
PeopleSoft HCM 9.2 Benefits Administration

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Preface

Understanding the PeopleSoft Online Help and PeopleBooks

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

PeopleSoft Hosted Documentation

You access the PeopleSoft Online Help on Oracle's PeopleSoft Hosted Documentation website, which enables you to access the full help website and context-sensitive help directly from an Oracle hosted server. The hosted documentation is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support, because that documentation is now incorporated into the hosted website content. The Hosted Documentation website is available in English only.

Locally Installed Help

If your organization has firewall restrictions that prevent you from using the Hosted Documentation website, you can install the PeopleSoft Online Help locally. If you install the help locally, you have more control over which documents users can access and you can include links to your organization's custom documentation on help pages.

In addition, if you locally install the PeopleSoft Online Help, you can use any search engine for full-text searching. Your installation documentation includes instructions about how to set up Oracle Secure Enterprise Search for full-text searching.

See *PeopleTools 8.53 Installation* for your database platform, "Installing PeopleSoft Online Help." If you do not use Secure Enterprise Search, see the documentation for your chosen search engine.

Note: Before users can access the search engine on a locally installed help website, you must enable the Search portlet and link. Click the Help link on any page in the PeopleSoft Online Help for instructions.

Downloadable PeopleBook PDF Files

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

Common Help Documentation

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

- Application Fundamentals

- Using PeopleSoft Applications

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

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

Field and Control Definitions

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

Typographical Conventions

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

<i>Typographical Convention</i>	<i>Description</i>
Bold	Highlights PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Highlights field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. Italics also highlight references to words or letters, as in the following example: Enter the letter <i>O</i> .
Key+Key	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For Alt+W, hold down the Alt key while you press the W key.
Monospace font	Highlights a PeopleCode program or other code example.
... (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.

<i>Typographical Convention</i>	<i>Description</i>
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ().
[] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.
⇒	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

ISO Country and Currency Codes

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

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

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

Region and Industry Identifiers

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

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Region Identifiers

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

- Asia Pacific
- Europe
- Latin America

- North America

Industry Identifiers

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

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

Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

Using and Managing the PeopleSoft Online Help

Click the Help link in the universal navigation header of any page in the PeopleSoft Online Help to see information on the following topics:

- What's new in the PeopleSoft Online Help.
- PeopleSoft Online Help accessibility.
- Accessing, navigating, and searching the PeopleSoft Online Help.
- Managing a locally installed PeopleSoft Online Help website.

PeopleSoft HCM Related Links

[PeopleSoft Information Portal on Oracle.com](#)

[My Oracle Support](#)

[PeopleSoft Training from Oracle University](#)

[PeopleSoft Video Feature Overviews on YouTube](#)

[HCM Abbreviations](#)

Contact Us

Send us your suggestions Please include release numbers for the PeopleTools and applications that you are using.

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Chapter 1

Getting Started with PeopleSoft Benefits Administration

PeopleSoft Benefits Administration Overview

When you build on the Manage Base Benefits business process in PeopleSoft HR by adding PeopleSoft Benefits Administration, you can:

- Automate eligibility checking and respond to Human Resource events that might affect benefits enrollment, based on your eligibility and event rules.
- Administer multiple, simultaneous plan years, according to enrollment rules that you define.
- Calculate benefit costs and coverage amounts independent of PeopleSoft Payroll for North America.
- Define and process a variety of flexible credits, both general and plan-based.
- For federal users, administer multiple, simultaneous open seasons for different benefit plan types.
- Establish the foundation for implementing self-service enrollment using PeopleSoft eBenefits.
- Define flexible spending account (FSA) information for employees.
- Process health-care and dependent-care FSA claims.
- Track and view claim and payment data.
- Disburse monies.

Note: PeopleSoft Benefits Administration is designed to be a supplement to the Manage Base Benefits business process. You cannot run the processes and procedures detailed in this book until you set up the Manage Base Benefits business process.

PeopleSoft Benefits Administration is a US-centric and Canada-centric product, supporting only US and Canadian legislative and regulatory requirements.

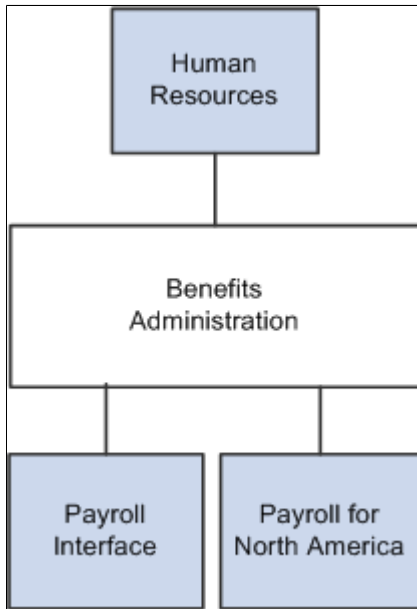
See "PeopleSoft Manage Base Benefits Overview (*PeopleSoft HCM 9.2: Human Resources Manage Base Benefits*)".

PeopleSoft Benefits Administration Integrations

PeopleSoft Benefits Administration integrates with the following PeopleSoft applications:

Image: PeopleSoft Benefits Administration integration points

This image describes the Peoplesoft Benefits Administration integration points.



We discuss integration considerations in the implementation sections in this PeopleBook.

PeopleSoft Benefits Administration Implementation

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

See product documentation for *PeopleTools: PeopleSoft Setup Manager* for more information.

Understanding PeopleSoft Benefits Administration

Common Elements Used for Benefits Administration

Benefit Program

A collection of benefit plans your company offers to a group of employees.

For example, you might have one benefit program for hourly employees, another for salaried employees, and a third for executives.

Benefit Plan

Any benefit category, such as health, life, or savings. A benefit plan option is a specific benefit option within a plan type.

For example, you might set up three benefit plan options for a plan type: one times salary, two times salary, and three times salary. Benefit plans are associated with benefit programs and can be linked to any number of benefit programs.

Event Maintenance

The process that you use to enroll new employees and to track and react to employee benefit changes during the plan year, such as those resulting from a marriage or termination of employment.

Open Enrollment

The process that you use to enroll or reenroll participants in appropriate benefit programs and plans during the annual enrollment window or, for federal users, during the open season periods for health benefits, life plans, and savings plans.

Benefit Information Automation

When you implement PeopleSoft Benefits Administration, your first area of focus will be your benefit information. Using PeopleSoft terminology, benefit information includes programs, plan types, plans, rates, and calculation rules. All of this information is defined within the Manage Base Benefits business process in PeopleSoft Human Resources (HR).

PeopleSoft Benefits Administration enables you to link eligibility and event processing rules to your benefit programs, plan types, and benefit plan options.

For benefit plan types, you can set up rates as age-graded, flat, percentage-of-salary, or service-related, depending on your requirements. Calculation rules include as of dates for age, service, premium and coverage calculations, rounding rules, and minimum and maximum coverage amounts.

For benefit programs, these rules enable the system to automate benefits processing at the program level, meaning that the system can combine employee data with eligibility and event rules to determine whether to create, keep, or terminate employee benefit program assignments. With event maintenance, existing employees will have their benefit eligibility change in response to certain events that ordinarily require a revision of personal benefit information, such as divorce, a transfer in location, or a switch from part-time to full-time employment.

In addition to defining costs for benefit options (through the Manage Base Benefits business process), PeopleSoft Benefits Administration enables you to attach your rates and calculation rules to flexible credits. These can include general program-level credits (granted when employees participate in a benefit program), general plan-level credits (granted when employees enroll in any benefit option within the plan type), and option-level credits (granted when an employee elects a specific benefit option).

Use Benefits Administration tables to set up and run your automated benefit system—the event maintenance, open enrollment, and flexible benefits processes that take the hard labor out of benefits information management. After you define event rules, eligibility rules, and flexible credits, you can combine and recombine them with your current benefit information to produce the automated system that best fits the specific needs of your company.

You link eligibility and event processing rules to the benefit programs offered by your organization, thus automating your benefit system at the program level. The system can combine employee data with these rules to determine whether to create, keep, or terminate employee benefit program assignments. In this way, new hires and existing employees can be automatically enrolled, or their elections automatically solicited, both throughout the year and during periods of open enrollment (or for federal users, during benefits open season).

When the time comes to redefine your PeopleSoft Benefits Administration system, you won't have to redefine your entire set of event rules, eligibility rules, and flexible credits. You modify the rules and credits in question with the same page that you used to create them.

Two plan types might use the same set of event rules in one program and different event rules in another. After you define the two sets of event rules, link the appropriate set of event rules with each benefit program and plan type combination.

Multiple Currency Usage

When you work with multiple currencies for an employee, be aware that PeopleSoft Benefits Administration doesn't support the multiple currency conversion required to perform premium calculations. For example, if you pay employees in Swiss CHF and enroll them in a benefit program that uses United States USD, Benefits Administration cannot perform a currency conversion to any base currency. If you don't use multiple currencies, you can easily process them using Benefits Administration.

For more information, see: "Understanding Currency (*PeopleSoft HCM 9.2: Application Fundamentals*)"

Benefit Administration Business Processes

This section discusses:

- Open Enrollment and Event Maintenance preparation.
- Flexible Spending Account (FSA) Administration.

- (CAN) Canadian Flexible Credit allocations.

Open Enrollment and Event Maintenance Preparation

PeopleSoft Benefits Administration automates open enrollment and event maintenance processing. Benefits Administration for U.S. Federal Government automates open season and employee benefit changes with the Open Enrollment and Event Maintenance processes.

Eligibility Rules to Determine Benefit Program and Option Eligibility

To prepare for open enrollment and event maintenance, first define the eligibility rules that drive benefit determination. These eligibility rules can be based on job information (such as pay group or department) and geographic location (such as home or work address).

Because you define PeopleSoft table information using an effective date, you can easily define different eligibility rules for each plan year. Associate an effective date with each set of rules and the system will apply the correct rules according to the effective date.

Event Rules Setup to Determine What an Employee Can Choose

While eligibility rules determine what programs and plan options employees are eligible for, you also need event rules and coverage codes to determine what your employees can choose, based on the type of event that has triggered the change in eligibility. For example, when an employee divorces, that act does not enable the employee to change all of his or her benefits elections. That's an opportunity most employees should receive only during open enrollment or for federal users, open season. Instead, you will probably want to design the system to enable them to change only their health and life plan enrollments and update their dependent and beneficiary information.

Automated Benefits Program Design

PeopleSoft Benefits Administration enables you to create benefit programs using the benefit plans and plan type options that you set up with the Manage Base Benefits business process. After the benefit program framework is defined, you can create eligibility rules, event rules, rates, calculation rules, and flexible credits. Benefits Administration also enables you to set up automated cross-plan validation checking, which you can use to set up prerequisites for plan enrollment.

System Preparation for PeopleSoft Benefits Administration

PeopleSoft Benefits Administration provides a variety of tools to help you prepare your system for automated benefit processing, from audits to pages that enable you to set up specialized schedules of employees for processing.

Related Links

[Understanding Eligibility Rules](#)

[Understanding Event Rules](#)

[Understanding Benefit Programs](#)

[Setting Up Cross-Plan Validation Checks](#)

FSA Administration

Flexible Spending Account Administration is designed for companies located in the United States and Canada. Use FSA Administration to administer health care and dependent care FSA claims and to:

- Track pledges, process claims, disburse money, print checks, and account for funds according to the amounts employees pledge and the rules for health care and dependent care disbursements.
- Schedule claims processing based on your operational needs, and view the year-to-date status of employee FSAs.
- Use a minimum check option. Selecting this option automatically puts claims below the minimum into a pending file. When the total of pending claims reaches the minimum, the system processes a check for the employee.
- Process pending claims. For example, if an employee submits a claim for more than the amount in his or her FSA, you can pay the claim and hold the excess in a pending account.

Related Links

[Setting Up FSA Administration](#)

[Understanding FSA Administration](#)

(CAN) Canadian Flexible Credit Allocations

Under Canadian rules, some common benefit plans have a premium cost tax status under which all employer-paid portions are nontaxable and all employee-paid portions are taxable. With PeopleSoft Benefits Administration, you can set up benefit plans that automatically provide the best tax advantage to employees by allocating flexible credits to those benefits that would be taxable unless paid for by credits.

Chapter 3

Setting Up Flexible Credits

Understanding Flexible Credits

Many organizations offer their employees credits that they can apply towards their benefits. PeopleSoft Benefits Administration enables you to define three types of flexible credits:

- General credits that apply when an employee is enrolled in a benefit program.
- Plan-based credits that apply when an employee enrolls in a specific benefit plan type.
- Option-based credits that apply when an employee enrolls in a specific benefit option.

After you have defined the flexible credit earnings, use the Benefit Program table to link the credit to the benefit program, benefit plan type, or benefit option.

The Benefits Administration process sums all credits for an employee and passes the totals by earnings code to payroll. The total credits are treated as additional earnings for employees.

Defining Flexible Credit Earnings

This section lists prerequisites and discusses how to:

- Set up flexible credits.
- Set up credit amounts.

Prerequisites

This section discusses Benefits Administration activation.

To activate PeopleSoft Benefits Administration:

1. Access the Installation Table - Products page by navigating to Set Up HCM, Install, Installation Table.
2. Select the Benefits Administration check box.

The fields that you use to define flexible credits and automated enrollment processing will become available on the Benefit Program table. In addition, all new benefit programs that you create after Benefits Administration is selected will be identified with a program type of *Automated* on the Benefit Program page of the Benefit Program table.

3. Select the Product Specific tab.

4. Enter the start date for Benefits Administration to set the "look-back" window for your benefits processing.

The start date is used for event maintenance and these several purposes:

Start Date for	Purpose
Event qualification	The system will flag only changes to job data, birth date, service date, state, postal code, and union code if the job record that is being inserted, corrected, or deleted has an effective date greater than or equal to the Benefits Administration start date. The system will also not trigger event flags for passive events that occur before the start date.
Event maintenance scheduling	When you schedule event maintenance, Benefits Administration will review only event records with an effective date greater than or equal to the Benefits Administration start date. This review includes potentially flagging these event records for your review and determining the proper events to leave open for processing (BAS_PARTIC.EVENT_STATUS = 'O').
Pay calendar access	For event maintenance, when you set coverage and deduction begin dates, Benefits Administration will load pay calendar data starting with pay period end dates greater than or equal to the Benefits Administration start date.

Setting Up Flexible Credits

To set up flexible credits:

1. Establish the credit amount using the benefit rate table.
2. Set up the calculation rules for the credit.
3. Identify the earnings code that will define the credit in the earnings program.

Warning! If earnings codes for each plan type are not unique, flexible credits might not start and end correctly during open enrollment and event maintenance processing. For example, five medical benefit plans in a benefit program can use the same earnings code. However, dental, life, and general credits need their own earnings codes.

Note: (USF) Flexible credits are not generally used in the U.S. federal government.

Related Links

"Understanding Earnings Tables (*PeopleSoft HCM 9.2: Payroll for North America*)"

Setting Up Credit Amounts

When you define a general credit using the benefit rate table, the Rate Per Unit field value must be *None*. Only the employee portion is picked up and reflected as the credit amount. Option-based credits may have a rate per unit.

Note: If you have defined the credit amount based on age or salary percentage, you need to set up a calculation rule to define how the system determines age and benefit base salary amount.

Related Links

"Setting Up Calculation Rules (*PeopleSoft HCM 9.2: Human Resources Manage Base Benefits*)"

Setting Up Excess Credit Calculations

To set up excess credit calculations, use the Excess Credit Calculation (EXCESS_CRDT_CALC) component.

This section provides an overview of excess credit calculation setup and discusses how to enter excess credit calculations.

Page Used to Set Up Excess Credit Calculations

Page Name	Definition Name	Navigation	Usage
Excess Credit Calculation	EXCESS_CRDT_CALC	Set Up HCM, Product Related, Automated Benefits, Flex Credit Management, Excess Credit Calculation, Excess Credit Calculation	Enter excess credit calculations.

Understanding Excess Credit Calculation Setup

During the calculation of benefits costs and credits, PeopleSoft Benefits Administration computes a value called *excess credits*. This is an important value, because an organization can choose to treat excess credits in a variety of ways. Excess credits can appear on the paycheck as net additional pay, they can simply be forfeited, or they can be rolled over to automatically increase certain voluntary contributions such as savings plans and flexible spending accounts. Normally, excess credits are calculated by:

Total of All Flexible Credits - Total of All Before Tax Costs

You can override the Total of All Before Tax Costs portion of the calculation with plan types and deduction codes of your choice. For U.S.-based companies, normally you will not override this calculation. However, Canadian-based companies may need to implement a more complex set of deductions.

Excess Credit Calculation Page

Use the Excess Credit Calculation page (EXCESS_CRDT_CALC) to enter excess credit calculations.

Navigation

Set Up HCM, Product Related, Automated Benefits, Flex Credit Management, Excess Credit Calculation, Excess Credit Calculation

Image: Excess Credit Calculation

This image shows the Excess Credit Calculation page.

Excess Credit Calculation

Benefit Program: PSX

Excess Credit Calculation Table

Find | View All | First | 1 of 1 | Last

*Effective Date: 01/01/1900 | Status: Active

Plan Types / Deduction Classes to Include in Calculation

Customize | Find | First | 1 of 1 | Last

*Plan Type	*Deduction Classification
Medical	After-Tax

+ | Customize | Find | First | 1 of 1 | Last

Enter the plan types and deduction classifications that you want the system to include when calculating the excess credit amount.

Chapter 4

Defining Eligibility Rules

Understanding Eligibility Rules

You use eligibility rules to:

- Determine the benefit program for which each employee is eligible.
- Determine eligibility for each plan option within a benefit program.
- Set up the system so that a participant can be eligible for only one benefit program at a time.
- Define eligibility based on a wide range of personal and job information, as well as geographic location.

After you define the eligibility rule, attach it to your benefit program at the program or plan option level using the Benefit Program table.

Note: For federal users: For Thrift Savings Plans (TSPs), if you want to link an eligibility rule to a TSP option, create a separate eligibility rule to be used exclusively for TSPs.

Never attach the same eligibility rule and geographic eligibility table combination to the program level of more than one benefit program; otherwise, employees will be eligible for more than one benefit program.

For an employee to be deemed eligible for participation in a plan or program covered by an eligibility rule, the employee must meet all of the parameters set for that rule. When defining an eligibility rule, you define the criteria, as well as an indicator that tells the system whether meeting the criteria makes the employee *eligible* or *ineligible*.

If you want to define an eligibility rule for a program that is available to employees in the 48 contiguous states but not Hawaii or Alaska, you can select the state criteria to set up the parameter. The system looks at each employee's home address, and makes the employee eligible for the benefit program if he or she lives in one of the 48 contiguous states. A faster way to define this same rule is to say that if the employee lives in Hawaii or Alaska, he or she is ineligible for the benefit program.

The PeopleSoft Benefits Administration software provides 27 different criteria fields (plus two federal-specific fields) that you can use to determine employee benefit eligibility. Nine of these criteria fields can be user-defined to meet the organization's needs. In addition to the Location field, these other criteria fields are available:

- Age
- Benefit Status
- Eligibility Config 1– 9
- EmplID Override

- Employee Class
- Employee Type
- FEHB Indicator (federal employee health benefits)
- FLSA Status (Fair Labor Standards Act)
- FTE (full-time equivalency)
- Full/Part Time
- Medicare
- Officer Code
- Pay Group
- Regular and Temporary
- Regulatory Region
- Retirement Plan (Federal)
- Salary Grade
- Service Months
- Standard Hours
- State
- Union Code

As you work with PeopleSoft Benefits Administration, times will occur when eligibility rules are improperly configured. You can troubleshoot eligibility problems by using the Benefit Administration Eligibility Debugging tool, which shows you exactly where an individual employee fails and passes program and plan option eligibility checks during the Benefits Administration process.

Related Links

[Understanding the Benefits Administration Process](#)

Understanding How Changes in Job Data Affect Eligibility

Actions occur that change an employee's job status and can affect his or her benefits eligibility, such as taking Family Medical Leave Act (FMLA) leave, being terminated, or changing from full-time to part-time employment.

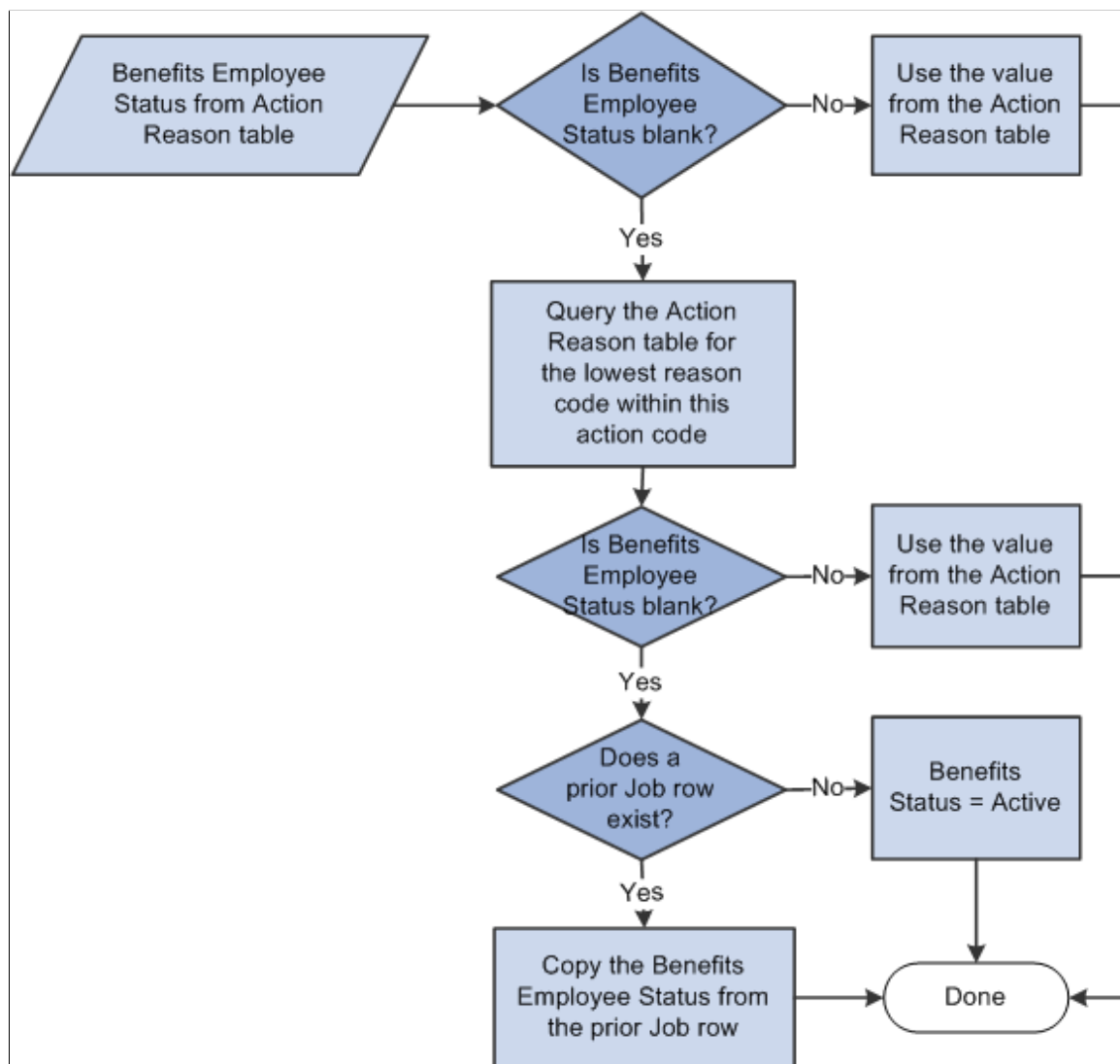
When employee actions occur, two employee status values can be affected: Employee Status and Benefits Status. PeopleSoft HR and PeopleSoft Payroll use Employee Status for a variety of functions. Benefits Status, on the other hand, is used only by Benefits Administration and does not conflict with HR and Payroll (North American) operations. This enables you to define employee status in benefits terms without being constrained by HR or Payroll (North American) requirements.

Use the Action Reason table to tell the system how to set Benefits Status by means of the Benefits Employee Status field. The Action Reason table provides the freedom to determine which status values you need and which action changes will trigger a change to benefits status values. Once you've defined your Benefits Employee Status values, you can use Benefits Status on the Eligibility Rules table. You can also change the available Benefits Status values directly through the Translate table.

The following diagram illustrates how the system sets Benefits Employee Status by matching the action and action reason on the Job row to the action and action reason in the Action Reason table. If the Job row does not have an action reason, the system matches the reason to the entry in the Action Reason table that has a matching action and the lowest action reason value within that action.

Image: Process flow for how the system sets Benefits Employee Status by matching the entry in the Action Reason table

This image illustrates the process flow for how the system sets Benefits Employee Status by matching the entry in the Action Reason table.



The system carries Benefits Employee Status forward from the preceding Job row if the Benefits Employee Status field on the Action Reason table is blank or if no entries are in the Action Reason table that match the action on the Job row. Thus, certain action values and action reason values, such as *Hire*,

Terminate, and *Leave of Absence* can explicitly affect the Benefits Employee Status while others, such as *Transfer*, *Job Reclassification*, and *Demotion* might not.

Related Links

"Defining Personnel Actions and Reasons (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)"

Setting Up Eligibility Rules

To set up eligibility rules, use the Base Eligibility Rules (BAS_ELIG_RULES_GBL) component.

This section discusses how to:

- Define Benefits Administration eligibility parameters.
- Use modified eligibility parameters.
- Change eligibility flags.

Pages Used to Set Up Eligibility Rules

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Eligibility Rules Table	BAS_ELIG_RULES1	Set Up HCM, Product Related, Automated Benefits, Eligibility and Event Rules, Eligibility Rules Table, Eligibility Rules Table	Define Benefits Administration eligibility parameters.
Eligibility Rules	RUNCTL_BAS703A	Set Up HCM, Product Related, Automated Benefits, Reports, Eligibility Rules, Eligibility Rules	Use modified eligibility parameters. For each eligibility rule definition, print the minimum and maximum criteria (standard hours, service months, and age) and the membership criteria (such as employee class, full or part time, company and pay group, union code, state, and so on), along with the applicable grouping methods and evaluation rules.

Eligibility Rules Table Page

Use the Eligibility Rules Table page (BAS_ELIG_RULES1) to define Benefits Administration eligibility parameters.

Navigation

Set Up HCM, Product Related, Automated Benefits, Eligibility and Event Rules, Eligibility Rules Table, Eligibility Rules Table

Image: Eligibility Rules Table page

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

Eligibility Rules Table

Eligibility Rules ID: KMED

Find | View All | First | 1 of 1 | Last

*Effective Date: 01/01/1980 *Status: Active

*Description: Medical Eligibility Short Description: Med Elig

View	Eligibility Field	In Use
	Age	<input checked="" type="checkbox"/>
	Benefits Status	<input type="checkbox"/>
	Eligibility Config 1	<input type="checkbox"/>
	Eligibility Config 2	<input type="checkbox"/>
	Eligibility Config 3	<input type="checkbox"/>
	Eligibility Config 4	<input type="checkbox"/>
	Eligibility Config 5	<input type="checkbox"/>
	Eligibility Config 6	<input type="checkbox"/>
	Eligibility Config 7	<input type="checkbox"/>
	Eligibility Config 8	<input type="checkbox"/>

Age

Minimum Age: 0 Maximum Age: 99

Age As Of

☒ Check Date

☐ This Year On

☐ Last Year On

Month: Day:

This page contains an Eligibility Field group box from which you can select specific eligibility fields to maintain. When you select the View icon from the Eligibility Field group box for a field, another group box appears with a list of all eligibility fields available that can make up this eligibility rule.

If the check box to the right of a field in the Eligibility Field group box is selected, it indicates that the field is currently being used by the eligibility rule.

The fields in the following list are common to many of the group boxes that appear.

Group Method

This field appears if you have activated the Multiple Jobs feature. Select which jobs to include when the system evaluates the employee's benefit eligibility. Select from the following values:

All Flagged Jobs: Group all jobs for all benefit record numbers.

Flagged Jobs in Benefit Record: Group all jobs within the current benefit record number.

Primary Job in Benefit Record: Look only at the primary job within the current benefit record number.

Consider Active Jobs Only

This check box appears if you have activated the Multiple Jobs feature. If this check box is selected, the system will not look at a job that has a terminated employee status when evaluating the employee's benefit eligibility.

If the value is *Primary Job in Benefit Record* in the Group Method field, this check box is unavailable.

Evaluation Method

This field appears if you have activated the Multiple Jobs feature. Define how the jobs selected from the grouping method will be evaluated against the eligibility field. Select from the following values:

One or More in Group: At least one job must satisfy the rule.

All in Group: All jobs must satisfy the rule.

Eligibility or Ineligibility

Tells the system how to interpret a match with the criteria.

Values are *Eligible* and *Ineligible*. If the employee's data matches the criteria, the employee will be eligible or ineligible for benefits.

Age

Use this group box to how the system is to calculate the employee's age during eligibility processing.

Minimum Age and Maximum Age

Enter the minimum age requirements for participation.

The system determines eligibility based on inclusive age ranges. For example, if the participant is eligible until he or she reaches age 65, enter age 64 in the Maximum Age field. That way, participants are eligible through age 64, until their 65th birthday.

The system always looks at the age eligibility field. If you don't want age to be a factor in determining eligibility, leave the default values in place.

Check Date

Select to have the system use the date on which the benefits event occurred to determine the employee's age for benefit eligibility

This Year On

Select to have the system use a specific day and month from the current year to determine benefit eligibility.

Last Year On

Select to have the system use a specific day and month from the last year to determine benefit eligibility.

Benefits Status**Benefits Employee Status**

Select the benefit status that the employee must have to meet the eligibility rule. Add more than one status by inserting a row.

Eligibility Config 1 – 9

Eligibility Config Field (eligibility configuration field)

Use the Eligibility Config 1 through 9 pages to define an employee's benefit eligibility based on a modified factor. You can create nine separate factors to meet your organization's needs.

If you want to automatically maintain these fields, then you must develop PeopleCode for them using PeopleTools.

EmplID Override

Empl ID (employee identification)

Select an employee who should pass the eligibility process regardless of whether he or she meets the eligibility rules. Enter more than one employee ID by adding a row.

Ben Record (benefit record number) Enter the benefit record number.

Employee Class

Use this group box to define an employee's benefit eligibility based on the employee's employee class. Add more than one classification by inserting a row.

Employee Type

Use this group box to define an employee's benefit eligibility based on whether the employee is salaried or hourly. You can add more than one by inserting a row.

FLSA (Fair Labor Standards Act) Status

Use this group box to define an employee's benefit eligibility based the employee's FLSA Status. Select the status from the list. You can add more than one by inserting a row.

FTE (Full-Time Equivalency)

Minimum FTE andMaximum FTE

Define an employee's benefit eligibility based on the employee's full time equivalency. Enter the minimum and the maximum amount the employee must meet to fulfill the requirement.

The system always looks at the FTE eligibility field. If you don't want full-time equivalency to be a factor in determining eligibility, leave the default values in place.

Full/Part Time

Use this group box to determine an employee's benefit eligibility based on the employee's full-time or part-time status.

Location

Use this group box to define an employee's benefit eligibility based on the location of the employee's home or office. Enter more than one setID and location code by adding a row.

Medicare

Use this group box to define an employee's benefit eligibility based on the employee's medicare status. Enter more than one medicare code by adding a row.

Officer Code

Use this group box to define an employee's benefit eligibility based on the employee's position within the organization. Enter more than one officer code by adding a row.

Pay Group

Company Select an organization on which to define an employee's benefit eligibility.

Pay Group Select a pay group associated with the employee and on which to base benefit eligibility. Enter more than one code by adding a row.

Regular and Temporary

Use this group box to define an employee's benefit eligibility based on whether the employee is a regular or temporary employee.

Regulatory Region

Use this group box to define an employee's benefit eligibility based on the regulatory region associated with the employee. Enter more than one region by inserting a row.

Salary Grade

Use this group box to define benefit eligibility based on the employee's salary grade. Enter more than one salary grade by adding a row.

Set ID Enter a setID.

Sal Plan (salary plan) Enter a salary plan.

Salary Grade Enter a salary grade.

Service Months

Use this group box to define employee benefit eligibility based on the employee's months of service. Select how the system is to calculate years of service during eligibility processing. The starting date is the employee's Service Date, as defined on the Job Data - Employment Information page.

Minimum Service Months and Maximum Service Months Enter the minimum and maximum service months for participation.

The system always looks at the Service Months eligibility field. If you don't want service to be a factor in determining eligibility, leave the default values in place.

Check Date	The date of the check.
This Year On	A specific month and day that you enter in the current year.
Last Year On	A specific month and day that you enter in the previous year.

Standard Hours

Minimum Standard Hours and Maximum Standard Hours

Use standard hours to determine an employee's benefit eligibility based on the standard hours that the employee works. Enter the minimum and maximum standard hours that the employee must meet to fulfill the requirement.

The system always looks at the Standard Hours eligibility field. If you don't want hours to be a factor in determining eligibility, leave the default values in place.

State

Based On

Determine benefit eligibility based on where the employee works or lives. Select from the following locations that you want evaluated:

Home: The employee must live in the displayed postal codes or postal code ranges to be eligible.

Location: The employee must work in the postal codes or postal code ranges to be eligible.

Both: The employee must work and live in the displayed postal codes or postal code ranges to be eligible.

Either: The employee must either work or live in the displayed postal codes or postal code ranges to be eligible.

Country and State

Select the country and state to associate with an employee and on which to define benefit eligibility. You can enter more than one by inserting a row.

Union Code

Use this group box to define an employee's benefit eligibility based on the union to which the employee belongs. You can enter more than one code.

Using Modified Eligibility Parameters

You can add modified eligibility parameters for your company. PeopleSoft Benefits Administration offers nine configurable fields for your use. These fields are delivered blank. Set them up by using PeopleTools and PeopleCode.

The following sections provide examples of ways to use the eligibility configuration fields.

Grandfathering In Coverage

A company signs a new contract with the union. Under the new agreement, existing employees can continue their benefits at the existing rates. New employees hired after the signing date will pay higher premiums.

Start by copying the existing benefit program to create a program for the new employees. Put the new, higher rates on the new program. Existing employees will stay in the old program, and new employees will be in the new program. You could use months of service for eligibility, but you would have to keep adjusting the eligibility rules every month.

To solve this problem, make Eligibility Config Field 1 the grandfather setting. Set it to *Y* for all existing employees. New hires have the value set to *N*. You can use the default on the record definition to make this work automatically.

You then set eligibility in the old benefit program to include only employees with *Y* in Eligibility Configuration Field 1. Set the new benefit program to include only employees with *N* in Eligibility Config Field 1. This enables you to segregate the populations and keep them separate going forward.

Handling Mergers

Company X buys companies A, B, and C and merges the common departments. To make the merger easier on the newly merged employees, company X enables them to retain their old benefits for the first three years.

Set up separate benefit programs that emulate the different companies' benefit offerings, and place the employees into the appropriate benefit programs. To differentiate between employees, make Eligibility Configuration Field 1 the company setting and set it to *A* for former company A employees, *B* for former company B employees, and *C* for former company C employees. Also set Eligibility Configuration Field 1 to *X* (or some other value) for all existing company X employees, and make the default *X* for all future employees. The final step is to change the program eligibility for employees to fall into the appropriate benefit programs.

Configuring Eligibility Based on Values of a Single Field

This example illustrates situations in which the eligibility configuration field emulates data that is not currently part of delivered eligibility.

A manufacturing company wants to use shift assignment in the determination of short-term disability (STD) eligibility. People on the company's third shift do plant maintenance work that is more hazardous than the assembly work performed by employees on the first and second shifts. The company wants to offer third-shift workers a plan with higher benefits.

Unfortunately, shift assignment is not part of the delivered eligibility process. You can solve this problem by setting Eligibility Configuration Field 1 equal to the Shift value. Keep the fields synchronized using Field Change PeopleCode. Anytime the Shift field value changes, the PeopleCode moves the new Shift value to Eligibility Configuration Field 1. Now the Shift value can participate in eligibility.

Configuring Eligibility Based on the Values of Multiple Fields

This example illustrates situations in which the eligibility configuration field emulates data that is not currently part of delivered eligibility.

A company determines long-term disability (LTD) eligibility using a combination of salary plan, grade, and shift assignment. The calculation is complex, because the values of salary plan and shift influence

what grades qualify for benefits. Even if you could get the fields into the eligibility process, you would then have to change the COBOL programs to evaluate the three fields together.

Instead, use PeopleCode to perform the evaluation. The PeopleCode that you design looks at the three fields and places a *Y* in Eligibility Configuration Field 1 if the employee should have LTD. It places *N* in Eligibility Configuration Field 1 if the employee should not have LTD. Set the eligibility table for LTD to include only employees with *Y* in Eligibility Configuration Field 1. Now you have a complex eligibility formula in an easily maintained place with no changes to the COBOL programs.

Using Existing Fields to Reduce the Number of Values

A convenience store chain bases dental eligibility on an employee's location, but they have hundreds of locations across the country.

You can use PeopleCode to parse the location code and place the two relevant characters into Eligibility Configuration Field 1. Then base dental eligibility using Eligibility Configuration Field 1, not Location. This reduces the number of entries in the eligibility table. It also simplifies maintenance of the tables because new locations will automatically fit right into the eligibility scheme.

Using Existing Eligibility Fields to Delay Job Data Changes

An organization uses both location and home postal code to determine medical eligibility. An employee transfers from one location to another in February, but does not want to move the family until summer, when school is out. During this time the employee wants to keep the old medical coverage. The organization permits this and does not change the employee's home address until the summer, but the organization cannot delay the change of location, and changing the location makes the employee ineligible for the old coverage.

To solve this situation, perform these steps:

1. Add a new field to the Job table called Manual Location Override. Put it on the Job pages near the Location field.
2. Add Save Edit PeopleCode to the Location field. The PeopleCode copies the value of Location to Eligibility Configuration Field 1 when Manual Location Override is *N*. It leaves the value in Eligibility Configuration Field 1 alone when Manual Location Override is *Y*. Then set eligibility to use Eligibility Configuration Field 1 instead of Location.
3. Change the location code to the new location and select the Manual Location Override option. The PeopleCode leaves Eligibility Configuration Field 1 alone, and the employee can remain in the old coverage.
4. When the employee finally moves the family, the user inserts a new row and deselects the Manual Location Override check box. The PeopleCode copies the location to Eligibility Configuration Field 1. This changes eligibility and the system solicits the employee for the medical plans at the new location.

If you leave a field blank, the system assumes that all possible categories are eligible for that field and does not allow *Ineligible* to be selected.

Changing Eligibility Flags

At the processing level, the Eligibility Rules table is made up of a set of tables: a primary table and numerous secondary tables. The primary table is linked to the Eligibility Rules table. It consists of the

eligibility rule effective date, status, and descriptions. The secondary tables are linked to the eligibility field scroll bars list on the Eligibility Rules Table page. A separate subordinate table exists for each listed eligibility field.

The primary table has a hidden internal flag for each of the secondary tables. The flag indicates to the system whether data is in the secondary table. The processing system uses this flag to determine whether to read the secondary table, thereby improving performance.

If all you need to do is define an eligibility rule, select the Benefit Status, Full and Part Time, and Regular and Temporary parameters. The system selects the Benefits Status, Full and Part Time, and Regular and Temporary options and deselects the rest. The system reads these flags and knows that it has to read only three tables to get all the eligibility information for the BAS rule instead of checking 29 tables only to find data in three of them. The system properly maintains these flags when you use the supplied pages. Some customers, however, use modified programs and scripts to populate their eligibility rules. In cases like these, the flags may be set incorrectly, resulting in slower performance or, even worse, inaccurate eligibility.

PeopleSoft Benefits Administration supplies a script, BAELIGLD.DMS, that sets all the flags correctly. Run this script in Data Mover anytime that you update the eligibility rules outside of the delivered pages. You can run this script as often as you want.

Warning! If you plan to use modified programs and scripts to populate the tables linked from the Eligibility Rules table, you will need to run BAELIGLD.DMS to reset the eligibility processing flags on the primary eligibility table.

Setting Up Geographic Location Eligibility Rules

To set up geographic location eligibility rules, use the Geographic Location Elig Table (GEOG_LOCN_TABLE) component.

This section provides an overview of geographic location eligibility rules and discusses how to enter geographic location rules.

Pages Used to Set Up Geographic Location Eligibility Rules

Page Name	Definition Name	Navigation	Usage
Geographic Location Elig Table	GEOG_LOCN_TABLE	Set Up HCM, Product Related, Automated Benefits, Eligibility and Event Rules, Geographic Location Elig Table, Geographic Location Elig Table	Enter geographic location rules.
Geographic Locations	RUNCTL_BEN_LANG	Set Up HCM, Product Related, Automated Benefits, Reports, Geographic Locations, Geographic Locations	Print location IDs.

Understanding Geographic Location Eligibility Rules

You can define eligibility for a benefit program or plan according to the postal code of the employee's home and work location. This table describes how the system uses postal ranges to determine employee eligibility:

Employee Location	Results
Employee lives within the postal range and works within the postal range.	The employee passes eligibility.
Employee lives within the postal range but works outside the postal range.	The employee passes eligibility.
Employee lives outside the postal range but works within the postal range.	The employee passes eligibility.
Employee lives outside the postal range and works outside the postal range.	The employee fails eligibility.

Note: Users can specify the outcome of the evaluation for each of the preceding scenarios, that is, whether passing the criteria means the employee is eligible or ineligible.

Geographic Location Elig Table Page

Use the Geographic Location Elig Table page (GEOG_LOCN_TABLE) to enter geographic location rules.

Navigation

Set Up HCM, Product Related, Automated Benefits, Eligibility and Event Rules, Geographic Location Elig Table, Geographic Location Elig Table

Image: Geographic Location Elig Table page

This example illustrates the fields and controls on the Geographic Location Elig Table page. You can find definitions for the fields and controls later on this page.

