benefits that are costed by age, enter the date to use when checking employee and dependent ages.

If you want the new deductions to take effect on the first Pay Period End Date that has a Check Date on or after the Effective Date, click on the checkbox called 'Start deduction on Pay Period End Date corresponding to the first Check Date on or after the Effective Date'. This is typically needed for benefits whose costs change as of January 1. For example, if the Check Date is January 2 and the corresponding Pay Period End Date is December 28, the new deduction should take effect for the December 28 payroll. In a situation such as this, select the checkbox. It will create new employee and/or employer deductions with a Start Date of December 28 in this example. If you leave this checkbox blank, the deduction Start Dates will be the Effective Date of January 1. If the first Check Date on or after the Effective Date has a Pay Period End Date greater than the Effective Date, the new deduction records will have a Start Date equal to the Effective Date.

The system will default to showing active benefit plans. If you wish to display all plans, unselect the Active Only checkbox.

Select the benefits you wish to update by clicking in the checkbox in the **Select** column. Click on **Select All** to mark all checkboxes or **Unselect All** to clear all checkboxes.

Click on **submit** to begin the process or **cancel** to end the process.

## Benefit Update By Group

The **Benefit Update By Group** function is very similar to the **Benefit Update** function, except that here you can update more than one Benefit Group. When you use this function, all benefits within the selected group(s) will be processed.

### Benefit Update by Group

\* = Required

\*Benefit Change Reason:

\*no value

\*Effective Date:

08/08/2016

\*Ages Based On:

08/08/2016

Start deduction on Pay Period End Date corresponding to the first Check Date on or after the Effective Date:

☐

\*Report Identifier:

BenefitUpdateByGroupReport

Click check boxes to select.

Select All Unselect All

Select	Benefit Group
<input type="checkbox"/>	Addison Group
<input type="checkbox"/>	Avanti Group
<input type="checkbox"/>	Betsy Group
<input type="checkbox"/>	COBRA Group
<input type="checkbox"/>	COBRA Group 2
<input type="checkbox"/>	Cobra Plan
<input type="checkbox"/>	Exempt Group
<input type="checkbox"/>	F/T Employees
<input type="checkbox"/>	F/T Empl Copy
<input type="checkbox"/>	F/T Grp NC
<input type="checkbox"/>	Fenner Benefits

Select the Benefit Change Reason that will be written to Benefit History. Enter the Effective Date for the system to use when checking to see if any benefit enrollment or cost information has changed. If any costs have changed, the new deduction formulas will use the Effective Date as the Start Date. For benefits that are costed by age, enter the date to use when checking employee and dependent ages.

If you want the new deductions to take effect on the first Pay Period End Date that has a Check Date on or after the Effective Date, click on the checkbox called ‘Start deduction on Pay Period End Date corresponding to the first Check Date on or after the Effective Date’. This is typically needed for benefits whose costs change as of January 1. For example, if the Check Date is January 2 and the corresponding Pay Period End Date is December 28, the new deduction should take effect for the December 28 payroll. In a situation such as this, select the checkbox. It will create new employee and/or employer deductions with a Start Date of December 28 in this example. If you leave this checkbox blank, the deduction Start Dates will be the Effective Date of January 1. If the first Check Date on or after the Effective

Date has a Pay Period End Date greater than the Effective Date, the new deduction records will have a Start Date equal to the Effective Date.

If you wish to change the Report Identifier that will appear in Report Master Listing, enter the new value.

Select the benefit groups you wish to update by clicking in the checkbox in the Select column. Click on **Select All** to mark all checkboxes or **Unselect All** to clear all checkboxes.

Click on **submit** to begin the process or **cancel** to end the process.

### Benefit Update By Plan

The **Benefit Update By Plan** function is very similar to the **Benefit Update** function, except that here you can update multiple plans in all Benefit Groups. When you use this function, all of the benefit plans that you select will be updated in the Benefit Groups where they have been defined.

#### Benefit Update by Plan

\* = Required

\*Effective Date: 08/08/2016 x

\*Ages Based On: 08/08/2016

\*Benefit Change Reason: \*no value v

Start deduction on Pay Period End Date corresponding to the first Check Date on or after the Effective Date: ☐

Active Only: ☒

\*Report Identifier: BenefitUpdateByPlanReport

Click check boxes to select. [Select All](#) [Unselect All](#)

Select	Benefit Plan	Benefit Option	Benefit Category	Cost By Age	Tobacco User Rates Apply	Cost Method
<input type="checkbox"/>	1X Salary	Employee Only	Co. Paid Life	no	no	Amount
<input type="checkbox"/>	Life Insurance	Employee Only	Co. Paid Life	no	no	Amount
<input type="checkbox"/>	Salary Rounding	Employee Only	Co. Paid Life	no	no	Amount
<input type="checkbox"/>	Betsy Dental	Employee Only	Dental	no	no	Amount
<input type="checkbox"/>	Dental	EE + Children	Dental	no	no	Amount
<input type="checkbox"/>	Dental	EE + Sp + Child	Dental	no	no	Amount
<input type="checkbox"/>	Dental	Emp + Sp. + Ch.	Dental	no	no	Amount
<input type="checkbox"/>	Dental	Emp. + Child	Dental	no	no	Amount
<input type="checkbox"/>	Dental	Emp. + Children	Dental	no	no	Amount

Enter the Effective Date for the system to use when checking to see if any benefit enrollment or cost information has changed. If any costs have changed, the new deduction formulas will use the Effective Date as the Start Date. For benefits that are costed by age, enter the Ages Based On Date to use when checking employee and dependent ages. Select the Benefit Change Reason that will be written to Benefit History.

If you want the new deductions to take effect on the first Pay Period End Date that has a Check Date on or after the Effective Date, click on the checkbox called 'Start deduction on Pay Period End Date corresponding to the first Check Date on or after the Effective Date'. This is typically needed for benefits whose costs change as of January 1. For example, if the Check Date is January 2 and the corresponding Pay Period End Date is December 28, the new deduction should take effect for the December 28 payroll. In a situation such as this, select the checkbox. It will create new employee and/or employer deductions with a Start Date of December 28 in this example. If you leave this checkbox blank, the deduction Start Dates will be the Effective Date of January 1. If the first Check Date on or after the Effective

Date has a Pay Period End Date greater than the Effective Date, the new deduction records will have a Start Date equal to the Effective Date.

If you wish to change the Report Identifier that will appear in Report Master Listing, enter the new value.

Select the benefit plans you wish to update by clicking in the checkbox in the Select column. Click on **Select All** to mark all checkboxes or **Unselect All** to clear all checkboxes.

Click on **submit** to begin the process or **cancel** to end the process.

*(blank)*



## **Flexible Spending Accounts/Health Savings Accounts**

In this section, the following topics will be discussed:

- Flexible spending account plans
- Flexible spending accounts
- Health savings account plans
- Health savings accounts

### Flexible Spending Account Plans

This function can be used to set up or change Flexible Spending Account (FSA) plan definitions. Plans must be set up annually.

Select the Enrollment Year and FSA Group with which you wish to work. Any existing FSA plans will be displayed.

#### Flexible Spending Account Plans

+ add

\* = Required

\*Enrollment Year:  \*FSA Group:

To update, click on information in the left column.

FSA	Deduction	Full Pay?	Eff. Date	Term Date	Max Contrib	Limited Use	Auto Submit	Action
Dependent Care	FSA Day Care	yes	01/01/2016	12/31/2016	5,000.00	no	yes	view  delete
Lim: Den/Vision	FSA Lim Den/Vis	no	01/01/2016	12/31/2016	2,500.00	yes	no	view  delete
Medical FSA	FSA Medical	no	01/01/2016	12/31/2016	2,500.00	no	no	view  delete

+ add

Depending on your security access, you may see **add** and **delete** buttons on this page. To add an FSA plan, click on the **add** button on the bottom of the page. To see FSA information without changing it, click on the **view** button. To update an existing FSA plan, click on the blue text in the left-most column to access that record. To save any additions or changes that you make, you must click on **submit** at the bottom of the page. If you do not wish to save any changes that were made, click on the **cancel** button.

To delete information, click on the **delete** button to the right of the entry. Before the system deletes the selected record, the following message appears: “Are you sure you want to delete this information?” Click **OK** to delete the information or **Cancel** if you want to retain the information.

To add information to an FSA plan, click on the **add** button. A page similar to the following will display.

### Add Flexible Spending Account Plans

\* = Required

Enrollment Year:	2016	FSA Group:	Gilly Group
*Flexible Spending Account:	<input type="text" value="No Value"/>	*Effective Date:	<input type="text"/>
*Payroll Deduction:	<input type="text" value="no value"/>	*Termination Date:	<input type="text"/>
*Maximum Contribution:	<input type="text" value="0.00"/>	*Pay Claims Up To:	<input type="text"/>
Days Required for Eligibility:	<input type="text"/>	Date Rounding Option:	<input type="text" value="no value"/>
Minimum Contribution:	<input type="text" value="0.00"/>		
<input type="checkbox"/> Full Claim Payment Only <input type="checkbox"/> Limited Use FSA <input type="checkbox"/> Allow Auto-Submit Selection			
Text To Be Displayed in On-Line Enrollment:			
<div> <div></div> <div> <div></div> <div></div> </div> </div>			
	Display FSA	Allow Selection	
First Time Enrollment:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Life Event Enrollment:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Open Enrollment:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Enter the following information as needed. Data is required in fields displayed in red.

- **Flexible Spending Account**  
Select the type of Flexible Spending Account you wish to add from the pull-down menu.
- **Payroll Deduction**  
Select the corresponding Payroll Deduction.
- **Maximum Contribution**  
Enter the maximum amount that can be contributed for the year.
- **Days Required for Eligibility**  
Enter the total number of days worked before the employee is eligible (max. value = 9999)
- **Minimum Contribution**  
Enter the minimum amount that can be contributed for the year.
- **Effective Date**  
Enter the effective date—or starting date—of the plan, typically January 1.

➤ **Termination Date**

Enter the termination date, typically December 31.

➤ **Pay Claims Up To**

If the FSA plan allows for a grace period, enter the end of the grace period in this field. If the FSA plan does not allow for a grace period, this date should be the same as the termination date.

➤ **Date Rounding Option**

Select a Date Rounding method from the drop-down list. This is used to determine which rounding formulas to use with benefit eligibility calculations and FSA or HSA Eligibility Date calculations.

Click on the following checkboxes as necessary.

➤ **Full Claim Payment Only**

Select this option if a check should only be issued for the full amount of a claim. If a check should be issued for a partial claim payment when there isn't enough money in the account to pay the claim in full, leave this checkbox blank.

➤ **Limited Use FSA**

Select this checkbox if the FSA is a limited use or limited purpose FSA for employees who are enrolled in high deductible health plans. The limited use FSAs can be used for expenses such as dental and vision that are not covered under the high deductible health plan. When an employee is being enrolled in a limited use FSA, the system will first check that the employee has an active benefit for a high deductible health plan, which is indicated by the Benefit Plan having an amount in the 'Maximum HSA Contribution Allowed' field. If the employee is not enrolled in this type of plan, an error message will appear and the employee will not be allowed to select the limited use FSA. The exception to this is if the Allow Employee to Select Limited-Use FSA Without Selecting HDHP in Enrollment Functions checkbox is selected in Benefit Enrollment Defaults. In this scenario, a warning message will appear, but the limited use FSA may be selected. The system will perform this edit and display the error message in all of the enrollment functions where FSAs can be selected:

- Flexible Spending Accounts (Manager Services and iCON Tools)
- First Time Enrollment (Employee Self Service)
- Life Events (Employee Self Service)
- Open Enrollment (Employee Self Service and Manager Services)

The system will not allow a medical FSA if the employee has a high deductible health plan and a medical HSA. Also, the system will not allow an employee to select both a medical FSA and a limited use medical FSA.

➤ **Allow Auto-Submit Selection**

Select this checkbox if your FSA Administrator allows employees to select whether the unpaid portion of their claims should be automatically submitted. This

information can then be sent to your FSA Administrator. Note that this box will not affect how claims are processed in the **FSA Payment Generation** function. When this checkbox is selected, this option will appear in all of the FSA enrollment pages.

In the 'Text to Be Displayed in On-line Enrollment' field, enter instructions or information that will be shown to employees under this FSA plan when they are in **First Time Enrollment, Open Enrollment** and **Life Events** in Employee Self Service. HTML tags can be included in this message to format the data or provide links to other web sites if needed.

The Display Plan checkboxes will default to on for each of the Employee Self Service enrollment functions. If you do not wish to display the HSA plan in any of these functions, unselect the corresponding checkbox(es).

The Allow Selection checkboxes will default to on for each of the Employee Self Service enrollment functions. If you wish to display an HSA plan, but do not wish employees to be able to select it, unselect the checkbox. Once you have completed entering the information, click on **submit** to save the data or **cancel** to ignore any data that was entered.

### **Flexible Spending Account Plans Copy**

After you have set up information in the **Flexible Spending Account Plans** function, you may use the **Flexible Spending Account Plans Copy** option to copy information from one FSA Group to another. This function is used at the end of the year when preparing your system for the upcoming year. If you offer Open Enrollment to your employees via Employee Self Service, the new year's plans must be created prior to your Open Enrollment season.

Use this function to copy:

- An FSA Group from one year to another
- All FSA Plans in an FSA Group to another FSA Group
- All FSA Groups from one year to another

The screenshot shows a web form titled "Flexible Spending Account Plans Copy" in orange text. Below the title is a legend: "\* = Required". The form is divided into two main sections: "From:" and "To:", each with a blue header bar. In the "From:" section, there is a red asterisk followed by "Enrollment Year:" and a dropdown menu showing "2016". To the right is "FSA Group:" with a dropdown menu showing "\*No Value". Below these is a checkbox labeled "Include All FSA Groups". The "To:" section has identical fields for "Enrollment Year:" (dropdown "2016") and "FSA Group:" (dropdown "\*No Value"). At the bottom of the form are two buttons: a green "submit" button with a right-pointing arrow and a red "cancel" button with a left-pointing arrow.

Select the Enrollment Year from which you wish to copy data. If you wish to copy one FSA Group to another, select the FSA Group from the drop down list. If you wish to copy all FSA Groups to another year, select the Include All FSA Groups checkbox.

When the system performs the copy, all dates in the 'From' FSA Plans will be changed to the new year.

When you have finished entering information, click on **submit** at the bottom of the page to submit the job to the job server, or click **cancel** to clear the data that was entered.

## Flexible Spending Accounts

Use this function to enroll an employee in Flexible Spending Accounts or make changes based on qualified life events throughout the year.

The screenshot shows a web interface for managing Flexible Spending Accounts. On the left is a sidebar with a 'Summary' tab selected, displaying employee details for William C (Bill) Fulton Jr., including his title (Manager - Intermediate Level), email (wfulton@valuesolutions.com), and hire date (07/09/2013). The main content area has tabs for Demographics, Work Profile, Absences, Disciplinary Actions, Education, Certifications, Emergency Contacts, and Job Review. The 'Flexible Spending Accounts' section is active, showing a table with one entry: 'Medical FSA' with an effective date of 01/01/2016 and a coverage end date of 12/31/2016. Action buttons 'view' and 'delete' are visible for this entry. An 'add' button is at the bottom right of the table.

Depending on your security access, you may see **add** and **delete** buttons on this page. To add an FSA plan, click on the **add** button on the bottom of the page. To see FSA information without changing it, click on the **view** button. To update an existing FSA plan, click on the blue text in the left-most column to access that record. To save any additions or changes that you make, you must click on **submit** at the bottom of the page. If you do not wish to save any changes that were made, click on the **cancel** button.

To delete information, click on the **delete** button to the right of the entry. Before the system deletes the selected record, the following message appears: “Are you sure you want to delete this information?” Click **OK** to delete the information or **Cancel** if you want to retain the information.

When you add an FSA for an employee, enter the Planned Contribution Amount as well as the Effective Date. If the Effective Date is January 1, the system will get the employee’s Pay Frequency from **Misc. Payroll** and divide the Planned Contribution by the number of pay periods the employee is paid within a year. This amount will be written to the Fixed Amount field in **Deductions**. If the Effective Date is not January 1, the system will get the employee’s Pay Calendar. It will then determine how many remaining pay dates there are in the year, where Weeks Worked is greater than zero, and divide the Planned Contribution by this number.

The deduction Start Date will be set to the FSA Effective Date. If the Pay Calendar for the next year has been set up, the system will get the last Check Date of the enrollment year, and set the deduction End Date to one day prior to the Pay Period End Date corresponding to the last Check Date. For example, if the FSA deduction would normally end on 12/31/2016, but the Pay Period End Date of 12/31/2016 has a Check Date of 1/5/2017, the system will set the deduction end date to 12/30/2016. This will ensure that the FSA deduction is not taken inadvertently in the next tax year. If the Pay Calendar for the next year is not set up, you will

## Flexible Spending Accounts/Health Savings Accounts

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receive a warning to advise you of this. You will be allowed to continue; the deduction End Date will be set to the End Date for the Flexible Spending Account Plan (typically December 31<sup>st</sup>).

If an FSA is defined as Limited Use in Flexible Spending Account Plans, the employee must first be enrolled in a high deductible health plan before selecting the FSA. An exception to this is if the Allow Employee to Select Limited-Use FSA Without Selecting HDHP in Enrollment Functions checkbox in Benefit Enrollment Defaults is selected; in this scenario, a warning will appear, but you will be able to select the Limited-Use FSA for the employee.

**William C Fulton Jr**  
FSA Group: Gilly Group  
Enrollment Year: 2016

**Add Flexible Spending Accounts**  
Click check boxes to select.  
\* = Required

Select	Flexible Spending Account	Planned Contribution	*Effective Date	Auto-Submit Claims
<input type="checkbox"/>	Dependent Care	<input type="text" value="0.00"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lim: Den/Vision	<input type="text" value="0.00"/>	<input type="text"/>	
<input type="checkbox"/>	Medical FSA	<input type="text" value="0.00"/>	<input type="text"/>	

If the FSA Plan has been defined as Auto-Submit, a column will appear where you can select whether or not to auto-submit claims that have not been fully paid. This information may then be sent to your FSA Administrator.



To update an FSA, click on the Flexible Spending Account in the left column. A page similar to the following will be displayed with summary information as well as deduction and contribution data. To change the Planned Contribution, enter the new amount and Effective Date. The employee's deduction amount for the remainder of the year will be recalculated, taking into account the amounts already contributed year-to-date. To stop deductions to an FSA, enter zero in the Planned Contribution field.

**William C (Bill) Fulton Jr**

Manager - Intermediate Level

wfulton@valuesolutions.com

Cons. Group / Value Sol. / Florham Pk N

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**Employee Details**

Number: 615

Status: Active

Hire Date: 07/09/2013

Reports To: Cheryl Howard

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**Direct Reports: 4**

### Update Flexible Spending Accounts

\* = Required

Flexible Spending Account Details			
FSA Group:	Gilly Group	Enrollment Year:	2016
Flexible Spending Account:	Medical FSA		
Planned Contribution:	<input type="text" value="2,000.00"/>		
*Effective Date:	<input type="text" value="01/01/2016"/>	Coverage End Date:	<input type="text" value="12/31/2016"/>
*Eligibility Date:	<input type="text" value="01/01/2012"/>		
Actual Contribution:	0.00		
Paid Claims:	0.00		
Open Claims:	0.00		
Planned minus Paid Claims:	2,000.00		
Paid plus Open minus Planned:	- 2,000.00		
Paid plus Open minus Actual:	0.00		

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**Deductions**

To update, click on information in the left column.

Payroll Deduction	Legal Entity	Amount or Percent	Start Date	End Date	Active	Action
FSA Medical	Value Solutions	\$ 83.34	01/01/2016	12/31/2016	yes	<span style="color: red;">✖ delete</span>

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**Contributions** + add

The Eligibility Date is auto calculated while adding an FSA, depending upon the value of FSA Date/ Adjusted Hire Date/ Original Hire Date in **Work Profile**, and Days Required for Eligibility and Date Rounding Option for the Flexible Spending Account Plan.

- ➔ To calculate Eligibility Date, system adds Days Required for Eligibility to FSA Date.
- ➔ If FSA Date is not defined, system adds Days Required for Eligibility to Adjusted Hire Date to get Eligibility Date.
- ➔ If Adjusted Hire Date is not defined, system adds Days Required for Eligibility to Original Hire Date to get Eligibility Date.

If Date Rounding Option is also defined for an FSA plan, then the Eligibility Date calculated using the above steps will be rounded off to the next available date depending upon what is chosen for the Date Rounding Option. For example:

Hire Date	= 07/11/20xx
Days Required for Eligibility	= 90 days
Date Rounding Option	= Next 1 <sup>st</sup> of the Month

Then, Eligibility Date = 07/11/20xx + 90 days = 10/09/20xx

Now, as per the value of the Date Rounding Option in the **Date Rounding Formula** function, the Eligibility Date = 11/01/20xx, since this is the next available date for this option.

If Adjust To Later Date is No, on the Date Rounding Formula screen, then the system will adjust the Eligibility Date to the last available date on this calendar for the enrollment year. In our example, the Eligibility Date would then be 10/01/20xx.

To view employee-paid deductions related to the selected FSA, go to the Deductions section. You can view, update or delete the deductions from here. Deductions are automatically added when the employee is enrolled in an FSA.

Below the Deductions section, a Contributions section will appear. This shows you the deduction amounts from **Payment History**. Payroll information in this section is inquiry only. If you receive money from the employee other than through a payroll deduction, click on the **add** button to record this information.

The screenshot displays the iCON Benefits Administration interface. On the left is a sidebar with a 'Summary' section for William C (Bill) Fulton Jr., showing his title as Manager - Intermediate Level, email as wfulton@valuesolutions.com, and address as Cons. Group / Value Sol. / Florham Pk N. Below this is an 'Employee Details' section with fields for Number (615), Status (Active), Hire Date (07/09/2013), and Reports To (Cheryl Howard). At the bottom of the sidebar is a 'Direct Reports: 4' button. The main content area has a top navigation bar with tabs: Demographics, Work Profile, Absences, Disciplinary Actions, Education, Certifications, Emergency Contacts, and Job Review. The 'Enter Actual Contribution' form is active, featuring a title bar with an asterisk indicating required fields. It includes dropdowns for 'FSA Group' (Gilly Group) and 'Flexible Spending Account' (Medical FSA), and a text field for 'Enrollment Year' (2016). Below these are input fields for '\*Date Of Contribution', '\*Contribution Amount' (0.00), and '\*Currency' (U.S. Dollar). At the bottom of the form are green 'submit' and red 'cancel' buttons.

Click on **submit** at the bottom of the page to save the data or **cancel** to ignore the changes that were made.

## Health Savings Account Plans

This function can be used to set up or change Health Savings Account (HSA) plan definitions. Plans must be set up annually.

Select the Enrollment Year and HSA Group with which you wish to work. Any existing HSA plans will be displayed.

### Health Savings Account Plans

+ add

\* = Required

\*Enrollment Year:  \*HSA Group:

To update, click on information in the left column.

Health Savings Account	Deduction	Catch-up?	Effective Date	Termination Date	Maximum Contribution	Action
HSA Catch Up	HSA Catch Up	yes	01/01/2016	12/31/2016	1,000.00	view  delete
Medical Family	HSA Family	no	01/01/2016	12/31/2016	6,550.00	view  delete
Medical Self	HSA Employee	no	01/01/2016	12/31/2016	3,300.00	view  delete

+ add

Depending on your security access, you may see **add** and **delete** buttons on this page. To add an HSA plan, click on the **add** button on the bottom of the page. To see HSA information without changing it, click on the **view** button. To update an existing HSA plan, click on the blue text in the left-most column to access that record. To save any additions or changes that you make, you must click on **submit** at the bottom of the page. If you do not wish to save any changes that were made, click on the **cancel** button.

To delete information, click on the **delete** button to the right of the entry. Before the system deletes the selected record, the following message appears: "Are you sure you want to delete this information?" Click **OK** to delete the information or **Cancel** if you want to retain the information.

To add information an HSA plan, click on the **add** button. A page similar to the following will display.

**Add Health Savings Account Plans**

\* = Required

Enrollment Year: 2016  
HSA Group: Full Time Group

\*Health Savings Account: \*No Value  
\*Payroll Deduction: \*no value  
\*Maximum Contribution: 0.00  
Effective Date:  
\*Termination Date:  
☐ HSA Catch-up Plan  
Days Required for Eligibility:  
Date Rounding Option: \*no value

**Text To Be Displayed in On-Line Enrollment:**

Display HSA    Allow Selection

First Time Enrollment: ☒ ☒

Enter the following information as needed. Data is required in fields displayed in red.

- **Health Savings Account**  
Select the type of Health Savings Account you wish to add from the pull-down menu.
- **Payroll Deduction**  
Select the corresponding Payroll Deduction.
- **Maximum Contribution**  
Enter the maximum amount that can be contributed for the year.
- **Effective Date**  
Enter the effective date—or starting date—of the plan, typically January 1.
- **Termination Date**  
Enter the termination date, typically December 31.
- **HSA Catch-up Plan**  
If the plan represents a catch-up plan for employees who are 55 or older in the plan year, select this checkbox.

➤ **Days Required for Eligibility**

Enter the total number of days worked before the employee is eligible (max. value = 9999)

➤ **Date Rounding Option**

Select a Date Rounding method from the drop-down list. This is used to determine which rounding formulas to use with benefit eligibility calculations and FSA or HSA Eligibility Date calculations.

➤ **Text to Be Displayed in On-line Enrollment**

Enter instructions or information that will be shown to employees under this HSA plan when they are in First Time Enrollment, Open Enrollment and Life Events in Employee Self Service. HTML tags can be included in this message to format the data or provide links to other web sites if needed.

The Display Plan checkboxes will default to on for each of the Employee Self Service enrollment functions. If you do not wish to display the HSA plan in any of these functions, unselect the corresponding checkbox(es).

The Allow Selection checkboxes will default to on for each of the Employee Self Service enrollment functions. If you wish to display an HSA plan, but do not wish employees to be able to select it, unselect the checkbox.

Once you have completed entering the information, click on **submit** to save the data or **cancel** to ignore any data that was entered.

## Health Savings Account Plans Copy

After you have set up information in the **Health Savings Account Plans** function, you may use the **Health Savings Account Plans Copy** option to copy information from one HSA Group to another. This function is used at the end of the year when preparing your system for the upcoming year. If you offer Open Enrollment to your employees via Employee Self Service, the new year's plans must be created prior to your Open Enrollment season.

Use this function to copy:

- An HSA Group from one year to another
- All HSA Plans in an HSA Group to another HSA Group
- All HSA Groups from one year to another

The screenshot shows a web form titled "Health Savings Account Plans Copy". At the top left, it says "\* = Required". The form is divided into two main sections: "From:" and "To:". Each section has a blue header bar. Under "From:", there is a red label "\*Enrollment Year:" followed by a dropdown menu showing "2016", and a label "HSA Group:" followed by a dropdown menu showing "\*No Value". Below this is a checkbox labeled "Include All HSA Groups". The "To:" section has identical fields for "\*Enrollment Year:" (dropdown "2016") and "HSA Group:" (dropdown "\*No Value"). At the bottom center, there are two buttons: a green "submit" button with a right-pointing arrow and a red "cancel" button with a left-pointing arrow.

Select the Enrollment Year from which you wish to copy data. If you wish to copy one HSA Group to another, select the HSA Group from the drop down list. If you wish to copy all HSA Groups to another year, select the Include All FFA Groups checkbox.

When the system performs the copy, all dates in the 'From' HSA Plans will be changed to the new year.

When you have finished entering information, click on **submit** at the bottom of the page to submit the job to the job server, or click **cancel** to clear the data that was entered.

## Health Savings Accounts

Use this function to enroll an employee in Health Savings Accounts or make changes to an existing plan.

If the employee you have selected is not currently enrolled in an HSA Group, a message will ask if you wish to assign the employee to a group. Once the employee is assigned to a group, select the Enrollment Year with which you wish to work. Any existing plans will be displayed.

Summary	Demographics	Work Profile	Absences	Disciplinary Actions	Education	Certifications	Emergency Contacts	Job Review								
<b>David Anderson</b> Manager - Intermediate Level Cons. Group / Shriver's / Wildwood	<b>Health Savings Accounts</b> <span>+ add</span> * = Required HSA Group: <span>Full Time Group</span> <span>*Enrollment Year:</span> <span>2016</span> <span>▼</span> To update, click on information in the left column.															
<b>Employee Details</b> Number: 1701015 Status: Active Hire Date: 01/02/2003 Reports To: Clarence Simmons <b>Direct Reports: 89</b>	<table border="1"> <thead> <tr> <th>Health Savings Account</th> <th>Effective Date</th> <th>Coverage End Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Medical Self</td> <td>01/01/2016</td> <td>12/31/2016</td> <td>  view  delete               </td> </tr> </tbody> </table> <div style="text-align: center;"> <span>+ add</span> </div>								Health Savings Account	Effective Date	Coverage End Date	Action	Medical Self	01/01/2016	12/31/2016	view  delete
Health Savings Account	Effective Date	Coverage End Date	Action													
Medical Self	01/01/2016	12/31/2016	view  delete													


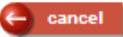
Click on the **add** button to select an HSA. Click on the checkbox in the **Select** column and enter the Planned Contribution Amount as well as the Effective Date. If the Effective Date is January 1, the system will get the employee's Pay Frequency from **Misc. Payroll** and divide the Planned Contribution by the number of pay periods the employee is paid within a year. This amount will be written to the Fixed Amount field in **Deductions**. If the Effective Date is not January 1, the system will get the employee's Pay Calendar. It will then determine how many remaining pay dates there are in the year, where Weeks Worked is greater than zero, and divide the Planned Contribution by this number.

The deduction Start Date will be set to the HSA Effective Date. If the Pay Calendar for the next year has been set up, the system will get the last Check Date of the enrollment year, and set the deduction End Date to one day prior to the Pay Period End Date corresponding to the last Check Date. For example, if the HSA deduction would normally end on 12/31/2016, but the Pay Period End Date of 12/31/2016 has a Check Date of 1/5/2017, the system will set the deduction end date to 12/30/2016. This will ensure that the HSA deduction is not taken inadvertently in the next tax year. If the Pay Calendar for the next year is not set up, you will receive a warning to advise you of this. You will be allowed to continue; the deduction End Date will be set to the End Date for the Health Savings Account Plan (typically December 31<sup>st</sup>).

**David Anderson**  
HSA Group: Full Time Group  
Enrollment Year: 2016

**Add Health Savings Accounts**  
Click check boxes to select.  
\* = Required

Select	Health Savings Account	Planned Contribution	*Effective Date
<input type="checkbox"/>	HSA Catch Up	<input type="text" value="0.00"/>	<input type="text"/>
<input type="checkbox"/>	Medical Family	<input type="text" value="0.00"/>	<input type="text"/>
<input type="checkbox"/>	Medical Self	<input type="text" value="0.00"/>	<input type="text"/>

Before saving a new HSA enrollment, the system will verify that the employee is enrolled in a High Deductible Health Plan. This is defined by any Benefit Plan where the Maximum HSA Contribution Allowed is greater than zero.

Before allowing a Catch-up Plan to be selected, the system will verify that the employee is enrolled in an HSA plan and has selected the maximum contribution (as defined in the **Health Savings Account Plan**) and that the employee will be 55 or older during the plan year.

To update a plan, click on the plan from the main page. A page similar to the following will appear. It displays summary information, as well as deduction and contribution data. To



change the Planned Contribution, enter the new amount and Effective Date. The employee's deduction amount for the remainder of the year will be recalculated, taking into account the amounts already contributed year-to-date.

To stop deductions to an HSA, change the Coverage End Date to the last pay period end date when this deduction should be taken.

Manager - Intermediate Level  
Cons. Group / Shriver's / Wildwood  
**Employee Details**  
Number: 1701015  
Status: Active  
Hire Date: 01/02/2003  
Reports To: Clarence Simmons  
**Direct Reports: 89**

### Update Health Savings Accounts

\* = Required

#### Health Savings Account Details

HSA Group:	Full Time Group	Enrollment Year:	2016
Health Savings Account:	Medical Self		
Planned Contribution:	<input type="text" value="3,300.00"/>		
*Effective Date:	<input type="text" value="01/01/2016"/>	Coverage End Date:	<input type="text" value="12/31/2016"/>
*Eligibility Date:	<input type="text" value="01/02/2003"/>		
Actual Employee Contribution:	0.00		
Actual Employer Contribution:	0.00		
Paid Claims:	0.00		
Open Claims:	0.00		
Planned minus Paid Claims:	3,300.00		
Paid plus Open minus Planned:	- 3,300.00		
Paid plus Open minus Actual:	0.00		

#### Deductions

To update, click on information in the left column.

Payroll Deduction	Legal Entity	Amount or Percent	Start Date	End Date	Active	Action
HSA Employee	Shrivers	\$ 63.47	01/01/2016	12/31/2016	yes	delete

#### Employer Deductions

The Eligibility Date is auto calculated while adding HSA depending upon the value of HSA Date/ Adjusted Hire Date/ Original Hire Date in **Work Profile**, Days Required for Eligibility and Date Rounding Option for the Health Savings Account Plan.

- ➔ To calculate Eligibility Date, system adds Days Required for Eligibility to HSA Date.
- ➔ If HSA Date is not defined, system adds Days Required for Eligibility to Adjusted Hire Date to get Eligibility Date.
- ➔ If Adjusted Hire Date is not defined, system adds Days Required for Eligibility to Original Hire Date to get Eligibility Date.

If Date Rounding Option is also defined for the HSA plan, then the Eligibility Date calculated using the above steps will be rounded off to the next available date depending upon what is chosen for the Date Rounding Option. For example:

Hire Date	= 07/11/20xx
Days Required for Eligibility	= 90 days
Date Rounding Option	= Next 1 <sup>st</sup> of the Month

Then, Eligibility Date = 07/11/20xx + 90 days = 10/09/20xx

Now, as per the value of the Date Rounding Option in the **Date Rounding Formula** function, the Eligibility Date = 11/01/20xx, since this is the next available date for this option.

If Adjust To Later Date is No on the **Date Rounding Formula** screen, then the system will adjust the Eligibility Date to the last available date on this calendar for the enrollment year. In our example above, the date would then be 10/01/20xx.

To view employee-paid deductions related to the selected HSA, go to the Deductions section. You can view, update or delete the deductions from here. Deductions are automatically added when the employee is enrolled in an HSA.

If there is an employer contribution, go to the Employer Deductions section to see the related information. Employer deductions are automatically added when the employee is enrolled in an HSA if they have been set up for the company.

Below the Employer Deductions section, a Contributions section will appear. This shows you the deduction amounts from **Payment History**. Payroll information in this section is inquiry only. If an amount needs to be added to the plan other than through a payroll deduction, whether an employee or employer paid amount, click on the **add** button to record this information.

The screenshot shows the 'Enter Actual Contribution' screen for David Anderson. The left sidebar contains a 'Summary' section with a user icon and name, and an 'Employee Details' section with fields for Number (1701015), Status (Active), Hire Date (01/02/2003), and Reports To (Clarence Simmons). Below this is a 'Direct Reports: 89' button. The main content area has a top navigation bar with tabs: Demographics, Work Profile, Absences, Disciplinary Actions, Education, Certifications, Emergency Contacts, and Job Review. The 'Enter Actual Contribution' section includes a title, a required field indicator, and a form with the following fields: HSA Group (Full Time Group, Medical Self), Enrollment Year (2016), Health Savings Account, \*Date Of Contribution (empty), Employee Contribution Amount (0.00), Employer Contribution Amount (0.00), and \*Currency (U.S. Dollar dropdown). At the bottom are 'submit' and 'cancel' buttons.

Click on **submit** at the bottom of the page to save the data or **cancel** to ignore the changes that were made.

## Family and Medical Leave Act

In this section, the following topics concerning the Family and Medical Leave Act (FMLA) will be discussed:

- FMLA setup
- FMLA details
  - Calculating employee eligibility
  - Working with leave requests
  - When leave is taken
  - Managing FMLA Certifications
- FMLA certification report
- FMLA leave report

### FMLA Setup

To record and track employee FMLA leave, set up steps are necessary in the following areas:

- Common Object Dictionary
- FMLA Setup



Effective Date	Legal Entity	Jurisdiction	FMLA Method	Action
01/01/2015	Cheesecake Fac.	Federal	Fiscal Year (Forward)	view  delete
01/01/2008	Carolina Cof Co	Federal	Rolling Month (Backward)	view  delete
01/01/2008	Outback Group	Federal	Rolling Month (Backward)	view  delete
01/01/2008	Value Solutions	Federal	Calendar Year (Forward)	view  delete

add

In the Pay Codes and Absence Codes common object dictionaries, indicate which pay codes and absence codes should update scheduled leave to “Taken” by selecting the ‘Include in FMLA’ checkbox. When an employee has an FMLA pay code or absence code in Time and Attendance and a Work Date is associated with those hours, the system will search the scheduled leave in **FMLA Details** to find a matching Work Date. If a record is found, the system will update the status of the leave to “Taken” when the employee’s payment is closed. The number of FMLA hours will be updated if necessary to reflect the actual hours taken.

If your company uses a leave method other than Rolling Month (Backwards) *or* if you wish to define eligibility requirements or the maximum number of leave hours that may be taken that are different than the global federal rules, define them in the **FMLA Setup** function. As of this writing, the following states have rules that differ from the federal rules: California, Connecticut, Hawaii, Maine, Minnesota, New Jersey, Oregon, Rhode Island, Vermont, Washington, Washington D.C. and Wisconsin.

Depending on your security access, you may see **add** and **delete** buttons on this page. To add a record, click on the **add** button on the bottom of the page. To see FMLA Setup information without changing it, click on the **view** button. To update an existing record, click on the blue text in the left-most column to access that record. To save any additions or changes that you make, you must click on **submit** at the bottom of the page. If you do not wish to save any changes that were made, click on the **cancel** button.

To delete information, click on the **delete** button to the right of the entry.

When adding a record in this function, specify whether the rules apply to all Legal Entities or a specific Legal Entity. After you select a jurisdiction (federal or a particular state), the system will display any global rules that exist. The following screen shows an example of the current Federal rules. Select the Leave Method that describes your company's policy.

### Add FMLA Setup

\* = Required

☐ All Legal Entities
 ☒ Select Legal Entities

\*Legal Entity :

\*Jurisdiction:

\*Leave Method:

\*Effective Date:

Global Rules Defined for this Jurisdiction

Employee worked minimum number of months:	<input type="text" value="12"/>	12
Employee worked minimum number of hours:	<input type="text" value="1250"/>	1250
Maximum Non-Military Leave Hours:	<input type="text" value="480"/>	480
Maximum Military Leave Hours:	<input type="text" value="1040"/>	1040
Maximum Number of Months Over Which Leave Can be Taken:	<input type="text" value="12"/>	12
Minimum Number of Days when requested Certifications are due:	<input type="text" value="15"/> (days)	15
Minimum Number of Days when re-Certifications can be requested:	<input type="text" value="30"/> (days)	30
Automatically delete scheduled leaves not taken after:	<input type="text" value="0"/> (days)	0
*Specified Month :	<input type="text" value="0"/>	0
*Specified Day :	<input type="text" value="0"/>	0

(\*Required on Specified Month/Day Method)

The available Leave Methods are:

- **Anniversary Date (Forward)**  
The system uses the employee's Adjusted Hire Date as the starting date.
- **Calendar Year (Forward)**
- **Fiscal Year (Forward)**  
The system uses the Last Fiscal Month of the Year from Legal Entity Definition.
- **First Day of Leave**
- **Rolling Month (Backward)**
- **Specified Month and Day (Forward)**  
If this method is selected, the system uses the Specified Month and Specified Day that is entered at the bottom of the screen.

The eligibility requirement 'Employee worked minimum number of months' defaults to the number of months for the selected Jurisdiction but may be overridden if your state requires a higher value. The Federal limit is currently 12 months.

The eligibility requirement ‘Employee worked minimum number of hours’ defaults to the number of hours for the selected Jurisdiction but also may be overridden if necessary. The Federal limit as of this writing is 1250 hours.

Specify the ‘Maximum Non-Military Leave Hours’ for which employees are eligible. The Federal limit is currently 480 hours (12 “standard” work weeks x 40 hours). Specify the ‘Maximum Military Leave Hours’. The Federal limit is currently 1040 hours (26 “standard” work weeks x 40 hours). Specify the ‘Maximum Number of Months Over Which Leave Can be Taken’. The Federal limit as of this writing is 12 months.

The next two fields apply to when your company may request medical certification. The first, ‘Minimum Number of Days When requested Certifications are due’ is a value that will be added to the date of an employee’s leave request to arrive at a due date by which the employee must have returned a completed certification. The Act specifies that this time period must allow at least 15 calendar days.

‘Minimum Number of Days when re-Certifications can be requested’ specifies how often re-certifications may be requested. The Act requires that (absent certain specific circumstances) re-certification cannot be requested more often than every 30 days.

‘Automatically delete scheduled leaves not taken after’ defines a decision point at which scheduled leave records will be purged. This refers only to leave that is scheduled but not taken. An explanation follows.

- The system creates a record for each occasion of leave scheduled. If, subsequent to scheduling, the employee does not actually take the leave time, those scheduled records should be removed. This field tells the system to delete a scheduled record when the leave was not taken and the specified number of days has passed.
- This is a necessary action because the system reduces an employee’s FMLA leave available (the Remaining Balance field on an employee’s Leave tab) by the amount of any leave scheduled. The Remaining Balance field’s value is computed by adding leave taken during the FMLA year plus the leave that may be scheduled but not yet taken. Therefore, if the leave isn’t actually taken, the scheduled record cannot be allowed to remain on file since it reduces the Remaining Balance value. It’s feasible that because of a lag in communications that HR doesn’t know whether the leave was taken or not until a day or a few days after the scheduled begin date. For that reason, a scheduled record cannot automatically be deleted immediately upon passing the scheduled begin date.
- Records will be deleted when you access an employee’s information in the **FMLA Details** function and leave that has been scheduled but not taken is prior to today’s date by at least the number of days entered in the ‘Automatically delete scheduled leaves not taken after’ field.