Geographic Location Elig Table

Location Table ID: KRST

Geographic Location Elig Table Find | View All | First 1 of 1 Last

*Effective Date: 01/01/1980 BT *Effective Status: Active + -

*Description: KRST Short Description:

Based On: Either *Eligible or Ineligible: Ineligible

Group Method: Primary Job in Benefit Record *Evaluation Method: One or More in Group

☐ Consider Active Jobs Only

Location Range Customize | Find | View All | First 1 of 1 Last

*Beginning of Range	*End of Range
40000	69999 + -

Based On

Select the location that you want evaluated by this set of postal code ranges. Select from the following values:

Home: The employee must reside in the displayed postal codes or postal code ranges to pass.

Location: The employee must work in the displayed postal codes or postal code ranges to pass.

Both: The employee must both work and live in the displayed postal codes or postal code ranges to pass.

Either: The employee must either work or live in the displayed postal codes or postal code ranges to pass.

Eligible or Ineligible

Tells the system how to interpret a match with the criteria. If the employee's data matches (passes) the criteria, the system determines whether to make the employee eligible or ineligible for benefits.

Group Method

Appears if you have activated the Multiple Jobs feature. This enables you to choose which jobs to include when the system evaluates the employee's benefit eligibility. Select from the following values:

All Flagged Jobs: Group all jobs for all benefit record numbers.

Flagged Jobs in Benefit Record: Group all jobs within the current benefit record number.

Primary Job in Benefit Record: Look at only the primary job within the current benefit record number.

Evaluation Method

Appears if you have activated the Multiple Jobs feature. This field enables you to define how the jobs selected from the grouping method are evaluated against the eligibility field. Select from the following values:

One or More in Group: At least one job must satisfy the rule.

All in Group: All jobs must satisfy the rule.

Consider Active Jobs Only

This field appears if you have activated the Multiple Jobs feature. If this field is selected, the system does not look at a job that has a terminated employee status when evaluating the employee's benefit eligibility.

If the group method is *Primary Job in Benefit Record*, this check box is automatically selected and cannot be changed.

Beginning of Range and End of Range

Use the Location Range group box to define specific postal codes to be evaluated. Enter the beginning and end of the range.

To specify a particular postal code, enter the same postal code in both fields. To specify a range, change the last postal code number.

In the United States, you can mix 5-digit codes with 9-digit codes.

Chapter 5

Creating Event Rules

Understanding Event Rules

You use event rules to:

- Take into account the type of event and your employees' benefit election history to determine which benefit options employees can choose.
- Determine how the system compensates when employees neglect to make certain benefit elections.
- Determine effective dates for coverage and premiums.
- Manage enrollments in and move them into Benefits Billing.

Event rules are not the same as eligibility rules. Eligibility rules help determine which benefit program and benefit plan options an employee can have. They tell the system that because of changes to employee data, employee X is no longer eligible for certain plan options, but is eligible for others.

Event rules determine which eligible options employee X can actually *choose*, based on the type of event that has occurred and when new coverage begins. The event rules also determine when the plans that employee X is now ineligible for will be terminated and which plan options employee X will be enrolled into if new enrollments are not specified.

Event rules are linked to a benefit program on the Benefit Program page. You can have a different event rule for each plan type in a benefit program.

To set up event rules:

1. Use the Action Reason table to link personal action and action reason combinations that affect benefits eligibility.
2. Use the Event Class table to assign the types or classes of events that you want the system to recognize, and to control how the system processes event classes.
3. Use the Event Rules table to define the specific behavior that the system takes for each event classification.

Understanding the Evaluation of Event Rules

PeopleSoft Benefits Administration processes all participant events by using the appropriate event rule or event classification rule for each covered plan type. Depending on the results of this evaluation, Benefits Administration either sets the participant event up for further processing or closes the event.

To evaluate events, the system runs through the following sequence for each plan type:

1. Benefits Administration uses the eligibility rules that you have defined to determine the participant's eligibility as of the effective date of the event.

For example, if a participant has moved from full-time to part-time status, he might be ineligible for current elections and would need to select from part-time plan options.

2. If the event causes the participant to lose eligibility for current elections, the event is prepared for further processing, regardless of how you defined your event rule.

At a minimum, the system terminates the participant's newly ineligible elections. If the participant selects a new election within the plan type, the prior election is replaced as of the new election coverage and deduction begin dates.

3. If the event rule has the Use History check box selected, the eligible options as of the event date are compared to the prior eligible options.

If the participant has gained eligibility to new options, Benefits Administration prepares the event for further processing and enables new enrollment elections.

If the event rule does not have the Use History check box selected, the Select Allowed field controls further processing of the event. For example, for a family status change, plan type 10 (Medical), Select Allowed could be set to change the coverage code only. The options prepared by the system are only those within the same benefit plan as the current enrollment.

Loss of eligibility to a current election takes priority over event rule selection for both Use History and Select Allowed. The system's selection for Use History takes priority over Select Allowed.

Recommended Event Rule Definitions for FSC and HIR Events

This table lists the recommended event rule definitions for family status change (FSC) and new hire (HIR) events:

Fields	FSC Event Class (commonly used for plan types 1x–3x, 6x)	HIR Event Class
Pre-enter	Yes.	No.
Use History	No. Typically, the event should be controlled by the Select Allowed setting.	No. If your organization uses multiple-jobs processing, you would typically select the Use History check box for the HIR event, and set the default method to one of the Current/Else settings.
Elect Required	Depends on company policy.	Depends on company policy.
Provide FlexCR Upon Default (provide flex credits upon default)	Depends on company policy.	Depends on company policy.

Fields	FSC Event Class (commonly used for plan types 1x–3x, 6x)	HIR Event Class
Default Method	<i>Assign Cur Covrg Else Option</i> (assign current coverage else option) and <i>Assign Cur Covrg Else Low Opt</i> (assign current coverage else low option) are typical selections.	<i>Default to Lowest Elig Option</i> (default to lowest eligible option) and <i>Default to Option and Coverage</i> are typical selections. If your organization processes employees with multiple jobs, use <i>Assign Cur Covrg Else Low Opt</i> or <i>Assign Cur Covrg Else Option</i> .
Select Allowed	<i>Current Plan + Waive</i> is the typical selection for plan type 1x. For plan types 2x and 3x, use <i>All Plans</i> . For plan type 6x, use <i>Current Plan</i> .	All Plans.
If currently Enrolled, or not participating Max Number of Change Levels (maximum number of change levels)	Use the same setting that you use for the Open Enrollment (OE) event class. This maximum number varies by plan type; 99 appears by default.	Not applicable for new hires with no current elections. The value 99 appears by default. You can set levels for hire; the system restricts what employees can choose.
Levels of Change w/o Proof (levels of change without proof)	Use the same setting that you use for the OE event class. This value varies by plan type; 99 appears by default.	Not applicable for new hires with no current elections.
Proof Required at Plan Level	Use the same setting that you use for the OE event class. This value varies by plan type; 99 appears by default. Proof required at plan level is typically used for life and accidental death and dismemberment (AD/D) plans.	Use the same setting that you use for the OE event class.
Amt. Proof Required (amount proof required)	Used for life and AD/D plans. The limit is linked to coverage amounts. The same limit by plan type is used across all event classes.	Use the same setting that you use for the OE event class.
If currently Waived Max Number of Change Levels	Use the same setting that you use for the OE event class.	Not applicable for new hires with no current elections (including waive).
Proof Required at Plan Level	Use the same setting that you use for the OE event class.	Use the same setting that you use for the OE event class.
Amt. Proof Required	Use the same setting that you use for the OE event class.	Use the same setting that you use for the OE event class.

Fields	FSC Event Class (commonly used for plan types 1x–3x, 6x)	HIR Event Class
Coverage Begins <i>On the Event Date</i> <i>Month-Begin After Event Dt</i> (month-begin after event date) <i>On Pay Pd Begin after Event Date</i> (on pay period begin after event date)	Depends on company policy. For FSC events, <i>On the Event Date</i> is a common selection.	Depends on company policy.
Waiting Period... Days Waiting Period... Months	<i>On the Event Date</i> is a common selection.	Depends on company policy.
Coverage Ends <i>On the Event Date</i> <i>On Month-End after Event Date</i> (on month end after event date) <i>On Pay Pd Begin after Event Date</i>	Depends on company policy.	Not applicable for new hires. <i>On Event Date</i> appears by default.
<i>Grace Period Days</i> <i>Grace Period Months</i>	Depends on company policy.	Not applicable for new hires. The value 0 (zero) appears by default.
Deduction + Flex Credits Begin <i>1st Full PayPd After Covg BgDt</i> (first full pay period after coverage begin date) <i>On CovgBegin Date</i> (on coverage begin date) <i>Pay Pd Containing Covg BegDt</i> (pay period containing coverage begin date) <i>Pay Pd Preceding Covg BegDt</i> (pay period preceding coverage begin date)	Depends on company policy.	Do not use <i>Pay Pd Containing Covg BegDt</i> for HIR events. This can result in enrollments for which the benefits coverage begin date precedes the hire date. Use <i>On CovgBegin Date</i> instead.
Deduction + Flex Credits End <i>On Covg End Date</i> <i>1st Full PayPd after Event Dt</i> <i>Pay Pd Containing Event Date</i> <i>Pay Pd Preceding Covg EndDt</i>	Depends on company policy.	Depends on company policy.

Recommended Event Rule Definitions for MSC, OE, and SNP Events

This table lists the recommended event rule definitions for miscellaneous (MSC), OE, and snapshot (SNP) events:

Fields	MSC Event Class	OE Event Class	SNP Event Class
Pre-enter	Yes. Common for MSC events. Saves data entry effort.	Yes. Common for OE events. Saves data entry effort.	No.
Use History	Yes. Common for MSC events.	No.	No.
Elect Required	Depends on company policy.	Depends on company policy.	No.
Provide FlexCR Upon Default (provide flex credits upon default)	Depends on company policy.	Depends on company policy.	Yes.
Default Method	<i>Assign Cur Covrg Else Option</i> and <i>Assign Cur Covrg Else Low Option</i> are common selections.	<i>Assign Cur Covrg Else Option</i> and <i>Assign Cur Covrg Else Low Option</i> are common selections, except for plan types 6x and 9x, which use <i>Terminate Coverage</i> .	<i>Assign Cur Covrg Else Low Option</i> .
Select Allowed	None. Use History controls whether the enrollment is allowed for an event.	<i>All Plans</i> .	<i>All Plans</i> .
If currently Enrolled, or not participating Max Number of Change Levels	Use the same setting that you use for OE events. This maximum number varies by plan type; 99 appears by default.	This maximum varies by plan type; 99 appears by default.	This maximum number varies by plan type; 99 appears by default.
Levels of Change w/o Proof	Use the same setting that you use for OE events. This value varies by plan type; 99 appears by default.	This value varies by plan type; 99 appears by default.	This value varies by plan type; 99 appears by default.
Proof Required at Plan Level	Use the same setting that you use for OE events. This value varies by plan type; 99 appears by default. Proof required at plan level is commonly used for life and AD/D plans.	This value varies by plan type; 99 appears by default. Proof required at plan level is commonly used for life and AD/D plans.	This value varies by plan type; 99 appears by default.

Fields	MSC Event Class	OE Event Class	SNP Event Class
Amt. Proof Required	Used for life and AD/D plans. Limit is linked to coverage amounts. The same limit by plan type is commonly used across all event classes.	Used for life and AD/D plans. Limit is linked to coverage amounts. The same limit by plan type is commonly used across all event classes.	Used for life and AD/D plans. Limit is linked to coverage amounts. The same limit by plan type is commonly used across all event classes.
If currently Waived Max Number of Change Levels	Use the same setting that you use for OE events.	This maximum varies by plan type; 99 appears by default.	This maximum varies by plan type; 99 appears by default.
Proof Required at Plan Level	Use the same setting that you use for OE events.	This value varies by plan type; 99 appears by default. Proof required at plan level is typically used for life and AD/D plans.	This value varies by plan type; 99 appears by default. Proof required at plan level is typically used for life and AD/D plans.
Amt. Proof Required	Use the same setting that you use for OE events.	Used for life and AD/D plans. Limit is linked to coverage amounts. The same limit by plan type is typically used across all event classes.	Used for life and AD/D plans. Limit is linked to coverage amounts. The same limit by plan type is typically used across all event classes.
Coverage Begins <i>On the Event Date</i> <i>Month-Begin On/Aft Event Dt</i> <i>On Pay Pd Begin after Event Dt</i>	Depends on company policy. For MSC events, <i>On the Event Date</i> is the common selection.	<i>On the Event Date</i> is the common selection for OE events. The event date for OE events is equal to the period begin date for the Open Enrollment definition.	<i>On the Event Date</i> is the common selection for SNP events. The event date for SNP events is equal to the period begin date for the Snapshot definition.
Waiting Period... Days Waiting Period... Months	<i>On the Event Date</i> is a common selection for FSC events.	<i>On the Event Date</i> is a common selection for OE events.	Zero days and months.
Coverage Ends <i>On the Event Date</i> <i>On Month-End after Event Dt</i> <i>On Pay Pd End After Event Dt</i>	Depends on company policy.	Depends on company policy.	Depends on company policy.
Grace Period Days Grace Period Months	<i>On the Event Date</i> is a common selection for FSC events.	<i>On the Event Date</i> is a common selection for OE events.	<i>On the Event Date</i> is a common selection for SNP events.

Fields	MSC Event Class	OE Event Class	SNP Event Class
Deduction + Flex Credits Begin <i>Ist Full PayPd After Covg BgDt</i> <i>On CovgBegin Date</i> <i>Pay Pd Containing Covg BegDt</i> <i>Pay Pd ePreceding Covg BgDt</i>	Depends on company policy.	Depends on company policy.	<i>Ist Full Pay Pd After Covg BgDt.</i>
Deduction + Flex Credits End <i>On Covg End Date</i> <i>Ist Full PayPd after Event Dt</i> <i>Pay Pd Containing Event Date</i> <i>Pay Pd Preceding Covg EndDt</i>	Depends on company policy.	Depends on company policy.	<i>Ist Full Pay Pd After Covg BgDt.</i>

Recommended Event Rule Definitions for TER Events

The Termination (TER) Event class assumes that the participant is not eligible for any benefit programs and that Consolidated Omnibus Budget Reconciliation Act (COBRA) enrollment is managed outside of Benefits Administration.

This table lists the recommended event rule definitions for TER events:

Fields	TER Event Class
Pre-enter	No.
Use History	No.
Elect Required	No.
Provide FlexCR Upon Default (provide flex credits upon default)	No.
Default Method	<i>Terminate Coverage.</i>
Select Allowed	None.

Fields	TER Event Class
If currently Enrolled, or not participating Max Number of Change Levels	Not applicable; 99 appears by default.
Levels of Change w/o Proof	Not applicable; 99 appears by default.
Proof Required at Plan Level	Not applicable; 99 appears by default.
Amt. Proof Required	Not applicable; 99,999,999 appears by default.
If currently Waived Max Number of Change Levels	Not applicable; 99 appears by default.
Proof Required at Plan Level	Not applicable; 99 appears by default.
Amt. Proof Required	Not applicable; 99,999,999 appears by default.
Coverage Begins <i>On the Event Date</i> <i>Month-Begin After Event Dt</i> <i>Month-Begin On/Aft Event Dt</i> <i>On Pay Pd Begin after Event Dt</i>	Not applicable; <i>On the Event Date</i> appears by default.
Waiting Period... Days Waiting Period... Months	Not applicable; 0 (zero) appears by default.
Coverage Ends <i>On the Event Date</i> <i>On Month-End After Event Dt</i> <i>On Pay Pd End after Event Dt</i>	Depends on company policy. Selection is typically based on benefit claims processing agreements with carriers and participants.
<i>Grace Period Days</i> <i>Grace Period Months</i>	Depends on company policy.

Fields	TER Event Class
Deduction + Flex Credits Begin <i>1st Full PayPd After Covg BgDt</i> <i>On CovgBegin Date</i> <i>Pay Pd Containing Covg BegDt</i> <i>Pay Pd Preceding Covg BegDt</i>	Not applicable; <i>1st Full Pay Pd After Covg BegDt</i> appears by default.
Deduction + Flex Credits End <i>On Covg End Date</i> <i>1st Full PayPd after Event Dt</i> <i>Pay Pd Containing Event Date</i> <i>Pay Pd Preceding Covg EndDt</i>	Depends on company policy.

Defining Benefits Administration Actions for Event Rules

Use the Action Reason Table page to link *personnel actions*—such as promotions, transfers, terminations, salary increases, and leaves of absence—with *action reasons* that explain why the action took place. Each defined action and reason combination enables the system to classify and track the events that cause changes to employees' employment and benefit coverage status.

Related Links

"Defining Personnel Actions and Reasons (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)"

Setting Up Event Classes

To set up the types or classes of events for the Benefits Administration system to recognize, and to control the handling of event classes, use the Event Class table (BAS_EVENT_CLASS_GBL) component.

This section discusses how to define event classes.

Page Used to Set Up Event Classes

Page Name	Definition Name	Navigation	Usage
Event Class Table	BAS_EVENT_CLASS	Set Up HCM, Product Related, Automated Benefits, Eligibility and Event Rules, Event Class Table, Event Class Table	Define the classes of events that the Benefits Administration system recognizes, and control how event classes are handled.

Event Class Table Page

Use the Event Class Table page (BAS_EVENT_CLASS) to define the classes of events that the Benefits Administration system recognizes, and control how event classes are handled.

Navigation

Set Up HCM, Product Related, Automated Benefits, Eligibility and Event Rules, Event Class Table, Event Class Table

Image: Event Class Table page

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

Event Class Table

Event Class: FSC

Status:

*Description:

Short Description:

Event Class Use

☒ Specific Event Class
 ☐ Open Enrollment Event Class

☐ Default Event Class
 ☐ Snapshot Event Class

*Event Priority:
☒ Manual Events Allowed
☒ Available through Self Service

Forms

*Print Option:

Days to Print:

This table shows default values for the event classes delivered by PeopleSoft Benefits Administration:

Event Class	Description	Event Class Use	Event Priority	Manual Events Allowed?
BIR	Birth	Specific Event Class	401	Selected
DIV	Divorce	Specific Event Class	403	Selected

Event Class	Description	Event Class Use	Event Priority	Manual Events Allowed?
<i>FSC</i>	<i>Family status change</i>	Specific Event Class	<i>300</i>	Selected
<i>HIR</i>	<i>New hire</i>	Specific Event Class	<i>100</i>	Deselected
<i>MAR</i>	<i>Marriage</i>	Specific Event Class	<i>402</i>	Selected
<i>MSC</i>	<i>Miscellaneous</i>	Default Event Class	<i>400</i>	Selected
<i>OE</i>	<i>Open Enrollment</i>	Open Enrollment Event Class	<i>900</i>	Deselected
<i>SNP</i>	<i>Snapshot</i>	Snapshot Event Class	<i>50</i>	Deselected
<i>TER</i>	<i>Termination</i>	Specific Event Class	<i>200</i>	Deselected

Specific Event Class

Select to designate an event class that is designed to match the Benefits Administration action entered on the Action/Reason page to call specific processing rules.

Open Enrollment Event Class

Select to indicate that open enrollment events are triggered for all employees associated with a particular open enrollment process.

Default Event Class

Select to indicate that the Benefits Administration action does not match any specific event class.

For example, an employee undergoes a Leave of Action/ Military Leave (LOA/MIL) action and action reason, and the Benefit Administration action value for that combination is MIL. If you have not defined any additional event classifications beyond those delivered by PeopleSoft Benefits Administration, the system processes the employee according to the event rules for the MSC class. It does not recognize MIL as a specific event class unless you define it that way.

Snapshot Event Class

Select to indicate that snapshot events are triggered for all employees associated with a particular snapshot process.

Event Priority

Enter the priority in which the system processes the event in situations in which multiple events take place on the same date.

The system processes events associated with event classes with lower event priority values first.

Manual Events Allowed

Select if events associated with the event class can be inserted manually for an employee using the Review BAS Activity page.

Available through Self Service

Select to enable employees to elect or change benefit information based on the eligibility determinations that result from event processing in the selected class. This is linked to

the Enroll In Benefits feature for the PeopleSoft eBenefits application.

For example, you might not want employees to be able to enter or update election information after they experience a TER event.

Print Option

Specify the printing of enrollment forms or confirmation statements. You may, at times, create event classifications, which are meant for administrative use only. Event classifications should never be viewed by employees.

Days to Print

Enter the number of days prior to an event that an enrollment form prints. This accommodates future-dated events by holding the form for a reasonable time period just before the event is processed.

Defining Trigger Events

To set up passive events, use the Passive Event Definition (BAS_PASSIVE_EVENT) component.

This section provides an overview of event triggers and discusses how to:

- Add events to the Benefits Administration (BAS) Activity table.
- Define passive events.

Pages Used to Define Trigger Events

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Review BAS Activity (review benefits administration system activity)	BAS_ACTIVITY	Benefits, Manage Automated Enrollment, Events, Review BAS Activity, Review BAS Activity	Add events into the BAS Activity table. You manually insert events to be processed according to event rules that map to the BAS action that you enter when you run the Benefits Administration process. You can also delete unwanted, but automatically triggered, events.
Passive Event Definition	BAS_PASSIVE_EVENT	Set Up HCM, Product Related, Automated Benefits, Eligibility and Event Rules, Passive Event Definition, Passive Event Definition	Define passive events that are not initiated by data entry.

Understanding Event Triggers

The system triggers events through employee data changes when:

- An administrator opens an employee data page, such as the Personal Data page, and enters a change to employee information.
- The employee enters a marital status or birth or adoption change through eBenefits.

To increase the efficiency of the Event Maintenance process, the system triggers job and non-job events from a variety of different tables. Job events are relevant to employment, such as hires, transfers, and terminations. Non-job events cause changes in your employees' personal or demographic information that affect benefits eligibility or elections.

This table describes the delivered non-job event triggers:

<i>Non-Job Event</i>	<i>Cause</i>	<i>Processing Result</i>
Date of birth change	Update to the non-effective-dated Date of Birth field on the Personal Data pages.	Generates a workflow notice to the benefits administrator.
Postal code change	Update to the effective-dated Postal Code field of the home address on the Personal Data pages. Also triggered if the effective date of the current home address is changed.	Generates a BAS_ACTIVITY trigger.
Service date change	Update to the non-effective-dated Service Date field on the Job Data - Employment Information page.	Generates a workflow notice to the benefits administrator.
State code change	Update to the effective-dated State field of the home address on the Personal Data pages. Also triggered if the effective date of the current home address is changed.	Generates a BAS_ACTIVITY trigger.

Note: Changes to birth and service dates generate a workflow notice, because they occur to fields that are not effective-dated under a *correction* action, and as such must be handled carefully. The appropriate action, if applicable, may be to reprocess an existing event.

Event triggers based on the Job table include changes to these fields in the Job Data component:

- Action/Action Reason
- Benefits Status
- Benefits System Flag
- Benefit Record Number
- Business Unit/SetID
- Company
- Employee Class
- Employee Type
- Eligibility Config Field 1 - 9

- Employee Status
- FLSA Status
- FTE
- Full/Part-time Status
- Grade
- Location
- Medicare
- Officer Code
- Paygroup
- Regular/Temporary
- Regulatory Region
- Salary Administration Plan
- Standard Hours
- Union Code

Review BAS Activity Page

Use the Review BAS Activity (review benefits administration system activity) page (BAS_ACTIVITY) to add events into the BAS Activity table.

You manually insert events to be processed according to event rules that map to the BAS action that you enter when you run the Benefits Administration process. You can also delete unwanted, but automatically triggered, events.

Navigation

Benefits, Manage Automated Enrollment, Events, Review BAS Activity, Review BAS Activity

Image: Review BAS Activity page

This example illustrates the fields and controls on the Review BAS Activity page. You can find definitions for the fields and controls later on this page.

Review BAS Activity									
BAS Activity									
*EmpID	Name	*Action Source	Ben Record	Empl Record	*Event Date	Event Effseq	*BAS Action	Suppress Forms	COBRA Action
ADCRM1001	Savana Miller	JobChg	0	0	06/13/2008	0	HIR	<input type="text"/>	<input type="text"/>
ADCRM1006	Jody Jacobs	JobChg	0	0	06/13/2008	0	HIR	<input type="text"/>	<input type="text"/>
ADCRM1007	Timothy Franzen	JobChg	0	0	06/13/2008	0	HIR	<input type="text"/>	<input type="text"/>
ADCRM1008	Rebecca Irvin	JobChg	0	0	06/13/2008	0	HIR	<input type="text"/>	<input type="text"/>
ADCRM1009	Thomas Underwood	JobChg	0	0	06/13/2008	0	HIR	<input type="text"/>	<input type="text"/>
ADCRM1015	Shelly Whittington	JobChg	0	0	06/13/2008	0	HIR	<input type="text"/>	<input type="text"/>
CPA0246	Stuart White	JobChg	0	0	01/01/2008	0	HIR	<input type="text"/>	<input type="text"/>
CPA0246	Stuart White	JobChg	0	0	01/01/2001	0	HIR	<input type="text"/>	<input type="text"/>
CPA0247	Trevor Black	JobChg	0	0	01/01/2008	0	HIR	<input type="text"/>	<input type="text"/>
CPA0247	Trevor Black	JobChg	0	0	01/01/2001	0	HIR	<input type="text"/>	<input type="text"/>
CPA0248	Gavin McDonald	JobChg	0	0	01/01/2008	0	HIR	<input type="text"/>	<input type="text"/>
CPA0248	Gavin McDonald	JobChg	0	0	01/01/2001	0	HIR	<input type="text"/>	<input type="text"/>
CPA0249	Gabrielle Taylor	JobChg	0	0	01/01/2001	0	HIR	<input type="text"/>	<input type="text"/>
CPG0342	Valerie Parker	JobChg	0	0	01/01/2004	0	HIR	<input type="text"/>	<input type="text"/>
CPM1052	Serena Arnett	JobChg	0	0	01/01/2008	0	HIR	<input type="text"/>	<input type="text"/>

You can insert into the BAS Activity table only event classes that have the Manual Event Allowed check box selected in the Event Class table.

As delivered, you can insert two event classes manually: Family Status Change and Miscellaneous Status Change. You can also review and delete any type of unprocessed event with this page.

Note: The BAS Activity table displays *unprocessed* events only. As soon as Benefits Administration successfully processes an event, the system deletes it from the BAS Activity table.

Action Source

Identifies whether the event is due to a change in job data, personal data, or multiple job flags, or is a passive event. Possible action sources are:

- *Manual*: Manual event.
- *PasBirthDt*: Passive event - birthdate.
- *PasSvcDt*: Passive event - service date.
- *JobChg*: Job data change.
- *MJChg*: Multiple job indicator change.
- *AddressChg*: Address (state and postal) change.

All Jobs

Select to have the manual event trigger benefits processing for all possible jobs and not just the specific job (employment record number) entered for the event. For example, a manually entered FSC could impact benefits for all jobs.

Note: This option is available if the Multiple Jobs feature is enabled.

Event Date

Displays the event date.

If a job, address, or multiple job change triggers the activity, the event date is the effective date of the change.

If a passive event triggers the activity, the event date is the date on which the limit represented by the event (a limit related to age or years of service, for example) was reached.

The date for a manually entered event appears by default when the activity record for the event was inserted into the table through the Review Bas Activity page. You can change the event data if required.

Event Effseq (event effective sequence)

If more than one manual event exists for an employee for the same effective date, enter unique sequence numbers for each event.

BAS Action

Identifies the Benefits Administration action associated with this event as defined in the Action Reason table.

Events triggered by job, address, multiple job indicators, and passive events are assigned codes from the Action Reason table. Manual events are given a code that is selected by the user entering the manual event record.

COBRA Action (Consolidated Omnibus Budget Reconciliation Act)

Identifies the COBRA action code associated with this event as defined in the Action Reason table (not entered for a manual event).

Passive Event Definition Page

Use the Passive Event Definition page (BAS_PASSIVE_EVENT) to define passive events that are not initiated by data entry.

Navigation

Set Up HCM, Product Related, Automated Benefits, Eligibility and Event Rules, Passive Event Definition, Passive Event Definition

Image: Passive Event Definition page

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

Passive Event Definition

Passive Event ID: A65

Passive Event Definition

*Status: Active

*Description: Age 65

Short Description: Age 65

*Passive Event Type: Birthdate

*Event Classification: A65 Age 65 Passive event

COBRA Event Class:

Event Limit - Months: 780 Event Limit - Days: 0

Note: (USF) Passive event processing functionality is not applicable to most U.S. federal government agencies.

Passive Event Type	Select a passive event type. Delivered event types include employee birthdate and events based on an employee's service date.
Event Classification	Select an event classification. Of the delivered event classes, <i>OE</i> and <i>Snapshot</i> are not available.
Event Limit - Months and Event Limit - Days	Indicate how long after the birthday or service date the event will take place.

Example of Passive Event Definition

You might set up a passive event to determine which employees are eligible for certain benefits once they've worked for your organization for a year. To do this, you define a passive event with the service date event type and an event limit - months value of 12. The event classification for this example could be MSC, or it could be a new event classification created specifically to manage this passive event.

After you set up the passive event, the system calculates the difference between your employees' service dates and the process date, and it triggers the event for any employees with a difference of twelve months within the date range that you specify on the Benefits Administration process run control page. The system processes the passive event as an MSC event.

Note: Internally, when the Benefits Administration process runs, it processes passive events by inserting a BAS Activity record for each individual who meets the passive event criteria. From this point, the activity record is processed like any other event, which means that you can extend the passive event concept beyond that which is delivered. Do this by creating your own modified processes that insert the required BAS Activity rows.

Defining Event Rules

To define event rules, use the Event Rules Table (BAS_EVENT_RULES) component.

This section provides an overview of event-rule definition and discusses how to:

- Define basic rules for event classes.
- Make a certificate available for enrollment.
- Set evidence of insurability (EOI) and level rules.
- Define date rules.

Pages Used to Define Event Rules

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Event Rules Table - Event Rules	BAS_EVENT_RULES1	Set Up HCM, Product Related, Automated Benefits, Eligibility and Event Rules, Event Rules Table, Event Rules	Define basic event rules for event classes.
EOI and Level Rules (Evidence of Insurability and Level Rules)	BAS_EVENT_RULES1A	Set Up HCM, Product Related, Automated Benefits, Eligibility and Event Rules, Event Rules Table, EOI and Level Rules	Set EOI and level rules for event classes.
Event Rules Table - Date Rules	BAS_EVENT_RULES2	Set Up HCM, Product Related, Automated Benefits, Eligibility and Event Rules, Event Rules Table, Date Rules	Define date rules.
Event Rules	RUNCTL_BAS703B	Set Up HCM, Product Related, Automated Benefits, Reports, Event Rules, Event Rules	Print event rule definitions.

Understanding Event-Rule Definition

The Event Rules table components define how events are managed for benefit programs and benefit plan types. You link an event rule ID to each benefit program and benefit plan type that your organization offers through the Benefit/Deduction Program table.

In general, you link event rules to benefit programs only to determine when the benefit program participation takes effect and when flexible credits begin and end.

You set up more complicated event rules at the plan type level to help the system determine how to process the various classes of events for each plan type that you offer.

Note: You set up event rules at the program level by setting up rules for Plan Type 01 (the program level).

Event Rules Table- Event Rules Page

Use the Event Rules Table - Event Rules page (BAS_EVENT_RULES1) to define basic event rules for event classes.

Navigation

Set Up HCM, Product Related, Automated Benefits, Eligibility and Event Rules, Event Rules Table, Event Rules

Image: Event Rules Table- Event Rules page

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

Event Class

Use this group box to define rule information for an event class.

Event Classification

Select an event classification.

You can have more than one event classification for an event rule to cover all expected contingencies and usages.

Note: If the Event Classification field is left blank, that row becomes a wildcard and is used to manage any event processed by this rule for which no specific event classification behavior has been defined. This wildcard is difficult to troubleshoot because the system provides no indication as to when it was invoked, and thus can lead to unanticipated results. Use the wildcard feature cautiously.

Use History

Reviews the eligibility history of the participant's benefit plan option and the eligibility of the participant's current benefit plan option to determine whether the employee can change an election. If the lists of eligible options are the same, the participant is not allowed to make plan option changes. This setting is used to filter out events that do not result in an opportunity for an employee to change elections.

If, after processing, the participant is eligible for new options, Benefits Administration prepares the event for further processing and enables new enrollment elections. If the participant has lost eligibility for one or more current elections, he or she can make a new election.

Pre-enter

Select to populate the Benefits Administration data entry pages with the participant's current elections for the plan type associated with the event rule. Doing so enables you to view current elections during data entry and change them as necessary.

Current elections include the option code of the enrolled benefit plan and the coverage code, as well as dependent, beneficiary, and 401(k) investment elections. The system only pre-enters current elections if the participant's current option is in the participant's current eligible list of options.

Note: You should avoid selecting Pre-enter for plan types 4x (Savings), 6x (FSA), and 9x (Vacation Buy/Sell) during open enrollment, because these plans types may legally require positive annual reenrollment.

Ignore Plan

Select to make changes to plan information without restrictions as to how often or when the changes are made. When this option is selected, the plan types linked to this event rules ID and event classification combination are unaffected by Benefits Administration processing. You can use this option to arrange for specific plan types to have automatic event processing only for major event classifications such as hires, terminations, and open enrollment, while leaving them unaffected by lesser event classifications.

When you select Ignore Plan, the system selects and locks Ignore Dep/Ben Edits and Ignore Investment Edits. The system also sets Select Allowed to *None*, and all participate and waive level values to 99.

Ignore Plan does not interfere with eligibility rule processing. It does not enable employees to stay in or enroll in plans for which they are no longer eligible.

If participant plan eligibility does not change, the system gives employees their current coverage. But if participant plan eligibility does change—that is, if employees lose eligibility for

their current plan—you need to set a default method of *Assign Cur Covg Else Option*, *Assign Cur Covg Else Low Opt*, or *Assign Cur Covg Else None*.

With Ignore Plan selected, the system ignores:

- Change level maximums and proof required for changing levels.
- Plan-specific edits (life insurance settings, individual FSA (Flex Spending Account) maximums, vacation limits, and so on).
- Edits on dependent or beneficiary information.
- Edits on investment elections.

The system continues to:

- Flag errors generated due to invalid setup, such as missing table entries or pay calendars.
- Require that the option code entered through data entry be a valid selection from the eligible plans on the program.
- Consider the coverage amount for all life and AD/D plans when evaluating coverage group maximums.
- Include the annual pledge on all FSA plans when evaluating total FSA maximums.

Select Ignore Plan when your automatic benefits processing responsibility has to share (or completely abdicate) responsibility for the processing of certain plan types with an outside or manual process. Don't use it only to suppress the entry of elections. A Select Allowed value of *None*, an appropriate default method setting, and the Use History rule are generally sufficient to control employee involvement in benefit elections.

Elect Required (election required)

Select to note the absence of elections for this plan type as an error in the Benefits Administration Messages table.

Ignore Overage Dependent

Select to control when and how dependents are actually dropped from coverage. You can create a midyear event that allows overage dependents to remain covered until the open enrollment event, when they are dropped from the coverage.

Retain Covered Dependent

Select to enable employers to move employees from one plan to another, while maintaining the current coverage code and dependent elections (default plan). In case of no matching coverage, the system assigns the default coverage and the existing dependent is not retained.

If the employee has lost eligibility for a current election and the default election is supplied, the system determines the plan for

	the default option and attempts to move that employee into an option with the default plan and the employee's current coverage code.
Ignore Dep/Ben Edits (ignore dependent or beneficiary edits)	Select to skip all checks for the presence of dependents or beneficiaries and bypass all edits on dependents or beneficiaries already present or entered with elections.
Provide FlexCR Upon Default (provide flex credit upon default)	<p>Select if you want participants that appear by default in a plan type to continue to receive credits that are tied to the default plan type.</p> <p>When this check box is deselected for plan types 1x through 3x (plan types 1x through 2x for federal users), participants who accept election defaults do not receive any credits (general plan type credits or option-based credits) for those plan types.</p> <p>For employees who elect to have excess credits applied to an FSA plan type and who are not enrolled in an FSA plan type, and for whom the Default Method field is set to <i>Default Option for Excess Credit</i>, the system creates an enrollment for the employee with a contribution amount equal to the excess credits.</p>
Ignore Investment Edits	Select to skip all checks for the presence of investments on savings plans and bypass all edits on investment elections already present or entered with elections.
Default Method	<p>Indicates what happens when an employee does not select an election for a particular plan type. Values are:</p> <ul style="list-style-type: none"> • <i>Assign Cur Covrg Else Option</i> (assign current coverage else option): Select to assign and continue the participant's current coverage. <p>If participants do not have current coverage, or have lost eligibility to current coverage, they are assigned to the default for the specific plan type, as defined in the Benefit/Deduction Program table. The participant must be eligible for the current election for it to be used as the default.</p> <ul style="list-style-type: none"> • <i>Assign Cur Covrg Else None</i> (assign current coverage else none): If the employee loses eligibility for the current plan, another plan is not set up to replace the old one. • <i>Assign Cur Covrg Else Low Opt</i> (assign current coverage else low option): Select to assign and continue the participant's current coverage. <p>If the participant has no current coverage, or if the participant has lost eligibility to current coverage, the system assigns the lowest-level option available, as defined in the Benefit/Deduction Program table. This option is not recommended for Savings, FSA, and Vacation Buy/Sell plan types.</p>

- *Default to Lowest Elig Option* (default to lowest eligible option): Select to assign the lowest-level option for which the employee is eligible.

This option is not recommended for Savings, FSA, and Vacation Buy/Sell plan types.

- *Default to Option and Coverage*: Select to assign the option marked for default on the Benefit Program Definition page.

The participant must be eligible for the option for it to be used as the default. This option is not recommended for Savings, FSA, and Vacation Buy/Sell plan types.

- *Default Option for Exc Credit*: (default option for excess credit) Applicable only to FSA plan types.

If the employee has indicated that excess credits should be directed to an FSA enrollment, this rule assigns the option marked for default on the Benefit Program Definition page and sets the annual pledge to the amount of the excess credits. The participant must be eligible for the option for it to be used as the default, and excess credits must exist.

Note: During enrollment, the system does not create a zero-monetary annual pledge enrollment when excess credits do not exist, and any current FSA enrollment is terminated if not reelected by the employee.

- *Terminate Coverage*: Inserts a termination entry for the plan type covered by this event rule.

This option is commonly used for FSA and Vacation Buy/Sell plan types, because employees are usually required to reenroll in them each year or lose coverage.

Allowable FSA Pledge Changes (allowable flexible spending account pledge changes)

Select either *Increase* or *decrease* to indicate whether employees can increase or decrease their FSA pledges based upon the event classification that is being processed. For example, if the event classification is Birth, employees can increase, but not decrease their FSA pledge. This field applies only to 6x plan types and should be set to *N/A* for all other plan types.

See [Option Election Page](#).

Self-Service Configuration

Use this group box to define rules for the information that appears on the eBenefits application pages. Values are:

Collect Dep/Ben (collect dependent or beneficiary coverage)

Select this check box when you want the system to collect information pertaining to dependents and benefits and display that information on the eBenefit Summary and eBenefit Detail Information pages.

For 1x Health plans on the enrollment form, the system collects elections at the plan level. The system then derives the coverage code based on the dependents covered. When this check box is deselected, the system collects elections at the coverage code level for 1x plans on the enrollment form.

This works in conjunction with the Ignore Dep/Ben Edits check box on the Event Rules page.

Allow Dep/Ben Additions (allow dependent or beneficiary additions)

Select to indicate that an employee can add new dependents through the eBenefits enrollment process.

Collect Fund Allocations

When this check box is selected, the system collects the information pertaining to savings plans and displays that information on the eBenefit savings pages.

Certification

Certificate ID

Select from available certificates that will appear during self-service enrollment for this event class

Electable Options

Use this group box to define benefit plans to which employees can make changes, and to set up coverage codes.

Select Allowed

Provides a means for you to indicate which plan or plans an employee can select from among all eligible types of plans. Values are:

- *All Plans*: Select to enable employees to select from any option within the list of eligible options for the event.
- *Current Plan*: Select to indicate that employees can make changes only to the current plan.
- *Current Plan + Waive*: Select to enable employees to change only coverage levels (eligible options), including electing *Waive*, within their currently enrolled benefit plan. However, if the employee's current election is a waive of the plan type, she can elect any eligible option within any benefit plan.

For example, an employee has single coverage and gets married and the new spouse has health coverage through her employer. They decide that covering both individuals under the spouse's benefit plan is a better choice. In this case, the employee is allowed to waive his current coverage because the spouse is adding the employee to the spouse's coverage.

Suppose that the employee in the example is married, and at the last open enrollment she waived health coverage because she was covered under the spouse's plan. Now suppose that

the spouse terminates employment, thereby losing eligibility for the plan that covered both the spouse and the employee.

In this situation (which is also considered an FSC event by most customers), the employee is allowed to enroll in any eligible option in the plan type.

- *None*: Select to disallow employees from making any changes to their elected option (unless eligibility for their current option or plan has been lost, in which case the system automatically overrides this setting and allows *All Plans*.)

Coverage Code Control

Select to enable employees to change only coverage levels (eligible options) within their currently enrolled benefit plan (applies only to the 1x series of plans). Coverage code control rules specify the criteria you use to select a valid coverage code for presentation to the employee for election. The rule specifies one set of criteria that is used when current coverage is in effect, and another set of criteria to be used when no current coverage is in effect.

If an employee loses eligibility for his current benefit plan, the system automatically overrides this setting and allows all options.

When you select the Coverage Code Control check box, the Coverage Code Control group box appears, where you can define coverage types and indicators.

See "Setting Up Coverage Codes (*PeopleSoft HCM 9.2: Human Resources Manage Base Benefits*)".

Coverage Code Control

Use this group box to define parameters for coverage codes that help control the gain and loss of eligibility and who can be added to or dropped from coverage. The codes you define are for the event class.

To increase the number of covered person types, the event must be an increase in the number of eligible dependents such as marriage, birth, adoption, or placement for adoption. Coverage decrease is allowed only if a divorce, annulment, legal separation, death of spouse or dependent, or loss of dependent eligibility occurs.

Note: For the system to enforce ERISA (Employee Retirement Income Security Act) rules, you must define coverage codes at the Covered Person Type level, rather than by Total Persons Covered. The system ignores ERISA rules if the coverage codes are defined by Total Person Covered.

Covered Person Type

Select a person category that determines how the person is to be processed by the system. In using covered person types, each relationship type that is eligible to enroll in benefits must be mapped to a covered person type. A given relationship code can map to zero or one covered person type code, while a particular covered person type code can map to one or more relationship codes.

You specify the rate separately for each type of person. You can use the same rate table ID for both employees who have adult children and those who do not. The system accumulates the rates for each dependent who is enrolled on the employee's health election. If an employee has an adult child, the system adds the rate to the deduction. If an employee only has children who are not adult children, it will accumulate only at the regular child rate.

The following values are defined in the Dependent Relationship table. This table makes consistency across all types of covered persons possible, while allowing for new types of covered persons to be added in the future. The table is used as a child table of the Coverage Codes table.

- *Child*
- *Adult Child*
- *Dom Partner* (domestic partner)
- *Employee*
- *NQ Dependent* (nonqualified dependent)
- *Oth Q Dependent* (other qualified dependent)
- *Spouse*

Same, More, and Less

The Same, More, and Less check boxes apply if the employee is already enrolled in a plan.

Select Same to keep the same number of covered persons in the plan. You can enroll more, less, or the same number of a particular covered person type. An example of using the Same, More, and Less check boxes to define covered person type might be in the case of a divorce event class. In a divorce, you might have more, the same, or fewer children enrolled depending on the situation. So you would select all three check boxes for the *Child* person type option.

Continuing with the divorce event class example, you would add a row, select the *Spouse* person type in the Covered Person Type field, and select the Less check box because the spouse will no longer be covered. Finally, you would select the *Employee* person type and select the Same check box.

The coverage code control rule allows for all variations of a particular event class, so you could allow more and less in the same event classification. In addition the same, more, or less applies if the employee is already enrolled in a plan. The Coverage indicator on the right applies if the employee is newly enrolled in the plan.

Select Same to keep the same number of covered persons in the plan.

Select **More** to allow more covered persons to be added to the plan.

Select **Less** to allow fewer covered persons to be enrolled in the plan.

If No Current Coverage

Indicate the status of the covered person type enrollment if the employee is enrolling in the plan for the first time.

- *Allowed*: Select to indicate that enrollment for the covered person type is allowed.
- *Not Allowed*: Select to indicate that enrollment for the covered person type is not allowed.
- *Required*: Select to indicate that enrollment for the covered person type is required.

Applying Defaults

The system applies defaults during the Benefits Administration process as it validates, loads, or finalizes participant elections. When you post a participant's election information for open enrollment and other events, you might not have elections for all plan types. Plan type defaults are used as substitutes for a participant's election when you finalize the event.

If you select *Finalize* for the participant, election defaults are validated and loaded for the plan types without elections and the plan types that are still in error.

Participants who have reached a process status of at least *Prepared* are finalized unless Benefits Administration encounters major errors in the final preparation. The finalizing of the process would be prevented, for example, if Benefits Administration encountered pay calendar issues while attempting to determine deduction end dates.

Making a Certificate Available for Enrollment

Two pages are available to which you can attach a certificate: Event Rules and Dependent Relationship.

- Use the Event Rules component (BAS_EVENT_RULES1) to apply rules for the plan type selected in the Benefit program table. Enter a certificate ID that will be associated with the plan type selected and event rule defined.

The participant enrolls himself or herself into a benefit plan and if an administrator has decided that the plan requires a certificate, the participant is presented initially with a certificate to answer. If the participant passes the certification, he or she is allowed to enroll in the benefit plan. If the participant fails the certification, he or she is not be allowed to enroll in that particular plan type.

- Use the Dependent Relationships Table component (DEPBEN_TYPE_TBL) to map a certification ID to a relationship.

The participant enrolls himself or herself into a benefit plan and if an administrator has decided that the plan requires a certificate, the participant is presented initially with a certificate to answer. If the participant passes the certification, his or her dependent is accepted. If the participant fails the certification, his or her dependent is defined as a beneficiary.

See "Setting Up Benefits Certifications (*PeopleSoft HCM 9.2: Human Resources Manage Base Benefits*)".

See "Setting Up Dependent Relationships (*PeopleSoft HCM 9.2: Human Resources Manage Base Benefits*)".

See "Setting Up eBenefits (*PeopleSoft HCM 9.2: eBenefits*)".

See "Reviewing Dependent and Beneficiary Information (*PeopleSoft HCM 9.2: eBenefits*)".

EOI and Level Rules Page

Use the EOI and Level Rules (Evidence of Insurability and Level Rules) page (BAS_EVENT_RULES1A) to set EOI and level rules for event classes.

Navigation

Set Up HCM, Product Related, Automated Benefits, Eligibility and Event Rules, Event Rules Table, EOI and Level Rules

Image: EOI and Level Rules page

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

The screenshot shows the 'EOI and Level Rules' page in PeopleSoft HCM. The page has four tabs: 'Event Rules', 'EOI and Level Rules' (selected), 'Date Rules', and 'Billing Rules'. The 'Event Rules' section shows 'Event Rules ID: KU1X', 'Effective Date: 01/01/2000', 'Status: Active', 'Description: Medical/Dental/Vision Rules', and 'Short Descr: Med/Den'. The 'Event Class' section shows 'Event Classification: BIR Birth/Adoption'. Below these are two sections: 'If currently Enrolled, or not participating' and 'If currently Waived'. Each section contains four fields: 'Max Number of Change Levels', 'Levels of Change w/o Proof', 'Proof Required at Plan Level', and 'Amt Proof Required', all with values of 99 or 99,999,999.

Use the Event Classification field to select the event class for which you want to define rules.

If currently Enrolled, or not participating

Use this group box to define rules that apply to an employee's participation in a benefit option following an event when the employee is currently participating in a plan or is new to a plan. These rules commonly apply to life, accidental death and dismemberment, and disability plan types, and are used to indicate the types of changes that employees can make.

Max Number of Change Levels (maximum number of change levels)	Indicates how many levels a participant can change or jump.
Levels of Change w/o Proof (levels of change without proof)	Indicates how many levels a participant can change without proof of good health or insurability.
Proof Required at Plan Level	Indicates the initial level at which proof of good health or insurability is required.
Amt. Proof Required (amount at which proof is required)	Enter the amount of coverage above which proof of good health or insurability is required.

If currently Waived

Use this group box to define rules that apply to an employee's participation in a benefit option following an event if the employee is currently opted out of the program.

Max Number of Change Levels (maximum number of change levels)	Indicates how many levels a participant can change.
Proof Required at Plan Level	Indicates the initial level at which proof of good health or insurability is required.
Amt. Proof Required (amount at which proof is required)	Enter the amount of coverage above which proof of good health or insurability is required.

Event Rules Table - Date Rules Page

Use the Event Rules Table - Date Rules page (BAS_EVENT_RULES2) to define date rules.

Navigation

Set Up HCM, Product Related, Automated Benefits, Eligibility and Event Rules, Event Rules Table, Date Rules

Image: Event Rules Table - Date Rules page

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

Use this page to set up date information for benefits.

Coverage Begins

Indicate when coverage begins following an event.

Values are:

- *Month-Begin After Event Dt* (month begin after event date): Coverage begins on the first day of the following month.

If the event date is equal to the first of the month, coverage still begins on the first day of the following month.

- *Month-Begin On/Aft Event Dt* (month begin on or after event date): If the event date equals the first of the month, coverage begins on the event date; otherwise, coverage begins on the first day of the following month.
- *On Pay Pd Begin after Event Dt* (on pay period begin after event date): Coverage begins on the first day of the pay period following the event date.

If the event date equals the first day of the pay period, coverage begins on the event date.

- *On the Event Date*: Coverage begins on the day of the event.

Waiting Period...

To calculate the date that coverage begins when a waiting period exists, the system:

1. Begins with the event date.
2. Adds the number of months.
3. Adds the number of days.
4. Applies the Coverage Begins rule to the resulting date.

Use Exist?

Select to enable the system to search for any waiting periods on prior events. If this option is selected, and a waiting period is found, the system honors the prior event's waiting period if the prior event's coverage begins date is later than the coverage begins date normally associated with the current event.

For example, new hires have a three-month period before their benefits become effective. Under this rule, an employee hired on November 1 has a health benefit election with a coverage begin date and deduction begin date of February 1.

Now, suppose that you've scheduled an open enrollment for January 1. During that time, the employee was processed for an open enrollment event. If the event rules for the open enrollment specify that the coverage begin date equals the event date, January 1, the employee would have a health benefit election posted with a coverage and deduction begin date that is earlier than the health benefit coverage and deduction begin date that the employee originally received when hired.

Selecting Use Exist? for the OE event rule would prevent this from happening because the system would preserve the waiting period from the employee's previous HIR event.

Days and Months

Enter the number of days and months for the system to use as a waiting period to begin coverage.

Coverage Ends

Select when coverage ends. The coverage end date is used only when an existing election within a plan type is truly terminating and not simply being superseded by another election (benefit option). In this case, the system inserts a new election row with Coverage Election set to *Terminated*.

If you select either *On Month - End after Event Date* or *On Pay Pd End after Event Dt*, the coverage begin date of this new row is one day after the calculated coverage end date for the current election. This occurs because this is the first date for which coverage no longer exists.

Grace Period Days and Grace Period Months

To establish a grace period before coverage is terminated, enter the appropriate number of days or months that the system uses to calculate the resulting end date in a manner similar to Waiting Period.

Deduction + Flex Credits Begin

Use this group box to indicate when deductions and flexible benefit credits should be taken. Values are:

- *1st Full PayPd After Covg BgDt* (first full pay period after coverage begin date): Credits and deductions begin on the first day of the pay period following the coverage begin date, regardless of when the coverage begin day occurs within the pay period.
- *On CovgBegin Date* (on coverage begin date): Credits and deductions begin on the date that benefit coverage for the plan type begins.
- *Pay Pd Containing Covg BegDt* (pay period containing coverage begin date): Credits and deductions begin on the first day of the pay period containing the coverage begin date, regardless of when the coverage begin date occurs within the pay period.
- *Pay Pd Preceding Covg BegDt* (pay period preceding coverage begin date): Credits and deductions begin on the first day of the full pay period that precedes the coverage begin date.

Deduction + Flex Credits End

Use this group box to indicate when deductions and flexible benefit credits should end. Values are:

- *1st Full PayPd after Event Dt* (first full pay period after event date): Credits and deductions end on the first day of the pay period following the coverage end date, regardless of when the coverage begin day occurs within the pay period.
- *On CovgEnd Date* (on coverage end date): Credits and deductions end on the date that benefit coverage for the plan type ends.
- *Pay Pd Containing Event Date* (pay period containing event date): Credits and deductions end on the first day of the pay period containing the event date, regardless of when the coverage begin date occurs within the pay period.
- *Pay Pd Preceding Covg EndDt* (pay period preceding coverage end date): Credits and deductions end on the first day of the full pay period that precedes the coverage end date.

Processing Events for COBRA Administration

Consolidated Omnibus Budget Reconciliation Act (COBRA) administration uses Benefits Administration processes to identify and process:

- Initial COBRA events, which provide *initial* COBRA coverage to qualified COBRA participants and their dependents.
- Secondary COBRA events, which *extend coverage* for COBRA participants and their dependents.

The initiation of a COBRA event differs according to your current implementation:

- If you are currently working only with the Manage Base Benefits business process, the COBRA event is initiated by online PeopleCode.
- With Benefits Administration, the COBRA event is initiated by Benefits Administration when a recognized COBRA action event is finalized.

The only exception to this rule is the Overage Dependent event, which is initiated by the COBRA process for both the Manage Base Benefits business process and Benefits Administration.

This table describes qualified COBRA events delivered by PeopleSoft, actions that trigger Benefits Administration to recognize these events as qualified COBRA events, and potential COBRA beneficiaries of the events:

<i>Qualifying COBRA Event</i>	<i>User Action Trigger</i>	<i>Potential COBRA Beneficiaries</i>
Loss of eligibility due to termination.	Employee status changes to terminated or suspended.	Employee and dependents.
Loss of eligibility due to reduction in hours.	Employee status remains active; standard hours decrease.	Employee and dependents.
Loss of eligibility due to retirement.	Employee status changes to retired.	Employee and dependents.
Loss of eligibility due to military leave.	Leave of Absence/Military Leave action/ action reason entered for employee.	Employee and dependents.
Death of employee.	Employee status changes to deceased or FSC/DEA entered as action/reason code in the Job table.	All dependents.
Divorce.	Change in marital status of employee to divorced; change in status of spouse to ex-spouse. Family Status Change/Divorce action/ action reason entered for employee.	Spouse.
Marriage of dependent.	Marital status of dependent changes to married. Family Status Change/Married Dependents action/action reason entered for employee.	Individual dependent.
Dependent reaches coverage age limit (overage dependent).	Not identified by Benefits Administration. (Benefits Administration does not automate passage of time events for dependents.) You must run the COBRA process to identify overage dependents.	Individual dependent.
Employee becomes entitled to receive Medicare.	Medicare entitlement date is reached. Family Status Change/Medicare Entitlement action/action reason is entered.	All dependents.

Related Links

[Understanding the Benefits Administration Process](#)

Defining Rules for Benefits Billing

To define benefit billing parameters, use the Billing Parameters (BILLING_PARAMETERS) component.

This section provides an overview of event processing for Benefits Billing and removing participants from Benefits Billing and discusses how to set up Benefits Billing enrollments.

Pages Used to Define Rules for Benefits Billing

Page Name	Definition Name	Navigation	Usage
Billing Rules	BAS_EVENT_RULES3	Set Up HCM, Product Related, Automated Benefits, Eligibility and Event Rules, Event Rules Table, Billing Rules	Define rules for Benefits Billing enrollments.
Event Rules-Billing	RUNCTL_BAS703B	Set Up HCM, Product Related, Automated Benefits, Reports, Event Rules-Billing, Event Rules-Billing	List the parameters in which billing enrollments are created or updated during the Benefits Administration process.

Understanding Event Processing for Benefits Billing

The application of event rules for Benefits Billing enrollment is overridden in certain situations:

- The system does not start billing if the employee is not enrolled in a plan or has waived coverage.
- The system does not insert a billing termination if the employee is not actively enrolled in billing.
- The system terminates active billing if the employee loses or waives coverage, regardless of the settings on this page.

If none of these situations applies, the system inserts a record into the Billing Enrollment table and sets the:

- EmplID field to the employee's ID.
- Employee Record Number field to the employee's employment record number.
- Plan Type field to the plan type to bill.
- COBRA Event ID field to zero.
- Billing Status field to *Active*.
- Billing Reason field to *Ben Admin*.

The system overlays existing billing enrollments if it encounters duplicate effective dates and inserts new active billing records, even if the employee is already being billed. The system carries forward a hold status from a previous billing enrollment.

Billing records are inserted during the close and finalization of the event. The system backs out billing records if Benefits Administration reprocesses an event to a point prior to the insertion of the billing enrollments. Billing records *are not* inserted for general deductions, benefit programs, leave plans, or vacation buy or sell plans (plan types 00, 01, 5x, and 9x).

The system inserts flat amount billing rows for savings, FSA, retirement, and pension plans (plan types 4x, 6x, 7x, and 8x). The way in which the system calculates deductions for these plans is not compatible

with billing when no gross wages exist and no updating of payroll deduction balances occurs. The system issues a message to update the billing enrollments.

Removing Participants from Benefits Billing

The system deactivates Billing Enrollment records if:

- The value in the Effect on Billing field on the Billing Rules page is *End Billing*.
- The employee loses eligibility for the plan type.
- The employee waives or terminates coverage.

The system inserts a new enrollment row for the participant when the billing status is set to *Inactive* and the effective date is based on the date set for the Billing Ends field. If eligibility is lost or coverage waived, the system sets the billing end date to be the date on which coverage ends, unless specific instructions say not to do so.

The system does not insert an inactive Benefits Billing enrollment record if the employee is already designated inactive for billing.

Related Links

"Setting Up Benefits Billing (*PeopleSoft HCM 9.2: Human Resources Manage Base Benefits*)"

Event Rules Table - Billing Rules Page

Use the Billing Rules page (BAS_EVENT_RULES3) to define rules for Benefits Billing enrollments.

Navigation

Set Up HCM, Product Related, Automated Benefits, Eligibility and Event Rules, Event Rules Table, Billing Rules

Image: Event Rules Table - Billing Rules page

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

The screenshot displays the 'Event Rules Table - Billing Rules' page. At the top, there are tabs for 'Event Rules', 'EOI and Level Rules', 'Date Rules', and 'Billing Rules'. The 'Event Rules' tab is active, showing details for Event Rules ID B101. The Effective Date is 01/01/1980, Status is Active, and Description is 1st of Mo following 3 Months. Below this is the 'Event Class' section with Event Classification FSC and *Effect On Billing set to None. The 'Rate Qualifier' section offers two options: 'Percent Calculation' (selected) and 'Flat Amount'. The 'Percent Calculation' section includes a 'Rate Percent' field set to 0 and a 'Percent Based On' dropdown with 'Employee Rate' selected. The 'Flat Amount' section includes an 'Amount' field set to \$0.00. The 'Billing Takes Effect' section has two radio button options: 'On the Event Date' (selected) and '1st Full Bill Pd After Event'. The 'On the Event Date' option includes a 'Delay Billing Days' field set to 0, and the '1st Full Bill Pd After Event' option includes a 'Delay Billing Months' field set to 0.

You can define a different set of Benefits Billing enrollment event rules for each event classification.

Rate Qualifier

Determines how to modify the deduction calculation for billing purposes.

Percent Based On

Select if the system should use the employee rate or the total rate to determine total charges if you select both Percent Calculation and Flat Amount.

Billing Takes Effect

Select an option to indicate when the billing action takes effect.

Related Links

"Enrolling Participants in Benefit Programs and Plans (*PeopleSoft HCM 9.2: Human Resources Manage Base Benefits*)"

"Understanding Benefits Billing (*PeopleSoft HCM 9.2: Human Resources Manage Base Benefits*)"

(USF) Setting Up Multiple, Concurrent Open Seasons

In the federal government, open seasons for various plan types are usually scheduled independently of each other, and their solicitation periods often overlap. In other words, a FEGLI (federal employees group life insurance code) open season may begin after a FEHB (federal employee health benefits) open season solicitation period has started.

In Benefits Administration for U.S. Federal Government, the ability to successfully run multiple, concurrent open enrollment processes depends upon two fields: Event Class and Event Rules ID.

To set up multiple, concurrent open seasons:

1. Define open enrollment event classes for each open season scheduled for your employees on the Event Class Table page.
2. Define open enrollment processes for each scheduled open season, and link to them the appropriate open season event classes.

Use the Open Enrollment Definitions page.

3. Define individual event rule IDs for each plan type available to your employees.

Use the Event Rules page.

4. With each event rule ID, associate the *entire set* of open enrollment event classes that you defined in step 1, by using the Date Rules page.
5. For each event rule ID, use Ignore Plan and Default Method functionality to disable Benefits Administration processing for all event classes linked to open seasons for plan types other than the one linked to the event rule ID.

For example, if an event rule ID is associated with the FEHB plan type, select Ignore Plan for all event classes *not* associated with FEHB open season events.

Use the proper default method to ensure that your employees are not automatically moved in and out of plans that are not part of the open season. The suggested default method is *Assign Current Coverage Else None*.

6. Once you've finished defining your event rule IDs, link them to their corresponding plan types by using the Benefit Program page.

Place FEHB event rule IDs with FEHB plan types, TSP (Thrift Savings Plans) event rule IDs with TSP plan types, and so on.

7. Run open enrollment processes as planned for your various open season events.

If you set up the system correctly, open enrollment for a FEGLI open season processes only plan types linked to the FEGLI event rule ID, open enrollment for a TSP open season processes only plan types linked to a TSP event rule ID, and so on. Your open enrollment processes can run concurrently as long as each process is associated with a different plan type or set of plan types.

Chapter 6

Setting Up FSA Administration

Understanding the Setup Procedure

You use the FSA Administration components to define a unique flexible spending benefit structure that integrates with the overall benefit program. After you set up the component, you can use it to administer health-care and dependent-care claims for the U.S. and Canada.

To set up the FSA Administration system, you must:

1. Use the Form Table page to define the forms for printing FSA checks.

If you use the same form for all FSA checks, then set up that check stock. It is then available to you each time you print checks. If you print FSA checks using more than one kind of check stock, define each one. If you add a new check stock later, make another entry in the Form table.

If your organization uses PeopleSoft Payroll for North America, some forms may already be set up. Your payroll department uses this table to define the stock for paychecks.

2. Define business rules for each benefit program.

Process claims as necessary for each benefit program. For example, you might select two benefit programs for one claims processing cycle, and for another, you might select one program.

For additional information, see: Setting Up and Installing PeopleSoft HCM (*PeopleSoft HCM 9.2: Application Fundamentals*)

Setting Up FSA Administration

To set up form IDs and business rules for benefit programs, use the Check Form Table (PAY_FORM_TABLE), FSA Run Table (FSA_RUN_TABLE_GBL), and Benefit Program Definition (BEN_PROG_DEFN) components.

This section lists prerequisites and discusses how to:

- Set up form IDs.
- Add business rules for benefit programs.

Pages Used to Set Up FSA

Page Name	Definition Name	Navigation	Usage
Form Table	PAY_FORM_TABLE	Set Up HCM, Product Related, Base Benefits, FSA, Check Form Table, Form Table	Set up form IDs for each type of FSA check stock that your organization uses.
FSA Run Table (flexible spending account run table)	FSA_RUN_TABLE	Set Up HCM, Product Related, Base Benefits, FSA, FSA Run Table, FSA Run Table	Define an FSA Run ID for each benefit program for which you administer FSA claims.
Benefit Program	BEN_PROG_DEFN1	Set Up HCM, Product Related, Base Benefits, Program Structure, Benefit Program Table, Benefit Program	Add business rules for benefit programs.
Benefit Program - Plan Type and Option	BEN_PROG_DEFN2	Set Up HCM, Product Related, Base Benefits, Program Structure, Benefit Program Table, Plan Type and Option	Link plan types to the benefit program.
Benefit Program - Cost	BEN_PROG_DEFN3	Set Up HCM, Product Related, Base Benefits, Program Structure, Benefit Program Table, Cost	Link a benefit program and plan type to rate and calculation rules.

Prerequisites

Before you can set up form IDs and business rules for FSA Administration, activate FSA Administration on the Installation table.

See: Setting Up and Installing PeopleSoft HCM (*PeopleSoft HCM 9.2: Application Fundamentals*)

Form Table Page

Use the Form Table page (PAY_FORM_TABLE) to set up form IDs for each type of FSA check stock that your organization uses.

Navigation

Set Up HCM, Product Related, Base Benefits, FSA, Check Form Table, Form Table

Image: Form Table page

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

The screenshot shows the 'Form Table' page. At the top, the 'Form ID' is 'B-FSCK'. Below this is a section titled 'Form Details' with a blue header. Inside this section, there are three fields: '*Description:' with the value 'FSA Checks', 'Short Description:' with the value 'FSA Checks', and 'Last Form Number Used:' with the value '56014'.

Form ID

If you use several check stocks for FSA Administration, set up a form ID for each one.

Last Form Number Used

The first time you print FSA checks using a form ID, enter the last form number that you used. After that, the system updates this field each time you print checks using the form. You can update this field if the form numbers are out of sequence. This can happen, for example, if you delete a check.

Benefit Program Page

Use the Benefit Program page (BEN_PROG_DEFN1) to add business rules for benefit programs.

Navigation

Set Up HCM, Product Related, Base Benefits, Program Structure, Benefit Program Table, Benefit Program

Image: Benefit Program page

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

Benefit Program		Plan Type and Option	Cost
Benefit Program:	B01		
Effective Date:	01/01/2000	Status as of Effective Date:	Active
*Description:	Benefits Full Time Program	Program Type:	Automated
Short Description:	Ben FT	Currency Code:	USD
Dependent Limits		Benefits Administration	
Dependent Age Limit:	18	Apply Excess Credits to:	C Cash
Student Age Limit:	22	FSA	
<input checked="" type="checkbox"/> Exclude Disabled from Age Lmt		Flexible Spending Acct Run ID:	
<input checked="" type="checkbox"/> Dep Ineligible if Married		FSA Maximum Annual Pledge:	7000.00
COBRA		Self-Service Configuration	
COBRA Surcharge %:		<input checked="" type="checkbox"/> Show Credits on Enrollment Form	
COBRA Disabled Surcharge %:		<input type="checkbox"/> Include Can Sales Tax on Form	
COBRA Contact ID:		<input type="checkbox"/> Show Employer Costs on Form	
FMLA		<input type="checkbox"/> Alert to Tax Impacts on Form	
FMLA Plan ID:	KUB	Cost Freq on Enrollment Form:	Deduction
	Roll-Bkwd	Handbook URL ID:	

Flexible Spending Acct Run ID (flexible spending account run ID)

Each time you initiate claim payment processing, identify the run ID for that cycle. The system processes claim data for employees in the benefit programs with those run IDs.

FSA Maximum Annual Pledge (flexible spending account minimum annual pledge)

Enter the maximum amount that an employee in the benefit program is allowed to pledge. For a plan year, this is the total maximum that an employee can pledge for both health-care and dependent-care FSAs.

Building Automated Benefit Programs

Understanding Benefit Programs

Use the Benefit Program table to bring together all of the information that relates to a benefit program and to set up your benefit programs for automatic enrollment processing.

First, build the foundation by setting up base benefit information:

1. Define benefit deductions using the Deduction Table - Setup page.
2. Identify benefit plans using the Benefit Plan Table page.
3. Identify benefit providers using the Provider and Vendor Table - Vendor Information page.
4. Define benefit coverage using the Coverage Codes - Health Coverage Codes page.
5. Establish rate tables using the benefit rates tables.
6. Establish calculation rules using the Calculation Rules Table - Calculation Rules page.

Next, build your Automated Benefits program:

1. Define the benefit program using the Benefit Program Table pages.
2. Link your plan types and options.
3. Attach event and eligibility rules.
4. Define costs and credits.

Related Links

"Setting Up Deduction Codes (*PeopleSoft HCM 9.2: Human Resources Manage Base Benefits*)"

"Defining Benefit Plans (*PeopleSoft HCM 9.2: Human Resources Manage Base Benefits*)"

"Setting Up Benefit Rates (*PeopleSoft HCM 9.2: Human Resources Manage Base Benefits*)"

"Setting Up Calculation Rules (*PeopleSoft HCM 9.2: Human Resources Manage Base Benefits*)"

"Setting Up Benefit Providers (*PeopleSoft HCM 9.2: Human Resources Manage Base Benefits*)"

Building Benefit Programs with the Benefit Program Table

To set up benefit programs for automation, use the Benefit Program Table (BEN_PROG_DEFN) component.

This section provides an overview of building benefit programs and discusses how to:

- Define benefit programs.
- Set up plan types and options.
- Calculate costs and credits.

Pages Used to Build the Benefit Program Table

Page Name	Definition Name	Navigation	Usage
Benefit Program Table - Benefit Program	BEN_PROG_DEFN1	Set Up HCM, Product Related, Base Benefits, Program Structure, Benefit Program Table, Benefit Program	Define benefit program information.
Benefit Program Table - Plan Type and Option	BEN_PROG_DEFN2	Set Up HCM, Product Related, Base Benefits, Program Structure, Benefit Program Table, Plan Type and Option	Set up plan types and options for the benefit program and add important information about plan types, including event and eligibility rules.
Benefit Program Table - Cost	BEN_PROG_DEFN3	Set Up HCM, Product Related, Base Benefits, Program Structure, Benefit Program Table, Cost	Calculate costs and credits by linking rate and calculation rules to a benefit program and plan type.
Benefit Program/Plan/Options	RUNCTL_BAS_PGM	Set Up HCM, Product Related, Automated Benefits, Reports, Benefit Program/Plan/Options, Benefit Program/Plan/Options	For a specified benefit program, print program-level information (effective date and status, program type, age criteria, COBRA, FMLA, and FSA parameters, and self-service configuration) along with the plan-level and option-level structure (event rules, eligibility rules, coverage levels, and deduction codes).
Benefit Program Costs	RUNCTL_BAS_PGM	Set Up HCM, Product Related, Automated Benefits, Reports, Benefit Program Costs, Benefit Program Costs	For a specified benefit program, print the program description along with the cost and credit structure for all of the offered options (deduction and earnings codes, rate information, and calculation rules).

Understanding Building Benefit Programs with the Benefit Program Table

Building benefit programs through PeopleSoft Benefits Administration is the same process as with the base benefit process. When you create a benefit program through Benefits Administration, the program type will be *Automated* and a number of fields will be available for use that would otherwise (in the case of a *Manual* benefit program) be closed to the entry of data.

Important! If you're planning to set up an automated benefit program that will be used for automatic benefits eligibility and enrollment processing, you must go to the Installation Table - Products page and select Benefits Administration before creating the program. You can't create an automated benefits program until Benefits Administration is selected.

Related Links

"Building Benefit Programs (*PeopleSoft HCM 9.2: Human Resources Manage Base Benefits*)"

Benefit Program Table - Benefit Program Page

Use the Benefit Program Table - Benefit Program page (BEN_PROG_DEFN1) to define benefit program information.

Navigation

Set Up HCM, Product Related, Base Benefits, Program Structure, Benefit Program Table, Benefit Program

Image: Benefit Program Table - Benefit Program page

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

Benefit Program		Plan Type and Option		Cost	
Benefit Program:	B01				
Effective Date:	01/01/2000	Status as of Effective Date:	Active		
*Description:	Benefits Full Time Program		Program Type:	Automated	
Short Description:	Ben FT		Currency Code:	USD	
Dependent Limits Dependent Age Limit: 18 Student Age Limit: 22 <input checked="" type="checkbox"/> Exclude Disabled from Age Lmt <input checked="" type="checkbox"/> Dep Ineligible if Married			Benefits Administration Apply Excess Credits to: C Cash		
COBRA COBRA Surcharge %: <input type="checkbox"/> COBRA Disabled Surcharge %: <input type="checkbox"/> COBRA Contact ID: <input type="text"/>			FSA Flexible Spending Acct Run ID: <input type="text"/> FSA Maximum Annual Pledge: 7000.00		
FMLA FMLA Plan ID: KUB Roll-Bkwd			Self-Service Configuration <input checked="" type="checkbox"/> Show Credits on Enrollmnt Form <input type="checkbox"/> Include Can Sales Tax on Form <input type="checkbox"/> Show Employer Costs on Form <input type="checkbox"/> Alert to Tax Impacts on Form Cost Freq on Enrollment Form: Deduction Handbook URL ID: <input type="text"/>		

Related Links

"Building Benefit Programs (*PeopleSoft HCM 9.2: Human Resources Manage Base Benefits*)"

Benefit Program Table - Plan Type and Option Page

Use the Benefit Program Table - Plan Type and Option page (BEN_PROG_DEFN2) to set up plan types and options for the benefit program and add important information about plan types, including event and eligibility rules.

Navigation

Set Up HCM, Product Related, Base Benefits, Program Structure, Benefit Program Table, Plan Type and Option

Image: Benefit Program Table - Plan Type and Option page

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

The screenshot shows the 'Benefit Program Table - Plan Type and Option' page. At the top, there are tabs for 'Benefit Program', 'Plan Type and Option', and 'Cost'. The 'Plan Type' tab is active. Below the tabs, there are fields for 'Benefit Program' (B01) and 'Effective Date' (01/01/2000). The 'Plan Type' section includes fields for '*Plan Type' (01), 'DispPlnSeq' (02), 'Event Rules ID' (B1X), and 'Waive Coverage' (Not Applicable). There are also checkboxes for 'HIPAA Plan' and 'COBRA Plan', and a 'Load Cross Plan Values' button. Below this is the 'Self-Service Configuration' section with checkboxes for 'Collect Dependent/Beneficiary', 'Collect Fund Allocations', and 'Show if no choice', and a 'Handbook URL ID' field. The 'Option' section has a table with columns: Optn ID, *Option Type, Benefit Plan, Covg Code, Deductn Cd, Option Code, Default Option, Opt Level, Option Seq, Geog Locn, and Elig ID. The table has two rows: Option 1 (Program) and Option 2 (Gen Credit).

Optn ID	*Option Type	Benefit Plan	Covg Code	Deductn Cd	Option Code	Default Option	Opt Level	Option Seq	Geog Locn	Elig ID
1	Program							1		B193
2	Gen Credit			B01-03				2		

Use this page to set up the basic plan types for your benefit program.

Use the Self-Service Configuration group box with PeopleSoft eBenefits.

This table displays the field requirements for the Plan Type level of the Plan Type and Option page for the Benefit Program row (Plan Type 01) and the Benefit Plan rows (Plan Types 1x-9x):

Field	Values	Values	Values
Plan Type	01	1-5x, 7-9x	6x
Display Sequence	Required; default is Plan Type. Must be unique within the benefit program.	Required; default is Plan Type. Must be unique within the benefit program.	Required; default is Plan Type. Must be unique within the benefit program.
Event Rules ID	Required	Required	Required

Field	Values	Values	Values
Waive Coverage	Not available for selection	Allowed, but default is <i>N</i> (not allowed).	Allowed, but default is <i>N</i> (not allowed).

After you set up a plan type on the Plan Type and Option page, select the plan options that you want to associate with the plan type.

Associating Plan Options with Plan Types

Use the Benefit Program Table - Plan Type and Option page and the Eligibility tab in the Option group box to set up the options within a plan type.

When you create a new option row by clicking the Insert Row button, the system automatically assigns the option a unique option ID value. You cannot update this value.

The first value that you enter for a new option row is the option type. Select from one of the following valid values:

Values	Plan Type
<i>P</i> (program)	Required for automated benefit programs. It is allowed for the Benefit Program row (plan type <i>01</i>) only, and only one is allowed per benefit program.
<i>G</i> (general credit)	Optional, allowed for most plan types except 4x–9x. Only one is allowed per plan type.
<i>O</i> (option)	At least one is required per plan type except for the Benefit Program row (plan type <i>01</i>), where it is not allowed.
<i>W</i> (waive)	Only one is allowed per plan type. It follows the waive coverage rule setup at the plan-type level.

Note: The manner in which you complete the rest of a given option row depends on the plan type to which the row belongs and the option type of that row.

Field Requirements for the Option Grid by Plan and Option Type

This table describes field requirements for the Option Grid by Plan and Option type:

Field	Values	Values	Values	Values
Plan Type	01	01–3x	1x–9x	1x–9x
Option Type	<i>P</i> - Program	<i>G</i> - General Credit	<i>W</i> - Waive Controlled by waive coverage.	<i>O</i> - Option

Field	Values	Values	Values	Values
Benefit Plan	Not allowed	Required for plan types 2x–3x.	Required for plan types 2x–3x, when you want a credit for the waive election. Not allowed for other plan types.	Required
Covg Code (coverage code)	Not allowed	Not allowed	Not allowed	Required for plan type 1x. Not allowed for other plan types.
Deductn Code (deduction code)	Not allowed	Required	Required for plan types 1x–3x if you want a credit for the waive election. Not allowed for other plan types.	Required
Option Code	Not allowed	Not allowed	Required	Required
Default Option	Not allowed	Not allowed	Allowed	Allowed for plan types 1x–3x, 5x, 7x, and 8x. For 2x, you cannot define options that require coverage to be specified at the employee level as default options. Only the Waive option is allowed as the default for plan types 4x, 6x, and 9x. Options requiring proof are not allowed as defaults.
Opt Level (option level)	Not allowed	Not allowed	Not allowed	Required
Option Seq (option sequence)	Required	Required	Required	Required
Geog Locn (geographic location)	Allowed	Not allowed	Not allowed	Allowed

Field	Values	Values	Values	Values
Elig ID (eligibility rules ID)	Required	Not allowed	Not allowed	Required

Option Type Designations Allowed Per Plan Type

This table describes option type designations allowed per plan type:

Plan Type	Option Type Allowed
01 (Benefit Program)	<i>G, P</i>
1x–3x	<i>G, W, O</i>
4x–9x	<i>W, O</i>

Setting Up the Benefit Program Row (Plan Type 01)

Access the Benefit Program Table - Plan Type and Option page: Eligibility tab.

A Benefit Program row is required for all automated benefit programs. The eligibility rules established for plan type 01 govern the entire benefit program.

Benefit Program Table - Cost Page

Use the Benefit Program Table - Cost page (BEN_PROG_DEFN3) to calculate costs and credits by linking rate and calculation rules to a benefit program and plan type.

Navigation

Set Up HCM, Product Related, Base Benefits, Program Structure, Benefit Program Table, Cost

Image: Benefit Program Table - Cost page

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

The screenshot shows the 'Benefit Program Table - Cost' page. At the top, there are three tabs: 'Benefit Program', 'Plan Type and Option', and 'Cost'. The 'Cost' tab is selected. Below the tabs, there are several fields: 'Benefit Program: B01', 'Effective Date: 01/01/2000', 'Plan Type: 01 Benefit Program', 'Option: 1', 'Option Type: Program', and 'Benefit Plan:'. Below these fields is a table with the following columns: 'Cost Type', 'Cost ID', 'Benefit Rate Type', 'Rate ID', 'Earnings Code', 'Short Description', and 'Calc TblID'. The table is currently empty. At the bottom right of the table, there are navigation controls: a search icon, a 'Find' button, and a 'View All' button.

Cost Type

Each option can have one price element defined, while options and general credits can have multiple credit elements defined. Select from the following values:

Price: The system calculates deductions for employees who select this option according to the deduction code that you identify for this benefit option.

Credit: The system calculates earnings for employees who select this option according to the earnings code that you identify for this benefit option. The system assigns the frequency of the additional pay based on the deduction code that you identify for this benefit option.

Note: You can also go to the Benefit Program row (plan type 01) and use the Cost page to define general flexible credits for the Benefit Program.

Benefit Rate Type

Enter which table to use to determine rates for the cost or credit entry.

Rate IID

Indicate the appropriate rate table because multiple tables may exist. In the case of credits, only the *Employee Portion* is picked up and reflected as the credit amount.

Earnings Code

Tells the system how to calculate the flexible credit earnings for a participant. This option is not applicable for Price rows.

Calc TblID (calculation rules table ID)

Indicates an applicable calculation rule, which references what dates and rules to apply to determine age, service, and compensation amounts for the purpose of rate calculation. Calculation rules are also used to determine what point in time to use to determine the calculation of service for service step calculations.

Warning! The earn code for each benefit plan type within a benefit program must be unique. Otherwise, flexible credits might not start and end correctly during Benefits Administration processing.

Rate and Calculation Rules Requirements

This table describes rate and calculation rules requirements:

<i>Plan Type Series</i>	<i>Rate Table Required?</i>	<i>Calculation Rules Required?</i>	<i>Comments</i>
01	Yes	Yes	Earnings codes are also required for credits.
Ax	Yes	Yes	
1x	Yes		

Plan Type Series	Rate Table Required?	Calculation Rules Required?	Comments
2x	Yes	Yes	
3x	Yes	Yes	
4x	Not Allowed	Yes	The calculation rules support the service step calculation and provide a placeholder for possible future functionality.
5x–9x	Not Allowed	Not Allowed	Not Used

Note: In almost all cases, agencies in the U.S. Federal Government do not use general credits and do not use the cost type of credit when designing benefit programs.

Related Links

"Building Benefit Programs (*PeopleSoft HCM 9.2: Human Resources Manage Base Benefits*)"

[Defining Event Rules](#)

Working with Flexible Credits

This section provides an overview of flexible credits and discusses how to use flexible credits to achieve your Benefits Administration goals.

Pages Used to Work with Flexible Credits

Page Name	Definition Name	Navigation	Usage
Benefit Program Table - Plan Type and Option	BEN_PROG_DEFN2	Set Up HCM, Product Related, Base Benefits, Program Structure, Benefit Program Table, Plan Type and Option	Link plan types to the benefit program and to add important information about plan types.
Benefit Program Table - Cost	BEN_PROG_DEFN3	Set Up HCM, Product Related, Base Benefits, Program Structure, Benefit Program Table, Cost	Link a benefit program and plan type to rate and calculation rules.

Understanding Flexible Credits

You can define three kinds of credits for your employees:

- General credits that apply to all participants in a benefit program.
- General plan-based credits that apply to individual plan types.

- Option-based credits that employees receive because they have chosen a specific benefit plan option.

When you run the Open Enrollment and Event Maintenance processes, the system calculates the value of the credits using the earnings codes that are associated with them. It will sum all the credits by earnings type for each employee, regardless of whether the credits are general credits or option-based credits, and pass the total credits by earnings type to PeopleSoft Payroll. Payroll treats these credits as additional earnings for an employee.

Note: Be aware that you must associate the earnings types that you set up with the earnings program to which an employee belongs before they can be processed by your payroll system.

Related Links

"Establishing Earnings Programs (*PeopleSoft HCM 9.2: Payroll for North America*)"

"Setting Up FEGLI Codes (*PeopleSoft HCM 9.2: Human Resources Manage Base Benefits*)"

Using Flexible Credits to Achieve Your Benefits Administration Goals

This section provides examples of how to:

1. Define credit for employees who enroll in a particular plan type.
2. Encourage employees to elect employee-only coverage.
3. Define credits for participants who waive coverage.
4. Define credit amounts based on employee health coverage.
5. Set up life or disability plan-based credits according to level of life coverage.
6. Set up life plan credits based on a flat-monetary amounts.

Example 1: Defining a Credit for All Employees Who Enroll in the Plan Type

Suppose that you want to give all of your employees a general plan-type credit to help offset the cost of coverage, regardless of the benefit plan option within the plan type in which they elect to enroll. Start by adding a new rate schedule to specify the credit amount on the Benefit Rate Table, and enter a *G* row for the plan type credit.

1. Access the Benefit Rate Table page.

Add a new rate schedule for the credit amount.

2. Access the Benefit Program Table - Plan Type and Option page.

Enter a *G* row for the plan type credit.

3. Access the Benefit Program - Cost page and enter *Credit* as your cost type and reference the new rate schedule created for plan type general option.