The Specified Month/Day fields are provided for an employer who defines the fixed 12-month FMLA year as starting on an arbitrary date. The month and day of that beginning date

are specified by these two values. If your company uses any of the more “standard” schemes, you won’t put anything in these fields.

You may enter more than one record in the **FMLA Setup** function. When you are viewing an employee’s information in FMLA Details, the system will use the first rule that is found according to the following hierarchy:

- Legal entity and work state
- “All entities” and work state
- Legal entity and Federal
- “All entities” and Federal

If no corresponding records are found in FMLA Setup, the system will default to the Rolling Months (Backward) method and will use the global state rules for the employee’s work state, if any. If no global rule exists for the employee’s work state, the federal global rule will be used.

When the setup steps are complete, use the following functions to track and manage FMLA information:

- **FMLA Details**  
This function provides you with an instant assessment of an employee’s FMLA eligibility. When an employee requests FMLA leave, it is entered into this function. The required FMLA publications can be printed from this function and provided to the employee. When FMLA hours are entered in time and attendance and the employee’s payment is run through the close process, any FMLA leave requests that match the work dates are changed from “scheduled” or “approved” to “taken.”
- **FMLA Leave Report**  
This report prints information about employees’ FMLA leave, whether it has already occurred or is scheduled for a future date.
- **FMLA Certifications Report**  
This function allows you to print information about FMLA certifications that have been requested from the employee. The department responsible for tracking the receipt of certifications can use this report to see which certifications have not yet been returned by employees.

## FMLA Details

This function provides you with an instant assessment of an employee's FMLA eligibility. FMLA leave is also tracked using this function. The required FMLA publications can be printed from this function and provided to the employee.

## Calculating Employee Eligibility

On the **FMLA Status** tab, the top section of page shows the employee's home legal entity and work state. Based on the leave method, the start and end dates of the Family Leave span are displayed. In the **Military** column, the leave method is First Day of Leave, as required by law. The start and end date in the **Military** column will be shown if Military Family Leave has been taken, based on the first day of that leave.

Summary	Demographics	Paid Time Off	Address	Work Profile	Absences	Education	Certification																											
<b>William C (Bill) Fulton Jr</b> Manager - Intermediate Level wfulton@valuesolutions.com Cons. Group / Value Sol. / Florham Park NJ	Legal Entity: Value Solutions      Work State: North Carolina																																	
<b>FMLA Status</b> FMLA Leave    FMLA Certifications																																		
<b>FMLA Detail</b> <span style="float: right;">update</span>																																		
<table border="1"> <thead> <tr> <th></th> <th>Family:</th> <th>Military:</th> </tr> </thead> <tbody> <tr> <td>Leave Span Start Date:</td> <td>10/09/2017</td> <td></td> </tr> <tr> <td>Leave Span End Date:</td> <td>10/08/2019</td> <td></td> </tr> <tr> <td>Hours Limit:</td> <td><input type="text" value="480.00"/></td> <td><input type="text" value="1040.00"/></td> </tr> <tr> <td>Hours Taken:</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Scheduled:</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Remaining:</td> <td>480.00</td> <td>1040.00</td> </tr> <tr> <td>Current Status:</td> <td>Not Eligible</td> <td>Not Eligible</td> </tr> <tr> <td>Leave Method:</td> <td>Rolling Month (Backward)</td> <td>First Day of Leave</td> </tr> </tbody> </table>									Family:	Military:	Leave Span Start Date:	10/09/2017		Leave Span End Date:	10/08/2019		Hours Limit:	<input type="text" value="480.00"/>	<input type="text" value="1040.00"/>	Hours Taken:	0.00	0.00	Scheduled:	0.00	0.00	Remaining:	480.00	1040.00	Current Status:	Not Eligible	Not Eligible	Leave Method:	Rolling Month (Backward)	First Day of Leave
	Family:	Military:																																
Leave Span Start Date:	10/09/2017																																	
Leave Span End Date:	10/08/2019																																	
Hours Limit:	<input type="text" value="480.00"/>	<input type="text" value="1040.00"/>																																
Hours Taken:	0.00	0.00																																
Scheduled:	0.00	0.00																																
Remaining:	480.00	1040.00																																
Current Status:	Not Eligible	Not Eligible																																
Leave Method:	Rolling Month (Backward)	First Day of Leave																																
<b>FMLA Eligibility Factors</b>																																		
Months Worked:		261	Hours Worked:		0																													
+/- Months:		<input type="text" value="0"/>	+/- Hours:		<input type="text" value="0.00"/>																													
Total Months:		261	Total Hours:		0																													
<b>Scheduled Leave Status</b>																																		
Scheduled Leave:																																		
Starts:				Ends:																														
<span>update</span>																																		

Next, the system displays the maximum hours that the employee may take, both for non-military and military reasons. The Hours Limits default to the amounts entered in FMLA Setup function, but can be edited to indicate the limits specific to the employee. It then displays the number of FMLA hours taken, currently scheduled (with a "scheduled" or "approved" status), and remaining. You can visually check the 'Current Status' field in the **FMLA Status** area. For example, if it shows "Eligible" and the company is subject to federal rules, it means that the employee has worked for the company for at least 12 months, has worked at least 1,250 hours in the past 12 months, and has not exceeded his/her available 12-weeks of leave. If the status field shows "Not Eligible," this would indicate that the employee's qualifications (according to the system's calculations) do not warrant FMLA leave.



The “Eligible/Not Eligible” indication is based on three factors; if the company uses the federal rules the employee must have:

- Worked for the company for at least 12 months (number of full months that the employee had an active employment status)
- Worked at least 1,250 hours within the previous 12 months (number of hours defined as SUI Labor Hours)
- Remaining hours available in the 12-month FMLA year

If any of those three conditions are not met, the “Not Eligible” status will be indicated. Inactive employees will also be shown as “Not Eligible.” It should be noted that if there is any reason to doubt the data on which the decision is based, the factors should be verified because the employee has the right to file a complaint with the Employment Standards Administration of the DOL if a leave is disallowed for invalid reasons.

Note that FMLA eligibility specifies that the months worked and hours worked thresholds are based on the date that the leave commences while the Eligible/Not Eligible status is based on today’s date. Therefore, if the months/hours are close to the required values, you should verify that the threshold(s) will be satisfied by the date that the leave commences.

Additionally, if the employee had worked in another capacity (temporary, part time, military, etc.), there may be a requirement to manually enter those adjustments into the ‘+/- Months’ and/or ‘+/- Hours’ fields to get them included in the month and hours totals. If you need to adjust the hours or months worked, click on the **Update** button to access these fields. After making any adjustments, the system will recalculate the employee’s current status.

### Working with Leave Requests

One of the difficulties that accompany the FMLA requirements is the “rolling” 12-month aspect of hours worked as well as the company’s definition of the FMLA year.

Two of the options available for defining the company’s 12-month FMLA year measure from one specific (rolling) date to another. One option measures forward 12 months from the date that the first FMLA leave began and the other option measures backward from the date of current leave taken to a date 12 months ago. Both of these methods require recording by individual day of any occurrence of leave taken. For this reason, you are able to store each occasion of leave taken, no matter how small the time increment. A related benefit of this feature is the tracking of each and every occasion of leave taken, no matter how small the timeframe in the case of intermittent leave. This provides a complete, detailed history of all FMLA leave taken for all employees.

Once an employee’s qualifications are satisfied, click on the **FMLA Leave** tab. A page similar to the following will appear.

## Family and Medical Leave Act

The screenshot displays the iCON Benefits Administration interface. On the left, a sidebar shows the user's profile for William C (Bill) Fulton Jr., including his title (Manager - Intermediate Level), email (wfulton@valuesolutions.com), and direct reports (4). The main content area has a top navigation bar with tabs for Demographics, Work Profile, Absences, Disciplinary Actions, Education, Certifications, Emergency Contacts, and Job Review. Below this, the 'FMLA Leave' tab is selected, showing 'Employee FMLA Leave Details'. A table lists leave records with columns for Leave Date, Status, Hours, Reason, and Action. The table contains six records, all for 'Employee Health' or 'Mil. Caregiver' reasons. Each record has 'view' and 'delete' buttons. An 'add' button is located at the bottom right of the table.

Leave Date	Status	Hours	Reason	Action
06/08/2016	Taken	8	Employee Health	view  delete
06/07/2016	Taken	8	Employee Health	view  delete
06/06/2016	Taken	8	Employee Health	view  delete
12/15/2008	Scheduled	6	Mil. Caregiver	view  delete
12/09/2008	Taken	4	Employee Health	view  delete
12/08/2008	Scheduled	8	Employee Health	view  delete

Each FMLA leave record shows a leave date, status (scheduled, approved or taken), a number of hours taken (or scheduled), and a leave reason. A field called ‘Segment Reason’ is reserved for a further explanation of the leave reason (the reason for that part of the leave). For example, if an employee takes leave to care for an infant child (the Leave Reason), the Segment Reason might be expected to contain the child’s name. In the case of an employee health reason, the segment reason might state “Back Spasms.”

Depending on your security access, you may see **add** and **delete** buttons on this page. To add an FMLA leave request, click on the **add** button on the bottom of the page. To see an FMLA leave request without changing it, click on the **view** button. To update an existing FMLA leave request, click on the blue text in the left-most column to access that record. To save any additions or changes that you make, you must click on **submit** at the bottom of the page. If you do not wish to save any changes that were made, click on the **cancel** button.

To delete information, click on the **delete** button to the right of the entry. Before the system deletes the selected record, the following message appears: “Are you sure you want to delete this information?” Click **OK** to delete the information or **Cancel** if you want to retain the information.

**NOTE:** The *FMLA Leave Report* is available in the **Reports** menu which will print information about taken and/or scheduled leave for a particular employee or a group of employees.

Click on the **Add** button to enter a leave request. A page similar to the following will appear.

**Summary**

William C (Bill) Fulton Jr  
 Manager - Intermediate Level  
 wfulton@valuesolutions.com  
 Cons. Group / Value Sol. / Florham Pk N

**Employee Details**

Number: 615  
 Status: Active  
 Hire Date: 07/09/2013  
 Reports To: Cheryl Howard  
 Direct Reports: 4

**Add FMLA Leave**

**Employee FMLA Leave**  
 \* = Required

\*From:   \*Through:   \*Daily Hours:

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

\*Leave Reason:    
 Segment Reason:

Request Submitted:  Employee Requested Concurrent PTO:

Comments:

Enter the beginning date of the leave request in the 'From' field *or* click on the calendar button and then click on the date. The selected date will be moved into the 'From' field. Enter the ending date of the leave request in the 'Through' field, or click on the calendar button and click on the date.

***An Important Note about the From/Through entries:*** When a request spans one or more weekends and an employee only works Monday through Friday, you must enter from/through dates that represent a contiguous group of days, then use the checkboxes to select which days during the date range selected that the leave will apply to. For example – if a person will be taking leave for the Birth of a Child for the date range of October 15, 2018 through November 11, 2018 – but only works Monday through Friday, enter the date range From: 10/15/2018, Through: 11/11/2018, then check the checkboxes Monday, Tuesday, Wednesday, Thursday, Friday. The system will automatically create 20 records—one for each week day during that date range. All will have identical information except the date. If another week of leave is necessary, again click the 'From' date beginning the next group of days, the 'Through' date ending that week, and make any adjustments to the leave information. Click **submit** and the system will create all of the necessary Monday through Friday records automatically. If the employee regularly works weekends, enter the corresponding 'From' and 'Through' dates, making sure to check the box for each scheduled work day of the week in that date range.

Even when the request is lengthy, there must be a separate record for each work day that the employee will be away. Note that each day will be set to the number of hours specified in the 'Daily Hours' field.

When creating the initial leave entry, select the Leave Reason from the list of options:

- Employee Health Condition
- Immediate Family Member Health Condition

- Birth of a Child
- Adoption of a Child
- Military Caregiver Leave
- Military Exigency Family Leave

The ‘Segment Reason’ is reserved for a “sub-description” of the leave reason. For example, suppose the leave reason is “Employee Health.” The segment reason could be specified as “Gallbladder surgery.” Or a leave reason for “Family Health” could specify “Spouse, back injury”, etc. In other words, the segment reason further defines the leave reason.

When adding a new record, the status indicator to the right of the two reason fields is automatically set to “Scheduled.” If the leave is being entered after-the-fact, you can click “Taken” to indicate that the leave was already taken. Whether you use the “Approved” status is up to you; it has no special functionality. “Scheduled” leave requests cannot be entered for dates prior to today’s date; these must be entered as either “Approved” or “Taken.” Be aware that any time that is accounted for on a leave record (regardless of the status setting) reduces the “Remaining” value on the **Leave** tab since the time is accounted for and is no longer available.

**NOTE:** *In the case of leave scheduled but not taken, we will want to delete untaken leave records since they reduce the remaining balance of FMLA time available and may represent an inaccurate picture of what actually happened. They can be manually deleted at any time or they can be automatically deleted based on a setting on the FMLA Setup record. The setting specifies the number of days to keep the record(s) on file after the scheduled date has past, before deleting them.*

Note that the Request Submitted date defaults to “today” but can be overridden. If the employee requested that he or she take paid time off for this FMLA leave, select it from the drop down list. Note that this is for information only; it does not automatically cause the employee to be paid for these hours. The **Comments** area is available for any additional information that may be helpful.

### When Leave is Taken

When an employee’s payment is processed in the Close Process and he/she has either paid or unpaid Time and Attendance hours that are marked as “Include in FMLA” in the Pay Codes or Absence Codes common object dictionary, the system will get the Work Date and try to find a corresponding FMLA Leave record. If one is found, the FMLA Status will be changed to “Taken.” If the number of hours is different on the FMLA Leave Request than the Time and Attendance entry, the FMLA hours will be updated to match the Time and Attendance hours.

## Managing FMLA Certifications

An employer may require that an employee get supporting certification from a Health Care Provider for certain leave reasons. The Act provides guidelines that govern the handling of certifications. The **FMLA Certifications** tab supports the creation, recording, and tracking of certifications.

This function displays FMLA Certifications in date-descending sequence based on the date requested (newest first). The date range defaults to January 1 of the current year to the end of the current month; these dates can be changed if needed to work with additional certifications that may exist. The leave reason is shown in the **Reason** column. The system also displays whether this is an original certification or recertification.

**NOTE:** The *FMLA Certifications Report* is available in the **Reports** menu which will print any certifications that have not yet been returned and certifications that are expiring.

The screenshot shows the FMLA Certifications interface for William C (Bill) Fulton Jr. The interface includes a left sidebar with employee details and a main content area with tabs for Demographics, Paid Time Off, Address, Work Profile, Absences, Education, and Certifications. The Certifications tab is active, showing a table of FMLA certifications. The table has columns for Requested Date, Date Received, Reason, Certification/Notice, and Action. A single certification is listed with a Requested Date of 06/01/2016, Reason of Employee Health Condition, and Certification/Notice of Original. The Action column contains buttons for fmla forms, view, and delete. The interface also includes a Date Range filter set to 01/01/2016 to 12/31/2016 and an add button at the bottom right.

Requested Date	Date Received	Reason	Certification/Notice	Action
06/01/2016		Employee Health Condition	Original	fmla forms view delete

To add an FMLA certification, click on the **add** button on the bottom of the page. To see FMLA certification information without changing it, click on the **view** button. To update an existing FMLA certification, click on the blue text in the left-most column to access that record. To save any additions or changes that you make, you must click on **submit** at the bottom of the page. If you do not wish to save any changes that were made, click on the **cancel** button.

To delete information, click on the **delete** button to the right of the entry. Before the system deletes the selected record, the following message appears: “Are you sure you want to delete this information?” Click **OK** to delete the information or **Cancel** if you want to retain the information.

When you click on the **add** button, a page similar to the following will be displayed.

The screenshot shows a web interface for adding FMLA certifications. On the left is a sidebar with employee details for William C (Bill) Fulton Jr., including his title (Manager - Intermediate Level), email (wfulton@valuesolutions.com), and hire date (07/09/2013). The main area is titled 'Add FMLA Certifications' and includes a note that asterisks (\*) denote required fields. There are two radio buttons for 'Original Certification' (selected) and 'Recertification'. Below these are input fields for 'Requested Date', 'Received Date', 'Segment Reason', and 'Date Printed'. To the right, there is a dropdown for 'Leave Reason' (currently showing 'no value'), and input fields for 'Due Date', 'Health Care Provider', and 'Date Certification Expires'. A large text area for 'Comments' is at the bottom left of the form. At the bottom right, there are 'submit' and 'cancel' buttons.

Enter the appropriate information.

- **Original Certification or Recertification**  
Click on the appropriate button to indicate whether this record represents an original certification or a recertification.
- **Requested Date**  
In this field, enter the date that the company asked the employee to secure a certification from their health care provider.
- **Leave Reason**  
In this field, indicate why the employee has requested leave.
- **Received Date**  
In this field, enter the actual date that a signed certification was received by someone in the HR Department.
- **Due Date**  
The 'Due Date' is calculated by adding a user-specified number of days to the 'Requested Date'. The due date is the date by which a signed copy of the certification must be returned. The Act specifies at least 15 calendar days, but company policy can authorize a longer period. The system will calculate the 'Due Date'. You may override this to a date later than the calculated date.
- **Segment Reason**  
In this field, you may enter more information about the type of leave.

- **Health Care Provider**  
In this field, enter the name of the HCP who signed the certification form.
- **Date Printed**  
In this field, record the date on which you printed a certification form for the employee from the FMLA forms list.
- **Date Certification Expires**  
In this field, enter the date when the certification is returned. At that time, both the provider name and expiration date should be recorded.
- **Comments**  
In this field, enter any comments, if desired, that further define the certification.

You may store a file with each FMLA certification record that exists. To do this, go to the Update page – accessed by clicking on the date of the job review – for the record you wish to update. Click on the **upload** button.

### FMLA Forms

**Note:** All FMLA Certification forms are in PDF format, so you must have Acrobat Reader on your computer. You may access the webpage to download this reader from the Report Master Listing function.

Once an FMLA Certification Record has been added, you can click on the **fmla forms** button under the Action column in the list of certification records to associate the FMLA Forms that correspond to the specific Leave Reason for that record. A screen similar to the following will appear:

**Summary**

**William C (Bill) Fulton Jr**  
 Manager - Intermediate Level  
 wfulton@valuesolutions.com  
 Cons. Group / Value Sol. / Florham Pk N

**Employee Details**  
 Number: 615  
 Status: Active  
 Hire Date: 07/09/2013  
 Reports To: Cheryl Howard  
 Direct Reports: 4

**FMLA Forms**

Leave Reason: Employee Health Condition  
 Original Certification: yes  
 Requested Date: 06/01/2016

[Pub.1420 Employee Rights and Responsibilities under FMLA](#)  
[WH-381 Notice of Eligibility and Rights and Responsibilities](#)  
[WH-382 Designation Notice](#)  
[WH-380-E Certification of Health Care Provider for Employee's Serious Health Condition](#)

**Submitted FMLA Forms**

Forms	Date Generated	Time Generated	Action
<a href="#">Pub.1420 Employee Rights and Responsibilities under FMLA</a>	10/09/2018	18:10:23	<a href="#">view</a> <a href="#">delete</a>
<a href="#">WH-381 Notice of Eligibility and Rights and Responsibilities</a>	10/09/2018	18:12:28	<a href="#">view</a> <a href="#">delete</a>
<a href="#">WH-382 Designation Notice</a>	10/09/2018	18:13:17	<a href="#">view</a> <a href="#">delete</a>
<a href="#">WH-380-E Certification of Health Care Provider for Employee's Serious Health Condition</a>	10/09/2018	18:13:43	<a href="#">view</a> <a href="#">delete</a>

**Uploaded FMLA Forms** [upload](#)

Forms	Action
<a href="#">FMLA Certification 10/09/2018 18:14:20</a>	<a href="#">view</a> <a href="#">delete</a>

[back](#)

When you click on a form name in the list, the form will open in your browser, similar to the following:

The screenshot displays a web interface for the Family and Medical Leave Act (FMLA) form. On the left, a sidebar contains a 'Summary' section for William C (Bill) Fulton Jr, a 'Demographics' section, and an 'Employee Details' section. The main content area shows the 'Notice of Eligibility and Rights & Responsibilities (Family and Medical Leave Act)' form. The form includes a header with the U.S. Department of Labor logo and a 'back' button. The form text explains the eligibility requirements for FMLA leave. Below the text, there is a section for 'Part A - NOTICE OF ELIGIBILITY' with fields for 'TO:', 'FROM:', and 'DATE:'. The 'TO:' field is pre-populated with 'William C Fulton Jr' and 'Employee'. The 'FROM:' field is pre-populated with 'Kristy Smith' and 'Employer Representative'. The 'DATE:' field is pre-populated with '06/01/2016'. Below these fields, there is a section for 'On 05/28/2016 you informed us that you needed leave beginning on 07/05/2018 for:'. There are two radio buttons: one for 'The birth of a child, or placement of a child with you for adoption or foster care;' and one for 'A serious or chronic health condition;'.

Some of the fields on the forms will be pre-populated with known employee information, and you will also have the ability to fill-in some fields on these forms before submitting. Click the back and next buttons to scroll through the pages of the documents. Click Cancel to exit without saving changes. Click Submit to save your changes. Submitted documents will appear in Submitted FMLA Forms list.