Example 2: Encouraging Employees to Elect Employee-Only Coverage

Suppose that you want to encourage employees to elect employee-only coverage in a medical benefit option. One way to do this is to give your employees an option-based credit equal to the cost of coverage, effectively making the benefit plan employer-paid.

1. Access the Benefit Program Table - Cost page, insert a new row, and enter *Credit* as the cost type value.
2. You must also enter the same rate type and rate table ID that you used for the *Price* row. The system calculates the credit using the same rates and calculation rules it used for the *Price* row; therefore, the amount credited is equal to the amount deducted.

Example 3: Defining Credits for Participants Who Waive Coverage

Suppose that you want to give a credit to your employees who waive coverage in any health benefit plan.

1. Access the Benefit Rates table.
Define the amount of the credit for waived coverage.
2. Access the Benefit Program Table - Cost page.
Insert a row for the waived coverage credit.
3. Enter *Credit* as the cost type value on the Benefit Program - Cost page. This is the flexible credit that employees will receive when taking the waive option.

Example 4: Defining Credit Amounts Based on Employee Health Coverage

Suppose that your company offers employee-only medical coverage at a cost of 50 USD per month and family coverage at a cost of 100 USD per month. You want to give all employees, regardless of whether they choose employee-only or family coverage, a credit equal to the cost of employee-only coverage.

Follow the process outlined in example 2. When you set up the option-level flexible credit for the family coverage, use the rate table designed for the employee-only benefit.

Example 5: Setting Up Life or Disability Plan-Based Credits According to Level of Life Coverage

Suppose that you have three life benefit plans: a basic life plan, a one times salary plan, and a two times salary plan. Define option-based credits that will provide the same credit as the one times salary option regardless of the coverage level that the employee chooses.

Use the option type General Credit to set up flexible credits for Life and Disability plan types that provide the same credit no matter which coverage level an employee chooses.

1. Access the Benefit Program Table - Plan Type and Option page.
Set up an option type row with a *General* value. Give it the same deduction code as the other life plans.
2. Access the Benefit Program Table - Cost page.
Enter a *Credit* cost row for the general credit. Give it the same rate type and rate table ID as the one times salary life plan option.

Example 6: Setting Up Life Plan-Based Credits According to Flat-Monetary Amounts

Suppose that you want to define a plan-based credit equivalent to 50,000 USD of coverage regardless of the life coverage level that the employee selects.

1. Access the Benefit Plan table.

Define a special 50,000 USD Basic Life Benefit Plan.

2. Access the Life and AD/D Plan Table page.

Complete the life plan definition of the 50,000 USD Life Benefit Plan.

3. Access the Benefit Program Table - Plans and Options page.

Create a General row for the 50,000 USD Life Benefit plan. Give it the same deduction code as the other benefit plan options.

4. Access the Benefit Program Table - Cost page.

Enter *Credit* as the cost type for the General credit. The *Credit* cost row should reference the appropriate rate schedule, earnings code, and set of calculation rules.

Example 7: Adding the Benefit Plan and Coverage Code Rates for an Adult Child

Suppose that you want to add an adult child to the employee's benefit plan.

1. Access the Benefit Rates table page.

Insert a row for the new coverage code that includes the adult children.

2. Enter the appropriate Employer and Employee rates on either the Composite Rates or the Detail Rates tab.

On the Tax Adjustment tab, enter the amount on Tax Adjustment column for the adult child's portion of the premium.

Note: The amount on the Tax Adjustment column is only a memo rate because it is already included in the total rate. Accordingly, the Total Rate column formula does not include the new column

When no incremental cost exists for adding coverage for adult children, leave the Tax Adjustment column blank. If the state requires the application of an imputed rate though there is no incremental cost to the employee, you must calculate the amount and enter it in the Tax Adjustment column.

Separate rate rows are required on the rate table for coverage codes that include adult children and those that do not. You must add a row for Adult Child and enter the rate in the Tax Adjustment column on Benefit Rate Table page.

Setting Up Cross-Plan Validation Checks

You use the Benefit Program Table to set up cross-plan validation. This section discusses how to:

- Set up cross-plan validation checks for plan types.

- Use the Load Cross Plan Values page.

Note: You cannot enter cross-plan validation rules for the Benefit Program (plan type 01).

Pages Used to Set Up Cross-Plan Validation Checks

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Benefit Program Table - Plan Type and Option page: Cross Plan tab	BEN_PROG_DEFN2	Set Up HCM, Product Related, Base Benefits, Program Structure, Benefit Program Table, Plan Type and Option Select the Cross Plan tab in the Option group box.	Link plan types to the benefit program and add important information about plan types.
Load Cross Plan Values	BEN_PROG_XLOAD	Click the Load Cross Plan Values link on the Plan Type and Option page.	Create codes that will automatically populate the Cross-Plan Type, Coverage Limit (Pct), and Check Dependents fields on the Benefit Program Table - Plan Type and Option page.

Benefit Program Table - Plan Type and Option Page

Use the Benefit Program Table - Plan Type and Option page: Cross Plan tab page (BEN_PROG_DEFN2) to link plan types to the benefit program and add important information about plan types.

Navigation

Set Up HCM, Product Related, Base Benefits, Program Structure, Benefit Program Table, Plan Type and Option

Select the Cross Plan tab in the Option group box.

Image: Benefit Program Table - Plan Type and Option page: Cross Plan tab

This example illustrates the fields and controls on the Benefit Program Table - Plan Type and Option page: Cross Plan tab. You can find definitions for the fields and controls later on this page.

Benefit Program: KU1 Effective Date: 01/01/1980

Plan Type: 10 Medical

DispPlnSeq: 10

Event Rules ID: KU1X Medical/Dental/Vision Rules

Waive Coverage: Allowed with Proof

☒ HIPAA Plan

☒ COBRA Plan

Load Cross Plan Values

Self-Service Configuration

Option: Customize | Find | View All | First | 1-5 of 27 | Last

Optn ID	*Option Type	Benefit Plan	Covg Code	Deductn Cd	Option Code	Cross Plan Type	Cross Benefit Plan	Coverage Limit (Pct)	Check Dependents
1	Gen Credit			KUMED9					<input type="checkbox"/>
2	Waive Optn			KUMED9	W				<input type="checkbox"/>
3	Option	KUMEC	1	KUMED9	11				<input type="checkbox"/>
4	Option	KUMEC	2	KUMED9	12				<input type="checkbox"/>
5	Option	KUMEC	3	KUMED9	13				<input type="checkbox"/>

Option: Cross Plan Tab

Cross Plan Type

Identifies the controlling plan that employees or dependents must be enrolled in before they are eligible for enrollment in the option being defined. This field is required for all other cross-plan validations.

Cross Benefit Plan

The controlling benefit plan that is required for an employee to elect this option. If this field is blank, then any election in a benefit plan within the Cross Plan Type field meets the criteria for cross-plan validation.

Coverage Limit (Pct) (coverage limit percentage)

Used primarily for life plan options to place a limit on the amount of coverage the enrollee (employee or dependent) can receive. This field becomes available after you attach a cross-plan type to a benefit plan.

Note: During Benefits Administration validation processing, the system checks to ensure that the coverage elected or afforded under this benefit plan does not exceed the specified percentage of the coverage elected or afforded under the Cross Benefit plan.

Check Dependents

When selected, this option informs the system to check that potential dependents (for the specified benefit plan or option) are also enrolled as dependents for the specified Cross Benefit plan. This is available only to 1x plan types and becomes available after you associate a cross-plan type with a benefit plan.

Load Cross Plan Values Page

Use the Load Cross Plan Values page (BEN_PROG_XLOAD) to create codes that will automatically populate the Cross-Plan Type, Coverage Limit (Pct), and Check Dependents fields on the Benefit Program Table - Plan Type and Option page.

Navigation

Click the Load Cross Plan Values link on the Plan Type and Option page.

Image: Load Cross Plan Values page

This example illustrates the fields and controls on the Load Cross Plan Values page. You can find definitions for the fields and controls later on this page.

Load Cross Plan Values

Plan Type: Medical

Cross Plan Validation Values

☐ ☒ ☐

☐ Cross Plan Dependent Check

Cross Plan Type:

Cross Coverage Limit Percent:

OK Cancel

This page is a data entry aid to enable you to replicate common cross-plan validation criteria to a large number of options, rather than individually specifying the criteria for each option row.

Cross Plan Type

Identifies the benefit plan that employees or dependents must be enrolled in before they are eligible for enrollment in the specified benefit plan or option. This field is available to all plan types.

Cross Coverage Limit Percent

Places a limit on the amount of the coverage the dependent can receive. This is available only to 2x plan types.

Cross Plan Dependent Check

When selected, this option tells the system to check whether potential dependents for the specified benefit plan or option are also enrolled as dependents for the specified Cross Benefit plan. This is available only to 1x plan types.

OK

Click to save the information and close the page. This option copies the criteria to each underlying option row.

Cancel

Click to close the page and not save any information.

Note: You can also use the Load Cross Plan Values page to clear the cross-plan validation values for a plan type. Access the Load Cross Plan Values page, select the Load check box and deselect the values for the fields that you want to clear from the cross plan type, coverage limit percent, and dependent check fields, and click OK. The system clears the fields that you selected.

Chapter 8

Administering Flexible Spending Accounts

Understanding FSA Administration

This section discusses:

- Payment processing.
- FSA Administration processes.

Payment Processing

Payment processing is based on the one or more benefit programs that you group together and the plan year that you identify. You can run payment cycles simultaneously. Scheduling frequent payment processing is to your advantage because employee year-to-date information remains current.

FSA Administration Processes

This table lists the FSA Administration processes:

Process	Usage	What the System Does
FSA Claims Processing (FSA001)	Process claim payments for the employees in the plan years and the benefit programs that you include.	Processes claims and updates claim and payment detail and year-to-date activity. After you enter claim data, claim status is Submitted.
Account Closure (FSA002)	Close out previous year accounts, after you have processed all claims for the year—probably at the second quarter of the current year.	Updates all prior year accounts to Closed status and produces a report that accounts for prior-year funds.
Check Print (FSA003)	Select a type of check to print.	Prints checks.
Check Register (FSA004)	Define check register information for printing.	Prints check register.
Quarterly Account Register (FSA005)	Define quarterly balance statement information for printing.	Prints quarterly balance statements.

Process	Usage	What the System Does
FSA Check Reversal (FSA006)	Reverse paid checks to claims.	<p>If a claim is processed and the check is not printed, the process sets:</p> <ul style="list-style-type: none"> • Check status to Void. • Claim status to Pended. <p>If a claim is processed and the check is printed, the process:</p> <ul style="list-style-type: none"> • Sets check status to Reversed. • Sets claim status to Pended. • Reduces the claim's Paid-to-Date field by the appropriate amount, and marks it so it will be picked up during the next Claims Processing run.
FSA Claim Reversal (FSA007)	Reverse an FSA claim and all checks that reimburse that claim.	<p>If a claim is not processed, the process sets the claim to Void.</p> <p>If a claim is processed, but the check is not printed, the process:</p> <ul style="list-style-type: none"> • Sets claim status to Reversed. • Sets check status to Void. <p>If a claim is processed and the check is printed, the process:</p> <ul style="list-style-type: none"> • Sets claim status to Reversed. • Sets check status to Reversed. • Clears the claim's Paid-To-Date field. • Subtracts the claim's submitted and approved amounts from the committed FSA balances. • Lists other claims that are affected by the reversal.

Common Elements Used for FSA Administration

Calendar Year

Enter the year for which you want to process claims. You can process more than one run ID for different years in the same payment processing cycle. However, each combination of calendar year and run ID must be unique.

Form ID

Select the stock that you want to use for check printing in this payment cycle.

Participant

An individual employee who participates in an employer benefits plan. For example, if an employee contributes to an employer's tax deferred savings plan, he is considered a participant of that plan. All participants are considered employees, but from plan to plan all employees might not be participants.

(USA) Entering Health Care Claims

This section provides an overview of claims processing and discusses how to enter health care claim data.

Pages Used to Enter Health Care Claims

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Create FSA Claims (Create Flexible Spending Accounts Claims)	FSA_CLAIM_ENTRY	Benefits, Admin Flex Spending Acct US, Submit Claims, Create FSA Claims, Create FSA Claims	Enter health care claim data for both active and terminated employees.
Modify FSA Claims (Modify Flexible Spending Accounts Claims)	FSA_CLAIM_PARTIC	Benefits, Admin Flex Spending Acct US, Submit Claims, Modify FSA Claims, Modify FSA Claims	Make changes to claim data before you process a payment for a health care claim.

Understanding Claims Processing

FSA Administration starts with your receipt of employee claims. As employees submit claims, you use specific health care and dependent care pages to enter data. Continue entering data and making changes until you're ready to process payments.

When you submit a claim, the system can allow a 2 1/2 month grace period. This allows employees to submit claims for services that occurred 2 1/2 months after the end of the plan year. Whether this grace period is allowed is determined by the dates entered in the FSA Service From Date and Through fields on the FSA Admin Config page.

Employees can be enrolled in two FSA plans that have overlapping service dates. So if a claim is submitted that falls within the service dates of two plans, the system selects the older plan and checks whether an amount is available for reimbursement.

- If no money is available for reimbursement in the older plan, the claim is paid using the later plan.
- If money is available for reimbursement in the older plan and the amount available can cover the entire claim, the claim is paid using the older plan.
- If money is available for reimbursement and the amount available cannot cover the entire claim, the claim is paid using both plans.

- If the money available in both plans is less than the submitted claim, the claim is paid using the amount available in both plans and the remaining submitted amount is denied.

Before you process a payment, make changes to claim data on participant pages. You use the participant pages to locate claim and payment data, using a variety of search criteria.

Create FSA Claims Page

Use the Create FSA Claims (Create Flexible Spending Accounts Claims) page (FSA_CLAIM_ENTRY) to enter health care claim data for both active and terminated employees.

Navigation

Benefits, Admin Flex Spending Acct US, Submit Claims, Create FSA Claims, Create FSA Claims

Image: Create FSA Claims page

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

Create FSA Claims

*EmpID: KU0020 Christelle Stevenson Benefit Record: 0

*Plan Type: 60 Flex Spending Health - U.S.

*Claim ID: NEW *Service From: 01/02/2006 *Service To: 01/03/2006

Benefit Plan: KUHFSFA Coverage Begin: 01/01/2000 Deduction Begin: 01/01/2000

Account Status: Active Annual Pledge: \$0.00 Amount Available: \$0.00

Claim Details

Action Date: 05/07/2009 *Service Type: Medical

*Submitted Amount: 180 *Submitted Date: 02/23/2006

Denied Amount: Denied Date:

Approved Amount: \$0.00 Reason Denied:

Patient Code: Employee Name:

Service Provider:

Claim Comments:

For terminated employees that still have an active FSA enrollment status, you can enter claims through the end of the FSA plan year and process claims up to the full annual pledge elected.

Claim ID

Displays the claim ID. The system can automatically assign the claim ID. When you enter a new claim, the Claim ID field is automatically set to *NEW*. If you do not change it, the system replaces it with the next available eight-digit claim ID when you save the data. After the system assigns the claim ID to the data entry record, it displays a message with the ID that it assigned. This enables you to record the ID on the employee's paperwork, if required.

Service From and Service To

Select the dates on which the eligible expenses occurred. If you enter service dates that are not within the same calendar year, a

warning appears. A warning also appears if the service dates are not within the coverage begin and end dates. After you enter the service from date, the system displays the FSA benefit plan data for the employee, including the annual pledge. The data is based on the plan year.

Claim Details

Action Date

Displays the date on which the claim was entered.

Service Type

Select a service type for this claim from the list of available options.

Submitted Amount

Enter the amount submitted on this claim. The system verifies that this amount does not exceed the annual pledge amount. An employee can submit a health care claim amount that is more than the year-to-date contribution. If the submitted amount is more than the annual pledge amount, the system pays up to the annual pledge amount that is available and rejects the rest of the claim. If the submitted amount is more than the year-to-date contribution but less than the annual pledge amount, the system pays the claim. For example, if an employee pledges 1200 USD for the year and submits a claim for 600 USD after contributing only 100 USD, the system pays 600 USD.

Denied Amount

Enter the values to deny part of a claim or an entire claim. Use these values to indicate expenses that are not eligible for payment under the flexible spending account.

Denied Date

Enter the values to deny part of a claim or an entire claim. Use these values to indicate expenses that are not eligible for flexible spending accounts, based on the Section 125 rules.

Reason Denied

Enter the values to deny part of a claim or an entire claim. Use these values to indicate expenses that are not eligible for flexible spending accounts, based on the Section 125 rules.

Select from the following values:

- *Already Paid*
- *Claim Pended-Exceeds Avail Bal* (claim pended-exceeds available balance)
- *Not a Covered Expense*
- *Submitted Amt Exceeds Balance* (submitted amount exceeds balance)

Approved Amount

Displays a calculated value, based on the data that you enter.

Patient Code

For health care claims only, the Patient Code, Name, and Service Provider fields are optional informational fields and are for your use only.

If the claim is for an employee, enter the patient code *Employee*. Other values are *Dependent*, *Spouse*, and *[None]*.

If the patient code value is *Dependent* or *Spouse*, enter the name of the related person in the Name field.

(CAN) Entering Claims

This section provides an overview of claims processing and discusses how to enter claim data.

Pages Used to Enter Claims

Page Name	Definition Name	Navigation	Usage
Create Health Care Claim	HC_CANAD_DATA_ENTY	Benefits, Admin Flex Spending Acct CAN, Submit Claims, Create Health Care Claim, Create Health Care Claim	Enter a new health care claim and provide details for each claim line item.
Modify Health Care Claim - Health Care Participant	HC_CANAD_PARTIC	Benefits, Admin Flex Spending Acct CAN, Submit Claims, Modify Health Care Claim, Health Care Participant	Make changes to claim data before you process a payment for a health care claim.
Modify Health Care Claim - Claim Details	HC_CANAD_PARTIC2	Benefits, Admin Flex Spending Acct CAN, Submit Claims, Modify Health Care Claim, Claim Details	Change detailed information about a particular participant health care claim.
Create Retirement Counsel Claim	RC_CANAD_DATA_ENTY	Benefits, Admin Flex Spending Acct CAN, Submit Claims, Create Retirement Counsel Claim, Create Retirement Counsel Claim	Enter new retirement claims with a detailed level of information.
Modify Retirement Counsel Claim - Claim/Comments	RC_CANAD_PARTIC	Benefits, Admin Flex Spending Acct CAN, Submit Claims, Modify Retirement Counsel Claim, Claim/Comments	Review basic claim and comment information for a specific claim.
Modify Retirement Counsel Claim - Claim Details	RC_CANAD_PARTIC2	Benefits, Admin Flex Spending Acc CAN, Submit Claims, Modify Retirement Counsel Claim, Claim Details	Change detailed information about a particular participant retirement counseling claim.

Understanding Claims Processing

Canadian employers use the Canadian Health Care and Canadian Retirement Counseling Data Entry pages. Canadian pages operate much like the U.S. pages described in the preceding sections. Additional Canadian data entry pages allow for multiple line items per claim.

Create Health Care Claim Page

Use the Create Health Care Claim page (HC_CANAD_DATA_ENTY) to enter a new health care claim and provide details for each claim line item.

Navigation

Benefits, Admin Flex Spending Acct CAN, Submit Claims, Create Health Care Claim, Create Health Care Claim

Image: (CAN) Create Health Care Claim page

This example illustrates the fields and controls on the (CAN) Create Health Care Claim page. You can find definitions for the fields and controls later on this page.

Service From and Service To

These dates represent the earliest and latest entries of the detail line items. When you finish entering these dates, access the Health Care Claims Entry page.

Total Amt Billed (total amount billed)

Enter an amount for each claim line item.

Patient Code

If the claim is for an employee, enter *Employee*. Other values are *Dependent*, *Spouse*, and *[None]*. If the relationship is *Dependent* or *Spouse*, enter the name of the related person.

Revenue Canada requires that Canadian Retirement Counseling claims be paid directly to the service provider, not the claimant. For this reason, the Canadian Retirement Counseling page requires the entry of a provider ID. This provider information appears on the check stubs for the claimant, along with employee claim information. Special care is required in situations that involve partial payments.

Processing FSA Claim Payments

This section provides an overview of payment cycle activities and discusses how to:

- Print checks.
- Print the check register.

Pages Used to Process FSA Claim Payments

Page Name	Definition Name	Navigation	Usage
Specify Processing Parameters	RUNCTL_FSA_CLAIMS	<ul style="list-style-type: none"> • Benefits, Admin Flex Spending Acct CAN, Process Claims, Specify Processing Parameters, Specify Processing Parameters • Benefits, Admin Flex Spending Acct US, Process Claims, Specify Processing Parameters, Specify Processing Parameters 	Set up the information that controls a payment processing cycle. Claims for all employees in the benefit program who are associated with the run ID and a service from date in the calendar year must have a claim status of <i>Submitted</i> or <i>Pending</i> .
FSA Claim Payment Process	PRCSRUNCNTL	<ul style="list-style-type: none"> • Benefits, Admin Flex Spending Acct CAN, Process Claims, Calculate Claim Payment, FSA Claim Payment Process • Benefits, Admin Flex Spending Acct US, Process Claims, Calculate Claim Payment, FSA Claim Payment Process 	Process all claim data with statuses of <i>Submitted</i> , <i>Pending</i> , or <i>Ready To Pay</i> .
Print Cheques Print Checks	RUNCTL_FSA003CN RUNCTL_FORM_ID	<ul style="list-style-type: none"> • Benefits, Admin Flex Spending Acc CAN, Process Claims, Print Cheques, Print Cheques • Benefits, Admin Flexible Spending Acct US, Process Claims, Print Checks, Print Checks 	Print FSA claim checks for records flagged in FSA001.

Page Name	Definition Name	Navigation	Usage
Print Cheque Register Print Check Register	RUNCTL_FSA004CN RUNCTL_FSA004	<ul style="list-style-type: none"> • Benefits, Admin Flex Spending Acct CAN, Process Claims, Print Cheque Register, Print Cheque Register • Benefits, Admin Flex Spending Acct US, Process Claims, Print Check Register, Print Check Register 	Print a list of the checks printed on the FSA Check Print Report.

Understanding Payment Cycle Activities

For each payment cycle, perform these activities:

1. Set up a run control ID for the payment processing cycle.
2. Initiate the FSA Claims Processing process.
3. To process claims payments, initiate FSA Claims Processing from the Process menu.

The system then performs the following steps:

1. Based on the run control ID that you set up, processes all claim data with statuses of *Submitted*, *Pending*, or *Ready To Pay*.
2. During payment processing, verifies that claims approved year-to-date do not exceed the annual pledge amount for the health care account or the year-to-date contribution for the dependent care account.
3. Based on the minimum check amount that you define for employees in a benefit program, holds claims that are less than the minimum, changing the claim status to *Pending*.

The system processes the claim but does not print a check until the total of the pending minimum reaches the minimum check amount. You define the minimum check amount for participants in a benefit program on the Benefit/Deduction Program page.

4. When the total for pending claims reaches the minimum, during the next processing cycle the system processes a payment for the employee.
5. Holds dependent care claims that are more than the year-to-date contribution amount.

For example, if an employee submits a dependent care claim for more than the amount contributed to the dependent care FSA as of that date, the system pays the claim up to the amount in the FSA and holds the excess in a pending status.

6. After processing a claim, changes the claim status from *Submitted* to *Pending*, *Ready to Pay*, or *Fully Processed*.

Printing Checks

Access the Print Check Register page.

To print checks, set up and run the Check Print process using the Reports menu. This process prints checks for all of the claims with statuses of *Pay this Run* and form IDs that are equal to the form ID defined on the Print Checks or Print Cheques page.

The Check Print process also updates the claim payment status from *Pay this Run* to *Paid*.

Printing the Check Register

Access the Print Check Register page.

To print the Print Check Register, initiate the Check Register process. One check register exists for each benefit plan year, sorted by the health care and dependent care claims.

Related Links

[Benefits Administration Reports: A to Z](#)

Viewing Claim and Payment Details

This section provides an overview of claim and payment details and discusses how to:

- (CAN) View FSA claim information.
- View payment details.
- Review FSA claims.
- View year-to-date employee data.

Pages Used to View Claim and Payment Details

Page Name	Definition Name	Navigation	Usage
FSA Claim Details	FSA_CLAIM_DETAILS FSA_CLAIM_DET_CAN	<ul style="list-style-type: none"> • Benefits, Admin Flex Spending Acct CAN, Review Claim/Payment Info, FSA Claim Details, FSA Claim Details • Benefits, Admin Flex Spending Acct US, Review Claim/Payment Info, FSA Claim Details, FSA Claim Details 	View FSA claim entry information for Canada and the U.S. (on separate pages).

Page Name	Definition Name	Navigation	Usage
FSA Payment Details	FSA_PAYMENT_DETAIL	<ul style="list-style-type: none"> Benefits, Admin Flex Spending Acct CAN, Review Claim/Payment Info, FSA Payment Details Benefits, Admin Flex Spending Acct US, Review Claim/Payment Info, FSA Payment Details 	View payment detail for Canada and the U.S. for any claim payment.
Year-to-Date Activity	FSA_YTD_ACTIVITY	<ul style="list-style-type: none"> Benefits, Admin Flex Spending Acct CAN, Review Claim/Payment Info, Year-to-Date Activity, Year-to-Date Activity Benefits, Admin Flex Spending Acct US, Review Claim/Payment Info, Year-to-Date Activity, Year-to-Date Activity 	View all year-to-date data for Canada and the U.S. for an employee.

Understanding Claim and Payment Details

Claim detail refers to specific claims. *Payment detail* refers to specific payments that an employee receives during a plan year. *Year-to-date activity* refers to total pledge, contribution, claim, and payment amounts.

Use the FSA Claim Details page to view claim detail for any claim. You locate a claim by entering one or more search criteria.

To request a search based on FSA claim status, enter one of these codes: *F* (fully processed), *J* (rejected), *P* (pending), *R* (ready to pay), *S* (submitted), or *X* (reversed).

Note: (CAN) Canadian users can review two levels of claim details. Both U.S. and Canadian users review claims at the first level of claim details, the FSA Claim Details page. Canadian users use the Health Care Participant - Claim Details page to review further details about health care and retirement counseling claims.

FSA Claim Details (CAN) Page

Use the FSA Claim Details page (FSA_CLAIM_DETAILS) to view FSA claim entry information for Canada.

Navigation

Benefits, Admin Flex Spending Acct CAN, Review Claim/Payment Info, FSA Claim Details, FSA Claim Details

Select the FSA Claim Details tab.

Image: FSA Claim Details (CAN) page

This example illustrates the fields and controls on the FSA Claim Details (CAN) page. You can find definitions for the fields and controls later on this page.

FSA Claim Details					
Antonio Santos		Employee		ID: KU0010	Benefit Record: 0
Enrollment Details					
Plan Type:	FSA Health	Deduction Begin:	01/01/2000	Deduction End:	
Benefit Plan:	KUHFS	Coverage Begin:	01/01/2000	Coverage End:	
Account Status:	Active	Annual Pledge:	2,000.00	Amount Available:	0.00
Claim Details					
Claim ID:	00010014	Service From:	02/18/2000	Service To:	02/18/2000
Submitted Amount:	50.00	Approved Amount:	50.00	Status:	Fully Processed
Denied Amount:	0.00	Paid To Date:	50.00	<input type="checkbox"/> Split Claims	
Approved Amount:	50.00	Pended:	0.00		
Claim Payments					
Customize Find View All First 1 of 1 Last					
Form ID	Check Nbr	Check Dt	FSA Payment Status	FSA Check Amount	Claim Amount Paid
KUHFS	1008	02/28/2000	Paid	350.00	50.00

Claim Details

This group box contains various claim amounts, such as amounts approved and denied.

Status

When you enter claim data, the system sets the claim status to *Submitted*. When the system approves payment for a claim, it sets the status to *Ready to Pay*, *Pending*, or *Fully Processed*.

Claim Payments

This group box provides payment information for this claim. Note that you might see more than one check for the same claim. This can happen in a situation in which the system held part of a claim and then paid it after funds became available.

FSA Payment Details Page

Use the FSA Payment Details page (FSA_PAYMENT_DETAIL) to view payment detail for Canada and the US.

Navigation

- Benefits, Admin Flex Spending Acct CAN, Review Claim/Payment Info, FSA Payment Details
- Benefits, Admin Flex Spending Acct US, Review Claim/Payment Info, FSA Payment Details

Image: FSA Payment Details page

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

FSA Payment Details

Antonio Santos Employee
 ID: KU0010 Benefit Record: 0

Check Details

Find | View All First 1 of 1 Last

Form ID: KUFSA

Check Nbr: 1001

Check Dt: 02/01/2000

FSA ChkAmt: 500.00

Paymt Stat: Paid

Year: 2000

Plan Type: FSA Health

Benefit Plan: KUHFS

Claims Paid by Check

Customize | Find | View All First 1-2 of 2 Last

Claim ID	FSA Claim Status	Claim Approved Amount	Paid To Date	Claim Amount Paid
00010001	Fully Processed	350.00	350.00	350.00
00010002	Fully Processed	150.00	150.00	150.00

Paymt Stat (payment status)

The system displays one of these values:

- *Pay This Run:* Payment has been calculated and authorized, but a check has not yet been printed.
- *Reversed:* Payment was canceled before a check was printed (although a check number was still allotted).
- *Paid:* A check has been printed.
- *Void:* A check was printed and subsequently voided.

FSA Claim Details Page

Use the FSA Claim Details page (FSA_CLAIM_DETAILS) to review FSA claim entry information.

Navigation

Benefits, Admin Flex Spending Acct CAN, Review Claim/Payment Info, FSA Claim Details, FSA Claim Details

Image: FSA Claim Details page

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

FSA Claim Details					
Martina Griffiths		Employee		ID: KC0001	Benefit Record: 0
Enrollment Details					
Plan Type:	Health FSA	Deduction Begin:	01/01/2000	Deduction End:	
Benefit Plan:	KCHFSA	Coverage Begin:	01/01/2000	Coverage End:	
Account Status:	Active	Annual Pledge:	2,400.00	Amount Available:	1,470.00
Claim Details					
Claim ID:	00010035	Service From:	01/05/2000	Service To:	01/25/2000
Submitted Amount:	350.00	Approved Amount:	350.00	Status:	Fully Processed
Denied Amount:	0.00	Paid To Date:	350.00	<input type="checkbox"/> Split Claims	
Approved Amount:	350.00	Pended:	0.00		
Claim Payments					
Customize Find View All 1 of 1 First 1 of 1 Last					
Form ID	Check Nbr	Check Dt	FSA Payment Status	FSA Check Amount	Claim Amount Paid
KCFSA	1006	05/31/2000	Paid	930.00	350.00

Deduction Begin and Deduction End

Displays the dates on which the first and last deductions can be taken from a participant's paycheck.

Coverage Begin and Coverage End

Displays the dates on which FSA coverage begins and ends.

Account Status

Displays the current status of the FSA account.

Amount Available

Displays the annual pledge amount minus claims amounts that have been submitted or paid. This can be more than the contributions that the employee has made to date.

Split Claims

Select to *split* or divide a claim into two with payments paid out of both plans during Claims Processing.

Note: A claim can be split if it is eligible to be paid under two different plan years due to overlapping service dates and the submitted amount exceeds the amount available from the first plan year.

Year-to-Date Activity Page

Use the Year-to-Date Activity page (FSA_YTD_ACTIVITY) to view all year-to-date data for Canada and the U.S. for an employee.

Navigation

- Benefits, Admin Flex Spending Acct CAN, Review Claim/Payment Info, Year-to-Date Activity, Year-to-Date Activity
- Benefits, Admin Flex Spending Acct US, Review Claim/Payment Info, Year-to-Date Activity, Year-to-Date Activity

Image: Year-to-Date Activity page

This example illustrates the fields and controls on the Year-to-Date Activity page. You can find definitions for the fields and controls later on this page.

Year-to-Date Activity					
Antonio Santos		Employee		ID: KU0010	Benefit Record: 0
FSA Plan Find View All First 1 of 2 Last					
Plan Type:		Flex Spending Health - U.S.			
Year-to-Date Details Find View All First 1 of 4 Last					
Coverage Begin Date:	01/01/2008	Effective Date:	01/01/2008		
Benefit Plan:	KU1				
Employee Status:	Active				
*FSA Account Status:	Active <input type="button" value="v"/>				
Submitted Amount YTD:	0.00				
Approved Amount YTD:	0.00	Annual Pledge:	0.00	Total Contributions:	18.87
Paid Amount YTD:	0.00	Approved Amount YTD:	0.00	Paid Amount YTD:	0.00
Approved But Unpaid:	0.00	Amount Available:	0.00	Account Balance:	18.87

FSA Account Status

Update the status of this account. The system maintains this status, but you can update it. You might do this, for example, if you decide to close an account before the end of the year (however, you would typically use the Manage Base Benefits business process to terminate an employee's FSA election).

Reversing Checks and Claims

This section provides an overview of reversals and discusses how to:

- Reverse erroneous payments.
- Enter claim reversal parameters.

Pages Used to Reverse Checks and Claims

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Reverse Cheques in Error Reverse Checks in Error	RUNCTL_FSA006	<ul style="list-style-type: none"> Benefits, Admin Flex Spending Acct CAN, Correct Errors, Reverse Cheques in Error, Reverse Cheques in Error Benefits, Admin Flex Spending Acct US, Correct Errors, Reverse Checks in Error, Reverse Checks in Error 	Reverse FSA payment checks that were created in error.
Cancel Claim/Reverse Check	RUNCTL_FSA007	<ul style="list-style-type: none"> Benefits, Admin Flex Spending Acct CAN, Correct Errors, Cancel Claim/Reverse Cheque, Cancel Claim/Reverse Cheque Benefits, Admin Flex Spending Acct US, Correct Errors, Cancel Claim/Reverse Check, Cancel Claim/Reverse Check 	Enter the parameters for canceling a claim.

Understanding Reversals

You may have FSA payment checks or claims that were entered erroneously. You handle these situations with processes that reverse offending checks and back out incorrectly entered claims, returning the associated FSA accounts to the state they were in before the checks, claims, or both were entered into the system.

Reverse Cheques in Error Page

Use the Reverse Cheques in Error page (RUNCTL_FSA006) to reverse FSA payment checks that were created in error for CAN and US on separate pages.

Navigation

- Benefits, Admin Flex Spending Acct CAN, Correct Errors, Reverse Cheques in Error, Reverse Cheques in Error
- Benefits, Admin Flex Spending Acct US, Correct Errors, Reverse Checks in Error, Reverse Checks in Error

Image: Reverse Cheques in Error page

This example illustrates the fields and controls on the Reverse Cheques in Error page. You can find definitions for the fields and controls later on this page.

FSA Check Reversal Process

Reverse Cheques in Error

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Reverse Details

Form ID: Check Nbr: Check Dt:

Issued to

EmplID: Name: Plan:
FSA Check Amount:

Claim Details

Claim ID	Service From	Service To	Submit Amt	Aprvd Amt	Paid To Dt	Amount Pd	Status

To set up the FSA Check Reversal process run control ID, enter the form ID, Check number, and check date for the check that you want to reverse.

If claim payment information is related to the check that you identify, the system automatically populates fields in the Issued to group box. You can use this information to verify that you specified the correct check.

Claim ID	Displays the claim paid by the specified check.
Service From and Service To	Displays the dates on which the eligible expenses occurred.
Submitted Amt (submitted amount)	Displays the amount submitted on this claim. The submitted amount can exceed the annual pledge; it just won't pay the whole amount.
Aprvd Amt (approved amount)	Displays the amount of the claim that was approved for payment. The system verified that the approved amount does not exceed the annual pledge amount.
Paid To Dt (paid to date)	Displays the amount paid to date for a claim. The FSA Check Reversal process reverses an FSA check by distributing the reimbursement amount back to each of the claims that were paid

by the check. For each claim, the value in this field is reduced by the amount paid in the reversed check.

Amount Pd (amount paid)

Displays the amount paid for the claim.

Status

Displays the claim status. The claim's status is reset to *Pending* so that it will be picked up during the next FSA Processing run. The check's status is set to *Reversed* if it has not yet been printed or to *Void* if it has been printed.

The FSA account balance (as represented by the highest elected FSA Benefit record for the calendar year) is adjusted to reflect a reduced Paid To Dt field.

Cancel Claim/Reverse Cheque Page

Use the Cancel Claim/Reverse Check page (RUNCTL_FSA007) to enter the parameters for canceling a claim for CAN and US on separate pages.

Navigation

- Benefits, Admin Flex Spending Acct CAN, Correct Errors, Cancel Claim/Reverse Cheque, Cancel Claim/Reverse Cheque
- Benefits, Admin Flex Spending Acct US, Correct Errors, Cancel Claim/Reverse Check, Cancel Claim/Reverse Check

Image: Cancel Claim/Reverse Cheque page

This example illustrates the fields and controls on the Cancel Claim/Reverse Cheque page. You can find definitions for the fields and controls later on this page.

FSA Claim Reversal Process

Cancel Claim/Reverse Cheque

Run Control ID: PS
[Report Manager](#)
[Process Monitor](#)

Reverse this FSA Claim

EmplID:

Plan Type:

Claim ID:

Serv From:

To:

For:

Claim Status:

Claim Reversal Details

Check Nbr	Check Dt	FSA ChkAmt	Status

Add'l Claims which will be affected

Claim ID	Service From	Service To	Submit Amt	Aprvd Amt	Check Nbr	Amount Pd	Status

Use this page to identify the FSA claim that you want to reverse by entering the employee ID, plan type, and claim ID associated with the claim. The system populates the Claim Reversal Details group box when an existing claim is identified. It lists all checks that reimbursed portions of the claim specified. Each

of those checks must be reversed before the specified claim as a whole is reversed. The Claim Reversal process performs this step.

The system populates the Add'l Claims which will be affected (additional claims which will be affected) group box when an existing claim is identified. It lists all FSA claims that are affected when the checks listed in the Claim Reversal Details group box are reversed. Additional claims are held and any reversed amounts are paid during the next run of the FSA process.

Serv From (service from) and To Display dates that provide information to verify that the correct claim was specified.

Claim Status and For Display additional information to verify that the correct claim was specified.

When you run the Cancel Claim/Reverse Check process, the system reverses the FSA claim, first by reversing every check that reimburses the claim and then by backing out the claim itself. The claim's Paid-To-Date field is deselected, the claim displays a status of *Reversed*, and the claim's submitted and approved amounts are subtracted from the committed FSA account balances.

Note: The committed FSA account balances are taken from the highest elected FSA benefit record for the calendar year.

Reporting and Closing FSAs

This section provides an overview of the reporting process and discusses how to close prior year FSAs.

Pages Used to Report and Close FSAs

Page Name	Definition Name	Navigation	Usage
Close and Summarize Accounts	RUNCTL_FSA002	<ul style="list-style-type: none"> Benefits, Admin Flex Spending Acct CAN, Create Account Reports, Close and Summarize Accounts, Close and Summarize Accounts Benefits, Admin Flex Spending Acct US, Create Account Reports, Close and Summarize Accounts, Close and Summarize Accounts 	Close the prior year FSA accounts and produce the Account Closure Statement.

Page Name	Definition Name	Navigation	Usage
Quarterly Account Statements	PRCSRUNCNTL	<ul style="list-style-type: none"> • Benefits, Admin Flex Spending Acct CAN, Create Account Reports, Quarterly Account Statements, Quarterly Account Statements • Benefits, Admin Flex Spending Acct US, Create Account Reports, Quarterly Account Statements, Quarterly Account Statements 	Process quarterly account statements for employees.

Understanding the Reporting Process

To prepare quarterly employee statements, initiate the Quarterly Account Register process from the Reports menu. These statements provide employees with important information about their FSA accounts: the annual pledge, contributions, and claims paid.

Employees typically have a grace period after the end of the year to submit claims for the prior year. During the grace period, you can process claims for both the prior and current years. After you complete all prior year processing, you can close the prior year and produce a report of prior-year activity. The report serves as an audit trail.

To perform the closing process, select Account Closure from the Reports menu. This process changes the account status to *Closed* for every account with a coverage period in the year prior to the date when you initiate the close process.

Note: (CAN) On the Canadian version of the Quarterly Account Statements page, you can elect to report only high-level claim information or full details (per line item).

Related Links

[Benefits Administration Reports: A to Z](#)

Close and Summarize Accounts Page

Use the Close and Summarize Accounts page (RUNCTL_FSA002) to close the prior year FSA accounts and produce the Account Closure Statement for CAN and US on separate pages.

Navigation

- Benefits, Admin Flex Spending Acct CAN, Create Account Reports, Close and Summarize Accounts, Close and Summarize Accounts
- Benefits, Admin Flex Spending Acct US, Create Account Reports, Close and Summarize Accounts, Close and Summarize Accounts

Image: Close and Summarize Accounts

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

The Close and Summarize Accounts process produces a report of prior-year claim activity, including detailed data such as employee pledge amounts, contributions, claims paid year-to-date, amounts forfeited, and excess payments. This process also closes the prior year's flexible spending accounts.

Pre-Closure report only (do not close FSA accounts) Select if you do not want to close FSA accounts. If you run the Close and Summarize Accounts process with this option selected, the system generates a pre-closure report and leaves the FSA Account Status unchanged. This enables you to run the report at any time and get a preview of the company's overall FSA program status.

Close and Report all FSA accounts for Plan Year Select to close all prior-year accounts permanently.

Related Links

"Setting Up FSA Plans (*PeopleSoft HCM 9.2: Human Resources Manage Base Benefits*)"

(CAN) Handling Canadian Credit Allocations

Understanding Credit Allocations

Under Canadian rules, some common benefit plans have a premium cost tax status under which all employer-paid portions are nontaxable and all employee-paid portions are taxable. We refer to these types of benefit plans as variable taxation plans because the tax status depends on who pays the premium.

With PeopleSoft Benefits Administration, you can set up benefit plans that automatically provide the best tax advantage to employees by allocating flexible credits to those benefits that would be taxable unless paid for by credits. To set this up:

1. Define your employer-paid flexible credits for each plan type and link them to taxable earnings codes.

Use the Benefit Program table to define these flexible credits.

2. Define the premium deductions for each of your variable taxation benefit plans as before-tax deductions to use when sufficient flexible credits are available to pay for the benefit premium.

Use the Deduction table to define these premium deductions.

3. Create a set of taxable benefit deductions (the tax alteration deductions) that complement the variable taxation benefit plan deductions to use only when sufficient credits are not available to pay for the benefit premium.

Every variable taxation benefit plan deduction (not taxed) should have a corresponding tax alteration general deduction (taxed).

Use the Deduction table to create a set of taxable benefit deductions.

4. Set up the tax alteration deductions as general deductions.

Use the General Deductions table to set up the tax alteration deduction codes as general deductions.

5. Add your tax alteration general deductions to the list of valid general deductions for each applicable company.

Use the Company General Deductions table to add these deductions.

6. Link your variable taxation benefit plan deduction codes to your tax alteration general deduction codes through the Credit Allocation table to prepare them for Benefits Administration and Payroll for North America processing.

Payroll Calculations for Variable Taxation Benefit Plan Reviews

During the payroll calculation process, taxable benefit deduction amounts are calculated and applied to employees' paychecks. The system performs the following actions:

- Pays flexible credit earnings amounts.
- Calculates and applies benefit plan premiums.
- Determines whether sufficient credits are available to cover the entire cost of variable taxation benefit premiums.
- If sufficient credits are not available, calculates taxable benefit deduction amounts to cover the portion of the benefit premium not paid for by credits.

You can view this information on the Paycheque Deduction page. To access the page, select Payroll for North America, Payroll Processing CAN, Produce Payroll, Review Paycheque.

Note: Some benefit deductions are subject to sales tax, such as Goods and Service Tax, Harmonized Sales Tax, and Provincial Sales Tax and can be defined on the Deduction table. If your benefit deduction is paid for by credits and also attracts sales tax, the sales tax amount for that deduction is included when the system is calculating the amount of credits used.

Related Links

"Defining Benefit Deductions (*PeopleSoft HCM 9.2: Payroll for North America*)"

Understanding the Adult Child Benefit Taxability

The value of health care benefits provided to adult children is not considered taxable income for U.S. federal income tax purposes through the calendar year in which they attain age 26; but it is considered taxable income for some non-conforming states.

The health premium amount for adult children reduces the employee's federal taxable gross. However, the health premiums attributed to these adult children should not reduce the state taxable gross for employees in non-conforming states.

The user designates a value of the benefit attributable to the Adult Child in the Benefit Rate table, Nontaxable Before tax deduction class. This value is used to calculate the appropriate state tax. To add the dollar value attributable to the cost of health care benefits provided to adult children to the employee's state taxable gross wages, Taxable Gross Definition Table entries are available for the states that do not conform to the Internal Revenue Code. Both the GL Interface processes can exclude the taxable benefit of these plan types.

For example, an employee has an adult child and the child qualifies for coverage under the adult child rules. The employee is in a state that is not following these federal rules.

<i>Item</i>	<i>How Calculated</i>	<i>Amount</i>	<i>Taxable Gross Definition ID</i>
Gross Pay	10 hours @ \$20/hr	200	
Medical deduction - Employee's portion	Ded class B (Before tax)	-10	125
Medical deduction - Adult child portion	Ded class B (Before tax)	-5	125
Federal taxable gross		185	
Add back child portion	Non-taxable Btax benefit	5	ACT
State taxable gross		190	

The effect of this example is to give the employee the benefit of deducting the over-age child portion at the federal level, but disallowing it at the state level. It imputes income at the state level.

- The Non-taxable deduction class applied at the federal level must reduce gross pay, whereas the Non-taxable Before-tax Benefit deduction class at the state level will add-back to the Federal Taxable Gross.
- For federal taxable gross, you can use the same deduction class B (Before tax) for both the employee and the adult child deductions. You cannot set the same deduction class up twice on a single deduction, so you would combine the employee and adult child's portions into one amount.
- For state taxable gross, you can use the Non-taxable Before-tax Benefit deduction class because it does not impact federal taxable gross amount, and will impute \$5 of income for the state. The ACT Taxable Gross Definition on the Non-taxable Before-tax Benefit deduction class causes it to add the \$5 back to the federal taxable gross amount for state taxes. The Taxable Gross Component ID is needed only for states that do not conform to the federal rules. At this time, all states follow the federal rules

Creating Deductions

This section discusses how to:

- Set up deduction classifications.
- Define general deduction rules for tax alteration deductions.
- Link tax alteration deductions with company general deductions.

Pages Used to Create Deductions

Page Name	Definition Name	Navigation	Usage
Deduction Table - Tax Class	DEDUCTION_TABLE2	Set Up HCM, Product Related, Payroll for North America, Deductions, Deduction Table, Tax Class	Set up deductions for the variable taxation benefit plans, and create the tax alteration deduction codes.
General Deduction Table	GENL_DEDUCTION_TBL	Set Up HCM, Product Related, Payroll for North America, Deductions, General Deduction Table, General Deduction Table	Define general deduction rules for tax alteration deductions.
Company General Deductions	GDED_COM_TBL	Set Up HCM, Product Related, Payroll for North America, Deductions, Company General Deductions, Company General Deductions	Link tax alteration deductions with company general deductions.

Deduction Table - Tax Class Page

Use the Deduction Table - Tax Class page (DEDUCTION_TABLE2) to set up deductions for the variable taxation benefit plans, and create the tax alteration deduction codes.

Navigation

Set Up HCM, Product Related, Payroll for North America, Deductions, Deduction Table, Tax Class

For a variable taxation benefit plan deduction, select Before-Tax. For a tax alteration deduction, select Taxable Benefit.

You should be able to easily identify tax alteration deductions that you design for use with variable taxation benefit plans. You can create an individual deduction for each benefit plan or create a single deduction to be used for all plans.

For example, you might give a tax alteration deduction for a dental plan a deduction code of *DENTAX* to identify it as a taxable benefit for dental plan premiums, while you might name a tax alteration deduction code representing all benefit plans *BENTAX*.

Typically, the total healthcare premium reduces both federal and state taxable gross. If the adult child portion of the health premium is to be taxable at the state level, then assign the value to the Non-Taxable Before-Tax Benefit deduction class. Accordingly, this deduction class must also be added to all applicable health care deduction codes. The Taxable Gross Component ID is available to add to the federal taxable gross. That means: state taxable gross amount = federal taxable gross amount + the adult child health premium.

The deduction class is ideal because it has no impact on the federal taxable gross amount calculation, and is not deducted from the employee's pay. Its purpose is to record the amounts for year-end balances. It is currently used mostly for 401k Employer Match.

General Deduction Table Page

Use the General Deduction Table page (GENL_DEDUCTION_TBL) to define general deduction rules for tax alteration deductions.

Navigation

Set Up HCM, Product Related, Payroll for North America, Deductions, General Deduction Table, General Deduction Table

For each tax alteration deduction, you need to create a matching entry on the General Deduction table with a matching deduction code.

From the General Deduction table, you'll be prompted to enter the deduction code for the tax alteration deduction, as defined through the Deduction table. The default deduction calculation routine is *Flat Amount*, which is the correct routine for the tax alteration deduction.

To indicate that the tax alteration deduction is a taxable benefit general deduction for use with the Credit Allocation table, select the Ben Admin Taxable Ben (Canada) (benefits administration taxable benefit) check box.

Related Links

"Defining General Deductions (*PeopleSoft HCM 9.2: Payroll for North America*)"

"Establishing Earnings Codes (*PeopleSoft HCM 9.2: Payroll for North America*)"

Company General Deductions Page

Use the Company General Deductions page (GDED_COM_TBL) to link tax alteration deductions with company general deductions.

Navigation

Set Up HCM, Product Related, Payroll for North America, Deductions, Company General Deductions, Company General Deductions

For each applicable company, add the tax alteration general deductions that you create to the overall list of general deductions.

Setting Up the Credit Allocation Table

To set up credit allocations, use the Credit Allocation Table (CDN_HIERARCHY) component.

This section provides an overview of the Credit Allocation table and discusses how to set up the Credit Allocation table.

Page Used to Set Up the Credit Allocation Table

Page Name	Definition Name	Navigation	Usage
Credit Allocation Table	CAN_BA_HIER_TBL	Set Up HCM, Product Related, Automated Benefits, Flex Credit Management, Credit Allocation Table, Credit Allocation Table	Set up Credit Allocation tables.

Understanding the Credit Allocation Table

You use the Credit Allocation table to:

- Identify your variable taxation benefit plans.
- Associate variable taxation benefit plan deductions with their corresponding tax alteration deductions.
- Create a credit allocation hierarchy that the system will use to prioritize the allocation sequence of credits to your employees' benefit plans.

Credit Allocation Table Page

Use the Credit Allocation Table page (CAN_BA_HIER_TBL) to set up Credit Allocation tables.

Navigation

Set Up HCM, Product Related, Automated Benefits, Flex Credit Management, Credit Allocation Table, Credit Allocation Table

Image: Credit Allocation Table page

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

Credit Allocation Table

Credit Allocation Table Find | View All | First 1 of 1 Last

Benefit Program: CNB + -

*Effective Date: 01/01/1996 31

Tax Application Hierarchy Customize | Find | View All | First 1-5 of 5 Last

*Seq Nbr	*Plan Type	*Deduction Code	Description	Tax Alteration Deduction Code		
1	Flex Spending Health	CPSAHC	FSA Health Care Can		+	-
2	Retirement Counseling	CPSARC	FSA Retire Counsel Can		+	-
3	Dental	CDEN	Dental Premiums B/Tax	CTAXBN	+	-
4	Major Medical	CEHB	Extended Health Premiums B/Tax	CTAXBN	+	-
5	AD and D	CADD2	AD&D Premiums B/Tax	CTAXBN	+	-

Use this page to enter credit allocation hierarchy records and assign the priority sequence order of the allocation of flexible credits to benefit plans; link benefit plan deduction codes with their corresponding tax alteration deduction codes.

Seq Nbr (sequence number)

The system's tax optimization feature assesses the credit usage of the deductions in the order they are listed here.

For example, credits are applied first to sequence number 1 (perhaps the variable taxation plan type Dental), second to sequence number 2 (perhaps the variable taxation plan type Medical/Dental), third to sequence number 3 (perhaps the variable taxation plan type AD/D), and so on. If insufficient credit earnings are available during payroll processing to cover the entire premium costs of the Dental, Medical/Dental, or AD/D plan types, taxable benefit deduction amounts are automatically processed for the amounts of the shortages, using the applicable tax alteration deduction code.

Deduction Code

Specify one of the before-tax variable-taxation benefit-plan deduction codes that you defined on the Deduction Table - Tax Class page.

Tax Alteration Deduction Code

Specify a taxable benefit general deduction that you defined on the General Deduction Table page.

Reviewing Taxable Benefits for Tax Alteration Deduction Codes

This section provides an overview of taxable benefits for tax-alteration deduction codes and lists the pages used to review taxable benefits for tax alteration deduction codes.

Page Used to Review Taxable Benefits for Tax Alteration Deduction Codes

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Create Deduction Data	GENL_DED_DATA	Payroll for North America, Employee Pay Data CAN, Deductions, Create General Deductions, Create Deduction Data	Review the general deductions created by Benefits Administration for tax alteration management.

Understanding Taxable Benefits for Tax-Alteration Deduction Codes

When the Benefits Administration Open Enrollment or Event Maintenance process finalizes an employee's elections, the system creates a taxable benefit General Deduction Data record for each individual tax-alteration deduction code specified on the Credit Allocation table.

You use the Review General Deduction page to review taxable benefit deduction data. On the page no amounts specified on this record; it exists solely to facilitate payroll processing of taxable-benefit deduction amounts to the paysheets if credit earnings do not cover the entire cost of variable taxation benefit plans.

Preparing for Open Enrollment and Event Maintenance

Understanding the Benefits Administration Preparation Process

The next table outlines the steps that you need to follow to prepare your system for open enrollment and event maintenance processing. Follow these steps only after you have designed your eligibility and event rules and created your benefit programs:

Step	Purpose	Go To
Double-check benefit program setup.	Look over the benefit programs. Ensure that your event rules and eligibility rules are configured.	Building Automated Benefit Programs Setting Up Eligibility Rules Creating Event Rules
Build pay calendars.	Build pay calendars for the new plan year.	Building Pay Calendars (if needed)
Run the base benefit audit.	Ensure that benefit information is accurate.	BEN733 Base Benefit Audit Report
Define PeopleSoft Benefits Administration group IDs.	Determine which groups of participants are processed by a particular open enrollment or event maintenance schedule.	Identifying Benefits Administration Groups
Define open enrollment IDs and Snapshot IDs (use only for open enrollment and snapshot processing).	Identify the benefit programs to be included in open enrollment or snapshot processing.	Defining Open Enrollment and Snapshot IDs (use if defining Open Enrollment process) Setting Up Snapshot ID (use if defining Snapshot process)
Create schedules for Benefits Administration processes.	Define schedules for your Open Enrollment and Event Maintenance processes and associate a group ID and a company with each one to define the groups of employees they will process. If you are defining an open enrollment or a snapshot process, associate an appropriate open enrollment or snapshot ID with the processing schedule.	Establishing a Processing Schedule

Reviewing Your Benefit Program Architecture

Check your system for setup errors now to save time troubleshooting later. Check the design of your benefit programs, along with the setup for all of the related benefit plans, event rules, and eligibility rules.

Note: Although this step is especially important when you are starting out with PeopleSoft Benefits Administration or when you've updated the architecture of your benefits system, you should follow it whenever you are preparing to run a Benefits Administration process.

Building Pay Calendars

PeopleSoft Payroll uses a pay calendar to determine when employees are paid. If your organization has produced a payroll, you've already set up a table with pay calendar information for the current year.

Even if you do not use Payroll, PeopleSoft Benefits Administration needs the pay calendar information to calculate flexible credits and benefit costs by participant pay frequency. It also uses the pay calendars to calculate coverage and deduction begin and end dates.

Before you start open enrollment, pay calendars must be set up for an entirely new plan year, and must include each pay group. If you decide to run Event Maintenance, set up pay calendars for the specific event processing period. As you near the end of the year, set up next year's calendar well in advance to avoid waiting periods or date rules that can cause coverage or deduction begin dates to be calculated in the future.

Related Links

"Understanding Deductions (*PeopleSoft HCM 9.2: Payroll for North America*)"

Running the Base Benefits Audit

Use this audit during implementation, before you enroll participants, and then periodically during the plan year at the appropriate time to catch any errors.

The next table describes the Manage Base Benefits business process audits and their corrective actions. Perform these audits regardless of whether you use the Manage Base Benefits business process or PeopleSoft Benefits Administration to enroll participants.

Base Benefits Audit	Audit Functions	Corrective Actions
Benefit Tables	Identifies health plans on the Benefit and Deduction Program Table with rate per unit not set to <i>None</i> on the Benefit Rate Table.	Correct the information on the Benefit Rate Table.
Employee Data	Identifies employees with personal data but with no employment data.	Enter employee employment data.

Base Benefits Audit	Audit Functions	Corrective Actions
Employee Data	Identifies employees with personal and employment data but with no job data.	Enter employee job data.
Employee Data	Identifies employees with birth dates less than or equal to 16 years from the current date.	Verify that the employee is 16 years old or less or correct the error.
Employee Data	Identifies employees or dependent spouses who have the wrong marital status. This can include married employees who have no spouse on file or employees who are marked as single, but a spouse was entered into the system as dependent data.	Correct the employee's marital status or correct the dependent information (add or remove a spouse).
Enrollment Data	Identifies participants with a nonstandard dependent—not a spouse, son, daughter, father, or mother—enrolled in standard health benefits.	Verify that the person should be a dependent or correct the error.
Enrollment Data	Identifies participants who work in the same company as their dependents, elect the same health coverage in the same plan type as their dependents, and cover the health benefits of their dependents. This audit assumes that Social Security numbers have already been entered on employee personal data and dependent data.	Verify that the enrollments are correct or correct the error.
Enrollment Data	Identifies participants with dependents enrolled in health benefits for whom the dependent is older than 25 (or older than 19 and not a student), not a spouse, and not handicapped. These people are not typically considered dependents.	Correct the dependent information.

Identifying Benefits Administration Groups

To set up Benefits Administration groups, use the Group Identification Table (BAS_GROUP) component.

This section provides an overview of Benefits Administration groups, and discusses how to:

- Assign participants to a benefits group.
- (USF) Assign participants to a benefits group.

Pages Used to Identify Benefits Administration Groups

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Group Identification Table	BAS_GROUP	Set Up HCM, Product Related, Automated Benefits, Processing Controls, Group Identification Table, Group Identification Table	Define BAS (Benefits Administration) group IDs.
Benefit Program Participation	JOB_DATA_BENPRG	Workforce Administration, Job Information, Job Data Click the Benefits Program Participation link on the Job Data page.	Assign participants to a benefit group.
Benefits/FEHB Data	GVT_JOB1	Workforce Administration, Job Information, 1st Rqst Authorization USF, Benefits/FEHB Data	Assign employees to a benefits group during the PAR (Personnel Action Request) hire process.

Understanding Benefits Administration Groups

Use Benefits Administration groups to control which groups of participants are processed when you run a specific open enrollment or event maintenance schedule. With Benefits Administration groups, you can place your entire participant population into a single benefits group, or you can process specific groups of participants. You can associate only one Benefits Administration group with a scheduled Benefits Administration process. If you do not specify a Benefits Administration group when defining a schedule, all employees will be processed by that schedule.

Benefits Administration groups are not required for the operation of Benefits Administration processes, but they are helpful. They enable you to have more control over how you manage open enrollment and event maintenance for your workforce.

Note: Benefits Administration group and company codes work together to define the population of employees by specifying Benefits Administration group, a company, both, or neither, and associating them with a schedule.

Benefit Program Participation Page

Use the Benefit Program Participation page (JOB_DATA_BENPRG) to assign participants to a benefit group.

Navigation

Workforce Administration, Job Information, Job Data

Click the Benefits Program Participation link on the Job Data page.

Image: Benefit Program Participation page

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

Benefit Program Participation			
Antonio Santos Employee		EmplID: KU0010	Empl Record: 0
<div>Benefit Status Find First 1 of 2 Last</div> <div> <div>Benefit Record Number: <input type="text" value="0"/> </div> <div>Effective Date: 07/01/1998</div> <div>Effective Sequence: 1</div> <div>HR Status: Active</div> <div>Payroll Status: Active</div> </div> <div> <div>Action: Pay Rate Change</div> <div>Reason:</div> <div>Job Indicator: Primary Job</div> </div> <div> <div>*Benefits System: <input type="text" value="Benefits Administration"/></div> <div>Annual Benefits Base Rate: <input type="text"/> USD</div> <div>Benefits Employee Status: Active</div> </div>			
<div>Benefits Administration Eligibility</div> <div> <div>BAS Group ID: <input type="text" value="KU1"/> </div> <div>Basic US BAS Group</div> </div> <div> <div>Elig Fld 1: <input type="text"/></div> <div>Elig Fld 2: <input type="text"/></div> <div>Elig Fld 3: <input type="text"/></div> <div>Elig Fld 4: <input type="text"/></div> <div>Elig Fld 5: <input type="text"/></div> <div>Elig Fld 6: <input type="text"/></div> <div>Elig Fld 7: <input type="text"/></div> <div>Elig Fld 8: <input type="text"/></div> <div>Elig Fld 9: <input type="text"/></div> </div>			
<div>Benefit Program Participation Find View All First 1 of 2 Last</div> <div> <div>*Effective Date: <input type="text" value="01/01/1999"/> </div> <div>Currency Code: USD</div> </div> <div> <div>*Benefit Program: <input type="text" value="KU1"/> </div> <div>GBI Master US Benefit Program</div> </div>			
<div> Job Data Employment Data Earnings Distribution Benefits Program Participation </div>			

To assign a participant to a benefits group, enter the appropriate ID in the BAS Group ID field. Later, when you want to process benefits for an employee within a specific BAS group, enter the BAS group ID in the open enrollment or event maintenance processing schedule and then run the Benefits Administration process for that schedule.

Related Links

"Benefit Program Participation Page (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)"

Benefits/FEHB Data Page

Use the Benefits/FEHB Data page (GVT_JOB1) to assign employees to a benefits group during the PAR (Personnel Action Request) hire process.

Navigation

Workforce Administration, Job Information, 1st Rqst Authorization USF, Benefits/FEHB Data

This same page is present in many of the Federal PAR-related components. Pages in this component deal with the initial assignment of an employee to a BAS group ID, and with the maintenance of that assignment.

Related Links

"Employment Information Page (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)"

Defining Open Enrollment and Snapshot IDs

To set up open enrollment and snapshot IDs, use the Open Enrollment Definition (BAS_OE_DEFINITION) and Snapshot Definition (BAS_SNAP_DEFINITN) components.

This section provides an overview of open enrollment and snapshot IDs, and discusses how to:

- Set up parameters of open enrollment.
- (USF) Define multiple, concurrent open enrollment IDs.
- Set up a snapshot ID.
- Use a snapshot ID to run the Snapshot process.

Pages Used to Define Open Enrollment and Snapshot IDs

Page Name	Definition Name	Navigation	Usage
Open Enrollment Definition	BAS_OE_DEFINITION	Set Up HCM, Product Related, Automated Benefits, Processing Controls, Open Enrollment Definition, Open Enrollment Definition	Set up the parameters of the open enrollment.
Snapshot Definition	BAS_SNAP_DEFINITN	Set Up HCM, Product Related, Automated Benefits, Processing Controls, Snapshot Definition, Snapshot Definition	Set up the system to run the Snapshot process.

Understanding Open Enrollment and Snapshot IDs

The system uses the OE (open enrollment) event rule to process employees through open enrollment and give them their re-enrollment opportunities. The coordination of open enrollments by open enrollment IDs enables the PeopleSoft Benefits Administration system to classify open enrollment as an event. You'll associate the open enrollment IDs that you define with an open enrollment processing schedule; all employees associated with that processing schedule (through a group ID) will be processed according to the associated OE event rule, resulting in the opportunity to reenroll or change their benefit elections.

In event maintenance, employees undergo event rule processing only for the unprocessed events that are associated with them. Employees who have no unprocessed events are not affected by event maintenance.

When you first start out with PeopleSoft Benefits Administration, you want to set up a snapshot ID through the Snapshot Definition page. When you first begin using Benefits Administration for daily process, if you are not planning to run the Open Enrollment process as your first Benefits Administration process, then run the Snapshot process to set baseline eligibility information.

Related Links

[Setting Up a Snapshot ID](#)

Open Enrollment Definition Page

Use the Open Enrollment Definition page (BAS_OE_DEFINITION) to set up the parameters of the open enrollment.

Navigation

Set Up HCM, Product Related, Automated Benefits, Processing Controls, Open Enrollment Definition, Open Enrollment Definition

Image: Open Enrollment Definition page

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

Open Enrollment Definition

Open Enrollment Definition ID: KC00

*Period Begin Date: 01/01/2000 *Period End Date: 12/31/2000

*Description: Canadian Open Enrollment 2000 Short Description: CAN OE2000

Self-Service Configuration

Enrollment Begin Date: Enrollment End Date:

Benefit Programs Customize | Find | View All | First 1 of 1 Last

*Benefit Program	Description
KC1	GBI Master CAN Benefit Program

Period Begin Date

Equals the first day that coverage becomes effective for this Open Enrollment or Snapshot process.

Period End Date

Defines the end of the plan year for information purposes only.

Benefit Programs

Select benefit programs that will participate in this open enrollment event.

When establishing an open enrollment ID, you cannot specify plan types associated with a particular benefit program.

(USF) Defining Multiple, Concurrent Open Enrollment IDs

With PeopleSoft Benefits Administration for the Federal Government, you define open enrollment for each scheduled open-season benefits solicitation period offered to your employees. When open seasons

for different benefit plan types overlap, set up the system to run their corresponding open enrollments concurrently with each other.

The coordination of open enrollments by open enrollment IDs is part of the structure that allows the system to classify open enrollment as an event. This simplifies the integration of open enrollment with event maintenance. As a result, open enrollments (reenrollments) for programs and plan types can be processed on a flexible schedule.

For example, suppose the TSP open season has a benefits solicitation period that extends past the point when elections become effective. When this occurs, the employee's election becomes effective with the next pay period and the employee is not retroenrolled back to the normal start date.

Setting Up Floating Event Dates for TSP Open Seasons

Define the floating event date that marks the start of the solicitation period for a TSP open season with the Open Season Begin Date and Open Season End Date fields, which should correspond to the actual begin and end dates of the open season for the open enrollment ID. The open season begin date is used mainly for documentation purposes and does not come into play during any system processing. The open season end date, on the other hand, is used as an upper boundary when the system is determining the effective dates for coverage and deductions.

Note: The floating event date takes the place of the normal event date in the calculation of coverage begin dates for TSP open season events and when the system is getting the current elections from the Base Benefit tables. The system defines this event date either by the elect date in the Data Entry - Option Election page or the system date. See the following chart for more information.

During open enrollment processing, the system calculates the floating event date according to the following rules:

<i>Open Season Processing Setup</i>	<i>Floating Event Date Outcome</i>
System date or elect date is less than the period begin date.	Floating event date is the period begin date.
System date or elect date is greater than the open season end date.	Floating event date is the open season end date.
System date or elect date is between the period begin start date and open season end date.	Floating event date is the first day of the next pay period.
You are in the final run of open enrollment (the Finalize and Apply Defaults check box on the Open Enrollment Run Control page is selected).	Floating event date is the open season end date.

The system uses the elect date on the Data Entry - Option Election page instead of the system date if the event is in *Elections Entered* or later status. The Elect Date field appears only on the Data Entry - Option Election page for open enrollment events. The Elect Date field is used to enter the date that employees return elections.

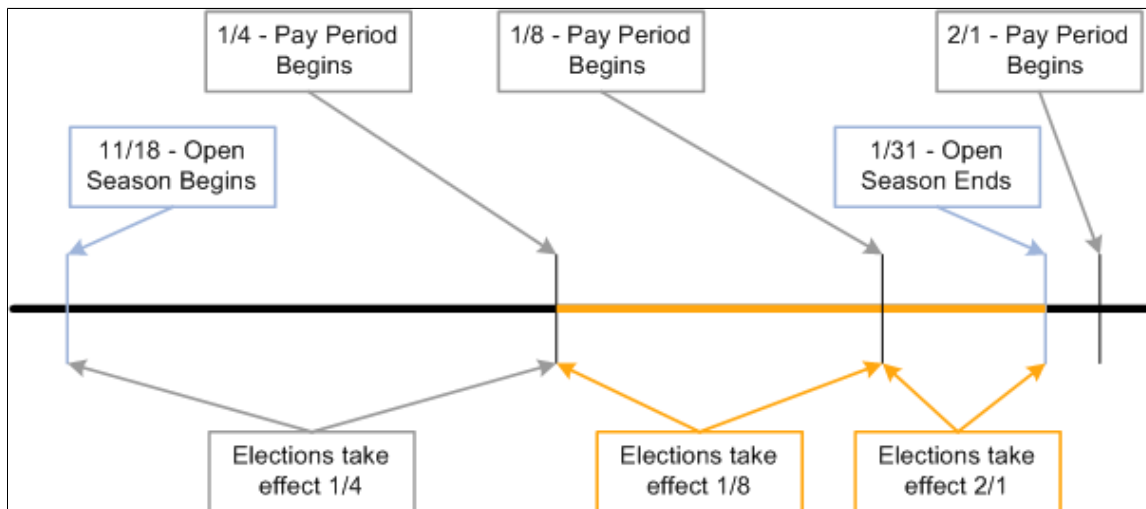
Floating Event Dates: An Example

For example, suppose that the first pay period of the new year starts January 4. The open season solicitation period runs from November 18 to January 31. The following diagram illustrates the time span

from the beginning of open season on November 18 through the pay period up to the February 1 pay period.

Image: Floating event dates process

This image illustrates the Floating Event Dates process.



When open season begins, the system uses the period begin date, January 1, as the floating event date and provides current coverage as of January 1. This table shows the results of elections received between or by certain dates:

<i>If Elections Are Received...</i>	<i>...the Event Date Is...</i>	<i>...and Coverage Starts...</i>
Between November 18 and January 1	January 1 (the period begin date)	January 4
On January 4	The date elections are received (the system date)	January 4
Between January 5 and January 18	The date elections are received (the system date)	January 18, the second full pay period
Between January 19 and January 31	The date elections are received (the system date)	February 1, the third full pay period
After January 31	January 31 (the open season end date)	February 1, the start of the last full pay period

In this example, when the user finalizes open season, the system uses January 31 as the floating event date. Coverage starts for any remaining employees effective February 1.

Defining Multiple, Concurrent Open Enrollments

The Event Classification field on the Open Enrollment Definition Table is used to associate the open enrollment ID with an open enrollment event classification that has been defined specifically for a particular open season. Set up open enrollments for plan-specific open seasons that you can then run concurrently with each other if the need arises. Concurrent open enrollment periods have overlapping begin and end dates.

Related Links

[Defining Event Rules](#)

Setting Up a Snapshot ID

Use the snapshot ID to run the Snapshot process, which takes a snapshot of the current benefits eligibility of your employees. Do not run this process if you are planning to go live with the Open Enrollment process; however, running it is essential if you plan to go live with the Event Maintenance process.

The snapshot definition ID is linked to the Snapshot event rule (or SNP event rule) in the same way that the open enrollment definition ID is linked to the open enrollment event rule. When you process an employee through the Snapshot process, the SNP event is triggered for that employee, just as OE events are automatically triggered for employees going through an open enrollment.

Snapshot Definition Page

Use the Snapshot Definition page (BAS_SNAP_DEFINITN) to set up the system to run the Snapshot process.

Navigation

Set Up HCM, Product Related, Automated Benefits, Processing Controls, Snapshot Definition, Snapshot Definition

Image: Snapshot Definition page

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

Snapshot Definition

Definition ID: KC01

*Period Begin Date: 01/01/1999

*Description: Canadian Snapshot

Short Description: CAN Snap

☒ Validate Current Elections

☒ Calculate Option Prices

☐ Allow Finalization

Benefit Programs		Customize	Find	View All	First	1 of 1	Last
*Benefit Program	Description						
KC1	GBI Master CAN Benefit Program						

Validate Current Elections

Select during snapshot processing to determine whether employees are eligible for their current elected options.

Presumably, the employee elections were entered through the PeopleSoft HR Base Benefits application or were imported from another system. This validation determines whether these

	current elections are supported by the new eligibility rules that you create.
Calculate Option Prices	<p>Select for the system to calculate the prices and credits for benefit plan options. This option enables you to validate your cost definitions and rate table setup against the premiums currently being charged to your participants.</p> <p>If this check box is not selected, the system bypasses price and credit calculation for all employees.</p>
Allow Finalization	<p>Select to make the Snapshot process act exactly like open enrollment.</p> <p>Use the Data Entry component for last minute corrections and changes. When you finalize the snapshot, the system updates the Base Benefit tables appropriately.</p> <hr/> <p>Note: If elections are already current in the HR Base Benefits application, and your eligibility rules are also current and correct, do not expect the Snapshot process to write any rows to the HR Base Benefits application table (because enrollments have not changed). If, however, updated elections are inserted into the HR Base Benefits application by the Snapshot process, be sure to research this occurrence to confirm the reason.</p> <hr/>
Benefit Program Description	<p>Enter the benefit programs that will participate in the Snapshot process. In most cases, you will want to include all of your benefit programs.</p> <hr/> <p>Note: The Snapshot process works fastest if Validate Current Elections, Calculate Option Prices, and Allow Finalize are not selected. Although the Open Enrollment process gives you the same results as the Snapshot process, you might want to use the Snapshot process when going live with PeopleSoft Benefits Administration to avoid changing open enrollment event rules. For a snapshot run, you do not need to set proof levels; instead, set the default as the current election. Because this might not always be the case with open enrollment, use the Snapshot process to keep your rules separate.</p> <hr/>

Establishing a Processing Schedule

To set up a processing schedule, use the Schedule Table (BAS_SCHEDULE) component.

This section provides an overview of processing schedules and discusses how to use the BenAdmin schedule to control your processing schedule.

Page Used to Establish a Processing Schedule

Page Name	Definition Name	Navigation	Usage
Schedule Table	BAS_SCHEDULE	Set Up HCM, Product Related, Automated Benefits, Processing Controls, Schedule Table, Schedule Table	Control your processing schedule.

Understanding Processing Schedules

All Benefits Administration processes are grouped and identified by schedules. This includes the Run Control process, enrollment statements, data entry, and confirmation statements.

You need to define at least one schedule for open enrollment and another for event maintenance. Define only one schedule for open enrollment, although you might set up more open enrollment schedules to enhance system performance or to split up processing by location, regulatory region, or a similar differentiator.

Schedule Table Page

Use the Schedule Table page (BAS_SCHEDULE) to control your processing schedule.

Navigation

Set Up HCM, Product Related, Automated Benefits, Processing Controls, Schedule Table, Schedule Table

Image: Schedule Table page

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

Schedule Table

Schedule ID: KC00

***Description:** Canadian Open Enrollment 2000

Short Description: CAN OE2000

***Ben Admin Type:** Open Enrollment

Company: GBI Global Business Institute 9999 ☐ No New Events

BAS Group ID: KC1 Basic Canadian BAS Group ☒ Available through Self Service

Open Enrollment Only

Open Enrollment Definition ID: KC00 Canadian Open Enrollment 2000

Open Enrollment Status Flag: S Scheduled

Snapshot Only

Snapshot Definition ID:

Snapshot Status Flag: U Unprocessed

Ben Admin Type (Benefits Administration type)	Select from the following values: <i>Open Enrollment</i> , <i>Event Maintenance</i> , or <i>Snapshot</i> .
Company	Enter the name of the company. If this field is left blank, all companies will qualify.
BAS Group ID (Benefits Administration schedule group identification)	Enter the BAS group ID. If this field is left blank, all benefits groups will qualify.
No New Events	<p>Select if you don't want any new events assigned to the schedule. Existing events assigned to the schedule will continue to be processed.</p> <p>For example, if you want event maintenance to begin assigning new events to a new schedule that has the same attributes as an existing schedule, you can create a new schedule and select this check box on the old schedule. New events are assigned to the new schedule and you can continue to run the old schedule until all events are finalized.</p>
Available through Self Service	<p>Select if you will enable employees to enter elections for this Benefits Administration process through the PeopleSoft eBenefits application.</p> <p>If this check box is not selected, benefits administrators will have to update the employee elections resulting from this process through the Data Entry pages.</p>
Open Enrollment Definition ID	Enter the open enrollment definition ID if this is to be an open enrollment processing schedule.
Open Enrollment Status Flag	Displays the current processing status of the Open Enrollment process represented by the open enrollment definition ID.
Snapshot Definition ID	Enter the snapshot definition ID if this is to be a Snapshot processing schedule.
Snapshot Status Flag	Displays the current processing status of the Snapshot process represented by the snapshot definition ID.

Note: If you are using the PeopleSoft Benefits Administration for U.S. Federal Government application and this is for an open season period, the schedule ID should match the open enrollment definition ID for that open season period.

Related Links

[Defining Open Enrollment and Snapshot IDs](#)

Chapter 11

Running the PeopleSoft Benefits Administration Process

Understanding the Benefits Administration Process

This section discusses:

- The Benefits Administration process.
- Open enrollment.
- Event maintenance.
- The Snapshot process.

The Benefits Administration Process

You use the PeopleSoft Benefits Administration process to perform:

- Open enrollment.
- Event maintenance.
- The Snapshot process.

Both open enrollment and event maintenance involve a similar cycle of procedures:

- Determination of participant benefits eligibility.
- Calculation of benefit costs and flexible credits.
- Creation and delivery of participant enrollment forms.
- Data entry of participant election choices.
- Validation of employee elections.
- Analysis of processing, enrollment, and election data.
- Loading of elections to the database.
- Creation and delivery of election confirmation forms.

Open Enrollment

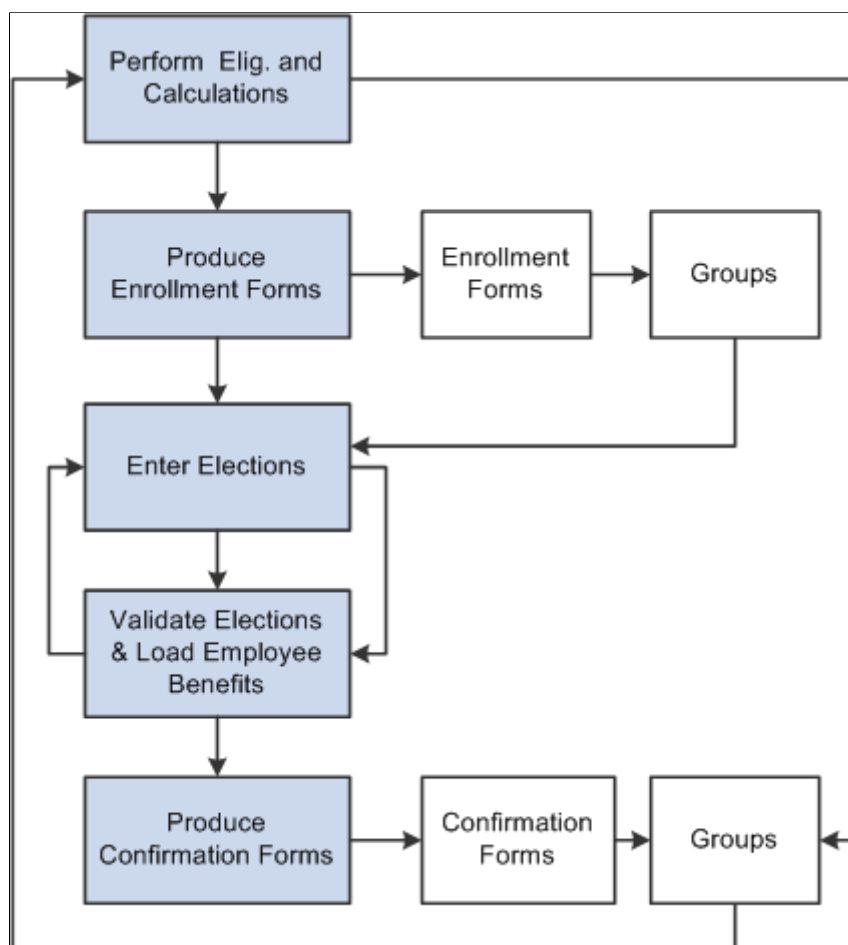
You use open enrollment for periodic benefits reenrollment across your employee population.

Open enrollment begins by determining the benefit program under which each participant should be managed and the benefit options available to participants, including associated prices and flexible credits. It also identifies default enrollments for participants, such as new hires, who have no current elections, but who are eligible for a benefit program.

Elections are loaded as they are successfully validated. If problems or errors occur, individual participant elections can be rolled back, updated, and reloaded as necessary until the process is finalized. This diagram describes open enrollment processing:

Image: Open enrollment processing for periodic benefits reenrollment across your employee population

This image describes the open enrollment processing for periodic benefits reenrollment across your employee population.



Event Maintenance

You use event maintenance to process changes during the plan year and the enrollment of new hires. You might perform event maintenance every day, twice a week, or three times a month—whatever is necessary to properly react to changes in employee eligibility, process new hires, and update payroll benefit deductions.

Event maintenance identifies participant events that have occurred since the last run of the process that may change the benefits eligibility of the participant associated with the event. These events can include:

- Family status events, such as divorce.
- Job-related information changes, such as changes to pay frequency.
- Passive events, such as the reaching of the age of retirement.
- The hiring and termination of employees.

After event maintenance identifies employees who are associated with these events, it determines their current benefits eligibility according to the event and eligibility rules you've defined (assigning them new programs or plans as appropriate) and calculates benefit prices and flexible credits for their eligible options.

From this point on, event maintenance follows the same track as open enrollment.

Event Maintenance and COBRA Administration

PeopleSoft Benefits Administration initiates qualifying COBRA (Consolidate Omnibus Budget Reconciliation Act) events during the Event Maintenance process when a recognized COBRA event is finalized. The only exception to this rule is the Overage Dependent event, which is initiated by the COBRA process for both the Manage Base Benefits business process and Benefits Administration clients.

When Benefits Administration initiates the COBRA event, it populates the COBRA Activity table with the employee ID, employment record number, COBRA event date, COBRA action code (as defined on the Action Reason table) and event ID related to the initiated event. From that point, the activity (event trigger) is further processed only by the COBRA Administration system, not by Benefits Administration.

Related Links

[Defining Event Rules](#)

The Snapshot Process

Before you begin using PeopleSoft Benefits Administration, you should establish an initial snapshot of your employees' current benefits eligibility. You can use the Open Enrollment process for this purpose. But if your first process is Event Maintenance, you need to use the Snapshot process first to establish a basis for managing subsequent changes in eligibility.

Essentially, the snapshot:

- Compares employees' current data to the defined eligibility rules.
- Records the options for which participants are currently eligible.
- Flags instances in which employees are ineligible for their current enrollments.

The process finishes in a single run of the Benefits Administration background process and does not calculate costs or change current benefit enrollment information. It assigns all employees a snapshot event that the system closes with a finalized status at the end of processing.

Other Uses of the Snapshot

Because the Snapshot process looks at your entire workforce, you can also use the Snapshot process to:

- Test your eligibility rule setup to find employees considered ineligible for their current benefits.

- Establish default coverages and credits for which employee input isn't necessary (because the Snapshot process can optionally update employee election data).
- Perform a final check of cost calculations by randomly selecting participants and coverages to track.
- Validate the loading of legacy benefits data by comparing current enrollments established by your old system against eligible options determined by Benefits Administration.

Provided extensions to the Snapshot process can help accomplish these tasks. You can specify the features that you want on the Snapshot Definition page. If you have limited time for your conversion activity, then you can use these features on a test database and go to the basic version when you make your actual conversion to Benefits Administration.