You may also upload files within this function, for example, a copy of the certification forms that have been completed by the health care provider. When you click the **upload** button – a page similar to the following will appear. Click on the **Browse** button to search for the file you wish to upload. Once you have selected the file, click on the **upload** button. Then click **submit**.

The screenshot displays a web interface for the 'Upload Form' function. On the left, a sidebar contains a 'Summary' section for William C (Bill) Fulton Jr, a 'Demographics' section, and an 'Employee Details' section. The main content area shows the 'Upload Form' form. The form includes a header with the U.S. Department of Labor logo and a 'back' button. The form text explains the steps for uploading a file. Below the text, there is a section for 'Step 1. Select File to Upload (25MB Maximum Size):' with a 'Browse...' button. Below this, there is a section for 'Step 2. Upload the file:' with an 'upload' button. Below this, there is a section for 'Step 3. Click the Submit button below AFTER you have clicked the upload icon.' with 'submit' and 'cancel' buttons.



The uploaded and submitted files will be listed under Uploaded FMLA Forms. These Uploaded FMLA Forms will also be able to be seen in the Employee Files function for the employee if the Common Object>File Types code of “FMC” has Employee Accessible set to Yes.

## ***FMLA Certifications Report***

This function allows you to print information about FMLA certifications that have been requested from the employee. The department responsible for tracking the receipt of certifications can use this report to see which certifications have not yet been returned by employees.

The screenshot shows the 'FMLA Certifications Report' form. At the top, it says '\* = Required'. Below this is a section titled 'Select Employee Population:' with a blue header. Inside this section, there is a tree view on the left showing 'Cons. Group' and a large empty box on the right labeled 'Selected Levels:'. Below the 'Select Employee Population:' section is another section titled 'Select Report Parameters:' with a blue header. This section contains several fields: '\*From Date:' with an empty text box, '\*To Date:' with an empty text box, '\*Report Name:' with a text box containing 'FMLACertificationReport', 'Break By Organization Structure at Level:' with a dropdown menu showing '2', 'Certifications Due:' with a radio button, and 'Expired Certifications:' with a radio button.

In the area called Select Employee Population, drill down through the organization chart and click on the organization for which you wish to select levels for reporting. The levels will then appear in the Selected Levels box.

In the Select Report Parameters area, enter the 'From' and 'To' Dates.

You may enter a different Report Name if you wish. This name will appear in the Report Master Listing so that you may identify the report.

Select the organization break level. Employees will be sorted by this organization level.

Click on the radio button for either **Certifications Due** or **Expired Certifications**.

The report will print information from the **FMLA Certifications** function for active employees. It includes the employee number, employee name, leave reason, whether it was an original certification or recertification, the date requested, due date, date received and expiration date.

The report will not print employees for which the user has no Organization Security.

When all selections have been entered, click on the **submit** button. Once the report has completed processing, it will be displayed as a PDF file in the **Report Master Listing** function in the Tools section. If you wish to clear your selections, click on the **cancel** button.

## FMLA Leave Report

This report prints information about employees' FMLA leave, whether it has already occurred or is scheduled for a future date.

The screenshot shows the 'FMLA Leave Report' form. At the top left, there is a legend: '\* = Required'. Below this is a tree view for selecting organizations, with 'Cons. Group' expanded to show 'KCAT' and 'Zion'. To the right of this tree is a blue box labeled 'Selected Levels:'. Below these elements is a section titled 'Select Report Parameters:'. This section contains several fields: '\*From Date:' with a text input box, '\*To Date:' with a text input box, 'By Organization:' with a radio button, 'By Employee:' with a radio button, 'Employee Number:' with a text input box and a user icon, and '\*Report Name:' with a text input box containing the value 'FMLALeaveReport'.

If you wish to run this report for a particular organization, drill down through the organization chart and click on the organization for which you wish to select levels for reporting. The levels will then appear in the Selected Levels box. Also enter the 'Break By Organization Structure at Level' number. To run this report for a particular employee, click on the 'By Employee' radio button and enter the Employee Number.

In the Select Report Parameters area, enter the 'From' and 'To' Dates.

You may enter a different Report Name if you wish. This name will appear in the Report Master Listing so that you may identify the report.

The report will not print employees for which the user has no Organization Security.

When all selections have been entered, click on the **submit** button. Once the report has completed processing, it will be displayed as a PDF file in the **Report Master Listing** function in the Tools section. If you wish to clear your selections, click on the **cancel** button.

## Reports

The following reports are reviewed in this section:

- ACA Benefits Report
- ACA Hours Report
- Benefit Comparison
- Benefit Cost Report
- Benefit Eligibility Report
- Benefit Participation
- Benefit Premium
- Benefit Validation Report
- Census Report
- Common Object Report
- Personal Benefit Statement

### **ACA Benefit Report**

This function allows you to print which employees are eligible for benefits based on eligibility date and ACA employee status. The report also identifies which employees are enrolled or not enrolled in a benefit plan. This report can be run for a defined date range.

In the Select Employee Population section, drill down through the organization chart and click on the organization for which you wish to select levels for reporting. The last two levels will then appear in the Selected Levels box.

Enter the Benefit Year that you want to use to run this report. The report defaults to the current year.

You may select the checkbox Include Terminated if you want to include the employees that are marked Terminated within the chosen Benefit Year *or* leave the checkbox unselected to omit Terminated employees from printing on the report.

The screenshot shows the 'ACA Benefit Report' configuration interface. At the top, it says '\* = Required'. Below this is a section titled 'Select Employee Population:' which contains a tree view with 'Cons. Group' selected. To the right of this is a 'Selected Levels:' box. Below the population selection is another section titled 'Select Report Parameters:'. This section includes a '\*Benefit Year:' dropdown set to '2016', an 'Include Inactive:' checkbox, a '\*Report Name:' text field containing 'ACABenefitReport', a '\*Report Formats:' section with checkboxes for PDF (checked), XLS, XML, CSV, and TXT, and a 'Sort By:' section with radio buttons for 'Employee Number' (selected) and 'Employee Name'.

You may enter a different Report Name if you wish. This name will appear in the Report Master Listing so that you may identify the report.

Select the sorting method for this report, whether by Employee Number or Employee Name.

When all selections have been entered, click on the **submit** button. Once the report has completed processing, it will be displayed as a PDF file in the **Report Master Listing** function in the Tools section. If you wish to clear your selections, click on the **cancel** button.

## ACA Hours Report

This function allows you to print employee hour's information based on a particular measurement group or on a selected date range. The ACA hours will help with analyzing employees ACA employee statuses based on the number of hours worked, to ensure all employees are classified correctly. The report can be generated by selecting a Measurement Period description or entering Start and End dates.

**ACA Hours Report**  
\* = Required

**Select Employee Population:**

- Cons. Group

**Selected Levels:**

**Select Report Parameters:**

Include Inactive: ☐

Measurement Period Description: \*no value ▼

\*Start Date:

\*End Date:

\*Report Name: ACAHoursReport

\*Report Formats: ☒ PDF ☐ XLS ☐ XML ☐ CSV ☐ TXT

Sort By: ☒ Employee Number

In the Select Employee Population section, drill down through the organization chart and click on the organization for which you wish to select levels for reporting. The last two levels will then appear in the Selected Levels box.

You may select the checkbox Include Terminated if you want to include the employees that are marked Terminated within the chosen Benefit Year *or* leave the checkbox unselected to omit Terminated employees from printing on the report.

If you select a particular Measurement Period Description, the next drop down list will display Measurement Periods within that Organizational Structure. You may select one value



from this list, or leave it blank to print employees in all Measurement Periods within the selected Organizational Structure.

Enter the Start Date and End Date that you want to use to run this report.

You may enter a different Report Name if you wish. This name will appear in the Report Master Listing so that you may identify the report.

Select the sorting method for this report, whether by Employee Number or Employee Name.

When all selections have been entered, click on the **submit** button. Once the report has completed processing, it will be displayed as a PDF file in the **Report Master Listing** function in the Tools section. If you wish to clear your selections, click on the **cancel** button.

### Benefit Comparison

This function allows you to print employee benefit, FSA and HSA information after Open Enrollment has completed, comparing one year's enrollment with the next year's enrollment. One page will print for each active employee, so it can be given to your employees for their review. Benefit plans, coverage amounts and costs from the current year are shown on the left side of the report, and the employee's benefit elections for the coming year are shown on the right side of the report. You may also print dependent information on the report. Employees will only print with their primary benefit group.

The employee name and address print in a location that appears in the window of a #10 envelope.

**Benefit Comparison Report**

- Cons. Group
- KCAT
- Zion

**Selected Levels:**

**Select Report Parameters:**

\*Report Name: BenefitComparisonReport

One Employee: ☐

Employees who have completed Open Enrollment: ☒

All Employees: ☐

Benefit Group: \* No Benefit

Compare Years: 2016 - 2017

Coverage Category: \*All, Company Paid Life, Dental

In the area showing the organization chart, drill down through the organization and click on the organization for which you wish to select levels for reporting. The levels will then appear in the Selected Levels box.

You may enter a different Report Name if you wish. This name will appear in the **Report Master Listing** so that you may identify the report.

The system will default to the 'Employees who have completed Open Enrollment' option. If you wish to create the report for a particular employee, click on the 'One Employee' radio button and enter the employee number. If you wish to create the report for all employees, whether or not they have completed the Open Enrollment process, click on the 'All Employees' radio button.

If you wish to create the report for employees in only one Benefit Group, select the Benefit Group from the drop down list. If you do not select a Benefit Group, employees in all groups will be printed.

In the 'Compare Years' fields, enter the two years that you wish to compare. This will default to the current year and next year, but can be changed.

In the 'Coverage Category' box, select one or more categories. This will default to \*All categories.

Select the types of changes to be included on the report:

- List all benefits regardless of the changes
- List benefit enrollment and costing/contribution changes only
- List benefit enrollment changes only
- List costing/contribution changes only

Select the 'Include Dependents' checkbox to print dependents who are enrolled in the plans; leave this checkbox blank to print benefit enrollments without listing each dependent.

Select the Sorting Method:

- Sort by Employee Number
- Sort by Employee Name

When all selections have been entered, click on the **submit** button. Once the report has completed processing, it will be displayed as a PDF file in the **Report Master Listing** function in the Tools section. If you wish to clear your selections, click on the **cancel** button.

## Benefit Cost Report

This function allows you to print active benefits for the selected benefit groups, benefit categories and benefit plans. For benefits costed using any cost method, the current cost (and any future-dated costs) as of the Effective Date will print. This report can be used to verify that new benefit costs have been entered correctly.

**Benefit Cost Report**

\* = Required

**Select Benefits**

**Benefit Groups**

☐ All  
☒ Select

Addison Group  
Avanti Group  
BenCostRptGrp  
Betsy Test Grou  
BRITE BEN GRP  
COBRA Group  
COBRA Group-ZZ

**Benefit Categories**

☒ All  
☐ Select

Life Insurance  
Medical

**Benefit Plans**

☒ All  
☐ Select

Life Insurance  
MED POS  
PPO Medical

\*Effective Date: 12/31/2019

\*Report Name: BenefitCostRpt

\*Report Formats: ☒ PDF ☐ XLS ☐ XLSX ☐ XML ☐ CSV ☐ TXT ☐ Criteria File

submit cancel

You may select **All** benefit groups, or click **Select** to choose one or more benefit groups. You may select **All** benefit categories, or click **Select** to choose one or more categories. You may select **All** benefit plans, or click **Select** to choose one or more benefit plans based on the categories that were chosen.

Enter the Effective Date that should be used to get the benefit costs. Costs that are effective as of this date will be shown. If cost records exist for a date after the Effective Date, they will be printed.

You may enter a different Report Name if you wish. This name will appear in the Report Master Listing so that you may identify the report.

The prompt screen also allows you to select one of six report formats. The CSV, XLS, XLSX, and TXT formats will only include data in rows and columns and no formatting, and all formats contain COD codes as well as short descriptions where applicable. If the user needs information that would normally be included in page headings in the PDF format, such as Date and Time run and other selection criteria, they can select to output the Criteria File in TXT format.

When all selections have been entered, click on the **submit** button. Once the report has completed processing, it will be displayed as a PDF file in the **Report Master Listing** function in the Tools section. If you wish to clear your selections, click on the **cancel** button.

Here is an example of the report output in PDF format:

Date: 03/04/2019		Benefit Cost Report										Page: 1				
Time: 11:28:37		Benefit Group: BenCostRptGrp										User: mruberto				
		As Of: 12/31/2019														
Category	Plan	Option	Policy	Effective Date	Age Range	Up To Salary	Tob. Use	Per	Employee				Employer			
									Percent	Cost	Frequency	Coverage	Percent	Cost	Frequency	Coverage
Life Insurance	Life Insurance	Optional Life		01/01/2016	0-25	0.00	N	Employee:	80.0000	20.00	Semi-Monthly	10,000.00	20.0000	20.00	Semi-Monthly	10,000.00
								Dependent:	80.0000	0.00	*no value	0.00	20.0000	0.00	*no value	0.00
Life Insurance	Life Insurance	Optional Life		01/01/2016	26-50	0.00	N	Employee:	85.0000	80.00	Semi-Monthly	10,000.00	15.0000	80.00	Semi-Monthly	10,000.00
								Dependent:	85.0000	0.00	*no value	0.00	15.0000	0.00	*no value	0.00
Life Insurance	Life Insurance	Plan B		01/01/2019	0-29	20,000.00	N	Employee:	10.0000	1,000.00	Annually	10,000.00	90.0000	1,000.00	Annually	10,000.00
								Dependent:	10.0000	0.00	*no value	0.00	90.0000	0.00	*no value	0.00
Life Insurance	Life Insurance	Plan B		01/01/2019	0-29	999,999,999.99	N	Employee:	20.0000	1,000.00	Annually	10,000.00	80.0000	1,000.00	Annually	10,000.00
								Dependent:	20.0000	0.00	*no value	0.00	80.0000	0.00	*no value	0.00
Life Insurance	Life Insurance	Plan B		01/01/2016	0-25	20,000.00	Y	Employee:	80.0000	80.00	Weekly	10,000.00	20.0000	80.00	Weekly	10,000.00
								Dependent:	80.0000	120.00	Weekly	10,000.00	20.0000	120.00	Weekly	10,000.00
Life Insurance	Life Insurance	Plan B		01/01/2016	0-25	40,000.00	Y	Employee:	85.0000	80.00	Weekly	10,000.00	15.0000	80.00	Weekly	10,000.00

### **Benefit Eligibility Report**

This report identifies employees who are assigned to a specific benefit group. When there is a change in the cost of a benefit, you can use this report to determine which employees have to be notified.

You have the option to collect information for all employees or select a group of employees by length of service, age, annual hours worked, or any combination of the three. The report will print the selected employees if they are "Active" as of the Effective Date. To determine whether an employee is active, it uses the **Employment Status** record that is equal to, or the most recent prior record, to the Effective Date. Employees will only print with their primary benefit group as stored in the **Work Profile** function.

**Benefit Eligibility Report**  
\* = Required

**Selection:**

Benefit Group:

\* No Benefit

Age

From:

To:

Length of Service

From:

To:

Annual Hours

From:

To:

\*Effective Date:

\*Report ID:

BenefitEligibilityReport

submit

cancel

If you wish to create the report for employees in only one Benefit Group, select the Benefit Group from the drop down list. If you do not select a Benefit Group, employees in all groups will be printed. You may also enter an age range, length of service range (in years) and/or annual hours (weekly hours from Employee Positions multiplied times 52). You may enter any combination of these selection fields.

Enter the Effective Date to be used. The report will calculate the values based on this date.

The report will print the information by Employee Name and Employee Number, sorted by Last Name.

You may enter a different Report Name if you wish. This name will appear in the Report Master Listing so that you may identify the report.

When all selections have been entered, click on the **submit** button. Once the report has completed processing, it will be displayed as a PDF file in the **Report Master Listing** function. If you wish to clear your selections, click on the **cancel** button.

### **Benefit Participation**

This function allows you to print information on the employees who have completed the Open Enrollment process and those who have not. Employee names and their telephone numbers, if stored in the system, will be printed. You may also print each employee's benefit enrollment for a selected Coverage Category.

The screenshot shows a web interface for generating a 'Benefit Participation Report'. At the top left, there is a tree view for 'Cons. Group' with a plus icon. To the right is a blue box labeled 'Selected Levels:'. Below these is a section titled 'Select Report Parameters:' containing a text field for '\*Report Name:' with the value 'BenefitParticipationReport', and a dropdown for 'Benefit Group:' with the value '\* No Benefit'. Below that is another section titled 'Select Coverage Category to review enrollment in one category:' with a dropdown for 'Coverage Category:' set to '\*no value'. At the bottom are two buttons: a green 'submit' button with a right arrow and a red 'cancel' button with a left arrow.

In the area showing the organization chart, drill down through the organization and click on the organization for which you wish to select levels for reporting. The levels will then appear in the Selected Levels box.

You may enter a different Report Name if you wish. This name will appear in the Report Master Listing so that you may identify the report.

If you wish to create the report for employees in only one Benefit Group, select the Benefit Group from the drop down list. If you do not select a Benefit Group, employees in all groups will be printed.

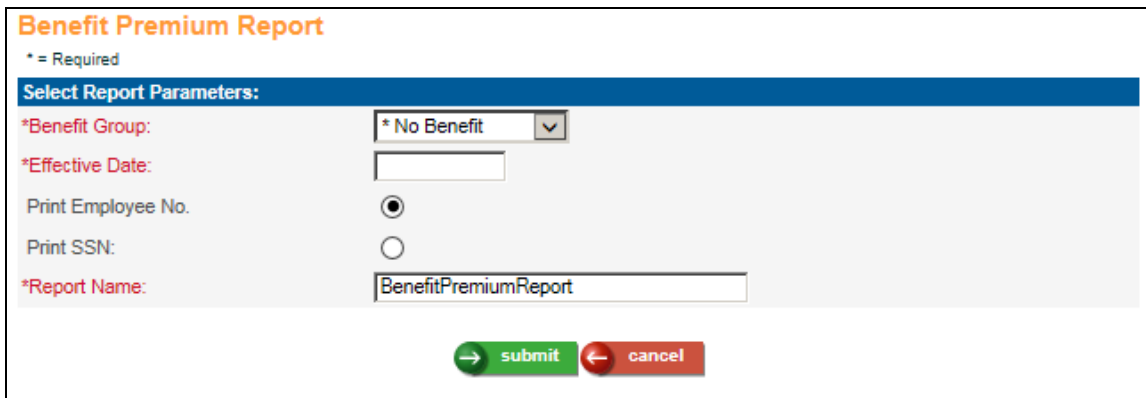
If you wish to print each employee's current active benefit plan for a selected Coverage Category, select the Coverage Category from the drop down list. If the employee is enrolled in a benefit plan in this category, the name of the plan will print, along with the enrollment date for that plan.



When all selections have been entered, click on the **submit** button. Once the report has completed processing, it will be displayed as a PDF file in the **Report Master Listing** function in the Tools section. If you wish to clear your selections, click on the **cancel** button.

### **Benefit Premium**

Based on the Selection Criteria, the report will print all employees and dependents who are enrolled in benefits as of the Effective Date. Employees will only print with their primary Benefit Group.



The screenshot shows a web form titled "Benefit Premium Report" in orange text. Below the title is a legend: "\* = Required". A blue header bar contains the text "Select Report Parameters:". The form fields are as follows: "\*Benefit Group:" with a dropdown menu showing "\* No Benefit"; "\*Effective Date:" with an empty text box; "Print Employee No." with a selected radio button; "Print SSN:" with an unselected radio button; and "\*Report Name:" with a text box containing "BenefitPremiumReport". At the bottom are two buttons: a green "submit" button with a right-pointing arrow and a red "cancel" button with a left-pointing arrow.

If you wish to create the report for employees in only one Benefit Group, select the Benefit Group from the drop down list. If you do not select a Benefit Group, employees in all groups will be printed.

Enter the Effective Date to be used. The report will use the costs as of this date to determine the premium amounts.

The report will print the employee numbers unless you click on the radio button to print Social Security numbers.

You may enter a different Report Name if you wish. This name will appear in the Report Master Listing so that you may identify the report.

When all selections have been entered, click on the **submit** button. Once the report has completed processing, it will be displayed as a PDF file in the **Report Master Listing** function in the Tools section. If you wish to clear your selections, click on the **cancel** button.

## Benefit Validation Report

Use this function to create a CSV file containing deduction information for benefits, flexible spending accounts and/or health savings accounts. This file can be created at any time; no data is updated. You may include the following on the file:

- Benefit enrollment deduction data
- Flexible Spending Accounts deduction data
- Health Savings Accounts deduction data

The system will select all employees who have an active employment status as of the date you enter, who have at least one of the selected benefits, FSAs or HSAs. The file will not include employees for which you have no security.

### Benefit Validation Report

\* = Required

\*Organization:

\*As Of Date:

Deduction Code: ☒ All ☐ Selected

165E Plan A  
3rd Party Sick  
401 00 Prior  
401 01 Prior  
401 02 Prior  
401 03 Prior  
401 04 Prior

\*Report Name:

Click on each tab to select the information to be included in the report. When you have entered all information, click on the Submit button.

Benefits

Flexible Spending Accounts

Health Savings Accounts

Select Benefits

Benefit Groups	Benefit Categories	Benefit Plans
<input checked="" type="radio"/> None	<input checked="" type="radio"/> None	<input checked="" type="radio"/> None
<input type="radio"/> All	<input type="radio"/> All	<input type="radio"/> All
<input type="radio"/> Select	<input type="radio"/> Select	<input type="radio"/> Select

The CSV file contains the following information for employees in the selected organization levels (and below):

- Employee number, last name (with second last name, if any), first name, middle initial (**Demographics**)
- Benefits data for the employee's primary benefit group will be written to the file, including: deduction code, deduction description, benefit group, benefit plan, benefit option, employee deduction amount and employer deduction amount (**Benefit Enrollment, Deductions, Employer Deductions**).

- Flexible spending accounts: FSA group description, FSA description, employee deduction per pay period (**Flexible Spending Accounts, Deductions**)
- Health savings accounts: HSA group description, HSA description, employee contribution per pay period, employer contribution per pay period (**Health Savings Accounts, Deductions, Employer Deductions**)
- Deductions will only be included for the employee's home legal entity.

You must select at least two levels of organization; the file will include employees in the select level and below. The report will only include employees for which you have security.

Enter the As Of Date that you wish to use. The system will use this date to get the current enrollments and deductions that were in effect at this time.

Click on each tab and select the data you wish to include. The system will select all employees who have at least one of the selected benefits, FSAs or HSAs.

When all selections have been entered, click on the **submit** button. Once the job has completed processing, it will be displayed as a CSV file in the **Report Master Listing** function in the Tools section. If you wish to clear your selections, click on the **cancel** button.

## Census Report

Use this function to create a CSV file containing benefit and demographic information about employees who are enrolled in benefits. This file can be created at any time; no data is updated. You may include the following on the file:

- Basic census data, such as employee number, employee name, employment status, legal entity, etc. (information is gathered from **Demographics, Work Profile, Employment Status, Salary Change, Misc. Payroll**). Employees will only be included with their home legal entity. The file will include all employees with an active employment status as of the From Date that is entered. If you select Pay Rate and Type, a column for the employee's pay as expressed in Salary Change will be included (whether it is hourly, weekly, yearly, etc.), as well as the "Per" value.
- Benefits data, such as benefit group, benefit plan, benefit option, employee and employer costs, dependents, beneficiaries, etc. (**Benefit Enrollment, Deduction Accumulators**). For benefit deduction data, the system will total amounts from the month of the From Date through the month of the To Date. The year-to-date amount will include amounts from January through the month of the To Date.
- Flexible spending accounts, such as FSA group, FSA plan, employee contribution per pay period, etc. (**Flexible Spending Accounts, Deduction Accumulators**)
- Health savings accounts, such as HSA group, HSA plan, employee contribution per pay period, employer contribution per pay period, etc. (**Health Savings Accounts, Deduction Accumulators**)
- Retirement accounts, such as deduction type, percentage of regular and supplemental wages, employer contribution, etc. (**Deductions** that are current as of the To Date, **Employer Deductions, Deduction Accumulators**)

You can select an organization level, or leave the Organization blank to select the entire organization. The report will include employees for which you have Organization Security. If your security setting is "No Salary", the employees will be included, but the Salary column will display "Not Authorized".

Enter the From and To Dates that you wish to use. The system will use the From Date to get the current records for information that is date-driven. Select the sort option that you wish to use.

## Reports

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Click on each tab and select the data you wish to include. The system will select all employees who have one of the selected benefits, FSAs, HSAs or retirement deductions.

### Census Report

\* = Required

\*Report Name:  Sort By: ☒ Employee Number ☐ Employee Name

organization \*From Date:  \*To Date:

Click on each tab to select the information to be included in the report. When you have entered all information, click on the Submit button.

**Basic Census Data** Benefits Flexible Spending Accounts Health Savings Accounts Retirement Accounts

**Select Basic Census Data:**

**\*Select Demographic Information:**

Employee Number  
Social Security Number  
Employee Name  
Address  
Date of Birth  
Gender

**\*Select Employment Status(es):**

Active  
Active F/T  
Active P/T  
Contingent Wrkr  
FMLA Leave  
In Transit

**Include in Report:**

☐ Organization Levels From:  To:

☐ Status Effective Date

☐ Pay Frequency

☐ Legal Entity

☐ Status Reason

☐ Annualized Salary

☐ Active Dependents

☐ Job Title

☐ Pay Rate and Type

☐ G/L Account Number

Decimal Places:

When all selections have been entered, click on the **submit** button. Once the job has completed processing, it will be displayed as a CSV file in the **Report Master Listing** function in the Tools section. If you wish to clear your selections, click on the **cancel** button.

## Common Object Report

This report allows you to print information from the Common Object Dictionary function. Use this report to review the records that have been set up for one or more common object. You may print a list of only the codes and descriptions, or a detailed report containing all of the fields that are associated with the records.

**Common Object Report**

\* = Required

\*Report Name:

\*Select Common Object(s): ☒ Human Resources ☐ Payroll

☐ Absence Codes  
☐ Address Status Codes  
☐ Address Types  
☐ Algorithm Sequence  
☐ Algorithm Sequence Options  
☐ Applicant Stage Code  
☐ Benefit Carriers  
☐ Benefit Category

Sort By: ☒ Listing ☐ Detail ☒ Value ☐ Short Description

Select Human Resources or Payroll, depending on the type of common objects that you wish to work with.

Highlight one or more common objects.

If you wish to print only codes, descriptions and the Required setting, select the Listing option. If you wish to print all field values for each record, click on the Detail radio button.

Select the sort option that you wish to use.

You may enter a different Report Name if you wish. This name will appear in the Report Master Listing so that you may identify the report.



When all selections have been entered, click on the **submit** button. Once the report has completed processing, it will be displayed as a PDF file in the **Report Master Listing** function in the Tools section. If you wish to clear your selections, click on the **cancel** button.

### **FSA Discrimination Test**

This function allows you to print results for the discrimination tests for FSAs. You select the FSA Group, FSA Plan and Effective Date you want to work with and the report prints results based on your selection criteria.

**FSA Discrimination Test**  
\* = Required  

*Effective Date:	<input type="text" value="12/31/2018"/>	*FSA Group:	<input type="text" value="Full Time"/>
*FSA Plan:	<input type="text" value="Medical FSA"/>	*Report ID:	<input type="text" value="FsaDisTst"/>

The report displays the following information for employees in the selected FSA Group and Plan:

- employee #
- name
- HCE (whether the employee is a Highly Compensated Employee or not)
- Key Employee (whether the employee is a Key Employee or not)
- FSA Amount

In addition, it displays the following information for each of the Discrimination Tests:

For 55% Test (this is also known as the Average Test and is applicable to Day Care Plans Only)

- HCE%
- HCE Total
- Non HCE Total
- Result

Note: In order to pass this test, total contribution by Non HCE employees should be greater than or equal to 55% of planned contribution by HCE employees.

For 25% Test (this is also known as the Concentration Test)

- Key Employee %
- Key Employee Total
- FSA Planned Total
- Result



Note: In order to pass this test, total contribution by Key employees should be less than or equal to 25% of the total contribution by all employees.

Before you use this function:

- HCE and Key Employee check box must be marked in Work Profile according to corresponding rules.
- Employees must be enrolled in an FSA Plan under an FSA Group. This can be done in Flexible Spending Accounts.

In the Effective Date field, enter the date you want to report on. This field accepts up to 8 digits in the format MM/DD/YYYY.

In the FSA Group and FSA Plan Fields, select the group and plan that you want to work with from the drop down list.

If you don't want to use the default name, go to the Report Identifier field and enter a name that will uniquely identify your report. This field accepts up to 30 alphanumeric characters.

When all selections have been entered, click on the submit button. Once the report has completed processing, it will be displayed as a PDF file in Report Master Listing. If you wish to clear your selections, click on the cancel button.

### **Personal Benefit Statement**

This function allows you to print employee benefit information. You may select all active employees in a particular organization level, or you may run the report for a single employee.

The screenshot shows a web form titled "Personal Benefit Statement" in orange text. Below the title is a legend: "\* = Required". The form is divided into two main sections. The top section, "Select Employee Population:", has a blue header and contains a tree view on the left with a plus icon and the text "Cons. Group". To the right of this tree view is a large empty box. The bottom section, "Select Report Parameters:", also has a blue header and contains three input fields: "\*Effective Date:" with a date picker showing "08/09/2016", "\*Report Name:" with a text box containing "PersonalBenefitStatement", and a checkbox labeled "Print Employer Cost" which is checked. At the bottom of the form are two buttons: a green "submit" button with a right arrow and a red "cancel" button with a left arrow.

Select whether you wish to run the report for an organization or for a single employee number. If you select the organization option, in the area called Select Employee Population, drill down through the organization chart and click on the organization for which you wish to select levels for reporting. The levels will then appear in the Selected Levels box.

Enter the Effective Date that should be used to print the employee's current benefits. If you wish to print the annual amounts that both the employee and the company contribute toward each benefit, select the Print Employer Cost checkbox. If you leave this checkbox empty, only the annual amount paid by the employees will print. You may enter a different Report Name if you wish. This name will appear in the Report Master Listing so that you may identify the report.

The report will print one employee per page, with the employee name and address positioned so that it will appear in the window of a #10 envelope.

When all selections have been entered, click on the **submit** button. Once the report has completed processing, it will be displayed as a PDF file in the **Report Master Listing** function in the Tools section. If you wish to clear your selections, click on the **cancel** button.

## Total Compensation Statements

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### **Total Compensation Statements**

Your employees may not be aware of the financial commitment your company makes toward their health and welfare, income protection, retirement and work/life programs. The personalized Total Compensation Statements will highlight the monetary value of your company's benefits program and the impact it has on each employee's total compensation. Total Compensation Statements are a tool toward achieving these goals:

- Reinforce the full value and impact of your organization's benefit plans
- Improve morale
- Increase productivity
- Help retain top employees

Features of the Total Compensation Statements include:

- Cover letter with company logo
- Wages section
- Health and Welfare section
- Employee Taxes section
- Retirement Plans section
- Flexing Spending Account section
- Health Savings Account section
- Paid Time Off section
- Additional Benefits section
- Pie chart showing the percentages of the employee's total compensation

These statements can be printed and/or made available in Employee Self Service. There is also a function in Manager Services for an administrator to print a statement for an employee. A sample statement is shown on the last two pages of this section.

## Total Compensation Statements

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The following steps are performed in iCON Manager Services to provide Total Compensation Statements to your employees:

- Set up the format(s) for the Total Compensation Statements using the **Total Compensation Setup** function.
- Run the **Total Compensation Report** to test the format. You may adjust the set-up and re-run the report as many times as needed until the statement has the desired look. Employees will not see these statements while you are only producing the reports. You may define unlimited formats, depending on the type of statements you wish to give various employee populations.
- Once you have finalized the set-up of the statements, you may generate either or both of the following:
  - A report that may be printed and given to employees
  - PDF files that employees may view in Employee Self Service, or that administrators may view in Manager Services
- If you wish to allow users of Manager Services to view employees' statements, grant Function Security to the **Total Compensation Statement**. The system requires that the user has Salary Inquiry authority or greater in order to view employees' statements. Keep in mind that benefit cost data, tax amounts and retirement plan data may be shown on the statements; limit access to this function accordingly.
- If you wish to allow employees to view their statements in Employee Self Service, define the date range in **Benefit Enrollment Defaults** when the statements may be viewed. Set up **Employee Security** access to the Total Compensation Statement.

## Total Compensation Setup

### Setting Up Total Compensation Statement Formats

In order to create Total Compensation Statements, you must first define a format in **Total Compensation Setup**. The format determines which sections of the statement will be included, the order in which they will be presented, and the date ranges for certain amounts. It also stores the text of the optional cover letter that appears on the first page of the statement, as well as any text that you wish to display in each section of the statement.

You may define as many formats as you wish. When producing the statements, the system will ask which format you wish to use. Shown here is an example of the **Total Compensation Setup** function.

**Total Compensation Setup** + add

To update, click on information in the left column.

Format Name	Action
<a href="#">Sample Format 2009</a>	view  delete
<a href="#">Sample Format 2016</a>	view  delete
<a href="#">Sample Format With No Base Sal</a>	view  delete
<a href="#">SGM</a>	view  delete
<a href="#">TEST</a>	view  delete
<a href="#">Without Base Salary</a>	view  delete

+ add

### Defining The Format

Click Add to set up a new format. Enter the New Format Name. It is recommended that you describe the format as fully as possible so that it can be easily recognized when creating the statements. You may wish to include the year of the data that the statement will contain. The Format Name can be changed later if needed.

Once you have defined formats, you will be able to select one from the Copy From Format drop down list. By doing so, you can eliminate a lot of the set-up work for new formats.

**Add New Format**

You may copy an existing format by selecting a previously defined Format Name in the Copy From Format field.

Copy From Format:

\*New Format Name:

submit cancel

## Total Compensation Statements

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Once you have clicked Submit, a page similar to the following will appear.

The screenshot shows a web form titled "Update Total Compensation Setup" in orange text. Below the title, it says "\* = Required" in blue. A note in blue text states: "The Format Name is used for identification purposes only and will not be shown on the Total Compensation Statement." The form has several sections: 1. "Format Name": A text input field containing "Sample Format" with a small 'x' icon to its right. 2. "First Page: Company Logo": A section header in a grey bar. Below it, a note says "The Company Logo will be displayed on the upper left hand corner of each page." There is a "Logo Image File:" label and a dropdown menu currently showing "\*no value". 3. "Letter to Employee": A section header in a grey bar. 4. "Address and Salutation": A blue header bar. Below it, there is a checkbox labeled "Include Employee Name and Address (This will print beneath the logo, in the standard window location of a # 10 envelope.)". To the right of the checkbox is a link: "Click on name description in order to add it to the Salutation:". Below the checkbox is a text input field for the salutation. To the right of the input field is a dropdown menu with options: "First Name", "Full Name", and "Mr./Ms. Last Name". 5. "Body of Letter": A blue header bar. Below it, a note says "The body of the letter may include up to four short paragraphs. There is a limit of 400 characaters/spaces per paragraph." There is a large text area for the letter body with a blue upward arrow button on the right side.

### Cover Letter

When you create the Total Compensation Statements, you may include a cover letter if you wish. Define the elements of the cover letter in this section of Total Compensation Setup.

If you want to include a Logo in the upper left corner of each page, and/or a signature at the end of the cover letter, send the files in BMP format to the iCON Support Line at [iCONSupport@UnicornHRO.com](mailto:iCONSupport@UnicornHRO.com). The images will be loaded onto the secure server.

The available fields that can be included in the cover letter, which is the first page of the statement, are:

- **Logo Image File:** If you have sent your logo file(s) to UnicornHRO, select the one that is to print in the upper left corner of each page of this format.
- **Include Employee Name and Address:** Select this checkbox if you wish to include the employee name, street address, street address line two, city, state and zip code beneath the logo area of the cover letter. If you select this checkbox, this information will print in



the window area for a standard #10 envelope so that the statement may be mailed if desired. If you do not select this checkbox, only the employee name will print.

- **Salutation:** Enter the salutation that you wish to print above the body of the letter. If you wish to insert a part of the employee's name, click on it in the right-hand window when the cursor is at the appropriate place. Below are sample salutations:

Salutation Field	Sample
Dear 'First Name',	Dear Mary,
Dear 'Full Name', (If a Second Last Name exists, the statement prints the Last Name, dash, and Second Last Name.)	Dear Mary Smith, Or Dear Mary Smith-Jones,
Dear 'Mr./Ms. Last Name', (The statement prints Mr. or Ms., based on the employee's Gender in the Demographics record.)	Dear Ms. Smith, Or Dear Ms. Smith-Jones,

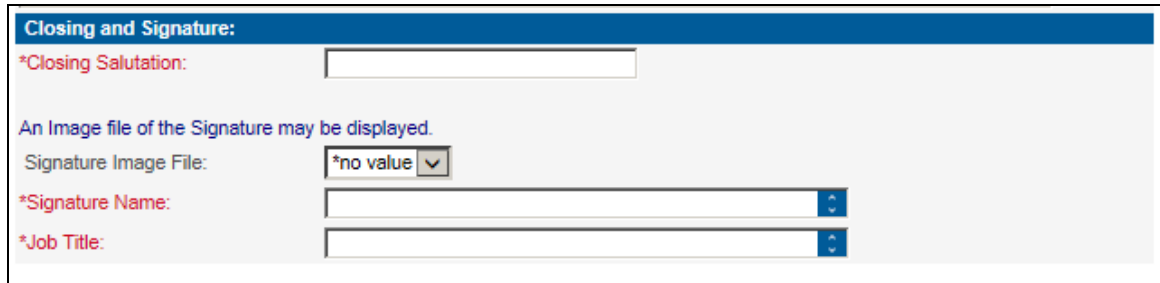
- **Body of Letter:** You may include up to 4 paragraphs of text in the cover letter. Each paragraph may contain up to 4 lines, and approximately 400 characters and spaces. A message will appear if you enter more than the allowable number of characters.

**Body of Letter:**  
 The body of the letter may include up to four short paragraphs. There is a limit of 400 characters/spaces per paragraph.

## Total Compensation Statements

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- **Closing Salutation:** Enter the closing words that will print above the signature area, such as “Sincerely,” or “Yours Truly,” (without the quotes). Remember to enter the comma after the salutation.



The screenshot shows a web form titled "Closing and Signature:" in a blue header. Below the header, there are four input fields. The first is labeled "\*Closing Salutation:" in red text. The second is labeled "Signature Image File:" in blue text, with a note above it saying "An Image file of the Signature may be displayed." in blue. The third is labeled "\*Signature Name:" in red text. The fourth is labeled "\*Job Title:" in red text. Each of the last three fields has a small blue arrow icon on the right side, indicating they are dropdown menus. The "Signature Image File:" dropdown currently shows "\*no value".

- **Signature Image File:** If you have provided a signature file to UnicornHRO, the name of the file will appear in the drop-down list. Select the signature file that you wish to use with this statement. A signature file is not required.
- **Signature Name:** Enter the name of the person who is signing the letter (whether there is a signature file or not).
- **Job Title:** Enter the job title of the person who is signing the letter.

## Sample Letter

Below is a sample cover letter. The set-up for this letter is shown on the next two pages.



Julia Mancuso  
3389 Reno Dr.  
Squaw Valley, CA 90302

Dear Ms. Mancuso,

I am pleased to present you with your personalized Total Compensation Summary. As an employer, our goal is to provide our hardworking, dedicated employees with a comprehensive and competitive total compensation package that rewards your commitment to our mission and helps us attract and retain the highest caliber of talent.

This statement was prepared to provide you with a snapshot of your total compensation as of June 30, 2009. We encourage you to read this information carefully and to discuss it with your family so they are aware of the benefits provided to them as well. It is our hope that your benefits package will provide added security for you and your family members.

With the current economic situation, our sales have not been as high as expected. However, we are doing significantly better than our competitors. We continue to offer our clients the highest quality products and services. We are proud of our entire team and we look forward to the coming year, with its challenges and victories.

Your Benefits Department is available from 9:00 to 4:00 Eastern, Monday through Friday, to answer any questions that you may have about this statement. They will be happy to give you more details on any of the information that is presented in this statement. Thank you for your continued contribution to the company's success.

Sincerely,

A handwritten signature in black ink that reads "John T. Smith".

**John T. Smith**  
President and CEO

## Total Compensation Statements

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The set-up for the sample cover letter is as follows:

Letter to Employee	
<b>Address and Salutation:</b>	
<input checked="" type="checkbox"/> Include Employee Name and Address (This will print beneath the logo, in the standard window location of a # 10 envelope.)	
<b>*Salutation:</b> Click on name description in order to add it to the Salutation:	
Dear 'Mr./Ms. Last Name',	<div>First Name Full Name Mr./Ms. Last Name</div>
<b>Body of Letter:</b>	
The body of the letter may include up to four short paragraphs. There is a limit of 400 characaters/spaces per paragraph.	
I am pleased to present you with your personalized Total Compensation Summary. As an employer, our goal is to provide our hardworking, dedicated employees with a comprehensive and competitive total compensation package that rewards your commitment to our mission and helps us attract and retain the highest caliber of talent.	
This statement was prepared to provide you with a snapshot of your total compensation as of June 30, 2009. We encourage you to read this information carefully and to discuss it with your family so they are aware of the benefits provided to them as well. It is our hope that your benefits package will provide added security for you and your family members.	
With the current economic situation, our sales have not been as high as expected. However, we are doing significantly better than our competitors. We continue to offer our clients the highest quality products and services. We are proud of our entire team and we look forward to the coming year, with its challenges and victories.	
Your Benefits Department is available from 9:00 to 4:00 Eastern, Monday through Friday, to answer any questions that you may have about this statement. They will be	

The set-up for the sample cover letter continues here.