Understanding the Benefits Administration Process Flow

Running the Benefits Administration process can be complex because the events that you process can follow a variety of different paths. Some employees will have a number of events that require processing, others will have events that don't change their benefits eligibility, and in the case of open enrollment, many employees won't be picked up for event processing at all. In addition, you'll run into situations in which events process erroneously, which means that you'll need to reprocess them until you get the right result.

Remember that Benefits Administration processes *events*, not *participants*. At any given time, a participant may be associated with several unprocessed events that are of different event classes on different event dates. During a particular run of the Benefits Administration process, the system uses a set of rules to decide which event to process first and then processes that event from scheduling to finalization before continuing with the next one.

Ideally, you would run the Benefits Administration process two to three times to complete the processing of a participant event: Paul

1. During the first run, the system assigns participant events to a Benefits Administration processing schedule, and scheduled events are, in turn, assigned to a benefit program.

In addition, Benefits Administration determines benefit program eligibility, options, and defaults, and calculates credits and rates for the participant associated with the event.

2. During the second run, after you've generated enrollment statements for your participants and entered their election choices into the system through the data entry pages, the system validates and loads updated participant plan, dependent, and investment election information.
3. During the final run, Benefits Administration finalizes elections for participants who did not return their enrollment statements and for participants with errors in their records.

More realistically, errors will occur, resulting from incomplete rule setup, inconsistent HR data, or invalid election entry by the employee. After you review and correct the errors and run the Benefits Administration process again, the system moves the participants who had errors further along in the process.

Each time you run the Benefits Administration process, the participant events you process are assigned a process status designation, so you can determine status and correct errors.

Related Links

[Process Status and Benefit Program Assignment](#)

[Scheduling Events and Assigning Benefit Programs](#)

[Reviewing Benefits Administration Process Results](#)

Process Flow Details

The next tables describe the general flow of the Benefits Administration process, which is divided into three parts.

Before Running Benefits Administration

This table lists the steps that you should take before running the Benefits Administration process:

Step	Description	Details	Pages or Processes Used
1	Build your benefits administration benefit programs.	Create benefit plan options, calculations rules, rate tables, event rules, eligibility, and flexible credits. Link these building blocks to your benefit program.	See "Building Benefit Programs (<i>PeopleSoft HCM 9.2: Human Resources Manage Base Benefits</i>)".
2	Prepare the system for Benefits Administration processing.	Create pay calendars, audit benefit data, create BAS (Benefits Administration System) group IDs, and create process schedules. For Open Enrollment (OE) or Snapshot, create OE IDs or Snapshot (SNP) IDs.	See Understanding the Benefits Administration Preparation Process .
3	For EM (Event Maintenance) only, review, add, or delete unprocessed events.	Use the BAS Activity table to review the list of unprocessed events. Add and delete events as necessary.	BAS Activity.
4	Set up the Benefits Administration run control.		Benefits Administration Run Control.

Scheduling, Assigning Benefit Programs, Preparing Options, and Entering Elections

This table lists the steps for scheduling, assigning benefit programs, preparing options, and entering elections:

Step	Description	Details	Pages or Processes Used	Process Status Result
5	Assign participants to a processing schedule and prepare options.	<p>Run the Benefits Administration process to assign participants to the processing schedule, determine eligibility, calculate prices and credits, and identify option defaults and terminations.</p> <p>If the process finishes without errors, go to step 7.</p> <p>If the process results in errors, continue with step 6.</p>	<p>Benefits Administration Process Run Control component.</p> <p>Use the Participant Lists run control panel to schedule specific participants for processing.</p>	<p>If scheduling is successful: <i>AS</i> (Assigned) or <i>AN</i> (Assigned None).</p> <p>If scheduling is not successful: <i>AE</i> (Assigned Error).</p> <p>If option preparation is successful: <i>PR</i> (Prepared), <i>FA</i> (Finalized Program None), or <i>FP</i> (Finalized Prepared None).</p> <p>No additional processing will occur for participants with an FA or FP Process Status.</p> <p>If option preparation is unsuccessful: <i>PE</i> (Prepared Error).</p>
6	Review the results and correct errors from first run of the Benefits Administration process.	<p>Review processing results and correct errors.</p> <p>During the next run of the process, the system will reevaluate participants and attempt to move them through the process.</p> <p>Use the Processing Controls Update to review and reprocess event processing results for individual participants.</p> <p>Use the Review Eligibility Results page to correct eligibility errors.</p>	<p>Processing Messages,</p> <p>Schedule Summary,</p> <p>Employee Event Summary,</p> <p>Processing Controls Update,</p> <p>Eligibility Debugging,</p> <p>Employee Process Status (BAS027),</p> <p>Eligible Participants (BAS001),</p> <p>Ineligible Participants (BAS010).</p>	

Step	Description	Details	Pages or Processes Used	Process Status Result
7	Create and deliver enrollment forms.		Enrollment Statements (BAS004).	When you create an enrollment form for a participant, their process status is updated to <i>NT</i> (Notified).
8	Enter employee elections.	Use the Data Entry pages or eBenefits.	Use the Data Entry pages or eBenefits.	When you enter elections for a participant, their process status is updated to <i>ET</i> (Elections Entered).

Validating, Loading, and Finalizing Elections

This table lists the steps for validating, loading, and finalizing elections:

Step	Description	Details	Pages or Processes Used	Process Status Result
9	Validate and load employee elections.	<p>Run the Benefits Administration process again to validate participant elections and load them into the system.</p> <p>If the process finishes without errors, go to step 12.</p> <p>If the process results in errors, review and correct them in step 10 and reprocess participants until you have eliminated as many errors as possible.</p> <p>If you're running Open Enrollment, go to step 11 when you're ready to finalize Benefits Administration processing.</p>	Benefits Administration Process Run control.	<p>When you successfully load elections for a participant, the participant's process status is updated to <i>FE</i> (Finalized - Enrolled).</p> <p>If errors occur in the validation and load process, the participant's process status will be <i>EE</i> (Election Error).</p>

Step	Description	Details	Pages or Processes Used	Process Status Result
10	Review validation processing results and correct errors.	<p>Print reports that list participants who did not return elections, participant election errors, and dependent election errors.</p> <p>Use summary panels and reports to review processing results and correct errors. The system reevaluates participant elections and attempts to validate them.</p> <p>Use the Processing Controls Update to review and reprocess event processing results for individual participants.</p>	<p>Employee Process Status (BAS027),</p> <p>Missing Elections (BAS006),</p> <p>Invalid Benefit Elections (BAS003),</p> <p>Dependent/Beneficiary Elections (BAS007),</p> <p>Processing Messages, Schedule Summary,</p> <p>Employee Event Summary,</p> <p>Processing Controls Update.</p>	
11	For Open Enrollment Only: Finalize employee elections.	<p>Complete processing by running the Benefits Administration process to finalize elections for participants whose elections were in error or who failed to turn in election forms.</p> <p>The system will assign these participants the benefits election defaults that were assigned to them during option processing.</p>	On the Open Enrollment panel, select Finalize/Apply Defaults to finalize elections for all participants.	When you run the Benefits Administration process with Finalize/Apply Defaults enabled, the system updates the process status of all the participants scheduled for that process to <i>FE</i> (Finalized - Enrolled).
12	Create and deliver confirmation letters to participants.		(BAS005) Confirmation Statements.	

Understanding the Benefits Administration Process Status

This section discusses:

- Process status and schedule assignment.
- Process status and benefit program assignment.
- Process status and option preparation.
- Process status and entering, validating, and loading elections.
- Process status and reprocessing finalized events.

Process Status and Schedule Assignment

During schedule assignment, Benefits Administration:

- Locates the employees who can be included in the process.
- Determines whether they have any unprocessed events.
- Assigns unprocessed events to the processing schedule.
- Determines which assigned events should be open for processing.

The Benefits Administration process can actively process only one event per participant at a time, but it can have several events scheduled for later processing. To manage the schedule, Benefits Administration uses an event status of *Open*, *Closed*, or *Void*. Events must have *Open* status to be processed.

If you are running Open Enrollment or Snapshot, the system opens an OE or SNP event for all employees with the correct company, BAS group affiliation, or both. If you run Event Maintenance, the system creates events for changes to employee job, labor code, and address information. It also creates events for employees who have fulfilled the trigger conditions for a passive event, and it takes note of unprocessed events that were manually inserted through the Review Bas Activity page.

Events are dynamically opened and closed for processing based on event date and event priority (and by manual event status overrides).

Related Links

[Establishing a Processing Schedule](#)

[Scheduling Events and Assigning Benefit Programs](#)

Process Status and Benefit Program Assignment

The system uses event and eligibility rules to assign the participants associated with an open event to a benefit program.

Participant events can be assigned to a single program, multiple programs, or no program at all. The following table details process status designations:

Process Status	Description	Next Processing Steps
AE - Program Eligibility Assigned Error	Participant event is assigned to multiple programs.	The system cannot process the participant event through the next stage (option preparation) until you correct the errors. You'll most likely need to make corrections to participant personal, employment, and job information or to program eligibility information. Each time you run the Benefits Administration process, the system reevaluates AE events.
AN - Program Eligibility Assigned None	Participant event is not assigned to a benefit program.	During the option election phase of the process, the system determines whether the AN participant associated with the event has current elections that require termination due to loss of program eligibility. If not, the event is assigned to FA (Finalized - Assigned None) status and processing ends. If the participant does have elections, the system updates process status to PR (prepared). Before the system can terminate this event, you have to acknowledge it on the data entry pages. The Find Terminations workflow process locates participant events at PR status that require termination.
AS - Program Eligibility Assigned	Participant event is assigned to a benefit program.	The event continues on to a process status of FP (Finalized - Prepared None), PE (Prepare Error), or PR, depending on the associated participant's eligibility for benefit options.

Note: You should not see the AN process status when the system completes the first run of the Benefits Administration process. The system uses this status value only during the Schedule and Program Assignment stage of the process. In option preparation, the next stage of the first run of Benefits Administration, the system moves events with an AN process status on to subsequent process status values like FA or PR.

In addition, if you see a set of events at the AS process status after Event Maintenance processing, employees are being processed who have more than one event assigned to them. In event maintenance, the system can assign and schedule all unprocessed events to a status of AS. However, because Benefits Administration can process only one event per participant at a time through option preparation and election validation, it must close those events and leave them behind at AS status until the open events are processed.

Related Links

[BenAdmin Processing Controls Page — Reviewing Processing Results for Participant Events](#)

Process Status and Option Preparation

During option preparation, the system uses eligibility and event rules to determine:

- Plan eligibility.
- Plan pricing.
- Available options.
- Default options.
- Proof of coverage limits for life and AD/D plans.
- Coverage terminations (as appropriate).

Any processing errors during this phase are typically caused by problems with:

- Eligibility rules.
- Event rules.
- The benefit program involved.
- The participant's HR information.

When an error occurs, you need to:

1. Evaluate the error.
2. Correct it.
3. Reprocess the event.

This table describes option preparation status values:

Process Status	Description	Next Processing Steps
FA - Finalized - Benefit Program None	Participant event has no program assignment and no current elections. Used for events assigned an AN process status during the Scheduling and Program Assignment and for which associated participants do not have current benefit elections.	No further processing occurs for this event. The online page description for this process status (on the Schedule Summary page, for example) is Program None.
FP - Finalized - Prepared None	System has assigned the participant event to a benefit program, but the associated participant is not allowed to elect any new options.	No further processing occurs for this participant event. The online page description for this process status (on the Schedule Summary page, for example) is Prepare None.
PE - Prepare Error	The system has encountered an error. Events are given a PE process status during option eligibility determination or calculation of credits.	To correct, you should make corrections to the personal, employment, job, and information of the associated participant or to plan and option eligibility information. Each time you run the Benefits Administration process, the system reevaluates PE events.

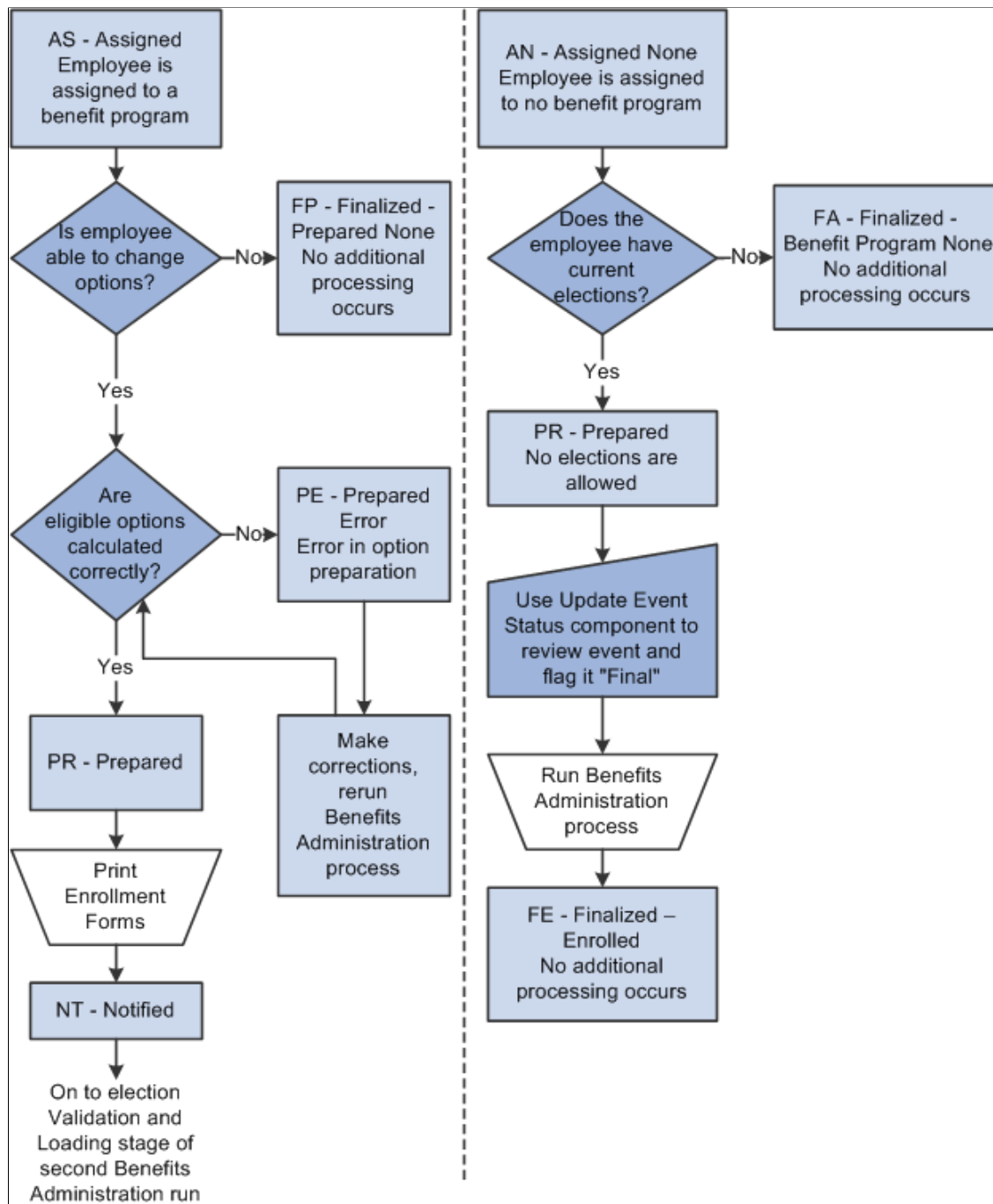
Process Status	Description	Next Processing Steps
PR - Prepared	<p>The system has calculated eligible options, credits, rates, and proof requirements for the participant associated with the event, and current elections have been identified for proof, eligibility level, and default processing. AN events that have current elections can also be brought to a status of PR.</p>	<p>For PE or AS events, processing stops. Enrollment forms should be created for and delivered to the participant associated with the event to bring the event to a process status of NT (notified).</p> <p>For AN events, processing also stops. Review the event (a pending termination of benefits), confirm it by marking it for finalization, and then run the second phase of Benefits Administration. The event is brought to a process status of ET (Entered). The system brings the event to a process status of FE (Finalized - Enrolled) and automatically inserts termination rows for each of the associated participant's current elections.</p>
NT - Notified	<p>Election enrollment form has been distributed to the participant associated with the event. The system updates the event's process status to NT when you generate election forms for that participant through report BAS004.</p> <p>Participants can advance to NT only if their previous process status was PR.</p>	<p>Participants need to complete their election forms and return them to the HR/Benefits department. When you enter the elections into the system with the data entry pages, the system advances the events to an ET (entered) process status.</p>

Note: If you run an Open Enrollment process with Finalize selected, NT and PR events are brought to FE status, and the system follows event rules to determine whether current elections or defaults should be loaded into the associated participant's records.

The following two flowcharts illustrate how the system assigns process status values during option preparation. The flowchart on the left shows the process status flow for AS events, while the flowchart on the right shows the process status flow for AN events:

Image: Process status flow for option preparation

The following image illustrates the process status flow for option preparation.



Process Status and Entering, Validating, and Loading Elections

In the second phase of the Benefits Administration process, you enter participant elections into the system through the data entry pages and then run Benefits Administration to validate those elections and load them into the benefits tables and to PeopleSoft Payroll for North America.

This table describes status values that you might encounter:

Process Status	Description	Next Processing Steps
ET - Entered	<p>A benefits administrator (or the employee through PeopleSoft eBenefits) has entered the participant's new elections into the system, and they are ready for validation by the Benefits Administration process.</p> <p>Participant events with a process status of ET can have a prior process status of PR, NT, or RE (Reentered).</p>	<p>If no errors occur with the elections, the elections are posted to the appropriate benefit and payroll tables, and the system updates the process status to FE.</p> <p>If errors occur, the status becomes EE.</p> <p>If you run the Benefits Administration process with Finalize selected, EE participant events are brought to FE status, and the system goes through the normal validation and load procedure for all elections. If any of the employee's choices are invalid, event rules are consulted to determine whether current elections or defaults should be loaded.</p>
EE - Election Error	<p>The system encountered an error in processing the elections for the participant associated with the event. No elections are posted to the Manage Base Benefits business process tables.</p> <p>Errors are posted to the Message table and are identified by participant and event.</p> <p>The previous process status was either ET or EE.</p>	<p>No further processing occurs for this participant event. You need to correct the errors by reentering employee elections and run the Benefits Administration process again.</p> <p>Alternatively, you can <i>force finalize</i> this participant event to finalize it with errors. The system loads the default values for the associated participant's erroneous benefit option elections. If a dependent/beneficiary or investment choice is in error, the system loads the employee's option choice but does not load the dependent/beneficiary or investment choice.</p> <p>You can generate confirmation statements for participants whose events have an EE process status; the form indicates the plan information in error along with the valid plan choices.</p>

Process Status	Description	Next Processing Steps
FE - Finalized - Enrolled	<p>Benefits Administration processing is complete for the participant event. All elections have been validated and loaded to the appropriate Manage Base Benefits business process and Payroll for North America tables.</p> <p>Events reach this status either from a process status of ET, EE, or PR, or if you force finalize a participant.</p> <p>If the participant came from a process status of PR due to a loss of all eligibility, the system inserts a termination row for each of the participant's current elections.</p>	<p>You need to generate and deliver a confirmation form to the participant associated with the event.</p> <p>To change a participant's elections after they've been finalized (for example, if a participant wants to correct information on the confirmation statement), you can reprocess them by giving the associated event a process status of RE (reentered) in the Event Status Update page and rerunning the Benefits Administration process.</p>

Related Links

[Process Status and Reprocessing Finalized Events](#)

Process Status and Reprocessing Finalized Events

You can reprocess events at almost every stage of the Benefits Administration process, from scheduling to election entry. In many cases, event reprocessing does not involve process status values other than those described previously, but when you're planning to reenter participant benefit option elections, the system uses the special RE (reentered) process status as an interim status before rolling the event back to the ET value.

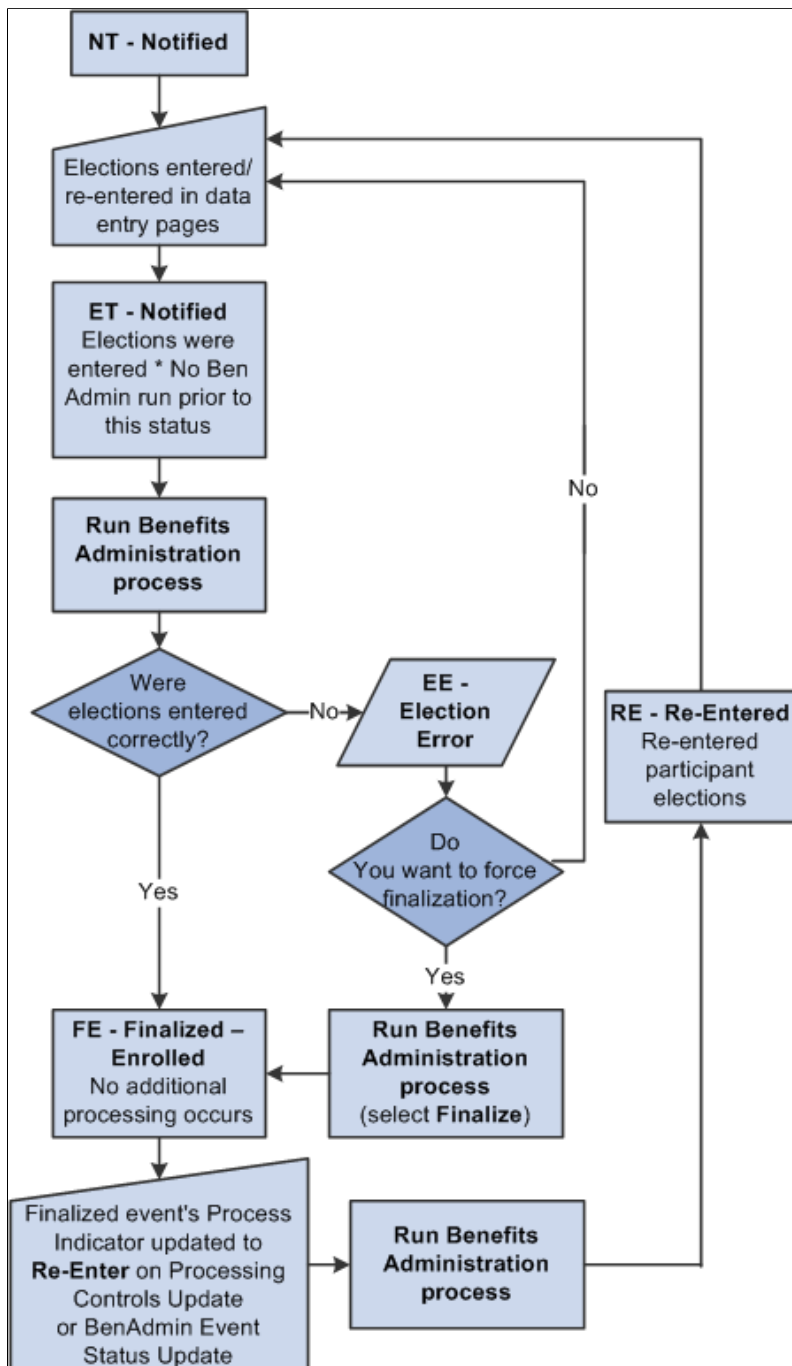
The following table describes the RE process status value:

Process Status	Description	Next Processing Steps
RE - Re-Entered	<p>Enables elections associated with processing for the participant event to be reentered after the participant event has been brought to a process status of FE.</p> <p>Events are updated to RE status through the Update Event Status page.</p>	After you update the elections in the data entry pages, the system updates the process status from RE to ET.

The following flowchart illustrates the process status flow for ET events and follows it through to the final process status of FE. It also shows how the system uses the RE process status:

Image: Process status flow for election entry, validation, loading, and reentry

This image describes the process status flow for election entry, validation, loading, and reentry.



Related Links

[Process Status and Reprocessing Finalized Events](#)

Multiple Event Scheduling

This section discusses:

- Multiple event scheduling.
- Event status and retroactive events.

Understanding Multiple Event Scheduling

PeopleSoft Benefits Administration can process only one event at a time for an individual participant. The system always tries to process events in a logical sequence; usually this means that the system tries to process events in the order that they occur. The management of multiple events for a participant is referred to as event coordination. Here are some typical scenarios:

- Open enrollment participant event is in process and a family status change occurs for the associated participant.
- A new hire event is in process and the new hire moves to a new address (change in postal code).
- An event is retroactively entered into the system, affecting eligibility for current or future-dated closed events.

If multiple events occur on the same date, the system uses the event priority for that event class to determine processing order. The event with the lowest priority number is processed first.

Multiple events on the same date in the same event class are merged into one event. For example, an employee transfers to a new job and a new union on the same day. Both events are assigned to the MSC event class. The system creates one row for these two activities in the BAS_PARTIC table (which holds participant event records that are in process) and thereafter processes them as one event. The system indicates the merge by setting the Multi Activity Indicator field on that row to *Yes*. The action source for the activity is set to the first event read from the BAS Activity table. The order that the system reads events from the BAS Activity table depends on the database engine that you're using.

Event Status and Retroactive Events

While a participant event is in process, the system continues to recognize new events as they are triggered. If a new event has an earlier date than the event being processed, the system temporarily closes the event in process and opens the new event for processing. The first participant event's Event Status value changes from *Open* to *Closed*. When the new event finalizes and changes to a closed status, the system reopens the interrupted event and continues its processing.

The following table describes event status values:

Current Event Status	Description
Open	<p>Processed by the system on the next run of the Benefits Administration process. Only one event can be open for an employee ID and benefit record number combination.</p> <p>Event Status can be updated to Closed automatically by the system or manually on the Event Status Update page.</p>

Current Event Status	Description
Closed	<p>Not currently processed by the system</p> <p>Closed events can be updated to Open, either by the system or manually, if no other events for the employee ID and benefit record number combination are Open.</p>
Void	<p>Has been backed out of the system and all eligibility processing related to it has been reversed. In effect, it is as if the event never occurred. To change event status to Void, use the Controls page or Event Status Update page.</p> <p>Events with an event status of Void can be updated to Open or Closed through event reprocessing.</p>

When a participant event is processed ahead of other events with earlier event dates or lower Event Priority values, the system marks that event with out of sequence information. This information appears on the Schedule Summary, Control, and Participant pages and indicates that the eligibility information for this event may have changed (may be affected by these earlier, pending events), and therefore the event might need to be reprocessed.

An exception to the event coordination flow occurs when a new event interrupts (precedes) an in-process event, potentially affecting that event's assignment, eligibility, or rate recalculations. Rather than allow the system to reopen the stopped event and continue processing, you may need to use the Event Status page to queue the event for reprocessing such that its assignment, eligibility determinations, or rate calculations are refreshed with the most current data.

Related Links

[Reprocessing Events](#)

Setting Up the Benefits Administration Run Control Process

This section discusses how to:

- Specify a process to run.
- Add participants to a schedule.
- Set up Open Enrollment and Snapshot routines.
- Process passive events.

Note: To access the run control pages, you need to create a run control code or use an existing one. The COBOL program that runs the Benefits Administration process, PSPBARUN, deletes this run control only after the process is successfully completed.

Pages Used to Set Up the Benefits Administration Run Control Process

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Schedule and Chkpt Restart (schedule and checkpoint restart)	BAS_RUNCTL1	Benefits, Manage Automated Enrollment, Events, Run Automated Event Processing, Schedule and Chkpt Restart	Specify a process to run by identifying the Open Enrollment, Event Maintenance, or Snapshot schedule for which you're planning to run the Benefits Administration process.
Participant Lists	BAS_RUNCTL2	Benefits, Manage Automated Enrollment, Events, Run Automated Event Processing, Participants List	Add participants to a schedule you're processing, or process a specific set of employees.
OE/Snapshot (open enrollment snapshot)	BAS_RUNCTL3	Benefits, Manage Automated Enrollment, Events, Run Automated Event Processing, OE/Snapshot	Set up open enrollment or Snapshot routines. Capture new participants for a specific Open Enrollment or Snapshot schedule already in progress. Finalize and apply defaults for participants in the schedule who have been processed with errors.
Passive Event Processing	BAS_RUNCTL4	Benefits, Manage Automated Enrollment, Events, Run Automated Event Processing, Passive Events Processing	Process passive events for Event Maintenance schedules. Identify the passive events that have occurred in a defined period of time and create an entry of the events in the BAS_ACTIVITY table.

Schedule and Chkpt Restart Page

Use the Schedule and Chkpt Restart (schedule and checkpoint restart) page (BAS_RUNCTL1) to specify a process to run by identifying the Open Enrollment, Event Maintenance, or Snapshot schedule for which you're planning to run the Benefits Administration process.

Navigation

Benefits, Manage Automated Enrollment, Events, Run Automated Event Processing, Schedule and Chkpt Restart

Image: Schedule and Chkpt Restart page

This example illustrates the fields and controls on the Schedule and Chkpt Restart page. You can find definitions for the fields and controls later on this page.

Schedule and Chkpt Restart		Participant Lists	QE/Snapshot	Passive Event Processing
Run Control ID: 1		Report Manager Process Monitor		<input type="button" value="Run"/>
<hr/>				
Process Date:	05/12/2009			
*Schedule ID:	BEM101	Canadian Employees EM		
*EM Process Mode:	Schedule and Process Events			
BAS Type:	E	Event Maintenance		
Company:				
BAS Group ID:	B02	Canadian Employees		
Restart/Debug Information		Restart Position		
Chk Point Interval in Minutes:	0	Benefit Program: Passive Event ID:		
BAS Processing Phase:	R Ready	Event Date:		
<input type="checkbox"/> Record Eligibility Results		EmplID: Ben Record: 0		
		Event ID: <input type="button" value="Clear"/>		

Schedule ID

Select the schedule to run. When the schedule is selected, the page displays the BAS type (Open Enrollment, Event Maintenance, or Snapshot). The BAS type of the schedule determines which features you can access on other run control pages.

The page also displays the company and BAS group ID defined on the Schedule table.

EM Process Mode (event maintenance process mode)

If you selected an Event Maintenance schedule, select the EM Process Mode:

- *Schedule and Process Events*: All BAS Activity entries are retrieved and events are created and assigned to all appropriate schedules. Then, any events belonging to the current schedule are processed further during this run.
- *Schedule New Events Only*: All BAS Activity entries are retrieved and events are created and assigned to all appropriate schedules, but they are not processed further during this run.
- *Process Existing Events Only*: Only existing events belonging to the current schedule are processed.

Chk Point Interval in Minutes (check point interval in minutes) Indicate a number of minutes between commits; 60 is a reasonable number.

If a job terminates abnormally, values for the last record processed appear in Restart Position.

Record Eligibility Results

Use to troubleshoot benefits processing errors related to eligibility.

When this option is selected, the system checks eligibility for all benefit programs and for all options within the benefit programs for which the participant is eligible. It records the results of these checks on the Review Eligibility Results page. In normal processing, the system stops checking eligibility the first time a participant fails an eligibility check.

Note: You should run processes with Record Eligibility Results selected only for small processing populations because the act of checking and recording all types of eligibility can result in long process run times.

Clear

If a job terminates abnormally, values for the last record processed appear in Restart Position and the run control is locked (all fields are disabled, because the parameters should not be changed when the process is restarted). During implementation, you may encounter many instances of runs that end abnormally as you test your table setup. You may decide not to complete an interrupted schedule—the Clear button will unlock the schedule and its run control. This feature would not normally be used in a production environment.

The EM Process Mode allows for more efficient processing of very large participant populations. The Scheduling process is very fast, but it does not allow for multiple concurrent batch runs because of its updating of the BAS Activity table. The assignment, option preparation, validation, and finalization activities are slower and more intensive, but do allow for concurrent processing. Thus you can achieve maximum throughput by performing an initial Schedule Only run followed by several simultaneous Process Existing runs using multiple schedule IDs.

Related Links

[Reprocessing Events](#)

Participant Lists Page

Use the Participant Lists page (BAS_RUNCTL2) to add participants to a schedule you're processing, or process a specific set of employees.

Navigation

Benefits, Manage Automated Enrollment, Events, Run Automated Event Processing, Participants List

Image: Participant Lists page

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

Participant Lists

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) [Run](#)

☒ **Process From Participant List** EM Process Mode: Schedule and Process Events

Schedule Only Employee(s)			
*EmpID	Name		
B-BARET101	Tcurrent2 Default	+	-

Process Only Participant(s)					
*EmpID	Name	Ben Record	Event ID		
		0	0	+	-

Additional fields appear on this page when you select the Process From Participant List check box.

Process From Participant List

Select to use the remaining features on this page.

Schedule Only Employee(s)

Indicate which specific employees should have new events added to an Open Enrollment or Event Maintenance schedule.

Process Only Participant(s)

Use to process a list of specific participants with existing events (rather than processing all participants within the schedule), sorted by benefit record number (for employees with multiple jobs) and event ID.

You may need to go to the Event Status Update page and indicate the phase to process for this employee (update the Process Indicator field).

OE/Snapshot Page

Use the OE/Snapshot (open enrollment snapshot) page (BAS_RUNCTL3) to set up open enrollment or Snapshot routines.

Capture new participants for a specific Open Enrollment or Snapshot schedule already in progress. Finalize and apply defaults for participants in the schedule who have been processed with errors.

Navigation

Benefits, Manage Automated Enrollment, Events, Run Automated Event Processing, OE/Snapshot

Image: OE/Snapshot page

This example illustrates the fields and controls on the OE/Snapshot page. You can find definitions for the fields and controls later on this page.

Use this page to reset the entire population in your Open Enrollment or Snapshot schedule to the selected action.

None

This is the default.

Schedule

Select if you've made changes to scheduling criteria or mass changes to job data that could affect schedule assignment, and you need to run through the Open Enrollment process again, beginning with that step. All existing participant records for the schedule will be deleted.

Assign Benefit Pgm (assign benefit program)

Select if you've made changes to eligibility rules for benefit program assignment and need to run through the Open Enrollment process again, beginning with that step.

Prepare Options

Select if you've made changes to eligibility rules, event rules, or rate schedules that affect how the system determines eligible options, defaults, and the costs associated with each option. Any elections posted are deleted. All data entry for affected participants is also deleted. Closed and voided participant events are excluded.

Elect Options

Select if you've made changes to the validation rules stored on the Event Rules table. All participants are set back to a process status of PR, but any completed data entry on them is preserved. Any elections posted are deleted.

Schedule New Participants

Select if you missed a large group of participants in your initial run of Open Enrollment—participants who did not get scheduled and therefore do not have records on the participant

file for this schedule. Rather than use the Participant Lists page to add the employee IDs one at a time, this check box forces the system to reevaluate all employees against the schedule parameters. If the participant fits that selection, and if the participant does not have a record on the participant file for this schedule, the system creates the record.

Note: The Schedule New Participants option should not be used for the initial Open Enrollment run.

Finalize/Apply Defaults

Select when you are ready to complete Open Enrollment processing. The system performs the same validations against participant election information but also assigns defaults for participants who still have errors or who have not returned their election forms. This closes open enrollment for data entry. To reopen it, you need to reprocess selected participants.

Note: The Finalize/Apply Defaults option is not typically used for the initial Open Enrollment run.

Passive Event Processing Page

Use the Passive Event Processing page (BAS_RUNCTL4) to process passive events for Event Maintenance schedules.

Identify the passive events that have occurred in a defined period of time and create an entry of the events in the BAS_ACTIVITY table.

Navigation

Benefits, Manage Automated Enrollment, Events, Run Automated Event Processing, Passive Events Processing

Image: Passive Event Processing

This example illustrates the fields and controls on the Passive Event Processing. You can find definitions for the fields and controls later on this page.

*Event ID	Description	From Date	To Date
A65	Age 65		

Passive events are not initiated by data entry, but are the result of the passing of a predefined period of time. For example, you might have an eligibility rule set up that enables employees to enroll in a benefit after 10 years of service.

Once you set up the parameters here, the system looks at every employee's job data (regardless of schedule) to determine whether a passive event has occurred. If a passive event is found, an entry is made to the BAS Activity table. If the employee has multiple jobs, an entry is made into the BAS Activity table for each job that meets the eligibility criteria.

To control mistakes with scheduling passive events multiple times and creating redundant data, history records are created that record passive event processing. When scheduling passive events on the run control, the history is referenced and warning messages are displayed if overlap occurs with a prior passive event process. You can ignore the warning and schedule the repeat passive event request; however, the Benefits Administration process triggers passive events only for those employees who were not picked up previously.

Trigger Passive Events Only

Select to trigger the passive event types indicated in the Passive Events To Process group box for the specified date range. The system triggers all passive events currently in your database for that period, but does not process any events. You can then review the triggered events in the Review Bas Activity page and delete any erroneously triggered events.

Process

Select after you have run passive event processing using Trigger Passive Events Only and have reviewed the triggered passive events in the Review Bas Activity page. The system triggers and processes the passive events that belong to the schedule you selected on the Schedule and Checkpoint Restart page.

From Date and To Date

Indicate the time frame during which you want to have the system look for passive events.

The system warns you if you create a time frame for a particular passive event ID that overlaps a previously recorded time frame for the same event ID.

Related Links

[Passive Event History Page](#)

Reviewing Benefits Administration Process Results

This section discusses how to:

- Review error messages.
- Review process results for schedules.
- Enter search criteria to review process results for participant events.
- Review processing results for participant events.
- Review event information for participants.
- Review plan type details for participant events.
- Review cost and credit information for plan types.
- Review passive event processing history.

Pages Used to Review Benefits Administration Process Results

Page Name	Definition Name	Navigation	Usage
Process Messages	BAS_MESSAGES	Benefits, Manage Automated Enrollment, Review Processing Results, Processing Messages, Processing Messages	Review errors that occurred during the last batch of BenAdmin processing.
Schedule Summary	BAS_PARTIC_SUM	Benefits, Manage Automated Enrollment, Review Processing Results, Schedule Summary, Schedule Summary	Review employee counts for all available status values. Review process results for schedules.
BenAdmin Processing Controls (benefits administration processing controls)	BAS_PARTIC_PRC1	Benefits, Manage Automated Enrollment, Events, Update Processing Controls, BenAdmin Processing Controls	Review the processing status of specific participant event records.

Page Name	Definition Name	Navigation	Usage
Participant	BAS_PARTIC_INQ1	Benefits, Manage Automated Enrollment, Review Processing Results, Employee Event Detail, Participant	Review status, processing, and eligibility information for a selected participant and event.
Plan Type	BAS_PARTIC_INQ2	Benefits, Manage Automated Enrollment, Review Processing Results, Employee Event Detail, Plan Type	Review plan type details for a selected participant and event, including dependent and investments information when applicable (through page links).
Option and Cost	BAS_PARTIC_INQ4	Benefits, Manage Automated Enrollment, Review Processing Results, Employee Event Detail, Option and Cost	Review costs and credits for a participant and plan type.
Passive Event History	PASSIVE_EVENT_HIST	Benefits, Manage Automated Enrollment, Review Processing Results, Passive Event History, Passive Event History	Review passive event history for a specified process date.

Process Messages Page

Use the Process Messages page (BAS_MESSAGES) to review errors that occurred during the last batch of BenAdmin processing.

Navigation

Benefits, Manage Automated Enrollment, Review Processing Results, Processing Messages, Processing Messages

Note: You can also run the following reports to review Benefits Administration processing errors: Invalid Benefit Elections, Missing Elections, and Ineligible Participant (for Open Enrollment schedules only). The event ID for Open Enrollment processes is always 0, because the system opens one Open Enrollment event for all participants in the Open Enrollment schedule during the initial run of the OE process.

A message often requires additional information or help in identifying the specific plan type or benefit option involved. Additional data is displayed in the generic Message Data area and is described in the message text.

Categories of Errors

When you run the Benefits Administration process, you might expect the following categories of errors:

Error Category	Description	Solution
Program Assignment	Participant events are assigned to multiple benefit programs. Occurs during the first phase of Benefits Administration processing.	Review eligibility rules and benefit program setups for errors. The system reviews the participant's program assignment during the next Benefits Administration run.
Option Preparation (occurs during first phase)	A participant is eligible for a benefit program, but an error occurs in the determination of option eligibility, credit, or deduction calculations. Typical errors result from deduction calculations—for example, omitting the age from an age-graded rate table. This error occurs during the first phase of Benefits Administration processing.	Adjust the participant's personal, employment, and job information or program eligibility and deduction information.
Election Validation	The system cannot validate participant benefit option elections, dependent and beneficiary assignments, or investment allocations. This error occurs during the second phase of Benefits Administration processing.	Return to the data entry pages and ensure that correct election information has been entered into the system.

Schedule Summary Page

Use the Schedule Summary page (BAS_PARTIC_SUM) to review employee counts for all available status values.

Review process results for schedules.

Navigation

Benefits, Manage Automated Enrollment, Review Processing Results, Schedule Summary, Schedule Summary

Image: Schedule Summary page

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

Schedule Summary									
Schedule ID:		KUEM		US Event Maintenance		Participant Count:		24	
Process Status Totals			Event Status Totals			Finalize Totals			
Assn Error:	0	0.00%	Open:	7	29.17%	Finalize:	0	0.00%	
Assn None:	0	0.00%	Closed:	17	70.83%	Elig Changed Totals			
Assigned:	0	0.00%	Voided:	0	0.00%	Address:	0	0.00%	
Prep Error:	0	0.00%	Process Indicator Totals			Job:	0	0.00%	
Prepared:	7	29.17%	Normal:	24	100.00%	MultiJob:	0	0.00%	
Notified:	0	0.00%	Assign:	0	0.00%	Out of Sequence Totals			
Re-Enter:	0	0.00%	Prepare:	0	0.00%	Seq:	0	0.00%	
Entered:	0	0.00%	Re-Enter:	0	0.00%	Disconnected Event Totals			
Elect Err:	0	0.00%	Elect:	0	0.00%	Disc:	0	0.00%	
Enrolled:	15	62.50%	Void:	0	0.00%				
Prog None:	1	4.17%							
Prep None:	1	4.17%							

Note: The Schedule table shows the state of the schedule population at the current moment, so if you have participant events marked for finalization but have not run the process, they will show up in Finalize Totals. Once you run the process for that schedule, all events marked for finalization will be finalized and will not appear in Finalize Totals.