<p>With the current economic situation, our sales have not been as high as expected. However, we are doing significantly better than our competitors. We continue to offer our clients the highest quality products and services. We are proud of our entire team and we look forward to the coming year, with its challenges and victories.</p>		<p>↑</p> <p>↓</p>
<p>Your Benefits Department is available from 9:00 to 4:00 Eastern, Monday through Friday, to answer any questions that you may have about this statement. They will be happy to give you more details on any of the information that is presented in this statement. Thank you for your continued contribution to the company's success.</p>		<p>↑</p> <p>↓</p>
<p><b>Closing and Signature:</b></p>		
<p>*Closing Salutation:</p>	<p>Sincerely,</p>	
<p>An Image file of the Signature may be displayed.</p>		
<p>Signature Image File:</p>	<p>*no value</p>	
<p>*Signature Name:</p>	<p>John T. Smith</p>	
<p>*Job Title:</p>	<p>President and CEO</p>	

You may wish to save your format at various times, since there is a lot of information and you would not want to lose any of it by inadvertently clicking Cancel or selecting another function.

### Statement Header Information

You are now ready to define what will print in the statement itself. For the set-up shown below, see the example on the next page.

**Second Page: Total Compensation Statement Header**

**Statement Title:**  
\*Statement Title:  Click on name description in order to add it to the Statement Title:

Compensation Statement Prepared For 'Mr./Ms. Last N'

**Header Information:**  
Up to four employee information elements may be chosen to be displayed under the Statement Title

☒ Date of Birth ☒ (Original) Hire Date  
☒ (Most Recent) Hire Date ☐ Projected Retirement Date  
☒ Job Title ☐ Legal Entity  
☐ Short Description of Organization Levels  0 and  0 ☐ Check Distribution Code

**Statement Explanation:**  
Enter text to appear above the List of Benefits and Compensation. The text cannot be longer than 275 characters/spaces.  
 Information shown on this statement is for the 12-month period ended June 30, 2009.


**List of Compensation/Benefit Categories**  
You may print any or all of the areas shown below. They will appear in the Sort Order shown. To update each section and enter additional setup instructions, click on the information in the left column. If you do not want an area to print, change its Sort Order to 00.

Sort Order	Category	Category Description
05	Compensation	Compensation
10	Health and Welfare Benefits	Health and Welfare Benefits

- **Statement Title:** Enter the heading that will appear on each page of the statement other than the cover letter. It will be shown to the right of your company logo. Based on the amount of data you choose to include in the statement, and the employee's participation in those benefits, the statement could be 2, 3, 4 or 5 pages. The Statement Title will appear at the top of each page. You may include all or part of the employee's name in the Statement Title. If you chose Last Name and the employee also has a Second Last Name, the statement will print both with a dash in between, such as Smith-Jones. If you choose the Mr./Ms. Last Name option, the system will print Mr. or Ms. depending on the employee's Gender in the Demographics function.
- **Header Information:** Beneath the Statement Title, you may print up to four Header fields. The fields you select will print on the statement in the following order: left to right, top to bottom.
  - If you select Organization Levels, enter one or two organization levels. If you enter two levels, the descriptions will be separated with a slash, such as: Organization: Atlanta / Accounting.

- If you select both the Most Recent Hire Date and Original Hire Date, and the employee's dates are the same, only one "Hire Date" field will print.
- If you select Check Distribution Code, the system will sort the statements by this value, and then alphabetically by employee name. If you do not select Check Distribution Code, the statements will sort by employee name.
- **Statement Explanation:** You may include a Statement Explanation beneath the Header fields. It is recommended that you give as much information as needed to fully explain the statement to employees, so that they do not contact your Human Resources or Benefits departments with unnecessary questions. Besides the Statement Explanation field, there are text fields available in each section where you may give employees even more information to help them interpret the statements.

A sample header section is shown below.



### Personalized Benefit Statement For Ms. Mancuso

**Date of Birth:** 03/09/1984      **Hire Date:** 03/01/2001

**Job Title:** Olympiad

Information shown on this statement is for the 12-month period ending June 30, 2009.

	Benefit Option	Coverage Amount	Employee Contribution	Company Contribution
<b>Compensation</b> <i>Your annualized base pay is shown. Bonuses and commissions earned for the 12 months ended June 30, 2009 are also shown.</i>				
Base Salary				56,000.00
<b>Total Compensation</b>				<b>\$56,000.00</b>

### Setting Up Compensation and Benefit Categories

The “List of Compensation/Benefit Categories” section shows the available categories that can be included on the statement. Click on the Sort Order for the category you wish to work with. If you do not want to include a particular section, change the Sort Order to zero. Each of the following categories is described here in detail.

Health and Welfare	Flexible Spending Accounts
Health Savings Accounts	Employment Tax and Insurance
Retirement and Savings	Paid Time Off
Other Benefits	Compensation

### *Health and Welfare*

This section determines how the employee’s benefit enrollments are displayed on the statement.

**Update Health and Welfare Benefits Setup**  
Format Name: Sample Format 2009  
\* = Required  
**Health and Welfare Benefits Sort Order and Description**  
The sort number can be changed to reflect the order the Health and Welfare Benefits will appear. If you prefer to eliminate this category from the statement enter zero as the sort number. Enter the name for this category as it will appear on the Statement.  
Sort Order:   
\*Category Description:   
A short explanation may be included within the header of the category. The length of the text should not exceed 200 characters/spaces.  

The Benefit Plan and Benefit Option are shown below, along with the cost to you and the amount that the company pays.

⬆ ⬇ ⬆ ⬇

  
**Health and Welfare Benefits Detail** + add  
To update, click on information in the left column.  

Sort Order	Description to be Shown on Statement	Display Coverage Amount	Action
00	Dependent Care	no	delete
01	Medical	no	delete

If you wish to change the location of the Health and Welfare section, change the Sort Order so that it appears in the correct place among the other categories. You may change the Category Description if you wish. You may enter an explanation of this section if you feel that employees may need more information. If you do not wish to include the Health and Welfare section in the statement, enter zero in the Sort Order field.



In the Health and Welfare Benefits Options section, select the checkboxes that correspond to the information that you wish to present to employees. This will be in addition to the Benefit Category, such as Medical or Dental.

Click on the Add button to select the Coverage Categories to be included on the statement. Values in the Benefit Categories common object will appear, as shown in this example:

### Select Health and Welfare Benefits

Format Name: Sample Format 2009

Click checkboxes to select benefit categories that you wish to include.

Select All   Unselect All

Select	Sort Order	Description to be Shown on Statement	Short Description	Show Coverage Amount
<input type="checkbox"/>	999	Life-3 Tier Exeter Spouse	Life-3Tr Spouse	yes
<input type="checkbox"/>	999	Life + AD&D Exeter Spouse	Life+ADD Spouse	yes
<input type="checkbox"/>	999	Life-3 Tiers	Life-3 Tiers	yes
<input type="checkbox"/>	999	Life-Age Tiers	Life-Age Tiers	yes
<input type="checkbox"/>	999	Life-3 Tier Exeter	Life-3Tr Exeter	yes
<input type="checkbox"/>	999	Life and AD&D - Exeter	Life+ADD Exeter	yes
<input type="checkbox"/>	999	LifeLock	LifeLock	no
<input type="checkbox"/>	999	Life Insurance-2 Tiers	Life-2 Tiers	yes
<input type="checkbox"/>	999	Spouse Life	Spouse Life	yes
<input type="checkbox"/>	999	Unum AD&D	Unum AD&D	no
<input type="checkbox"/>	999	Unum Life Insurance	Unum Life Ins.	yes
<input type="checkbox"/>	999	MetLife Critical Illness	ML Critical Ill	yes
<input type="checkbox"/>	999	MetLife Legal Plan	ML Legal Plan	no

You may click Select All or click on individual categories. Click on **submit** after you have made your selections.

## Total Compensation Statements

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The system will display the categories you have chosen. You may change the Sort Order in which the categories will be shown, as well as the Description to be Shown on Statement. You may also determine whether or not to display coverage amounts for each category, as applicable. If you select this checkbox and you also print dependent information, any dependent coverage amounts will be included. The values in the Display Coverage Amount column default from the Benefit Category common object, so these checkboxes will show how your system is currently set up to display coverage amounts on the Benefit Statement.

Health and Welfare Benefits Detail <span>+ add</span>			
To update, click on information in the left column.			
Sort Order	Description to be Shown on Statement	Display Coverage Amount	Action
00	Dependent Care	no	 delete
01	Medical	no	 delete
11	Dental	no	 delete
14	Vision Care	no	 delete
15	Life Insurance	yes	 delete
16	Company Paid Life	yes	 delete
17	Life Insurance 2	yes	 delete
900	Optional Life	yes	 delete
901	Spousal Life Insurance	yes	 delete

Click **submit** to save the list of benefit categories. The Health and Welfare Benefits Setup page will then be displayed. Click **submit** to save your settings.

### ***Flexible Spending Accounts***

This section determines how the employee's Flexible Spending Accounts are displayed on the statement. This section will only be shown if the employee has selected a contribution for one or more FSA.

#### Update Flexible Spending Accounts Setup

Format Name: Sample Format 2009

\* = Required

##### Flexible Spending Accounts Sort Order and Description

The sort number can be changed to reflect the order the Flexible Spending Accounts will appear. If you prefer to eliminate this category from the statement enter zero as the sort number. Enter the name for this category as it will appear on the Statement.

Sort Order:



\*Category Description:

A short explanation may be included within the header of the category. The length of the text should not exceed 200 characters/spaces.

The company offers the ability to have pre-tax payroll deductions taken and put into a Flexible Spending Account to be used for qualified medical expenses.

##### Flexible Spending Accounts Detail

To update, click on information in the left column.

Sort Order	Description to be Shown on Statement	Action
10	Dependent Care	 delete
20	Limited Use: Dental/Vis.	 delete

If you wish to change the location of the Flexible Spending Accounts section, change the Sort Order so that it appears in the correct place among the other categories. You may change the Category Description if you wish. You may enter an explanation of this section if you feel that employees may need more information. If you do not wish to include the Flexible Spending Accounts section in the statement, enter zero in the Sort Order field.

In the Flexible Spending Accounts Options section, enter an FSA Enrollment Year if you wish to display the employee's planned contributions from a year other than the current year. Otherwise, leave this field blank.


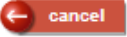
## Total Compensation Statements

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Click on the Add button to select the Flexible Spending Accounts that will be included on the statement. The values in the Flexible Spending Accounts common object will appear, as shown in this example:

**Select Flexible Spending Accounts**  
Format Name: Sample Format 2009  
Click checkboxes to select Flexible Spending Accounts that you wish to include.  
[Select All](#) [Unselect All](#)

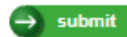

Select	Sort Order	Description to be Shown on Statement	Short Description
<input type="checkbox"/>	070	Dependent Care FSA	Dependent Care
<input type="checkbox"/>	080	Limited Use: Dental/Vis.	Lim: Den/Vision
<input type="checkbox"/>	090	Medical FSA	Medical FSA

You may click Select All or click on individual FSAs. Click on Submit after you have made your selections. The system will display the FSAs you have chosen. You may change the Sort Order in which the FSAs will be shown, as well as the Description to be Shown on Statement.

**Update Flexible Spending Accounts Detail Information**  
Format Name: Sample Format 2009  
Change Sort Order and/or Description.

Sort Order	Short Description	Description to be Shown on Statement
<input type="text" value="070"/>	Dependent Care	<input type="text" value="Dependent Care FSA"/>
<input type="text" value="080"/>	Lim: Den/Vision	<input type="text" value="Limited Use: Dental/Vis."/>
<input type="text" value="090"/>	Medical FSA	<input type="text" value="Medical FSA"/>

Click **submit** to save the list of FSAs. The Flexible Spending Accounts Setup page will then be displayed. Click **submit** to save your settings.

## Health Savings Accounts

This section determines how the employee's Health Savings Accounts are displayed on the statement. This section will only be shown if the employee has selected one or more HSA.

### Update Health Savings Accounts Setup

Format Name: Sample Format 2009

\* = Required

#### Health Savings Accounts Sort Order and Description

The sort number can be changed to reflect the order the Health Savings Accounts will appear. If you prefer to eliminate this category from the statement enter zero as the sort number. Enter the name for this category as it will appear on the Statement.

Sort Order:



\*Category Description:

A short explanation may be included within the header of the category. The length of the text should not exceed 200 characters/spaces.

You chose to enroll in a high deductible health plan (HDHP), as well as contribute to the following Health Savings Account Plan(s).

#### Health Savings Accounts Detail + add

To update, click on information in the left column.

Sort Order	Description to be Shown on Statement	Action
10	HSA Catch Up 55+	 delete
20	HSA Medical for Family	 delete

If you wish to change the location of the Health Savings Accounts section, change the Sort Order so that it appears in the correct place among the other categories. You may change the Category Description if you wish. You may enter an explanation of this section if you feel that employees may need more information. If you do not wish to include the Health Savings Accounts section in the statement, enter zero in the Sort Order field.

In the Health Savings Accounts Options section, enter an HSA Enrollment Year if you wish to display the employee's planned contributions from a year other than the current year. Otherwise, leave this field blank.

Select whether you wish the employee and company contribution to be displayed, or only the company contribution.



## Total Compensation Statements

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Click on the **add** button to select the Health Savings Accounts that will be included on the statement. The values in the Health Savings Accounts common object will appear, as shown in this example:

**Select Health Savings Accounts**  
Format Name: Sample Format 2009  
Click checkboxes to select Health Savings Accounts that you wish to include.  
[Select All](#) [Unselect All](#)


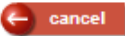
Select	Sort Order	Description to be Shown on Statement	Short Description
<input type="checkbox"/>	050	HSA Catch Up 55+	HSA Catch Up
<input type="checkbox"/>	060	HSA Medical for Family	Medical Family
<input type="checkbox"/>	070	HSA Medical for Self Only	Medical Self

You may click Select All or click on individual HSAs. Click on Submit after you have made your selections. The system will display the HSAs you have chosen. You may change the Sort Order in which the HSAs will be shown, as well as the Description to be Shown on Statement.

**Update Health Savings Accounts Detail Information**  
Format Name: Sample Format 2009  
Change Sort Order and/or Description.

Sort Order	Short Description	Description to be Shown on Statement
<input type="text" value="050"/>	HSA Catch Up	<input type="text" value="HSA Catch Up 55+"/>
<input type="text" value="060"/>	Medical Family	<input type="text" value="HSA Medical for Family"/>
<input type="text" value="070"/>	Medical Self	<input type="text" value="HSA Medical for Self Only"/>

Click **submit** to save the list of HSAs. The Health Savings Accounts Setup page will then be displayed. Click **submit** to save your settings.

## Employment Tax and Insurance

This section determines how federal and state tax amounts are displayed on the statement.

### Update Employment Tax and Insurance Setup

Format Name: Sample Format 2009

\* = Required

#### Employment Tax and Insurance Sort Order and Description

The sort number can be changed to reflect the order the Employment Tax and Insurance will appear. If you prefer to eliminate this category from the statement enter zero as the sort number. Enter the name for this category as it will appear on the Statement.

Sort Order:

\*Category Description:

A short explanation may be included within the header of the category. The length of the text should not exceed 200 characters/spaces.

#### Employment Tax and Insurance Detail

To update, click on information in the left column.

Sort Order	Description to be Shown on Statement	Action
20	Federal Unemployment	delete
30	FICA/Medicare	delete
40	FICA OASDI	delete

If you wish to change the location of the Employment Tax and Insurance section, change the Sort Order so that it appears in the correct place among the other categories. You may change the Category Description if you wish. You may enter an explanation of this section if you feel that employees may need more information. If you do not wish to include the Employment Tax and Insurance section in the statement, enter zero in the Sort Order field.

In the Employment Tax and Insurance Options section, select whether you wish to display the employee and company contributions, or if you only wish to display what the company has paid.

If you wish to display the year-to-date amounts as of a certain date, enter that date next to the first radio button. If you wish to display amounts for a certain 12-month period, enter the ending date next to the second radio button. The system will get the amounts from Tax Accumulators for the date range you selected.

## Total Compensation Statements

---

Click on the **add** button to select the federal and state taxes that will be included on the statement. The values in Federal Tax Types and State Tax Types that have an employer tax rate will appear, as shown in this example:

**Select Employment Tax and Insurance**

Format Name: Sample Format 2009

Click checkboxes to select federal and state tax types that you wish to include.

[Select All](#) [Unselect All](#)

Select	Sort Order	Description to be Shown on Statement	Short Description
<input type="checkbox"/>	290	Federal Unemployment	Fed. Unempl.
<input type="checkbox"/>	300	FICA/Medicare	FICA/Medicare
<input type="checkbox"/>	310	FICA/OASDI	FICA/OASDI
<input type="checkbox"/>	330	State Disability	Disability
<input type="checkbox"/>	340	Employment/Training Tax	Employ/Training
<input type="checkbox"/>	350	Excise Tax	Excise Tax
<input type="checkbox"/>	360	Fair Share Contribution	Fair Share Cont
<input type="checkbox"/>	370	Family Leave Insurance	Family Leave

You may click Select All or click on individual tax types. Click on **submit** after you have made your selections. The system will display the tax types you have chosen. You may change the Sort Order in which the tax types will be shown, as well as the Description to be Shown on Statement.

**Update Employment Tax and Insurance Detail Information**

Format Name: Sample Format 2009

Change Sort Order and/or Description.

Sort Order	Short Description	Description to be Shown on Statement
<input type="text" value="290"/>	Fed. Unempl.	<input type="text" value="Federal Unemployment"/>
<input type="text" value="300"/>	FICA/Medicare	<input type="text" value="FICA/Medicare"/>
<input type="text" value="310"/>	FICA/OASDI	<input type="text" value="FICA/OASDI"/>
<input type="text" value="330"/>	Disability	<input type="text" value="State Disability"/>
<input type="text" value="340"/>	Employ/Training	<input type="text" value="Employment/Training Tax"/>
<input type="text" value="370"/>	Family Leave	<input type="text" value="Family Leave Insurance"/>
<input type="text" value="460"/>	Unemployment	<input type="text" value="State Unemployment Ins"/>

Click **submit** to save the list of tax types. The Employment Tax and Insurance Setup page will then be displayed. Click **submit** to save your settings.



## Retirement and Savings

This section determines how the employee's retirement-related deduction amounts are displayed on the statement.

### Update Retirement and Savings Setup

Format Name: Sample Format 2009

\* = Required

#### Retirement and Savings Sort Order and Description

The sort number can be changed to reflect the order the Retirement and Savings will appear. If you prefer to eliminate this category from the statement enter zero as the sort number. Enter the name for this category as it will appear on the Statement.

Sort Order:

\*Category Description:

A short explanation may be included within the header of the category. The length of the text should not exceed 200 characters/spaces.

Review your current retirement accounts with Transamerica to see if any changes need to be made. Annual amounts as of 12/31/2009 are shown.

#### Retirement and Savings Detail + add

To update, click on information in the left column.

Sort Order	Description to be Shown on Statement	Action
30	401(k) Catch-up	delete
40	401(k) Plan	delete

If you wish to change the location of the Retirement and Savings section, change the Sort Order so that it appears in the correct place among the other categories. You may change the Category Description if you wish. You may enter an explanation of this section if you feel that employees may need more information. If you do not wish to include the Retirement and Savings section in the statement, enter zero in the Sort Order field.

In the Retirement and Savings Options section, select whether you wish to display the employee and company contributions, or if you only wish to display what the company has contributed.

If you wish to display the year-to-date amounts as of a certain date, enter that date next to the first radio button. If you wish to display amounts for a certain 12-month period, enter the ending date next to the second radio button.

## Total Compensation Statements

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Click on the **add** button to select the amounts that will be included on the statement. The values from the Payroll Deductions common object that have been defined as “Retirement Plan” will appear, as shown in this example:


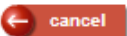
**Select Retirement and Savings**

Format Name: Sample Format 2009

Click checkboxes to select deductions that you wish to include.

[Select All](#) [Unselect All](#)

Select	Sort Order	Description to be Shown on Statement	Short Description
<input type="checkbox"/>	260	401(k) Catch-up	401(k) Catch-up
<input type="checkbox"/>	270	401(k) Plan	401(k) Plan
<input type="checkbox"/>	280	Roth 401(k)	Roth 401(k)
<input type="checkbox"/>	290	Roth 401(k) Catch-up	Roth 401k C/U


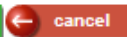
You may click Select All or click on individual deductions. Click on **submit** after you have made your selections. The system will display the deductions you have chosen. You may change the Sort Order in which the deductions will be shown, as well as the Description to be Shown on Statement.

**Update Retirement and Savings Detail Information**

Format Name: Sample Format 2009

Change Sort Order and/or Description.

Sort Order	Short Description	Description to be Shown on Statement
<input type="text" value="200"/>	Roth 457(b)	<input type="text" value="Roth 457(b)"/>
<input type="text" value="210"/>	Roth 457(b) C/U	<input type="text" value="Roth 457(b) Catch-up"/>

Click **submit** to save the list of deductions. The Retirement and Savings Setup page will then be displayed. Click **submit** to save your settings.

## *Paid Time Off*

This section will print the employee's Hours Accrued from the Paid Time Off function as of the Effective Date you enter when you submit the Total Compensation Report. Since the accrued hours may not be the full year's accrual, carefully evaluate whether this section should be included on the Total Compensation Statement. For example, if your Paid Time Off policies accrue a certain number of hours per pay period, or accrue per hours worked, the amount shown on the statement will not show the true total that the employee accrues for the year. In this scenario you may wish to omit the Paid Time Off section.

For each Paid Time Off that is shown on the statement, the system will multiply the Hours Accrued times the employee's base hourly wage and show the amount. The Paid Time Off amounts will be totaled and shown in this section, but will not be included in the employee's Total Compensation amount, since these amounts would typically be included in the employee's annualized salary that is shown in the Compensation section. You may wish to explain this in the text field for this category.

If you decide to include the Paid Time Off section, we recommend that you explain what is being shown, as well as refer employees to their paychecks (if you print hours balances there) to view their up-to-date Paid Time Off balances. The plans that are defined as "Print on Check" in the Paid Time Off Policies function will appear on the Total Compensation Statement if the employee has Hours Accrued greater than zero.

**Update Paid Time Off Setup**

Format Name: Sample Format 2009

\* = Required

**Paid Time Off Sort Order and Description**

The sort number can be changed to reflect the order the Paid Time Off will appear. If you prefer to eliminate this category from the statement enter zero as the sort number. Enter the name for this category as it will appear on the Statement.

Sort Order: 00

\*Category Description: Paid Time Off

A short explanation may be included within the header of the category. The length of the text should not exceed 200 characters/spaces.

submit cancel

If you wish to change the location of the Paid Time Off section, change the Sort Order so that it appears in the correct place among the other categories. You may change the Category Description if you wish. You may enter an explanation of this section if you feel that employees may need more information. If you do not wish to include the Paid Time Off section in the statement, enter zero in the Sort Order field.

### *Other Benefits*

If you offer benefits to your employees other than those described in previous sections, you may wish to include them here. You may include a description and a dollar amount, or just the description. It is recommended that you include an explanation in this section, since not all employees may be eligible to take advantage of these benefits. Any amounts that you enter in this section will be totaled but not included in the employee's Total Compensation, since he or she may not be using these benefits. You may wish to explain this also in the text field.

**Update Other Benefits Setup**

Format Name: Sample Format 2009

\* = Required

**Other Benefits Sort Order and Description**

The sort number can be changed to reflect the order the Other Benefits will appear. If you prefer to eliminate this category from the statement enter zero as the sort number. Enter the name for this category as it will appear on the Statement.

Sort Order: 70

\*Category Description: Other Benefits

A short explanation may be included within the header of the category. The length of the text should not exceed 200 characters/spaces.

This section shows additional benefits that the company offers to qualified employees. Contact your supervisor for more information.

**Other Benefits Detail** + add

To update, click on information in the left column.

Sort Order	Description to be Shown on Statement	Company Contribution Amount	Action
10	Tuition Assistance	5,250.00	<span>X delete</span>
20	Adoption Assistance	5,000.00	<span>X delete</span>


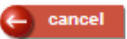
→ submit ← cancel

If you wish to change the location of the Other Benefits section, change the Sort Order so that it appears in the correct place among the other categories. You may change the Category Description if you wish. You may enter an explanation of this section if you feel that employees may need more information. If you do not wish to include the Other Benefits section in the statement, enter zero in the Sort Order field.

Click on the **add** button to enter the other benefits that will be included on the statement. You may enter up to five benefits. You may also enter the amount the company contributes to each benefit.

**Update Other Benefits Detail Information**  
Format Name: Sample Format 2009  
Other information for additional benefits that are offered to your employees. Amounts in this section will not be added to the employee's Total Compensation total, since he or she may not be using this benefit. It is recommended that you explain this in the Description field that appears in the Other Benefits section.

Sort Order	Description to be Shown on Statement	Company Contribution Amount
30		
40		
50		

Click on **submit** after you have entered the benefit information. The Other Benefits Setup page will then be displayed. Click **submit** to save your settings.

### *Compensation*

This section determines how the employee's annualized base compensation is displayed on the statement. You may also include amounts that the employee has been paid for specific pay types for a selected date range, such as bonuses and commissions.

**Update Compensation Setup**

Format Name: Sample Format 2009

\* = Required

**Compensation Sort Order and Description**


The sort number can be changed to reflect the order the Compensation will appear. If you prefer to eliminate this category from the statement enter zero as the sort number. Enter the name for this category as it will appear on the Statement.

Sort Order: 05



\*Category Description: Compensation

A short explanation may be included within the header of the category. The length of the text should not exceed 200 characters/spaces.

Your annualized salary is shown below, along with any Bonuses or Commissions paid in 2009.

**Compensation Detail**  add

To update, click on information in the left column.

Sort Order	Description to be Shown on Statement	Pay Start MM/YY	Pay End MM/YY	Action
10	Base Salary			 delete
130	Bonus	07/08	06/09	 delete

If you wish to change the location of the Compensation section, change the Sort Order so that it appears in the correct place among the other categories. You may change the Category Description if you wish. You may enter an explanation of this section if you feel that employees may need more information.

In the Compensation Detail section, an entry for Base Salary appears. This cannot be deleted. This represents the employee's annualized base pay. When you run the Total Compensation Report, the system will get the employee's Compensation Method that is in effect as of the Effective Date that you enter. Based on that Compensation Method, it will get the compensation rate as of the Effective Date. This amount is annualized.

You may change the description of Base Salary by clicking on the Sort Order, bringing you to the following page:

### Update Compensation Detail Information

Format Name: Sample Format 2009

Change Sort Order and/or Description.

Sort Order	Short Description	Description to be Shown on Statement
10	Base Salary	Base Salary

From the Update Compensation Setup page, click on the **add** button to select additional pay types to be shown in the Compensation section of the statement. The values from the Pay Codes common object will appear.

### Select Compensation

Format Name: Sample Format 2009

Click checkboxes to select pay types that you wish to include. The employee's amount for these pay types will be shown in addition to his or her annualized compensation. Do not select pay types that represent regular pay, since this will duplicate the annualized compensation amount.

[Select All](#)
[Unselect All](#)

Select	Sort Order	Description to be Shown on Statement	Short Description
<input type="checkbox"/>	030	Third Party Sick Pay	3rd Party Sick
<input type="checkbox"/>	040	Adoption Reimbursement	Adoption Reimb.
<input type="checkbox"/>	050	Allowances	Allowances
<input type="checkbox"/>	060	Anniversary Ent. Pay	Anniversary Ent
<input type="checkbox"/>	070	Bereavement	Bereavement
<input type="checkbox"/>	080	Birthday	Birthday
<input type="checkbox"/>	090	Birthday Calendar Plan	Birthday (Cal.)
<input type="checkbox"/>	100	Bonus	Bonus
<input type="checkbox"/>	110	Bonus 2	Bonus 2
<input type="checkbox"/>	120	Referral Bonus	Bonus-Referral
<input type="checkbox"/>	130	Christmas Bonus	Christmas Bonus
<input type="checkbox"/>	140	Combined PTO	Com PTO
<input type="checkbox"/>	150	Commission	Commission

**Important Note:** If you include Base Salary, do not select any pay types that are included in the employee's annualized base pay, since that would duplicate those amounts. For example, under most circumstances you would not select Vacation and Sick pay, since that is already included in base pay.


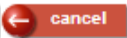
## Total Compensation Statements

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Click on **submit** to save your selections. The system will display the pay types you have chosen. You may change the Sort Order in which the pay types will be shown, as well as the Description to be Shown on Statement. Enter the starting and ending month and year. The system will get the amounts from Pay Distribution and show the total on the statement.

**Update Compensation Detail Information**  
Format Name: Sample Format 2009  
  
\*Pay Start MM/YY :  \*Pay End MM/YY :   
  
Change Sort Order and/or Description.  

Sort Order	Short Description	Description to be Shown on Statement
<input type="text" value="100"/>	Bonus	<input type="text" value="Bonus"/>
<input type="text" value="150"/>	Commission	<input type="text" value="Commission"/>

Click **submit** to save the list of pay types. The Compensation Setup page will then be displayed. Click **submit** to save your settings.

At this point it would be a good idea to save the settings you have made thus far. Click on the **submit** button at the bottom of the page, and then access the format you are working with. If you need to make any changes to the benefit and compensation sections, click on the Sort Order value to update the information.



## Closing Statement and Pie Chart

You are now ready to enter information that will appear at the end of the statement. Here you may include information about additional benefits that you offer to your employees. Text that you enter in the Closing Statement will appear above the pie chart that shows the percentages of the employee's compensation components. You may enter up to approximately 515 characters and spaces.

You may enter information in the Chart Explanation field. This will appear to the left of the pie chart. This should be used to give the employee more information about the chart or the information that is shown there. Note that the percentages may not total exactly 100% due to rounding. You may wish to explain this to employees. The total could be plus or minus .1%. The Chart Explanation field will accept up to approximately 350 characters and spaces. Click **submit** to save your changes.

**Closing Statement**  
Enter text to appear after the List of Benefits and Compensation. The text cannot be longer than 515 characters/spaces.  

In addition to employer paid group benefits, the company makes available various AFLAC insurance that you may purchase through payroll deductions at discounted group rates.

**Chart Explanation**  
Enter text to appear to the left of the Total Compensation Package Components pie chart. The text cannot be longer than 350 characters/spaces.  

This chart illustrates the components of your total compensation package.

→ submit

← cancel

## Total Compensation Statements

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The pie chart is constructed as follows:

The Total Compensation Statement adds up all of the employer contribution subtotal amounts from the following sections:

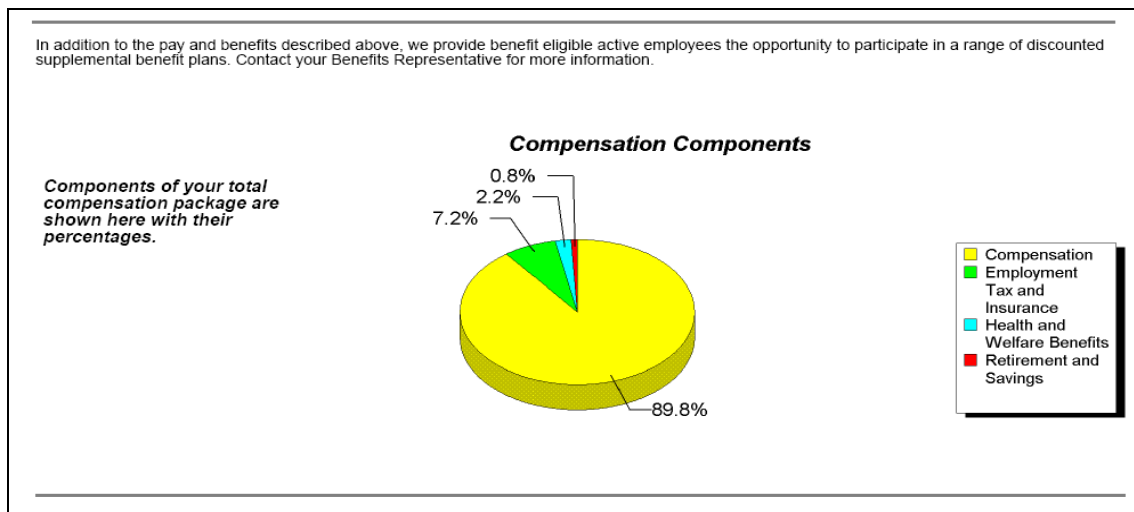
- Health and Welfare
- Health Savings Accounts
- Employment Tax and Insurance
- Retirement Plans
- Compensation

Based on that total, the system calculates the percentage that each amount represents of the total. The first pie slice will start at 12:00. The pie slices are sorted in alphabetic order of the Category Descriptions that you have entered in Total Compensation Setup.

The first pie slice will be yellow, followed by green, blue, red and magenta.

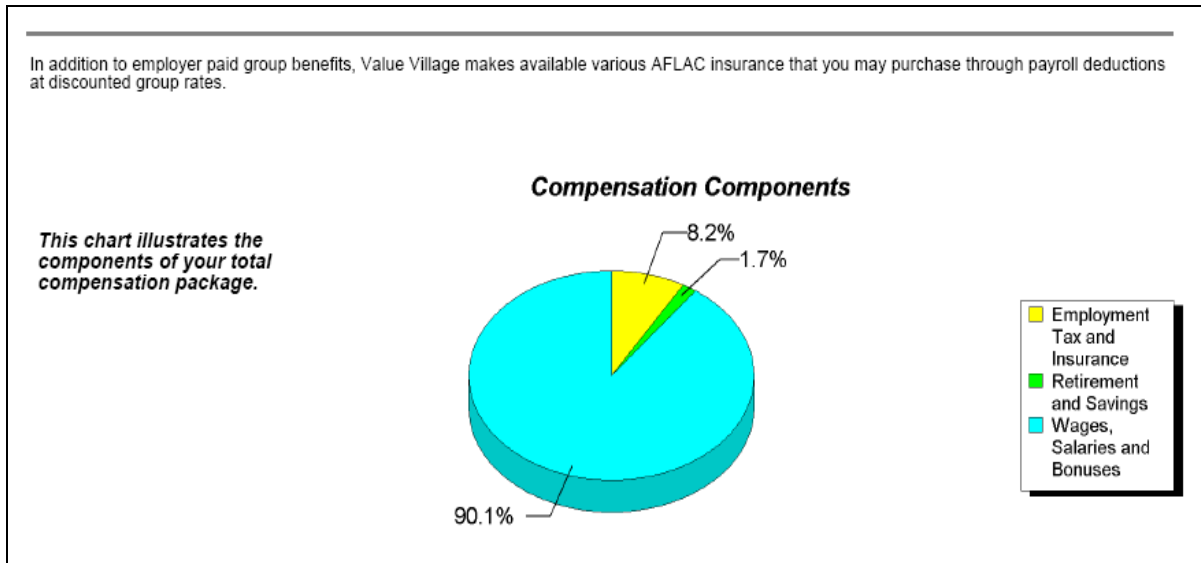
The legend will be shown to the right of the pie chart, showing the colors that appear in the pie chart and the category corresponding to each one. The Category Descriptions will be shown. Only the colors that appear in the pie chart will be shown in the legend. As in the example below, if an employee has amounts in four of the areas shown above, and they are sorted in the following order, they will appear as:

Compensation	Yellow
Employment Tax and Insurance	Green
Health and Welfare Benefits	Blue
Retirement and Savings	Red



Using another format as an example, where the sort order and descriptions of the categories are different, an employee only has amounts in Employment Tax and Insurance, Retirement Savings and Wages. The pie chart colors will be as follows:

Employment Tax and Insurance	Yellow
Retirement and Savings	Green
Wages, Salaries and Bonuses	Blue



For this reason, it is recommended that you do not refer to any particular colors in the Chart Explanation field, since they will be different based on your employees' participation in these areas.

As you have seen, the Total Compensation Setup contains a lot of information, much of it date-specific. It is recommended that you include either the year or a reference date in the Format Name. By doing so, you will know which dates the system will use when you select the Format Name in the **Total Compensation Report** function. You may change the Format Name by going to the Update page.

### Total Compensation Report

Once you have defined a Format Name in the **Total Compensation Setup** function, you may create a report to verify that the statement layout is correct. Only you will be able to view this report, and it can be re-run as often as needed before generating the final statements for employees.

The screenshot shows the 'Total Compensation Report' form. At the top, it says '\* = Required'. Below this is a section titled 'Select Employee Population:' which contains a tree view with 'Cons. Group' selected. To the right of this are three radio buttons: 'By Organization Structure' (selected), 'By Legal Entity', and 'By Employee Number'. Below these is a section titled 'Selected Levels:' which contains three dropdown menus: 'Legal Entity:' (empty), 'Payroll Processing Group:' (set to '\*no value'), and 'Employee Number:' (empty with a user icon). Below this is a section titled 'Select Report Parameters:' which contains four fields: '\*Report Name:' (set to 'TotCompReport'), '\*Format Type:' (set to 'Letter-Benefits-Chart'), '\*Format Name:' (set to '\*no value'), and a checkbox labeled 'Exclude Letter to Employee' which is unchecked. At the bottom is a field for '\*Effective Date of Salary, Benefit Enrollments and Paid Time Off:' which is empty.

Access the **Total Compensation Report** function and enter information as follows:

- **Select Employee Population:** Select an organization level, legal entity/pay group or employee number.
- **Report Name:** To make this report identifiable in Report Master Listing, you may wish to include your report parameters, such as “TCR ABC Company”, “TCR Department 123”, “TCR Employee 1000”, etc.
- **Format Type:** Currently, the only available Format Type is “Letter-Benefits-Chart”. UnicornHRO may add more Format Types in the future.
- **Format Name:** Select the Format Name that you wish to use. This list contains the entries from Total Compensation Setup.
- **Exclude Letter To Employee:** If you wish to include the cover letter, leave this checkbox blank. If you only wish to produce the compensation statement without the cover letter, select this checkbox.

- **Effective Date of Salary, Benefit Enrollments and Paid Time Off:** Enter the Effective Date that the system will use to get the employee's information from the following functions:
  - Compensation Methods and Salary Change
  - Benefit Enrollment
  - Paid Time Off
- **Report Type:** While you are in the testing phase, select the "Create PDF file(s) to be viewed only in Report Master Listing". By doing so, only you will be able to see the report. After you have made any necessary adjustments to the format and re-run the report, you may select one of the options to produce the individual employees' PDF files. These are the PDFs that employees can see in the **Total Compensation Statement** function in Employee Self Service during the viewable time period specified in **Benefit Enrollment Defaults**. If you allow any Manager Services users to view these PDFs in the **Total Compensation Statement** function in Manager Services, the PDFs will be viewable regardless of the viewable time period, but a message will indicate whether or not they are currently in the Employee Self Service viewable period.

***Important Note:** As a safeguard to prevent anyone from producing "test" statements that are viewable by employees, the system will not allow you to produce Employee Self Service PDFs during the viewable period. A message will appear if you attempt to do this and you will not be allowed to submit the job.*

### Fine Tuning the Total Compensation Report

When the Total Compensation Report job has completed, view it in **Report Master Listing**. There may be some changes needed so that all information is presented as you wish it to be shown. Below are considerations and helpful hints.

***More than one entry in Report Master Listing may be produced.*** Because some employees may have more information than others, you may have statements that have 2 pages, 3 pages, 4 pages or 5 pages. Separate reports will be produced, one for each page layout. You may see separate Report Master Listing entries for the following:

- 2 pages (or 1 page if you selected to not include the cover letter)
- 3 pages, where the 3<sup>rd</sup> page contains only the pie chart (or 2 pages with no cover letter)
- 3 pages, where the 3<sup>rd</sup> page contains data and the pie chart (or 2 pages with no cover letter)
- 4 pages, where the 4<sup>th</sup> page contains only the pie chart (or 3 pages with no cover letter)
- 4 pages, where the 4<sup>th</sup> page contains data and the pie chart (or 3 pages with no cover letter)
- 5 pages, where the 5<sup>th</sup> page contains only the pie chart (or 4 pages with no cover letter)

## Total Compensation Statements

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Here is an example of a job that produced 2 separate entries in **Report Master Listing**. They both have the Report Name that was entered when the job was submitted, in addition to a unique job number. This will let you know how many pages the longest statement will have. If you want to restrict statements to a certain number of pages, reduce the amount of data that is shown for the selected Format Name.

### Report Master Listing

Display Reports From Date:  To Date: refreshdeletenext







To view PDF files, you should [download](#) the latest Acrobat Reader for your platform. [Select All](#) [Unselect All](#)

To view CSV files, Microsoft Excel should be installed on your computer."|" (pipe) has been used as delimiter in these files.

To view XLS files, Microsoft Excel should be installed on your computer.

To view XML files, Microsoft Internet Explorer OR any XML file viewer should be installed on your computer.

To view TXT files, Microsoft Internet Explorer OR any TXT file viewer should be installed on your computer.

Open/Save	Report Name	Date Run	Time Run	Delete?
 	 TotCompReport-86593.txt	08/09/2016	6:07 PM	<input type="checkbox"/>
 	 TotCompReport-86593.pdf	08/09/2016	6:06 PM	<input type="checkbox"/>

**Set up a myWorkspace with the Total Compensation functions.** While you are adjusting the format of the Total Compensation Statement, you may find it helpful to set up a myWorkspace with all of the functions related to Total Compensation Statements. This will group them all together for future reference, as well as give you quick access to the three functions that you will be working with while fine tuning the statement:

- **Total Compensation Setup:** adjust the format
- **Total Compensation Report:** run the report
- **Total Compensation Statement:** view the results



**While you are making formatting changes, run the Total Compensation Report for a small employee population.** You may wish to run the Total Compensation Report for a single employee while you are setting up the text and categories. Once you have these areas finalized, run the report for the entire population to make sure the statements appear as desired.

**Anticipate employees' questions.** As you review the statements, think of the questions your employees may ask, and try to add explanations within the available Text fields.

**Check spelling and grammar.** Make sure you check and double check the text that is entered in the Total Compensation Setup function. It does not include a spell checker or grammar checker!

**Review spacing on the cover letter.** The paragraphs on the cover letter are set up with fixed spacing. They will have uniform spacing if they all have the same number of lines. There can be up to 4 lines per paragraph.

**Header fields may overlap if there is too much data.** If you select the Company in the header Information section, and the company name is long, and the second field in the same line is also long, the data may overlap as shown in this example.