This page shows a cumulative total over the entire history of the schedule. You may occasionally *retire* an Event Maintenance schedule (mark it to allow *No New Events*,) and create a new schedule for new statistics.

Process Status Totals

Only one event can be open for any one participant and benefit record number combination at a time. However, these totals represent the sum of all events, open or closed.

Event Status Totals

Voided events are not considered for any further processing.

Process Indicator Totals

View the participant event totals that currently have been requested to go through reprocessing.

When the system actually reprocesses events, the system removes them from these lists of totals as appropriate.

Finalize Totals

Displays the number of participant events that are currently marked to be finalized or to have defaults applied to them, but which have not yet been run through the Benefits Administration process.

You can flag individual events to be finalized and to have option defaults applied to them by selecting the Final check box for those events in the Controls page of the Processing Controls Update component.

Elig Changed Totals (eligibility changed totals)

View the number of participant events that may need to be reprocessed.

The system flags these events when the HR data used for processing event eligibility is changed, a new row affecting eligibility is inserted, or the row used for eligibility is deleted.

Three categories of eligibility changes exist: address (state or postal code), job information, and multiple jobs (changes to primary job flags).

Out-of-Sequence Event Totals

View the number of events that have been processed out of sequence by the system for the selected schedule.

An out-of-sequence event might need to be reprocessed because an earlier, opened event might have changed the defaults, eligibility, or event rule processing results for the later, closed event.

Disconnect Event Totals

View the number of disconnected events detected by the system during processing for the selected schedule.

Events can become disconnected when one or more of the HR records (PERSON, PERS_DATA_EFFDT, EMPLOYMENT, JOB) that is needed for eligibility processing for the event have been deleted.

Related Links

[Defining Open Enrollment and Snapshot IDs](#)

[Reprocessing Events](#)

[BenAdmin Processing Controls Page — Reviewing Processing Results for Participant Events](#)

[Understanding the Benefits Administration Process Status](#)

[Update Event Status Page](#)

[Analyzing Disconnected Events](#)

BenAdmin Processing Controls Page — Entering Search Criteria to Review Process Results

Use the BenAdmin Processing Controls (benefits administration processing controls) page (BAS_PARTIC_PRC1) to enter search criteria to review the processing status of specific participant event records.

Navigation

Benefits, Manage Automated Enrollment, Events, Update Processing Controls, BenAdmin Processing Controls

Image: BenAdmin Processing Controls page

This example illustrates the fields and controls on the BenAdmin Processing Controls page to enter search criteria to review process results for participant events. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'BenAdmin Processing Controls' page. It has a title bar with the text 'BenAdmin Processing Controls'. Below the title bar, there are two main sections: 'Required Search Fields' and 'Optional Search Fields'.

Required Search Fields:

- Schedule ID:** A text box containing 'KUEM' with a magnifying glass icon to its right. To the right of the magnifying glass is the text 'US Event Maintenance'.
- Empl ID:** A text box containing 'KU0011' with a magnifying glass icon to its right. To the right of the magnifying glass is the text 'Patrick Seto'.

Optional Search Fields:

- Benefit Program:** A text box containing 'KU1' with a magnifying glass icon to its right. To the right of the magnifying glass is the text 'GBI US Fulltime Benefit Pgm'.
- Event Classification:** A text box containing 'FSC' with a magnifying glass icon to its right. To the right of the magnifying glass is the text 'Family Status Change'.
- Event Status:** A text box containing 'O' with a magnifying glass icon to its right. To the right of the magnifying glass is the text 'Open for Processing'.
- Process Status:** A text box containing 'AE' with a magnifying glass icon to its right. To the right of the magnifying glass is the text 'Program Elig Assign Error'.
- Process Indicator:** A text box containing 'E' with a magnifying glass icon to its right. To the right of the magnifying glass is the text 'Elect Options'.

Below the 'Optional Search Fields' section, there are six checkboxes arranged in two columns:

- ☐ Finalize/Apply Defaults
- ☐ Event Out of Sequence
- ☐ Event Disconnected
- ☐ Address Eligibility Changed
- ☐ MultiJob Indicator Changed
- ☐ Job Eligibility Changed

Enter your search criteria for the set of participant event records that you want to review or update. When you initiate a search, the system displays the results page to review the process status information of the participant event records that match your search criteria.

Note: You might use the Schedule Summary page to get an idea of the overall processing status of your schedule before using the Processing Controls Update pages.

Schedule ID and Empl ID (employee ID) You must use one or the other of these options as selection criteria to focus your search on either a participant or a schedule.

Note: Selecting a particular employee ID locates all event records for that employee with a process status value assigned to him or her: only one event will be open, but multiple ones might be closed or void events.

Finalize/Apply Defaults

Locates events that have been flagged to be finalized or have option defaults applied.

You flag events this way with the Final check box on the Processing Controls Update - Controls page.

BenAdmin Processing Controls Page — Reviewing Processing Results for Participant Events

Use the BenAdmin Processing Controls (benefits administration processing controls) page (BAS_PARTIC_PRC1) to review the processing status of specific participant event records.

Navigation

Benefits, Manage Automated Enrollment, Events, Update Processing Controls, BenAdmin Processing Controls

Image: BenAdmin Processing Controls page

This example illustrates the fields and controls on the BenAdmin Processing Controls page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'BenAdmin Processing Controls' page with a search results table. The table has columns: Sched ID, EmplID, Ben Record, Event Date, Event Class, Event ID, Pgm, and Event Status. Two records are shown: one for Betty Locherty (KU0007) and one for Antonio Santos (KU0010). Below each record, there are fields for Process Status, Enrolled, *Process Indicator (set to Normal Prc), and several checkboxes: Addr Elig Chg, MultJobChg, Job Elig Chg, Event Out of Sequence, and Disconnected. There are also fields for Suppress Forms and a Print Both dropdown.

Sched ID	EmplID	Ben Record	Event Date	Event Class	Event ID	Pgm	Event Status
KUEM	KU0007	0 Betty Locherty	08/01/2000	Fam Status	1	KU1	Closed
Process Status: Enrolled *Process Indicator: Normal Prc <input type="checkbox"/> Addr Elig Chg <input type="checkbox"/> Event Out of Sequence <input type="checkbox"/> Final/Dflt <input type="checkbox"/> MultJobChg <input checked="" type="checkbox"/> Disconnected Suppress Forms: <input type="checkbox"/> Job Elig Chg Print Both							
KUEM	KU0010	0 Antonio Santos	05/01/2000	Fam Status	1	KU1	Closed
Process Status: Enrolled *Process Indicator: Normal Prc <input type="checkbox"/> Addr Elig Chg <input type="checkbox"/> Event Out of Sequence <input type="checkbox"/> Final/Dflt <input checked="" type="checkbox"/> MultJobChg <input checked="" type="checkbox"/> Disconnected Suppress Forms: <input type="checkbox"/> Job Elig Chg Print Both							

This page displays the results from the criteria in the search fields.

Process Indicator

Tells the system the event status to which you want to reprocess the specific participant event on the next Benefits Administration run.

Addr Elig Chg (address eligibility change), Mult JobChg (multiple job change), and Job Elig Chg (job eligibility change)

Indicates that event eligibility changes, insertions, or deletions have occurred and the participant event may need to be reprocessed. If you determine that the event does not need reprocessing, you can deselect these check boxes to indicate this fact, although these flags are only informational.

Disconnected

Indicates that an event has been disconnected and can no longer be processed. Disconnected events are events that have lost rows in one of the core HR tables: PERSON, PERS_DATA_EFFDT, EMPLOYMENT, or JOB.

Final/Dflt (final/default)

Indicates that you want to finalize default benefit option elections or apply them to a specific participant event on the next run of the Benefits Administration process for the schedule to which the participant event is assigned, or both.

Related Links

[Analyzing Disconnected Events](#)

[Update Event Status Page](#)

[Defining Open Enrollment and Snapshot IDs](#)

[Update Event Status Page](#)

"Understanding Multiple Jobs (*PeopleSoft HCM 9.2: Human Resources Manage Base Benefits*)"

Participant Page

Use the Participant page (BAS_PARTIC_INQ1) to review status, processing, and eligibility information for a selected participant and event.

Navigation

Benefits, Manage Automated Enrollment, Review Processing Results, Employee Event Detail, Participant

Image: Participant page

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

Participant		Plan Type		Option and Cost		
Sched ID:	KU00	US Open Enrollment 2000				
EmplID:	KU0003	Jean Parsons				
Benefit Record: 0						
Event Information						
ID:	0	Empl Record:	0	Eligibility Information		
Status:	Closed to Processing	Date:	01/01/2000	Empl Record:	0	
Class:	OE Open Enrollment	Effseq:	0	COBRA Action:		
Source:	Open Enrollment	Priority:	900	Addr Effdt:	03/12/1988	
<input type="checkbox"/> Multi-Activity Indicator		Job Effete:				
		Effseq:				
		0				
Processing Information						
Benefit Program:	KU1 GBI US Fulltime Benefit Pgm			<input type="checkbox"/> Address Eligibility Changed		
Process Status:	Finalized - Enrolled			<input type="checkbox"/> MultiJob Indicator Changed		
Status Date:	06/23/2000			<input type="checkbox"/> Job Eligibility Changed		
Process Indicator:	Normal Processing			<input type="checkbox"/> Event Out of Sequence		
Election Source:	None Entered			<input type="checkbox"/> Event Disconnected		
Excess Credit:	Cash			<input checked="" type="checkbox"/> Available through Self Service		
Option Notify:	11/01/1999	Election Rcvd:	11/22/1999	<input type="checkbox"/> Finalize/Apply Defaults		
Confirm Notify:	12/15/1999	Confirm Rcvd:				
Suppress Forms:		Enrl/Print Days:	0			
Eligibility Source						
Empl Record	Effdt	Effseq	Primary Job	Include Job for Eligibility	Include Job for Deductions	Eligibility Source
	03/12/1988					ADDRESSES
0	03/12/1988	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JOB

Source

Displays the event trigger: a changed employee address, or job information; a passive event; or the insertion of a manual event.

Priority	Indicates the order of processing for events with different classes that occur for the same benefit record number on the same event date.
Multi-Activity Indicator	Indicates multiple activity records from the BAS Activity table had the same benefit record number, event date, and event class, and were merged into a single participant event.
COBRA Action	If the event is associated with an action that may make the employee eligible for COBRA coverage, the system displays that action code.
Empl Record (employment record number), Job Effdt (job effective date), and Effseq (effective sequence)	The keys of the primary job at the time of the event. See the Eligibility Source grid.
Addr Effdt (address effective date)	The effective date of the address (state or postal code) used for eligibility. See Eligibility Source grid.
Election Source	How the system received the employee's elections.
Option Notify, Confirmation Notify, Election Rcvd (election received), and Confirm Rcvd (confirm received)	The dates that you sent the employee his or her notification and confirmation letters, and the dates those letters were received.
Available through Self Service	If this option is selected, the participant can enter elections for the option processing results of this event through the PeopleSoft eBenefits application.
Eligibility Source	Shows the source of eligibility data that was used when the event was last processed. The first line is always the effective date of the ADDRESSES table that contributed address data to the eligibility processing. The remaining rows show each job that may have contributed eligibility information and the Primary Job, Include Job for Eligibility, Include Job for Deductions check boxes, used primarily in multiple job processing.

Related Links

[Update Event Status Page](#)

[Analyzing Disconnected Events](#)

[Defining Event Rules](#)

"Understanding Multiple Jobs (*PeopleSoft HCM 9.2: Human Resources Manage Base Benefits*)"

Plan Type Page

Use the Plan Type page (BAS_PARTIC_INQ2) to review plan type details for a selected participant and event, including dependent and investments information when applicable (through page links).

Navigation

Benefits, Manage Automated Enrollment, Review Processing Results, Employee Event Detail, Plan Type

Image: Plan Type page

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

Curr Election (current election)

Options are:

- *Yes*: The employee had coverage in this plan type as of the event date.
- *No*: The employee did not have coverage in this plan type as of the event date.
- *Only*: The employee had coverage in this plan type as of the event date, but is no longer eligible as a result of the event. Coverage is displayed here *only* because it will be terminated.
- *Future*: The employee has a future-dated election in this plan type that the system will terminate.

Enroll Action and Coverage Elect

Until the event is finalized, these fields have default values of *None* and *Elect*. After finalization, Enroll Action can be either:

- *None*: No action occurred for this plan.
- *Enroll*: Coverage Elect is set to *Waive* or *Elect*.
- *Term*: Coverage Elect is set to *Terminate*.

A participant receives an enroll action of *None* if the election for the given plan type matches the participant's current election.

This way, if the participant stays in the same benefit plan for 20 years, only one enrollment record will exist rather than 20. Participants also receive an enroll action of *None* if an

error occurs with the election, or no current election, when the participant is finalized.

BAS Error (Benefits Administration system error)	An error has occurred during eligibility, event rule, or election processing for this plan type.
Deduction Begin	The effective date of the coverage.
Ignore Plan	Reflects the setting on the Event Rules Table 1 page.
Billing	If the Enroll Action has triggered Benefits Billing, then billing parameters appear in this group box.

Note: Certain plan types (Life, Savings, Flexible Spending Accounts, Pension, and Vacation Buy/Sell) have additional plan-specific election information that appears above the Billing group box. This includes life coverage amount, savings contribution amount and rollover options, pension contribution amount, and vacation hours. A page link may also appear for displaying dependent, beneficiary, or investment information.

Related Links

[Defining Event Rules](#)

Option and Cost Page

Use the Option and Cost page (BAS_PARTIC_INQ4) to review costs and credits for a participant and plan type.

Navigation

Benefits, Manage Automated Enrollment, Review Processing Results, Employee Event Detail, Option and Cost

Image: Option and Cost page

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

The screenshot shows the 'Option and Cost' page with the following details:

- Participant:** Sched ID: KC00, Empl ID: KC0001, Ben Record: 0, Event ID: 0
- Plan Types:** Plan Seq: 14, Plan Type: Vision. Navigation: Find | View All | First | 3 of 19 | Last
- Options:** Option Seq: 1, Option ID: 1, Option Type: Waive Option. Navigation: Find | View All | First | 1 of 4 | Last
- Benefit Plan:** Coverage Code: (empty)
- Option Code:** W
- Coverage Base:** (empty)
- Premium Base:** (empty)
- Dedn Class:** (empty)
- Default Election:** ☐ (unchecked)
- Proof Required:** ☐ (unchecked)
- Potential Tax Impact:** ☐ (unchecked)
- History Only:** ☐ (unchecked)
- Applies To Pay Periods:**
 - ☐ First
 - ☐ Second
 - ☐ Third
 - ☐ Fourth
 - ☐ Fifth
- Option Cost Table:**

Cost ID	Cost Type	Earn Code	Description	Annual After Tax	Annual Before Tax	Annual ER	After Tax Deduction	Before Tax Deduction	Employer Deduction

Default Election

When selected, this option indicates that the option will be assigned as a default to participants who fail to make their elections. It does not mean that this option has already been assigned to this participant as a default option.

Proof Required

When selected, this option means the participant must pass proof rules to legitimately enroll in the plan. These proof rules are stored in the event rules that you have defined for your Benefits Administration system.

Potential Tax Impact

Select to indicate whether a calculated deduction includes a possible tax effect, such as imputed income from group term life or dependent life.

History Only

Identifies options that the employee is eligible for but are not the result of the current event, and so cannot be chosen.

For example, when a participant undergoes an FSC (family status change) event, such as a marriage, the event rules enable the participant only to choose between options that are available as a direct result of the change in coverage status.

Annual After Tax, Annual Before Tax, and Annual ER

These fields display the tax-class detail for an option's annual cost as calculated by Benefits Administration. The *employer* cost represents the sum of any N-Tax and T-Tax cost components.

After Tax Deduction, Before Tax Deduction, and Employer Deduction

These fields display the tax-class detail for an option's per-pay-period cost as calculated by Benefits Administration. The *employer* cost represents the sum of any N-Tax and T-Tax cost components. It does not, however, include imputed income from life insurance plans.

Related Links

[Defining Event Rules](#)

Passive Event History Page

Use the Passive Event History page (PASSIVE_EVENT_HIST) to review passive event history for a specified process date.

Navigation

Benefits, Manage Automated Enrollment, Review Processing Results, Passive Event History, Passive Event History

Image: Passive Event History page

This example illustrates the fields and controls on the Passive Event History page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Passive Event History' page. It features a 'Search Criteria' section with four input fields: 'Process Run Date', 'From Date', 'Passive Event ID', and 'To Date'. Each date field has a calendar icon to its right. Below these fields is a 'Search' button.

From Date and To Date

The system searched this period for passive events during the run of the Benefits Administration process.

Search

Enter any combination of search criteria and then click this button to retrieve results that appear in a grid below.

Related Links

[Passive Event Processing Page](#)

Scheduling Events and Assigning Benefit Programs

Open enrollment and event maintenance differ most in scheduling events and assigning benefits programs.

This section discusses how to:

- Schedule events and assign programs for open enrollment.
- Schedule events and assign programs for event maintenance.
- Manage unprocessed activities for event maintenance.
- Manually update event status.

Page Used to Schedule Events and Assign Benefit Programs

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Update Event Status	BAS_PARTIC_STS	Benefits, Manage Automated Enrollments, Events, Update Event Status, Update Event Status	Identify event status information for events that are updated or reprocessed.

Scheduling Events and Assigning Programs for Open Enrollment

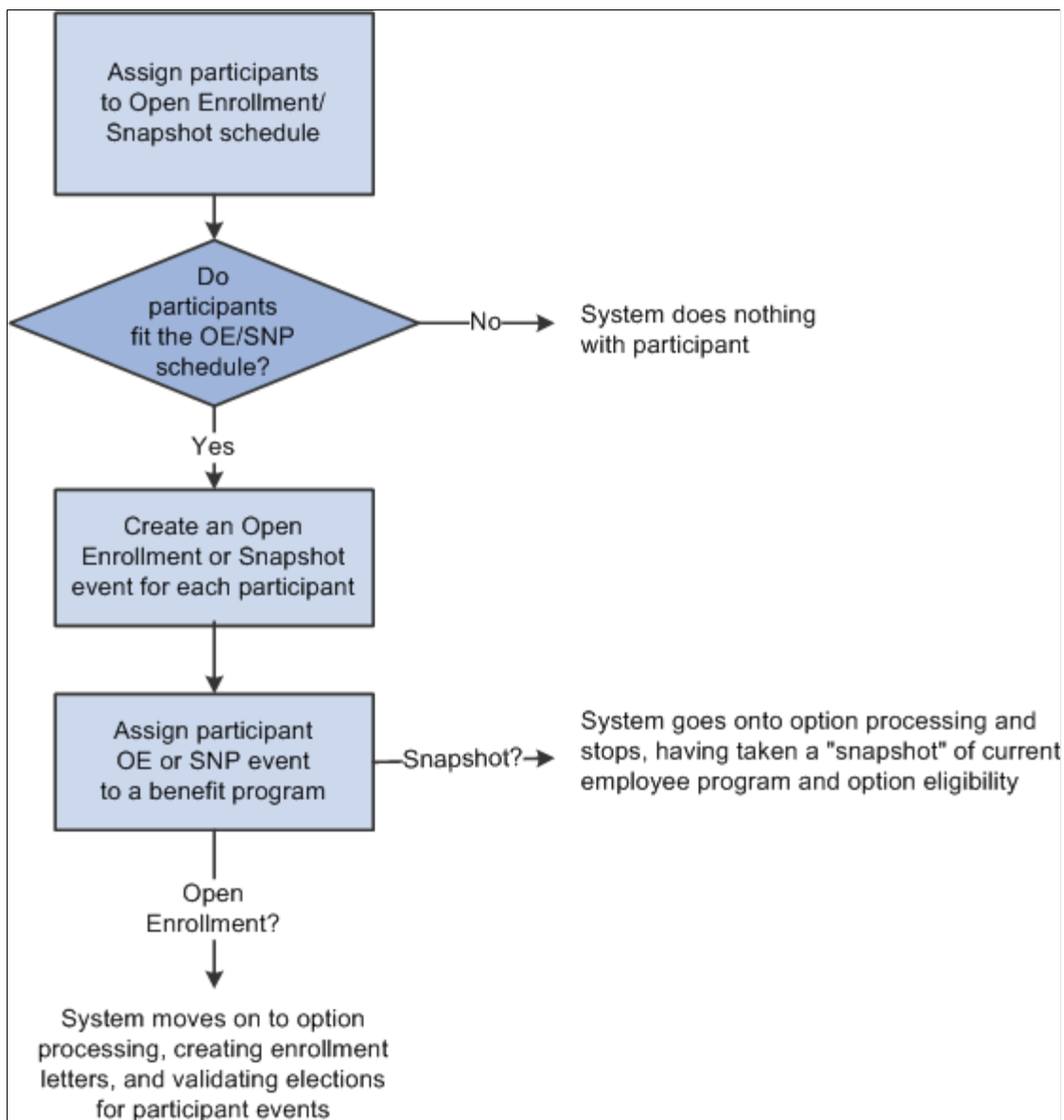
For each participant, the open enrollment event:

- Assigns the participant to the Open Enrollment schedule and creates an event (BAS_PARTIC).
- Reevaluates current benefit program eligibility and assigns the participant to an appropriate program.

The following flowchart illustrates the process steps for this phase of open enrollment:

Image: Process steps for Open Enrollment

This image describes the process steps for Open Enrollment.



Related Links

[Managing Unprocessed Activities for Event Maintenance](#)

Scheduling Events and Assigning Programs for Event Maintenance

Event maintenance begins by selecting event triggers, including:

- Changes to employee address, employment, and job information.
- Passive events.

The system creates rows for each event trigger in the BAS Activity table. Each event trigger in the table represents an unprocessed activity that has the potential to be processed into a participant event row on BAS_PARTIC.

Note: When you use the Review Bas Activity page to enter a manual event, you are really entering a row into the BAS Activity table.

The system evaluates each unprocessed activity and determines possible courses of action:

- Create a new participant event for the activity in BAS_PARTIC.
- If the creation of the new participant event affects the eligibility processing for an existing event, flag that event to indicate that it may need reprocessing.
- If the trigger information for the event has been deleted or changed, create a new participant event and flag it as being disconnected.

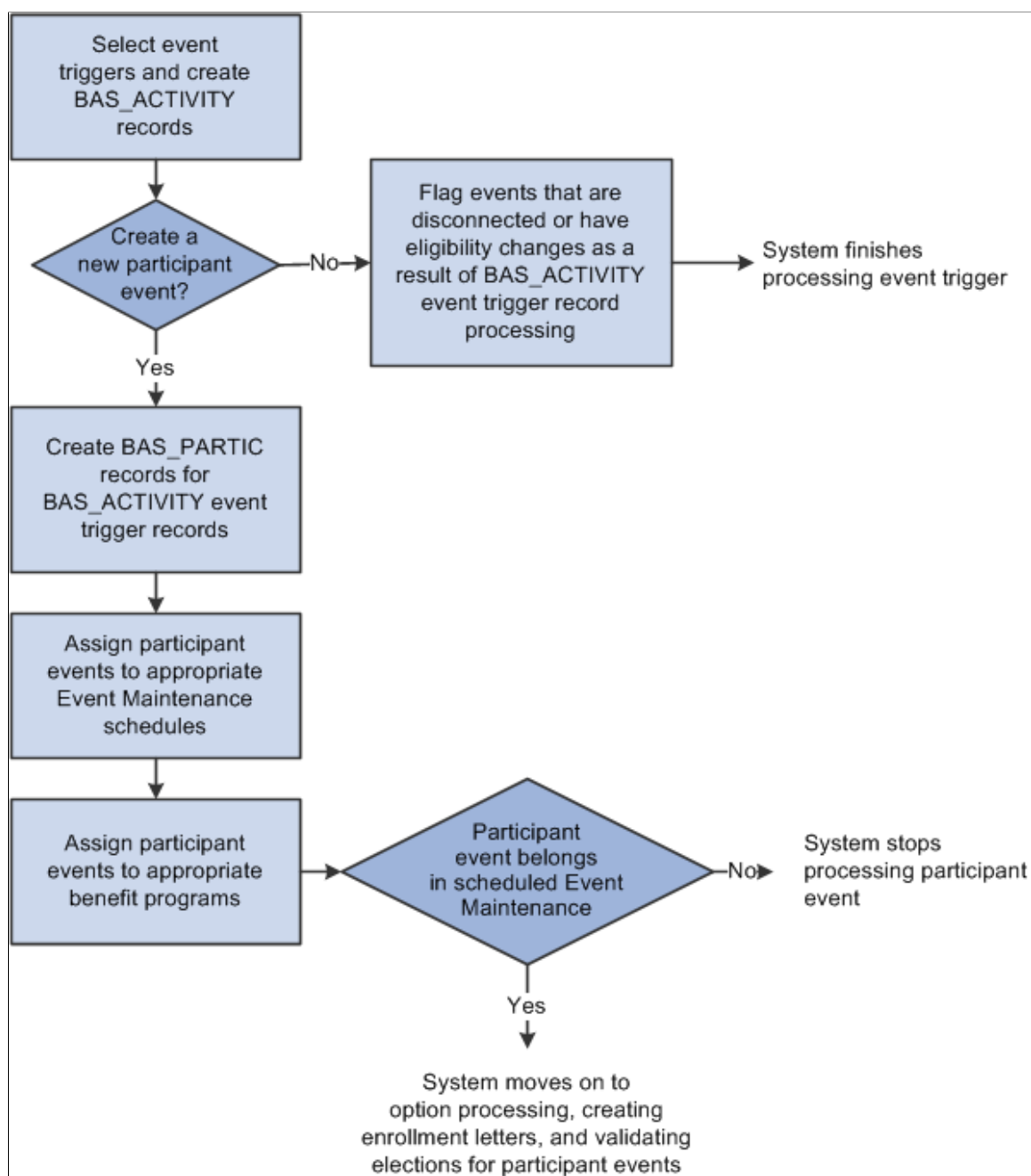
The event is assigned to the processing schedule that is most appropriate for the participant associated with the event. The system then determines the event's benefit program eligibility, whether it's been assigned to the specific schedule for which you're processing Event Maintenance.

Note: At this stage of event maintenance, the system might assign participant events to schedules other than the one you're processing. This way, when you run Event Maintenance for another schedule, you'll already have a set of participant events that have been assigned to benefit programs and are ready to go on to option processing.

The following flowchart illustrates the scheduling and assignment process for event maintenance:

Image: Event maintenanece scheduling and program assignment flowchart

This image illustrates the event maintenanece scheduling and program assignment flowchart.



Related Links

[Analyzing Disconnected Events](#)

Managing Unprocessed Activities for Event Maintenance

Managing Unprocessed Activities for Event Maintenance

Before you run Benefits Administration for an Event Maintenance process, use the Review BAS Activity page Benefits, Manage Automated Enrollments, Events, Review BAS Activity, Review BAS Activity), to:

- Review the unprocessed activities that are currently triggered for your employees.
- Insert manual events for Event Maintenance processing.
- Delete unprocessed activities.

After you've begun processing your participants, you can continue to use the Review Bas Activity page to insert manual events.

You can delete any activity trigger record on the Review Bas Activity page, but only after careful consideration. Events are often triggered that have no effect on benefits; the system is designed to handle these sorts of events, so you should leave them in the system. One example is an annual raise that has no effect on benefits but that affects a great number of employees.

Note: When an activity is processed without error during the Benefits Administration processing cycle, the system deletes it from the BAS Activity table, which means that it no longer shows up on the Review Bas Activity page.

Related Links

[Review BAS Activity Page](#)

Update Event Status Page

Use the Update Event Status page (BAS_PARTIC_STS) to identify event status information for events that are updated or reprocessed.

Navigation

Benefits, Manage Automated Enrollments, Events, Update Event Status, Update Event Status

This page displays all of the participant event records currently associated with a specific participant and benefit record number combination.

To open another event for processing, change the event status of the currently open event to *Closed*. Then change the event status of the event you would like to process to *Open*.

Note: The system flags the event that was in process as out of sequence, which means that the event may require reprocessing later.

You cannot manually change an event status to *Void*. You can change an event's event status to *Void* only when you reprocess the event.

Related Links

[Reprocessing Events](#)

Analyzing Disconnected Events

This section provides an overview of event disconnection and discusses how to:

- Investigate and void disconnected events.
- Reconnect open enrollment or Snapshot events.

Understanding Event Disconnection

When the system flags a participant event as being disconnected, it means that information that the system uses to track the event, process it, or both was deleted at some point after the event was triggered. Once an event is disconnected, it can no longer be processed by the system, except to be voided. A participant event can become disconnected in two ways:

- The changed HR record that previously triggered the event is deleted.
- One or more HR records needed for eligibility processing no longer exist.

The disconnection needs to be analyzed to determine any impact on benefit processing of the participant associated with the event. If an event is disconnected after it is finalized, you may want to void the event through reprocessing.

Disconnection Due to Loss of Event Trigger

When the system processes event triggers on the BAS Activity table, it looks at the source of the triggered activity. If the triggered activity results from the change of address, employment, or job information, the system needs to determine what type of change occurred: an information insert, a data change, or a deletion of information.

- When you update employee state, postal code, or job information by inserting new records for that information into the system, the system creates a new participant event in BAS_PARTIC.
- If the trigger was a correction of those same types of information, the system sets an eligibility change flag for any existing participant event that depended on that information, indicating that reprocessing for the flagged event may be necessary.
- If the trigger was a deletion of participant state, postal code, or job information, the system disconnects the participant events associated with that information.

Note: When you correct the effective date of a particular address or job information record, the system simultaneously creates a new participant event and disconnects any participant events that were initially triggered by that address or job record.

Disconnection Due to Loss of Eligibility Information

When the system prepares options or validates elections for participant events, it must access the current HR records that provide the event's eligibility parameters. If eligibility data has been deleted or no longer exists as of the event date (because the effective date of the eligibility data was changed), the system can no longer process the event. It must assume that the event was originally triggered in error or has been superseded. Benefits Administration disconnects these events, preventing them from being processed further by the system.

Related Links

[Managing Unprocessed Activities for Event Maintenance](#)

Investigating and Voiding Disconnected Events

Under most circumstances, you should verify that a disconnected event did not occur due to a data entry error in the HR data associated with the event.

You also want to review the impact of the event's disconnection as well as the impact of the correction of the event disconnection. For example, if the disconnection takes place because HR data was inadvertently deleted, the correction of that mistake will most likely cause the system to create new BAS_ACTIVITY records and possibly a new participant event.

If a participant event is disconnected after it has been finalized (also because eligibility information related to the event was lost), you may have to void the disconnected event to back out any election information it entered.

To void a disconnected event:

1. Access the finalized, disconnected event on the Controls page of the Processing Controls Update component or the Event Status Update page.
2. Select a Process Indicator value of *Void*.
3. Reprocess the event.

When you do this, the system backs out elections associated with the event, sets the event status to *Void*, and sets the event's process status to *RE*.

Related Links

[Reprocessing Participant Events](#)

[Process Status and Reprocessing Finalized Events](#)

Reconnecting Open Enrollment or Snapshot Events

Disconnected open enrollment or Snapshot events can be reconnected with the Schedule New Participants feature, which enables the automatic scheduling of participants who were added to the system after open enrollment or Snapshot processing for a selected schedule has begun.

The following sample sequence illustrates how a disconnected open enrollment participant event can be reconnected:

1. During scheduling and assignment for an Open Enrollment schedule, the system processes Open Enrollment events for three participants with the following employee IDs: 8001, 8002, and 8003.
2. The system disconnects the open enrollment event for employee 8003 because job eligibility information associated with the event has been lost.

Employees 8001 and 8002 are scheduled, and assigned, and have their options prepared.

3. While employees 8001 and 8002 are reviewing their enrollment forms and making their new elections, you fix the event trigger information for participant 8003, resulting in a reinsertion of a record for 8003 in the job row.

At the same time, a new employee, with an employee ID of 8012, is hired.

4. When you next run the Benefits Administration process for this Open Enrollment schedule with Schedule New Participants selected, the system picks up the new employee, 8012, and assigns an open enrollment event.

The system also picks up the reinserted record for participant 8003, resulting in a reconnection of the disconnected open enrollment event for that employee.

Related Links

[Defining Open Enrollment and Snapshot IDs](#)

Performing Options Processing

During the option processing phase of the Benefits Administration process, the system evaluates participant events for eligibility and applies event rules to determine the appropriate benefit plan options that are available to the participant as of the event's event date. The system determines the following things for the participant:

- Plan eligibility and available options.
- Option pricing and credits.
- Coverage and deduction dates (or terminations, if appropriate).
- Default options.
- Evidence-of-Insurability requirements, and coverage limits for Life and AD/D plans.

The results of the participant event evaluation depend entirely on the event and eligibility rules that you set up for the event classifications, benefit plan types, and benefit plan options involved.

Processing errors generally indicate that a problem exists with the design of the eligibility rules or event rules involved. They could also indicate that a problem exists with the HR information of the participant associated with the event. If errors occur, you need to evaluate the error to determine what (if anything) needs to be fixed. After you correct errors that result from program, rate, or rule design issues, you need to reprocess the events.

One of the most common classes of errors is an unexpected eligibility status. This is discussed in the following section.

When an event reaches a process status of *PR* (prepared), you may want to create enrollment statements for the participant.

Note: Option processing is the same regardless of whether the event is linked to an Event Maintenance or an Open Enrollment schedule.

Event Maintenance Only: Prepared Participant Events That Qualify for Termination

During Event Maintenance processing, participant events that qualify for termination of all coverages receive a process status of *PR* rather than being terminated automatically by the system. Full termination is a rather drastic event, and because it can occur inadvertently through a data change that causes an unexpected loss of eligibility to a benefit program, the system takes the conservative approach of stopping in *PR* status to give the administrator a chance to review the event. You must complete these termination events manually by flagging them to be force-finalized.

PeopleSoft Benefits Administration provides a workflow process called Find Terminations that searches for and delivers a list of participant events with a *PR* process status that qualifies their associated participants for termination.

Related Links

[Setting Up Eligibility Rules](#)

[Defining Event Rules](#)

Investigating Participant Eligibility

This section provides an overview of participant eligibility processing and discusses how to:

- Review eligibility checks.
- Review job eligibility evaluations.
- Process flagged participants.

Pages Used to Investigate Participant Eligibility

Page Name	Definition Name	Navigation	Usage
Review Eligibility Results	BAS_ELIG_DEBUG	Benefits, Manage Automated Enrollment, Investigate Exceptions, Review Eligibility Results, Review Eligibility Results	Review the results of program eligibility processing for specific employees.
Job Eligibility Evaluation	BAS_ELIG_JOB_VAL	Benefits, Manage Automated Enrollment, Investigate Exceptions, Review Eligibility Results, Review Eligibility Results Click a link in the Eligibility Fields group box to access the Job Eligibility Evaluation page.	Review details for a specific field on an eligibility check.

Page Name	Definition Name	Navigation	Usage
Employee Process Status Rpt (Employee Process Status Report)	RUNCTL_BAS027	Benefits, Manage Automated Enrollment, Investigate Exceptions, Employee Process Status Rpt, Employee Process Status Rpt	Lists all participants in a particular process status or set of status levels.
Report on Flagged Items	RUNCTL_BAS008	Benefits, Manage Automated Enrollment, Investigate Exceptions, Report on Flagged Items, Report on Flagged Items	Lists events that have had job, address, or union eligibility information changed, events that have been processed out of sequence, and events that have been disconnected during processing.
Eligible Participants Rpt	RUNCTL_BAS001	Benefits, Manage Automated Enrollment, Investigate Exceptions, Eligible Participants Rpt, Eligible Participants Rpt	Lists, by schedule and benefit program, employees who are eligible to participate in company benefit programs with details on plan and option eligibility.
Ineligible Participants Rpt (ineligible participants report)	RUNCTL_BAS_SCHED	Benefits, Manage Automated Enrollment, Investigate Exceptions, Ineligible Participants Rpt, Ineligible Participants Rpt	Lists all participants who are ineligible for any benefit program (events processed to AN status) and their eligibility parameters, such as birth date and status.
Invalid Elections Rpt	RUNCTL_BAS_SCHED	Benefits, Manage Automated Enrollment, Investigate Exceptions, Invalid Elections Rpt, Invalid Elections Rpt	Lists, by schedule and event, participants and their dependents, showing any errors such as coverage over the maximum or under the minimum, invalid choices, failure to meet eligibility requirements, and so on.
Missing Elections Rpt	RUNCTL_BAS_SCHED	Benefits, Manage Automated Enrollment, Investigate Exceptions, Missing Elections Rpt, Missing Elections Rpt	Lists and provides location information for participants who did not return enrollment statements.

Understanding Participant Eligibility Processing

When you run the Benefits Administration process with the Record Eligibility Results check box selected on the Schedule and Checkpoint Restart page of the Benefits Administration Run Control component, the system performs an eligibility check for all employees who have not yet had their options prepared. The results of that eligibility check are displayed on the Review Eligibility Results page. You can use this information to correct errors in your eligibility rule or benefit program setup.

The system records only benefits eligibility that is appropriate to the process status of the event. For example, if the event is at a status of *AS* or later, the system does not record program eligibility checks, because program eligibility is determined before events are assigned. And if the event is at a process

status of *PR* or later, the system does not record option eligibility for that event because its options have already been prepared.

The system follows these procedures when it makes eligibility checks and records their results:

- The system starts by checking eligibility for eligibility rules associated with benefit programs.

If a benefit program fails the eligibility check, the system records that eligibility check but then moves on to the next benefit program in the sequence.

- After all benefit program eligibility has been processed, and if eligibility for only one program has been met, the system begins testing all the option-level eligibility rules associated with that benefit program.

Related Links

[Setting Up Eligibility Rules](#)

[Building Benefit Programs with the Benefit Program Table](#)

[Setting Up the Benefits Administration Run Control Process](#)

Review Eligibility Results Page

Use the Review Eligibility Results page (BAS_ELIG_DEBUG) to review the results of program eligibility processing for specific employees.

Navigation

Benefits, Manage Automated Enrollment, Investigate Exceptions, Review Eligibility Results, Review Eligibility Results

Type

Indicates a standard eligibility rule or a geographic rule.

Rule Result

Indicates the participant's overall eligibility for the benefit program or option according to the eligibility rule being reported. It is the logical result of all of the individual field tests.

Eligibility Fields

This group box displays each eligibility field tied to the eligibility rule and indicates whether the participant failed or passed the eligibility check for that particular field.

Field Compared

Click a field name to display the corresponding Job Eligibility Evaluation page. This page presents the evaluation results for each job that contributes to eligibility, along with details of the eligibility rule being applied.

Field Result

Indicates whether the employee passed or failed the criteria set for this eligibility field.

Location Postal Code may appear next to the result if the eligibility field is State, Postal, or Geographic Location. This means that the criteria for the eligibility field was set up to match either the employee's home or work address.

Active Only	Indicates whether the eligibility check was made on only the employee's active jobs.
Group Method	If multiple jobs are active, displays the grouping method setup for the eligibility field.
Evaluation Method	If multiple jobs are active, displays the evaluation method setup for the eligibility rule.

Job Eligibility Evaluation Page

Use the Job Eligibility Evaluation page (BAS_ELIG_JOB_VAL) to review details for a specific field on an eligibility check.

Navigation

Benefits, Manage Automated Enrollment, Investigate Exceptions, Review Eligibility Results, Review Eligibility Results

Click a link in the Eligibility Fields group box to access the Job Eligibility Evaluation page.

Pri Job (primary job)	If multiple jobs are active, this check box indicates whether this employee job record for the listed benefit record is the primary job.
Incl Elig (include eligibility)	If multiple jobs are active, this check box indicates whether the Include for Eligibility check box is enabled or disabled for the listed employee job record.
Field Value	The system displays the value that the participant has in that field that is being compared against the eligibility rule.
Job Result	<p>Possible values include:</p> <ul style="list-style-type: none"> • <i>Eligible</i>: The job passed the eligibility check. • <i>Ineligible</i>: The job did not pass the eligibility check. • <i>Not evaluated</i>: The job did not contribute any data to the eligibility check. This could be because the group method was set to Primary and this was not the primary job for the benefit record, or the Include for Eligibility setting was not set for this job, or job status was set to Active Jobs Only and the job status was inactive.
Maximum Service Months and Maximum Service Months	Display the parameters that are set up for the eligibility field on the Eligibility Rules table.

Report on Flagged Items Page

Use the Report on Flagged Items page (RUNCTL_BAS008) to lists events that have had job, address, or union eligibility information changed, events that have been processed out of sequence, and events that have been disconnected during processing.

Navigation

Benefits, Manage Automated Enrollment, Investigate Exceptions, Report on Flagged Items, Report on Flagged Items

Image: Report on Flagged Items page

This example illustrates the fields and controls on the Report on Flagged Items page. You can find definitions for the fields and controls later on this page.

Schedule ID	To print flagged events from all schedules, leave this field blank.
Include Summary	Select to include summary information on all flagged participant events.
Reports Participants Flagged for	Select all of the criteria in this group box to use when reporting on selected participants.

Printing Enrollment Statements

This section provides an overview of enrollment statements and discusses how to:

- Run enrollment statements.
- Create print IDs for enrollment statement reprinting.

Pages Used to Print Enrollment Statements

Page Name	Definition Name	Navigation	Usage
Print Enrollment Statements	RUNCTL_BAS004	Benefits, Manage Automated Enrollment, Participant Enrollment, Print Enrollment Statements, Print Enrollment Statements	Enter the parameters for printing enrollment statements.

Page Name	Definition Name	Navigation	Usage
Reprint Selected Statements	BAS_PRINT	Benefits, Manage Automated Enrollment, Participant Enrollment, Reprint Selected Statements, Reprint Selected Statements	Set up print IDs for reprinting statements.
Print Mailing Labels	RUNCTL_BAS002	Benefits, Manage Automated Enrollment, Participant Enrollment, Print Mailing Labels, Print Mailing Labels	Print a set of 4-across mailing labels for employees participating in benefit programs. Benefit mailing labels compile lists from the BAS Participant tables created during open enrollment or event maintenance processing.