<b>Personalized Statement Prepared For</b>	
<b>Darvin Rahlvies Sr</b>	
<b>Hire Date:</b> 03/01/2002	<b>Projected Retire Date:</b> 04/27/2047
<b>Company:</b> The Official Olympic Committee of Salt Lake City	
<b>Check Distribution Code:</b> 1018	

To prevent this from happening, you may wish to consider printing Organization Level 2 instead of the Company Name. Or, select header fields so that Company is the second field to be printed instead of the third field. The program will print the selected fields from left to right, top to bottom.

<b>Header Information:</b>	
Up to four employee information elements may be chosen to be displayed under the Statement Title	
<input type="checkbox"/> Date of Birth	<input type="checkbox"/> (Original) Hire Date
<input type="checkbox"/> (Most Recent) Hire Date	<input type="checkbox"/> Projected Retirement Date
<input type="checkbox"/> Job Title	<input type="checkbox"/> Legal Entity
<input type="checkbox"/> Short Description of Organization Levels <input type="text" value="0"/> and <input type="text" value="0"/>	<input type="checkbox"/> Check Distribution Code

**Limit Category Text to two lines.** You are limited to approximately 200 characters and spaces at the top of each category. Due to where the line breaks occur, the text may carry over to 3 lines, which crosses the rule below the category heading as shown in this example.

<b>Health and Welfare Benefits</b>	This section shows all of the health and welfare benefits that you have chosen for the current enrollment year. Both your cost as well as the amount that the company pays are shown for your review.
Medical	11,500.00

If possible, limit the text to 2 lines, as shown in this example:

<b>Other Benefits</b>	The company offers these benefits to qualified employees. Contact your supervisor for more information on any of these items.
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## Creating the Total Compensation Statements

### Total Compensation Report

When you have finished testing the set-up of the format(s) you wish to use, it is recommended that you run the Total Compensation Report for all employees and review them. When the final format is ready, go to the **Total Compensation Report** function. If you do not need to recreate the report, select the first radio button called “Create an individual PDF statement for each/one employee to be viewed in ESS and MS.” If you want to create the report as well as the PDF statements, select the third radio button called “Create PDF files to be viewed in Report Master Listing, ESS and MS.”

**Total Compensation Report**

\* = Required

**Select Employee Population:**

Cons. Group

☒ By Organization Structure  
☐ By Legal Entity  
☐ By Employee Number

**Selected Levels:**

Legal Entity:

Payroll Processing Group: \*no value

Employee Number:

**Select Report Parameters:**

\*Report Name: TotCompReport

\*Format Type: Letter-Benefits-Chart

\*Format Name: \*no value

☐ Exclude Letter to Employee

\*Effective Date of Salary, Benefit Enrollments and Paid Time Off:

Note that only one PDF file is stored per employee. When you generate PDFs, any existing PDFs for the selected employee population will be overwritten.

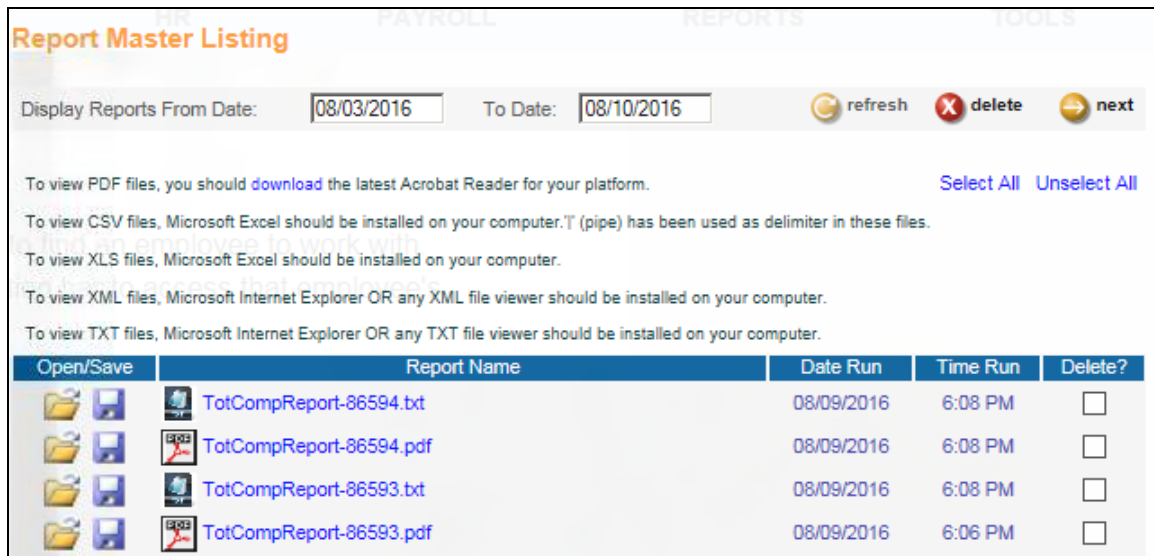
PDFs can only be created during the non-viewable period for Employee Self Service. This is to prevent “test” PDFs from inadvertently being generated and overwriting employees’ “live” statements. You may run the report at any time, but PDFs cannot be created during the viewable time frame.

## Total Compensation Statements









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Due to the system resources required to produce PDFs with graphics for each employee, during the hours from 7 a.m. to 8 p.m. (Eastern) Monday through Friday the system will only create PDFs if you have selected an employee population with 20 or fewer employees. PDF jobs with more than 20 employees will be held until 8 p.m. and then will be automatically run. Reports can be run at any time.

When you create the PDFs, the system will create one report for each page style, and TXT file showing which employees were included. In the example below, the system created job 86594 with a 2-page format and the corresponding TXT file showing which employees were included. Job 86593 was created with a 3-page format and the corresponding TXT file.



The screenshot shows the 'Report Master Listing' interface. At the top, there are filters for 'Display Reports From Date' (08/03/2016) and 'To Date' (08/10/2016), along with 'refresh', 'delete', and 'next' buttons. Below the filters, there are instructions for viewing PDF, CSV, XLS, XML, and TXT files. The main table lists reports with columns: Open/Save, Report Name, Date Run, Time Run, and Delete?.

Open/Save	Report Name	Date Run	Time Run	Delete?
	 TotCompReport-86594.txt	08/09/2016	6:08 PM	<input type="checkbox"/>
	 TotCompReport-86594.pdf	08/09/2016	6:08 PM	<input type="checkbox"/>
	 TotCompReport-86593.txt	08/09/2016	6:08 PM	<input type="checkbox"/>
	 TotCompReport-86593.pdf	08/09/2016	6:06 PM	<input type="checkbox"/>

Below is a sample TXT file showing the employees included in the corresponding PDF file:

```
Total Compensation Statement - Employee File Generation Log

300 - Kristen Clark: FILE CREATION OK
302 - Kristina Koznick: FILE CREATION OK
303 - Sarah Schwartz: FILE CREATION OK
305 - Joanna Mendes: FILE CREATION OK
313 - Scott Macartney: FILE CREATION OK
324 - Sandra Morrison: FILE CREATION OK
330 - Mary Jones: FILE CREATION OK
405 - Albert Tuipulotu: FILE CREATION OK
420 - Tony Smith: FILE CREATION OK
```

## Total Compensation Statement – Manager Services

If you want certain users to be able to view an employee's Total Compensation Statement, grant Function Security to the **Total Compensation Statement**. The user must have at least Salary Inquiry authority in order to view an employee's statement. Keep in mind that in addition to compensation, the statement displays benefit and tax information. Only grant authority to those users who should be allowed to view this type of information.

If the user accesses this function and it is not in the Employee Self Service viewable time frame, a message will appear, as shown in the first paragraph in the notice below. This will alert the user that employees should not yet be given a copy of the statement, as the final version may not have been produced.


Summary	Demographics	Work Profile	Absences	Disciplinary Actions	Education	Certifications	Emergency Contacts	Job Review
<b>William C (Bill) Fulton Jr</b> Manager - Intermediate Level wfulton@valuesolutions.com Cons. Group / Value Sol. / Florham Pk N	<h3>Total Compensation Statement</h3> <p align="center">*** IMPORTANT NOTICE ***</p> <p>The Total Compensation Statements are not currently viewable in Employee Self Service. The viewing period is from 09/01 to 12/31.</p> <p>You may view the employee's most recent statement by clicking on the View button below. Be aware that this information may be out-of-date, or it may be a "preview" version that does not represent the final statement that will be provided to the employee.</p> <p>If you have a pop-up blocker, hold down the CTRL key when you click the button. Or, if a yellow Information Bar appears, select the option to Temporarily Allow Pop-ups. If an Internet Explorer message appears, click Cancel. A separate window will display the Total Compensation Statement; this file can be printed or saved.</p> <p>The Total Compensation Statement is displayed in PDF format and requires the Adobe Acrobat Reader. If the Adobe Acrobat Reader is not installed on your computer, you can download a free copy from the Adobe web site: <a href="http://www.adobe.com">http://www.adobe.com</a>.</p> <p align="right"> view</p>							
<b>Employee Details</b> <b>Number:</b> 615 <b>Status:</b> Active <b>Hire Date:</b> 07/09/2013 <b>Reports To:</b> Cheryl Howard <b>Direct Reports:</b> 4								

If no PDF exists for the selected employee, a message will indicate this.

## Total Compensation Statements

If a PDF has been generated for the employee, a page such as the following will appear.

Summary



**Julia Mancuso**

Olympiad

[jmancuso@olympics.com](mailto:jmancuso@olympics.com)

Cons. Group / Olympics / US  
Corporate / Alpine Ski /  
Women / California / Los  
Angeles

Employee Details

Number: 3004

Status: Active

Hire Date: 03/01/2001

Reports To: Kristina L Koznick

Direct Reports: 0

Demographics

Work Profile

Absences

Disciplinary Actions

Education

Certifications

Emergency Contacts


Job Review

### Total Compensation Statement

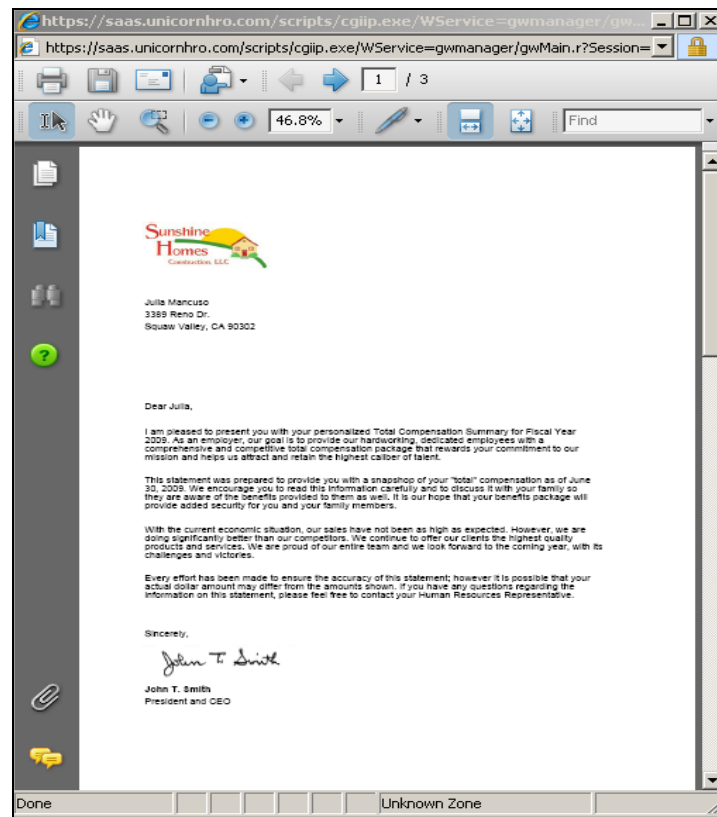
The Total Compensation Statements will be available for viewing until 12/31/2016. Click on the button below to view this employee's most current statement.

If you have a pop-up blocker, hold down the CTRL key when you click the button. Or, if a yellow Information Bar appears, select the option to Temporarily Allow Pop-ups. If an Internet Explorer message appears, click Cancel. A separate window will display the Total Compensation Statement; this file can be printed or saved.

The Total Compensation Statement is displayed in PDF format and requires the Adobe Acrobat Reader. If the Adobe Acrobat Reader is not installed on your computer, you can download a free copy from the Adobe web site: <http://www.adobe.com>.


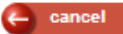
 view

When the user clicks on the View button, a separate window will display the PDF file.



## **Total Compensation Statement – Employee Self Service**

When the PDFs for employees have been created and you are ready to grant access to them in Employee Self Service, go to the **Benefit Enrollment Defaults** function. Enter the start and end month and day in the ESS Total Compensation Statement View Date Range. In the example below, employees will be able to view the statements from February 1 through December 31.

ESS Total Compensation Statement View Date Range:	
Start viewing of the Total Compensation Statement on MM/DD:	<input type="text" value="02/01"/>
End viewing of the Total Compensation Statement on MM/DD:	<input type="text" value="12/31"/>
MS Benefit Enrollment Defaults:	
Start deduction on Pay Period End Date corresponding to the first Check Date on or after the Benefit Enrollment Date: <input checked="" type="checkbox"/>	
<div> </div>	

To allow your employees to view the Total Compensation Statements in Employee Self Service, access the **Employee Security** function in Manager Services and select the Total Compensation Statement function. This will cause the Total Compensation Statement to appear in the Benefits menu in Employee Self Service.

For employees to be able to view their statements, Employee Security for this function must exist, **and** today's date must be in the "viewable" date range set up in Benefit Enrollment Defaults.

## Total Compensation Statements

The Total Compensation Statement function appears as shown in this example. Instructions are given for handling a pop-up blocker.

Welcome, Julia Mancuso

**ICON**

**Personal**

- Personal Data
- Address Information
- E-Mail Address
- Dependents
- Emergency Contacts
- Change Password
- Job Reviews
- Salary History

**Payroll**

- W-4
- Paycheck Information
- Paycheck Calculator
- Direct Deposit Accounts
- Direct Deposit Print Preference
- W-2 History

**Benefits**


- Benefit Statement
- Benefit Beneficiaries
- Total Compensation Statement**

**Total Compensation Statement** Julia Mancuso

To view your Total Compensation Statement, click on the button below.

If you have a pop-up blocker, hold down the CTRL key when you click the button. Or, if a yellow Information Bar appears, select the option to Temporarily Allow Pop-ups. If an Internet Explorer message appears, click Cancel. A separate window will display your Total Compensation Statement; this file can be printed or saved.

The Total Compensation Statement is displayed in PDF format and requires the Adobe Acrobat Reader. If the Adobe Acrobat Reader is not installed on your computer, you can download a free copy from the Adobe web site: <http://www.adobe.com>.

 view

When the employee clicks on the View button, a separate window appears with the PDF file.

Welcome, Julia Mancuso

**ICON**

**Personal**

- Personal Data
- Address Information
- E-Mail Address
- Dependents
- Emergency Contacts
- Change Password
- Job Reviews
- Salary History

**Payroll**

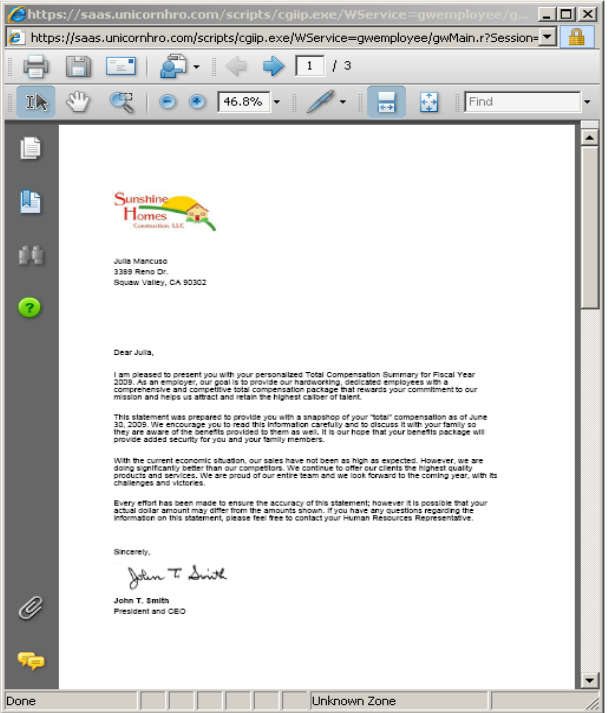
- W-4
- Paycheck Information
- Paycheck Calculator
- Direct Deposit Accounts
- Direct Deposit Print Preference
- W-2 History

**Benefits**

- Benefit Statement
- Benefit Beneficiaries
- Total Compensation Statement**

**Total Compensation**

Your Total Compensation button to return to the



The PDF viewer window displays the following content:

**Sunshine Homes**  
Construction, LLC

Julia Mancuso  
3389 Reno Dr.  
Squaw Valley, CA 96302


Dear Julia,

I am pleased to present you with your personalized Total Compensation Summary for Fiscal Year 2009. As an employer, our goal is to provide our hardworking, dedicated employees with a comprehensive and competitive total compensation package that rewards your commitment to our mission and helps us attract and retain the highest caliber of talent.


This statement was prepared to provide you with a snapshot of your "total" compensation as of June 30, 2009. We encourage you to read this information carefully and to discuss it with your family so they are aware of the benefits provided to them as well. It is our hope that your benefits package will provide added security for you and your family members.

With the current economic situation, our sales have not been as high as expected. However, we are doing significantly better than our competitors. We continue to offer our clients the highest quality products and services. We are proud of our entire team and we look forward to the coming year, with its challenges and victories.

Every effort has been made to ensure the accuracy of this statement; however it is possible that your actual dollar amount may differ from the amounts shown. If you have any questions regarding the information on this statement, please feel free to contact your Human Resources Representative.

Sincerely,  
  
John T. Smith  
President and CEO

## Sample Statement



### Personalized Benefit Statement For Ms. Mancuso

**Date of Birth:** 03/09/1984      **Hire Date:** 03/01/2001

**Job Title:** Olympiad

Information shown on this statement is for the 12-month period ending June 30, 2009.

	Benefit Option	Coverage Amount	Employee Contribution	Company Contribution
<b>Compensation</b> <i>Your annualized base pay is shown. Bonuses and commissions earned for the 12 months ended June 30, 2009 are also shown.</i>				
Base Salary				56,000.00
Bonus				3,000.00
<b>Total Compensation</b>				<b>\$59,000.00</b>
<b>Health and Welfare Benefits</b> <i>You are enrolled in the following benefits. Your contribution as well as the company's contribution are shown.</i>				
Medical - Medical Coverage	Employee + One		3,600.00	7,200.00
Life Insurance - Life Insurance	Main Plan	112,000.00		161.28
<b>Total Health and Welfare Benefits</b>				<b>\$3,600.00</b>
<b>Employment Tax and Insurance</b> <i>The company pays the following taxes and insurance on your behalf.</i>				
Federal Unemployment				56.00
FICA/Medicare				626.56
FICA OASDI				2,679.07
State Unemployment Insurance				1,335.00
<b>Total Employment Tax and Insurance</b>				<b>\$4,696.63</b>
<b>Retirement and Savings</b> <i>The company contributed the following amounts to your retirement account(s) for the 12 months ended June 30, 2009.</i>				
401(k) Plan			3,000.00	1,500.00
<b>Total Retirement and Savings</b>				<b>\$3,000.00</b>
<b>Paid Time Off</b> <i>Paid time off is designed to help all employees achieve a healthy work/life balance. Your accrued hours as of June 30, 2009 are shown. Refer to your pay stub for your current balances.</i>				
Personal Hours: 32.000		861.54		
Sick Time Hours: 40.000		1,076.92		
Vacation Hours: 120.000		3,230.77		
<b>Total Paid Time Off</b>				<b>\$5,169.23</b>
<b>Other Benefits</b> <i>The company offers these benefits to qualified employees. Contact your supervisor for more information on any of these items.</i>				
Tuition Assistance		5,250.00		
Adoption Benefits		5,000.00		
<b>Total Other Benefits</b>				<b>\$10,250.00</b>
<b>TOTAL COMPENSATION</b>				<b>\$72,557.91</b>



### Personalized Benefit Statement For Ms. Mancuso

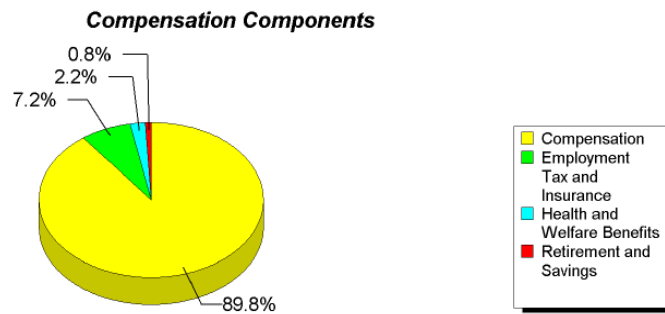
Hire Date: 03/01/2001

Job Title: Olympiad

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In addition to the pay and benefits described above, we provide benefit eligible active employees the opportunity to participate in a range of discounted supplemental benefit plans. Contact your Benefits Representative for more information.

Components of your total compensation package are shown here with their percentages.





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