Understanding Enrollment Statements

Enrollment statements are an optional communication to the employee regarding his or her election options in response to open enrollment or other personal or employment-related events. If your company has gone completely paperless by means of self-service enrollment, you can choose to not generate paper forms. Enrollment forms can be created for each open event that has had options processed to at least a *PR* status.

Enrollment statements provide participants with a report of their:

- Current elections.
- Eligible options.
- Prices and credits associated with eligible options.
- Current dependent, beneficiary, and savings investment information.

You can modify the forms as necessary to meet the unique requirements of your company.

Note: To retain ease of data entry when you get your enrollment statement forms back from participants, order the options displayed on the statements the same way you'll enter them into the data entry pages. That is, make use of the display sequence entered for each plan and option when building your benefit programs.

The system prints new enrollment statements for participant events that have:

- A process indicator value of *Normal*.
- An event status of *Open*.
- A process status of *PR*, *ET*, or *EE*.
- A blank Option Notification Date field.

After the system prints an enrollment statement for a participant and participant event combination, the system updates the participant event's process status to *NT* (notified) and the option notification date to the date that the statement was printed.

Related Links

[Entering Participant Benefit Elections](#)

Print Enrollment Statements Page

Use the Print Enrollment Statements page (RUNCTL_BAS004) to enter the parameters for printing enrollment statements.

Navigation

Benefits, Manage Automated Enrollment, Participant Enrollment, Print Enrollment Statements, Print Enrollment Statements

Image: Print Enrollment Statements page

This example illustrates the fields and controls on the Print Enrollment Statements page. You can find definitions for the fields and controls later on this page.

The Benefits Administration Enrollment Form prints a generic enrollment statement for each eligible benefit program participant in the BAS Participation table. This enrollment statement includes the name and address of each participant, which options the participant is eligible for, and the associated price tags and credits (if applicable) for the options.

Schedule ID and EmplID (employee ID)

To print statements for all eligible participants in your system, leave both fields blank.

To print out statements for eligible participants that belong to a specific schedule, enter a schedule ID.

To print enrollment statements for an individual (and eligible) participant, enter the participant's employee ID. Remember that some participants may have events in more than one schedule.

An employee can be in only one schedule at a time, but may have been in different schedules in the past.

Cost Frequency

Options are:

Deduction Frequency: Print, for each available option, the cost of the benefit per pay period.

Annual Frequency: Print the annual cost of the benefit option.

The system calculates the annual frequency by multiplying the option's deduction frequency by the number of pay periods the employee experiences in a year.

Reprint Options

To reprint reports, select Reprint Report and enter the print ID. You create print IDs on the Reprint Selected Statements page.

When the system finishes reprinting a set of enrollment or confirmation statements, it deletes the associated print ID.

Note: When enrollment statements are reprinted, the participants' option notification date is updated to the reprint date.

Reprint Selected Statements Page

Use the Reprint Selected Statements page (BAS_PRINT) to set up print IDs for reprinting statements.

Navigation

Benefits, Manage Automated Enrollment, Participant Enrollment, Reprint Selected Statements, Reprint Selected Statements

Image: Reprint Selected Statements page

This example illustrates the fields and controls on the Reprint Selected Statements page. You can find definitions for the fields and controls later on this page.

Reprint Selected Statements

Print ID: PRINT

*Schedule ID: BEM101 Canadian Employees EM
Event Maintenance

Participant(s) to Print				Customize	Find	View All	First	1 of 1	Last
*EmplID	Name	Ben Record	Event ID						
B-BC101	Leslie Neilson	0	0						

The system reprints enrollment and confirmation statements only for participant events with a Process Indicator value of *Normal* and a process status value of *PR*, *NT*, *RE*, *ET*, *EE*, or *FE*.

Schedule ID

Required. The system uses the schedule ID to narrow down the set of eligible participant and participant event combinations for which statements can be reprinted.

Event ID

Each employee ID must be associated with an event ID of 1 or higher for an Event Maintenance schedule.

An event ID of 0 is acceptable only for an Open Enrollment schedule I.

If the participant is associated with multiple event IDs, you can enter records for each.

Ben Record (benefit record number)

If the participant has multiple jobs with different sets of benefit elections, you can enter the benefit record number.

You can have a benefit record number of 0.

Related Links

"Understanding Multiple Jobs (*PeopleSoft HCM 9.2: Human Resources Manage Base Benefits*)"

Entering Participant Benefit Elections

This section provides an overview of data entry for participant benefit elections and describes how to:

- Select schedule or participant mode.
- Enter benefit elections.
- Enroll dependents and assign beneficiaries.
- Enter dependent or beneficiary data.

Pages Used to Enter Participant Benefit Elections

Page Name	Definition Name	Navigation	Usage
Event/Participant Selection	BAS_ELECT_EVENT	Benefits, Manage Automated Enrollment, Participant Enrollment, Perform Election Entry, Event/Participant Selection	Select schedule or participant mode. If a participant has multiple jobs, select the events in order to enter a participant's benefit elections.
Option Election	BAS_ELECT_ENROLL2	Benefits, Manage Automated Enrollment, Participant Enrollment, Perform Election Entry, Option Election	Enter benefit elections.
Dependents/Beneficiaries	BAS_ELECT_DEPBENEF	Benefits, Manage Automated Enrollment, Participant Enrollment, Perform Election Entry, Dependents/Beneficiaries	Enroll dependents and assign beneficiaries.

Page Name	Definition Name	Navigation	Usage
Supplemental Enrollment	BAS_ELECT_DEPBENWK	Click Enroll Dependents or Assign Beneficiaries on the Dependents/Beneficiaries page.	Enter dependent or beneficiary data.
Dependent/Beneficiary Election	RUNCTL_BAS_SCHED	Benefits, Manage Automated Enrollment, Participant Enrollment, Dep/Beneficiary Election Rpt, Dependent/Beneficiary Election	Lists all dependents with current or new elections.

Understanding Participant Benefit Elections Data Entry

You use the data entry pages to enter benefit elections that your participants make after reviewing their available options. Once you enter this election information into the system, you can have the system validate the elections without leaving the data entry component.

Note: The data entry validation process checks only to ensure that data has been entered correctly. It does not validate employee elections for participant events using eligibility and event rules. You have to run the Benefits Administration process to validate benefit information updates and finalize participant events.

Data entry needs can differ depending on the type of Benefits Administration schedule that you're processing and the volume of participants for whom you're entering benefits election data. To provide for these different needs, two data entry modes are available. You can enter election data by schedule or by participant.

Entering data by schedule is designed for open enrollment. This mode has been designed so that benefits clerks with a minimal amount of training in the Benefits Administration process can use it to quickly enter batches of employee elections in the order that they receive them. Validation is performed only on demand, with the rationale that the entry clerk would not be authorized (or trained) to correct employee errors.

Entering data by participant is typical for event maintenance. This mode might best be used by experienced benefits administrators who are processing events on an employee-by-employee basis. Each employee's data is validated before opening a new page for the next participant, with the rationale that a trained administrator would immediately correct errors.

Note: In both components, no functional edits are applied during data entry to maximize the ability to perform rapid entry. Functional edits are made only when validation is performed—during Save or on demand. All data entry errors are presented as warnings so that the pages can always be saved without loss of data.

Event/Participant Selection Page

Use the Event/Participant Selection page (BAS_ELECT_EVENT) to select schedule or participant mode.

If a participant has multiple jobs, select the events in order to enter a participant's benefit elections.

Navigation

Benefits, Manage Automated Enrollment, Participant Enrollment, Perform Election Entry, Event/Participant Selection

Image: Event/Participant Selection page

This example illustrates the fields and controls on the Event/Participant Selection page. You can find definitions for the fields and controls later on this page.

Ben Record	Event ID	Event Date	Event Classification	Benefit Program	Process Status	Process Indicator
Selected 0	1	01/01/2000	HIR New Hire	KU1 GBI US FT	PR Prepared	N Normal Prc

Select by Schedule

Click to switch between Select By Participant mode and Select by Schedule mode.

Ben Record (benefit record number)

Used by the participant mode only.

Event ID

Used by the participant mode only.

Search

Click to locate event information for this participant.

Defer Dep/Benef Enrollment (defer dependent/beneficiary enrollment)

Select to defer dependent and beneficiary enrollment until after the entry of employee elections is complete. This hides the Dependent/Beneficiary grid for each plan on the Option Election page to streamline data entry. Dependent and beneficiary enrollment would be performed from the Dependents/Beneficiaries page instead.

Defer Savings Investments

Select to defer savings investment enrollment until after the entry of employee elections is complete. This hides the Investment Allocation grid for each savings plan on the Option Election page to streamline data entry. Investment allocation would be performed from the Dependents/Beneficiaries page instead.

Hide Unused Items/Links

Select to streamline data entry by not displaying certain fields and navigation links if they are not applicable to a plan or option. This reduces the need to press Tab to move over unused

fields, but it may break the data entry rhythm by varying the number of fields per plan.

Validate When Saved

Select to have data entry validated automatically when you save the record. When this check box is deselected, data entry is validated only on demand, when you click the Validate Elections button.

Excess Credit Rollover To

Overrides the default destination of excess benefit credits for the participant.

Validate Elections

Validates all plans and options for correct and sufficient entry. These are the same validations that are automatically performed when the page is saved if that feature is selected. All discrepancies are presented as warnings only, so the employee's elections can always be successfully saved for later correction.

Available Events

This group box displays the event associated with the selected schedule ID and employee ID after it's accessed by the system. For multiple jobs, more than one event might be found. Select the event on which you want to perform data entry.

Option Election Page

Use the Option Election page (BAS_ELECT_ENROLL2) to enter benefit elections.

Navigation

Benefits, Manage Automated Enrollment, Participant Enrollment, Perform Election Entry, Option Election

Image: Option Election page

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

Option Code

Select or update the benefit plan option currently assigned to the participant.

Special Requirements

Click to view the option's special requirements:

- **Elect Required (election required):** When selected, this indicates that an election is required for this plan type, based on the results of event rule processing.
- **Proof Received:** If this check box is available for selection, you can select it to indicate to the system that any required proof of insurability has been received from the employee. Until proof is received the system does not grant the employee's selected option.
- **Cross-Plan Required:** If the program rules for this option have cross-plan requirements, the system summarizes them here:
 - **XType (cross plan type):** The employee must also make an election in this controlling plan type.
 - **XPlan (cross benefit plan):** The employee must also make an election of this controlling benefit plan.
 - **Limit:** Coverage cannot exceed the indicated percentage of the employee's coverage under the XType plan.

- **DpndChk (dependent check):** Indicates whether dependents must also be covered under the XType plan.

Enroll All

Click to enroll all available dependents or beneficiaries in a particular plan type.

The system looks at the list of dependents and beneficiaries currently associated with the participant and validates enrollment eligibility against two things:

- Whether the dependent is eligible for the plan type based on the eligibility criteria as of the Coverage Begin date.
- Whether the dependent should be present in the grid based on the coverage code rules.

The system inserts the new dependent and beneficiary rows for each plan type and overwrites all dependent and beneficiary records currently assigned to the benefit plan type in question.

Plan-Specific Election Fields

In addition to the standard data entry fields described previously, each plan type may have its own special fields required to complete the election of an option. Plan-specific detail information appears for *Health* (1x), *Life* (2x), *Savings* (4x), *FSA* (6x), *Pension* (8x), and *Vacation* (9x) plan types. These detail fields may appear for all plans within a category for consistency; your benefit plan definitions control whether entry is allowed or required, and these rules are enforced during final validation.

Health Plans

When entering information for health plans (plan type 1x), you may need to enter the health provider ID associated with the participant's medical plan and indicate whether the participant has previously seen the identified provider.

Life and ADD Plans

Life and Accidental Death plans that are defined as having their coverage amount specified by the employee as part of their election may require additional entry. You specify the coverage amount as either a multiple of salary or a flat amount (or both), depending on the benefit plan definition. You also indicate what benefit base (salary source) to use in the coverage calculation.

Savings Plans

When entering benefits election information for savings plans (plan type 4x), you may be able to determine before and after tax matching information and specify savings rollover information for the savings plan if the plan was set up to allow for the adjustment of these values at the employee level.

Each Flat Amount and % of earnings combination of fields is available if an applicable limit is entered on the corresponding fields in the Savings Plan table for before-tax and after-tax contribution percentages.

You can also allocate investments as long as the participant has not selected a waive option for this plan type. The Allocate Savings Investments grid will be displayed if applicable.

You can also specify how employee contributions should roll over when plan or regulatory limits are reached. The link to this Specify Rollover page is available only if the plan has been defined as one that enables rollover options to be specified at the employee level in the Savings Plan table.

FSA Plans

Flexible spending account plans (plan type 6x) require enrollment entry of an annual pledge amount. An additional Employee Contribution field may or may not be required. The way this Employee Contribution field appears and acts depends on whether you implement PeopleSoft Payroll for North America.

The field is labeled Employee Contribution Override if you use Payroll for North America and Employee Contribution, if you do not.

When you enter a value in the optional field Employee Contribution Override, the system uses that to calculate the employee's FSA (Flexible Spending Account) contribution, rather than dynamically calculating the paycheck deduction from the Annual Pledge value. When Payroll for North America is not being used, then the Employee Contribution field is required, because the system does not have sufficient information to dynamically calculate the paycheck deduction from the Annual Pledge.

Use the FSA Contribution Worksheet to determine the exact amount of money the participant will need to contribute per month and pay period to reach a desired annual pledge goal.

The available fields differ depending on whether or not your organization currently implements PeopleSoft Payroll for North America or whether the event in process is an OE (open enrollment) or HIR (hire) event.

- If you do implement Payroll for North America or you are processing an OE or HIR event, the Annual Pledge, Pay Period Amount, and Employee Contribution Amount fields are open for entry. The contributions year-to-date are known to be either zero or can be derived from the employee's paycheck balances.
- If you do not use Payroll for North America, and you are not processing an OE or HIR event, the Contributions Year-To-Date field is also open for entry. In this situation, the system cannot reliably know the contributions year-to-date, so that value must be supplied to complete the equation.

In either situation, you can open all fields for change by selecting the Open Protected Fields for Change check box. Because the system normally calculates the values in the protected fields dynamically, you should use this option carefully.

Note: The Employee Contribution Amount field represents the amount that the employee is contributing in terms of the FSA plan's frequency as set up on the FSA Benefit table, not in terms of the employee's own paycheck deduction frequency.

Pension Plans

You can enter values for the Voluntary Percent (voluntary contribution percentage) and Voluntary Amount (voluntary contribution amount) fields only if the plan option has been defined on the Pension Plan table as one that enables voluntary contributions.

The Pension Base (base salary for pension calculations) field is always available. Use this field to calculate the pension using a salary other than the employee pay rate.

Vacation Plans

When you're entering benefits election information for participant Vacation Buy or Sell plans (Plan Type 9x), you must enter the vacation buy and sell hours. The value that you enter in the Vacation Hours field represents the number of hours that an employee buys or sells for the plan year.

Related Links

"Defining Benefit Plans (*PeopleSoft HCM 9.2: Human Resources Manage Base Benefits*)"

"Enrolling Participants in Benefit Programs and Plans (*PeopleSoft HCM 9.2: Human Resources Manage Base Benefits*)"

Dependents/Beneficiaries Page

Use the Dependents/Beneficiaries page (BAS_ELECT_DEPBENEF) to enroll dependents and assign beneficiaries.

Navigation

Benefits, Manage Automated Enrollment, Participant Enrollment, Perform Election Entry, Dependents/Beneficiaries

Image: Dependents/Beneficiaries page

This example illustrates the fields and controls on the Dependents/Beneficiaries page. You can find definitions for the fields and controls later on this page.

Event / Participant Selection		Option Election		Dependents / Beneficiaries	
Schedule ID:	KUEM	Employee ID:	KUX121	Mary McGuire	
Event ID:	1	Event Data:	01/01/2000	New Hire	
Benefit Record:	0	Excess Credit Rollover To:	Cash		
Dependent/Beneficiaries Currently on Record					
Name	Relationship to Employee	Dependent Beneficiary Type	Date of Birth		
McGuire, Antonio	Spouse	Both	10/12/1985		
McGuire, Marguerite	Child	Both	03/13/1992		
McGuire, Sean	Child	Both	09/18/1998		
Change/Add Dependent Data					
Elections Requiring Supplemental Information					
10	Medical	Enroll Dependents			
11	Dental	Enroll Dependents			
14	Vision	Enroll Dependents			
20	Life	Assign Beneficiaries			
21	Supplemental Life	Assign Beneficiaries			
22	AD and D	Assign Beneficiaries			

Dependent/Beneficiaries Currently on Record

This group box summarizes, for review only, all of the dependents and beneficiaries currently associated with the participant.

Change/Add Dependent Data

Click the Change/Add Dependent Data link to open the Update Dependent/Beneficiary (DEPEND_BENEF) component. The participant's current dependents can be edited, or new individuals added when you have correction authorization to the Update Dependent/Beneficiary component.

Note: When you are adding new dependents because of a life event such as birth or marriage, the effective date for the new dependents should be the same as the Benefits Administration event date.

Elections Requiring Supplemental Information

Displays links to all plan types requiring additional dependent, beneficiary, or savings investment information to complete the employee's election choices. This information can also be entered from the Option Election page, but is repeated here to provide an alternate method of data entry.

Enroll Dependents

Click to open the Supplemental Enrollment page. This link appears for:

- Health plan types (plan type 1x).
- Dependent AD/D plans (plan type 24).
- Dependent life plans (plan type 25).

Assign Beneficiaries

Click to open the Supplemental Assignment page. This link appears for:

- All other life and AD/D plan types (plan type 2x).
- Savings and pension plan types (plan types 4x and 8x).

Allocate Investments

Click to open the Supplemental Allocation page. This link appears for Savings plans (plan types 4x).

Related Links

"Entering Dependent and Beneficiary Information (*PeopleSoft HCM 9.2: Human Resources Manage Base Benefits*)"

Supplemental Enrollment Page

Use the Supplemental Enrollment page (BAS_ELECT_DEPBENWK) to enter dependent or beneficiary data.

Navigation

Click Enroll Dependents or Assign Beneficiaries on the Dependents/Beneficiaries page.

Image: Supplemental Enrollment page

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

ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	
02	McGuire, Marguerite	Child		<input type="checkbox"/>	-
03	McGuire, Sean	Child		<input type="checkbox"/>	-

The information displayed on this page depends on the plan type being accessed. This page presents essentially the same field layout as found on the Option Election page for enrolling dependents, assigning beneficiaries, and allocating savings investments.

Validating and Loading Elections

This section provides an overview of validation and loading and discusses how to:

- Force-finalize participant events.
- Find prepared participants who qualify for termination.
- Find employees with late enrollment forms.
- Post elections to Base Benefit tables.

Understanding Validation and Loading

When the Benefits Administration process validates and loads elections associated with participant events, it reevaluates the events in much the same way that it did during the option preparation phase. The difference is that the participants have had a chance to update their benefit election information and their choices have been entered into the system.

The system evaluates the updated benefits information using the same set of eligibility rules and event rules that it used to determine options. It also recalculates benefit election defaults where appropriate. This is important because these defaults may possibly have changed if events are processed out of sequence, or if changes are made to Base Benefit tables in the interim between runs of the Benefits Administration process. In this case, the recalculated defaults may not match the defaults shown on enrollment forms or inquiry pages.

During finalization, the system also assigns excess credits to plans in which the participant is enrolled. If the participant event processes correctly, it loads the new option elections and related information to the Base Benefits tables that store benefits information for the associated participant. It creates rows for new, changed, or terminated benefit option enrollments, but only if the new enrollment is different from the

existing enrollment. (That is, simply reelecting an existing coverage does not generally cause a new row to be inserted into Base Benefit tables if all election-related data is the same).

Processing errors during validation and loading might be caused by:

- Problems with the new election information that was entered into the system during data entry.
- HR information linked to the participant event.
- The design of the related eligibility rules, the event rules, or benefit program associated with the event.

You need to evaluate the error to determine whether anything needs to be fixed. If only the employee's election data needs to be corrected, then an event in *EE* status will be picked up for further processing during the next run of the schedule. However, if you need to correct the employee's HR data (which could affect his benefits eligibility), or if you need to correct the underlying benefits rules or setup, then the event must be specifically reprocessed back to the first phase of benefits processing (scheduling, event assignment, or option preparation).

Note: Event Maintenance and Open Enrollment schedules are processed the same way during validation and loading.

Related Links

[Defining Event Rules](#)

[Reviewing Benefits Administration Process Results](#)

[Entering Participant Benefit Elections](#)

Force-Finalizing Participant Events

When you tell the system to finalize a participant event, it brings that event to an *FE* process status, even if it has been processed with errors. If the event is at a process status of *ET* or *EE* (election error), the system loads the participant's valid elections to the Manage Base Benefits business process tables. If the event is at any other process status, the system applies the appropriate default elections and loads them into the Base Benefit tables. The system also applies and loads default elections to replace elections that have been made in error.

You can force-finalize individual participants with the Final check box on either the Event Status Update page or the Controls page of the Processing Controls Update component. On the next run of the Benefits Administration process, the system automatically force-finalizes all participants with the Final check box selected.

If you're processing an Open Enrollment schedule, you can force-finalize all of the participants within that schedule. You'll arrange this when you set up the run control for the Benefits Administration process.

Open Enrollment schedules can be force-finalized because this method fits in with the nature of the Open Enrollment process, which has a finite set of start and end points. At the end of the enrollment period, you would force-finalize any employees who hadn't yet made their elections. Presumably, the open enrollment event rules that you create would enforce your business policies regarding failures to make positive elections (or reelections) in certain critical or regulated plan types.

Event Maintenance schedules, on the other hand, are processed on an ongoing basis. Each employee in a typical Event Maintenance schedule can be associated with a variety of different events and triggered

actions at a given point in time. As you process certain events for the participant, more events are triggered for later Event Maintenance processing. The Event Maintenance procedure has no end, so enabling the forced finalization of an entire Event Maintenance schedule does not make sense isn't reasonable.

Related Links

[BenAdmin Processing Controls Page — Reviewing Processing Results for Participant Events](#)

[Update Event Status Page](#)

[Defining Open Enrollment and Snapshot IDs](#)

Finding Prepared Participants Who Qualify for Termination

When the Event Maintenance process is run, participants can be identified as qualifying for termination when their participant events reach a process status of PR. The benefits administrator must terminate these employees manually by force-finalizing them.

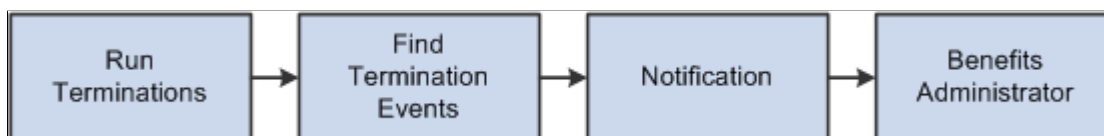
The Find Terminations Workflow process locates participant events at a process status of PR that qualify for termination after Event Maintenance processing but who have not yet been manually terminated. It then makes a list of these participant events and sends it to the benefits administrator.

Set this workflow in action through the Process Scheduler by selecting Benefits, Manage Automated Enrollments, Events, Find Terminations to Finalize.

This chart illustrates the Find Terminations Workflow process:

Image: Find Terminations Workflow process

This image describes the Find Terminations Workflow process.



Finding Employees with Late Enrollment Forms

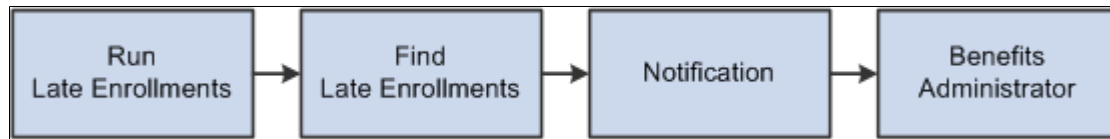
When event maintenance is run, a set of notification letters and election forms are sent out to new employees and to employees whose coverage has changed due to a specific event. The Find Late Enrollments workflow retrieves a list of the employees who have not returned their benefits enrollment forms. Find Late Enrollments brings you to the Event Status Update page, where you can select the Final check box to assign default coverage for these employees.

Set this workflow in action through the Process Scheduler by selecting Benefits, Manage Automated Enrollments, Events, Find Non-Respondents.

This chart illustrates the Find Late Enrollments Workflow process:

Image: Find Late Enrollments Workflow process

This image illustrates the Find Late Enrollments Workflow process.



For additional information, see the product documentation for: *PeopleTools: Workflow Technology*

Posting Elections to Base Benefit Tables

As elections are prepared for posting to the Base Benefit tables, Benefits Administration determines the proper coverage begin dates and deduction begin dates based on event rules defined by plan type. Future-dated elections are inserted into Base Benefit tables as the participant elections are validated or finalized.

Payroll processes such as the Payroll for North America Pay Calculation process select elections based on effective date, using future-dated elections only when they become effective for the current pay period. If the election for a given plan type is equal to the current election, no entry is posted. If a participant is no longer eligible for a given plan type, that participant's current elections are terminated by the insertion of a row into the Base Benefit table for the plan type.

Inserting termination rows into the Base Benefit tables (rather than making a current row inactive) facilitates rolling back or reprocessing elections that have been posted to the Base Benefit tables. You can reverse Individual elections—or groups of participant elections—out of the Base Benefit tables by identifying those participants for reprocessing.

Note: If you were to look at the physical record structures underlying the Base Benefits election tables, you might notice that it still contains the fields Coverage End Date and Deduction End Date. This is for historical reasons only, and their use is discontinued, having been replaced by the approach of inserting superseding Termination, Waive, or Election rows. You should not create any processes that update these end date fields or any fields that rely on them.

Printing Confirmation Statements

This section provides an overview of confirmation statements and discusses how to generate confirmation statements.

Page Used to Print Confirmation Statements

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Print Confirmation Statements	RUNCTL_BAS005	Benefits, Manage Automated Enrollment, Participant Enrollment, Print Confirmation Statements, Print Confirmation Statements	Run confirmation statements and enter parameters for the confirmation statement printing process.

Understanding Confirmation Statements

You typically create a confirmation statement when an event reaches *FE* status. Confirmation statements provide participants with a report of their current elections, dependent and beneficiary information, and investment information after event maintenance or open enrollment processing has finished.

You can modify the forms as necessary to meet the unique requirements of your company. The confirmation statement printing process is similar to the enrollment form printing process.

Note: You can also print confirmation statements for events with *EE* status. Confirmation statements are printed only for events with a Process Indicator value of *Normal*. Unless you are reprinting forms, statements are printed only for participant events for which the Confirmation Notify Date field is either blank (no form has been previously printed) or contains a date that is before the last processing date (the event has been reprocessed since the form was printed).

Print Confirmation Statements Page

Use the Print Confirmation Statements page (RUNCTL_BAS005) to run confirmation statements and enter parameters for the confirmation statement printing process.

Navigation

Benefits, Manage Automated Enrollment, Participant Enrollment, Print Confirmation Statements, Print Confirmation Statements

Image: Print Confirmation Statements page

This example illustrates the fields and controls on the Print Confirmation Statements page. You can find definitions for the fields and controls later on this page.

Print Confirmation Statements

Run Control ID: PS [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English ☒ Specified ☐ Recipient's

Schedule ID: (Leave blank for all schedules)

Print Single Event

EmplID: (Leave blank for all employees)

Ben Record:

Event ID:

Process Status to Include

☐ Election Error

☐ Finalized - Enrolled

Reprint Options

☐ Reprint Report

Print ID:

The options on this page are almost identical to those on the Print Enrollment Statements page.

To create print IDs, you use the Reprint Selected Statements page, exactly as you do for enrollment forms.

Reprocessing Events

This section provides an overview of event reprocessing and discusses how to:

- Reprocess for individual participants.
- Reprocess events for selected groups.
- Reprocess open enrollment schedules.

Pages Used to Reprocess Events

Page Name	Definition Name	Navigation	Usage
Update Event Status (benefits administration event status update)	BAS_PARTIC_STS	Benefits, Manage Automated Enrollments, Events, Update Event Status, Update Event Status	Reprocess individual participant events.
BenAdmin Processing Controls (benefits administration processing controls)	BAS_PARTIC_PRC2	Benefits, Manage Automated Enrollment, Events, Update Processing Controls, BenAdmin Processing Controls	Update event status, queue reprocessing, and finalize events.

Understanding Event Reprocessing

Reprocessing may be necessary in a number of instances. For example, you may want to reprocess an event when it is processed out of order or when eligibility information related to the event has been changed. You may also need to reprocess finalized events in cases in which employees find errors in their confirmation statements.

You can reprocess events to any previous stage of the Benefits Administration cycle. You can reprocess entire open enrollment schedules as well as individual events.

Analyze the situation carefully before you reprocess: in some cases, reprocessing can have an adverse effect on employee data, especially when you reprocess large numbers of employees without analyzing the situation beforehand.

Reprocessing Flow

When you reprocess a participant event, the system backs the event out to the stage that you indicate on the Controls page of the Process Status Update component, the Event Status Update page, or the Open Enrollment/Snapshot run control page. So if you have an ET event and you reprocess it to an AS status, the system backs out all of the election information that you entered for the event and disregards all of the prepared options.

Then the system moves the event through the process again. If an event is reprocessed back to AS process status, the system then attempts to process the event all the way to the PR process status, where it will await the printing of enrollment forms and data entry of employee elections. Option eligibility, costs, credits, defaults, and preentry values are rechecked.

RE Status

Events that have already been finalized and loaded can be reprocessed to *RE* status, which acts as a stand-in for the *NT* process status. After you reenter data for the participant event, the system attempts to validate and load the elections to get the event back to the *FE* status.

Related Links

[Process Status and Reprocessing Finalized Events](#)

Update Event Status Page

Use the Update Event Status (benefits administration event status update) page (BAS_PARTIC_STS) to reprocess individual participant events.

Navigation

Benefits, Manage Automated Enrollments, Events, Update Event Status, Update Event Status

Image: Update Event Status page

This example illustrates the fields and controls on the Update Event Status page. You can find definitions for the fields and controls later on this page.

Update Event Status			
EmplID: KC0002 Kirby Dunbar		Ben Record: 0	
Event Status Update		Find First 1-3 of 3 Last	
Schedule ID:	KC08	<input type="checkbox"/> Address Eligibility Changed	
Event Date:	01/01/2008 <input checked="" type="checkbox"/> Event Disconnected	<input type="checkbox"/> MultiJob Indicator Changed	
Event ID:	0	<input type="checkbox"/> Job Eligibility Changed	
Event Class:	OE Open Enrollment	<input type="checkbox"/> Event Out of Sequence	
Event Priority:	900	<input type="checkbox"/> Finalize/Apply Defaults	
Benefit Program:	KC1	Print Option:	Print Both Forms
Process Status:	Finalized - Enrolled	*Process:	Normal Processing
Action Source:	Open Enrollment	*Event Status:	Closed to Processing
Schedule ID:	KC00	<input type="checkbox"/> Address Eligibility Changed	
Event Date:	01/01/2000 <input checked="" type="checkbox"/> Event Disconnected	<input type="checkbox"/> MultiJob Indicator Changed	
Event ID:	0	<input type="checkbox"/> Job Eligibility Changed	
Event Class:	OE Open Enrollment	<input type="checkbox"/> Event Out of Sequence	
Event Priority:	900	<input type="checkbox"/> Finalize/Apply Defaults	
Benefit Program:	KC1	Print Option:	
Process Status:	Finalized - Enrolled	*Process:	Normal Processing
Action Source:	Open Enrollment	*Event Status:	Closed to Processing
Schedule ID:	KC99	<input type="checkbox"/> Address Eligibility Changed	
Event Date:	01/01/1999 <input checked="" type="checkbox"/> Event Disconnected	<input type="checkbox"/> MultiJob Indicator Changed	
Event ID:	0	<input type="checkbox"/> Job Eligibility Changed	
Event Class:	OE Open Enrollment	<input type="checkbox"/> Event Out of Sequence	
Event Priority:	900	<input type="checkbox"/> Finalize/Apply Defaults	
Benefit Program:	KC1	Print Option:	
Process Status:	Finalized - Enrolled	*Process:	Normal Processing
Action Source:	Open Enrollment	*Event Status:	Closed to Processing

You see all events currently in BAS_PARTIC for the participant and benefit record number combination that you select in descending date order, so the current events are at the top. The event currently in process has an event status of *Open*.

Note: Only one event can have an event status of *Open*. You cannot change another event to *Open* status until the current event is closed.

Event Disconnected (disconnected event)

If selected, this option indicates that the event is disconnected and can no longer be processed, with the exception of finalized and disconnected events, which can be reprocessed to a Void status.

Address Eligibility Change, MultitJob Indicator Changed (multiple job indicator change), Job Eligibility Changed, and Event Out of Sequence

These check boxes indicate that changes have occurred since the event was scheduled; the event may have been affected and may need to be reprocessed.

If you determine that the event does not need reprocessing, deselect these check boxes.

Note: These check boxes remain selected until you deselect them. After you reprocess the event or otherwise correct the problem that caused the system to select the check box, you should return to this page to deselect the check boxes.

Finalize/Apply Defaults

When this option is selected, the system attempts to finalize and apply defaults for the participant event on the next run of the Benefits Administration process.

Process Indicator

You use the Process Indicator options to indicate how the event is to be reprocessed on the next run of the Benefits Administration process. The following table describes Process Indicator values.

Process Indicator	Processing
Assign Pgm (assign benefit program)	<p>Event status must be <i>Open</i>.</p> <p>Elections for participant events are rolled back (deleted) from the Base Benefit enrollment tables. Election choices are not retained in BAS_PARTIC tables for the participant events.</p> <p>Schedule assignment is not reviewed.</p> <p>Program eligibility is checked and option eligibility, cost credits, defaults, and preentry are recalculated.</p> <p>The system attempts to reprocess participants to a <i>PR</i> status.</p>
Elect Optn (elect options)	<p>Event status must be <i>Open</i>.</p> <p>The system rolls back elections from Base Benefit enrollment tables.</p> <p>Schedule assignment, program assignment, and option eligibility are not reviewed.</p> <p>The system revalidates elections for this event and loads them, if errors occur, back into the Base Benefit enrollment tables, resetting the final process status to <i>FE</i>. If errors occur, the process status will be <i>EE</i>.</p>
Normal Prc (normal processing)	Standard processing for Benefits Administration. Nothing is reprocessed.

Process Indicator	Processing
Prep Optn (prepare options)	<p>Event status must be <i>Open</i>.</p> <p>Elections for participant events are rolled back (deleted) from the Base Benefit enrollment tables. Election choices are not retained in the BAS_PARTIC table for the participant events.</p> <p>Schedule assignment and program assignment are not reviewed.</p> <p>The system recalculates option eligibility, cost credits, defaults, and preentry information.</p> <p>The system attempts to reprocess participants to a <i>PR</i> status.</p>
Re-Enter	<p>Use to correct election errors for finalized events with enrollment information that has been loaded to benefit tables.</p> <p>Event status must be <i>Open</i>.</p> <p>The system rolls back elections from Base Benefit enrollment tables. It retains elections in the BAS_PARTIC table. The system leaves the event at a process status of <i>RE</i>.</p> <p>Schedule assignment, program assignment, and options are not reviewed.</p> <p>When you post election changes to the data entry pages, the system updates the process status to <i>ET</i>.</p>
Void	<p>If the event is in a process status of Enrolled, elections are rolled back from Base Benefit enrollment tables.</p> <p>The system retains prior election choices for this event in the BAS_PARTIC table. The system leaves the event at a process status of <i>RE</i>.</p> <p>The system does not review schedule assignment, program assignment, and option eligibility.</p> <p>The system updates the event status to Void and removes the event from further processing.</p>

Related Links

[Scheduling Events and Assigning Benefit Programs](#)

[Analyzing Disconnected Events](#)

[Update Event Status Page](#)

[Investigating and Voiding Disconnected Events](#)

BenAdmin Processing Controls (results) Page

Use the BenAdmin Processing Controls (benefits administration processing controls) page (BAS_PARTIC_PRC2) to update event status, queue reprocessing, and finalize events.

Navigation

Benefits, Manage Automated Enrollment, Events, Update Processing Controls, BenAdmin Processing Controls

The fields on this page are similar to those on the Update Event Status page, described in the previous section, except that you can set reprocessing indicators for multiple participants.

Related Links

[Scheduling Events and Assigning Benefit Programs](#)

[Analyzing Disconnected Events](#)

[Defining Open Enrollment and Snapshot IDs](#)

[Reprocessing Participant Events](#)

[Validating and Loading Elections](#)

"Understanding Multiple Jobs (*PeopleSoft HCM 9.2: Human Resources Manage Base Benefits*)"

Reprocessing Open Enrollment Schedules

You can use the Open Enrollment/Snapshot page of the Run Control component to reprocess every participant in an open enrollment schedule. Select a reprocessing value in the Reprocess group box and run the Benefits Administration process again.

The following table summarizes the processing performed by the system in response to your reprocess request. Only participant events on this schedule will be included. In general, the system excludes participant events with an event status of *Closed* or *Void* from Open Enrollment run control reprocessing.

<i>Reprocess Indicator Value</i>	<i>Processing</i>
None	Standard processing for Benefits Administration.

<i>Reprocess Indicator Value</i>	<i>Processing</i>
Schedule (reassign schedules)	<p>This restarts Benefits Administration processing. You might use this when you work through test runs during implementation, for example.</p> <p>No participant events on the selected Benefits Administration schedule can be in a process status of <i>NT</i>, <i>EE</i>, <i>ET</i>, <i>RE</i>, or <i>FE</i>. The system checks this at the start of the run and terminates processing if this condition is not met.</p> <p>The system ignores the participant events' process indicator status and event status—all events, open and closed, are included.</p> <p>The system deletes all participant event data for this schedule and then recalculates it through option preparation. This includes reevaluating the employee population for inclusion in the schedule, and subsequent program assignment, and the determination of eligible options and defaults.</p> <p>The system attempts to process participant events to a <i>PR</i> process status.</p>
Assign Benefit Program	<p>The system rolls back (deletes) elections for participant events from the Base Benefit enrollment tables. The system does not retain participant event election information in the <i>BAS_PARTIC</i> table.</p> <p>The system does not review schedule assignment.</p> <p>The system rechecks program eligibility and recalculates option eligibility, cost credits, defaults, and preentry information.</p> <p>The system attempts to process participant events to a <i>PR</i> process status.</p>
Prepare Options	<p>The system rolls back (deletes) elections for participant events from the Base Benefit enrollment tables. The system does not retain participant event election information in the <i>BAS_PARTIC</i> table.</p> <p>Schedule assignment and program eligibility and assignment are not reviewed.</p> <p>Option eligibility, cost credits, defaults, and preentry are recalculated.</p> <p>The system attempts to process participant events to a <i>PR</i> process status.</p>

<i>Reprocess Indicator Value</i>	<i>Processing</i>
Elect Options	<p>The system rolls back elections from Base Benefit enrollment tables. The system retains participant event election information in the BAS_PARTIC table.</p> <p>The system does not review or reprocess schedule assignment, program assignment, or option eligibility.</p> <p>It revalidates elections for this event and loads them, if no errors occur, back into the Base Benefit enrollment tables, resetting the final process status to <i>FE</i>.</p>

Related Links

[Defining Open Enrollment and Snapshot IDs](#)

Processing Event Maintenance On Demand

Understanding On-Demand Event Maintenance Processing

The administration of an event maintenance or open enrollment schedule can extend from several days to several weeks, depending upon the number of employees involved. This can involve time correcting processing errors, delivering enrollment forms, entering employee elections as the forms are returned, validating elections, and sending out confirmation notices.

With on-demand event maintenance, you can run an individual participant through the entire Benefits Administration process—from participant event scheduling to enrollment confirmation—with a single page.

Using on-demand event maintenance, you can:

- Process participant events quickly, without setting up run controls.
- Correct processing errors as they occur.
- Link to Benefits Administration pages to review processing information and enter option elections.

On-Demand Event Scenarios

You might use on-demand event maintenance for an employee who has been promoted and is transferring offices in a few days. In one day, you could:

- Produce a benefits package.
- Enter elections.
- Produce a confirmation statement.

You can also integrate the On-Demand Event Maintenance page into the standard Benefits Administration processing cycle. For example, a new hire is typically scheduled as a participant event during a regularly scheduled Event Maintenance batch process. However, what if the new employee needs to submit an enrollment form right away to make a doctor's appointment and show proof of medical insurance? You can use the On-Demand Event Maintenance page to produce the enrollment statement on demand. The employee makes elections that same day using the company's interactive voice response system or self-service website with eBenefits, and the system finalizes the elections and prints a confirmation statement during the next run of the Benefits Administration process for the normal event maintenance schedule.

Related Links

[Moving Events Through the Process](#)

Beginning the On-Demand Event Maintenance Process

This section discusses how to:

- Start the On-Demand Event Maintenance process.
- Select an activity to process.

Pages Used to Begin the On-Demand Event Maintenance Process

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
On-Demand Event Maintenance	BAS_ON_DEM_EM	Benefits, Manage Automated Enrollment, Events, On-Demand-Event Maintenance, On-Demand Event Maintenance	Process a single participant through all stages of the Benefits Administration process.
BAS Activity (Benefits Administration System Activity)	BAS_ACTY_EMPL	Click the Show Activities button on the On-Demand Event Maintenance page.	Review the list of activities waiting to be processed for a particular employee ID and benefit record number combination and select one to be processed.

On-Demand Event Maintenance Page

Use the On-Demand Event Maintenance page (BAS_ON_DEM_EM) to process a single participant through all stages of the Benefits Administration process.

Navigation

Benefits, Manage Automated Enrollment, Events, On-Demand-Event Maintenance, On-Demand Event Maintenance

Image: On-Demand Event Maintenance page

This example illustrates the fields and controls on the On-Demand Event Maintenance page. You can find definitions for the fields and controls later on this page.

On-Demand Event Maintenance

Betty Locherty Person ID: KU0007 Ben Record: 0

Activity Date: 01/26/2009 Source: Job Data Change Empl Record: 0
 Schedule/Prepare Activity Pending Activities: 1 Show Activities Action: DTA

Event ID: 0 Event Date: 01/01/2009 Status: Prepared Class: OE Event Status Update
 Prepare Options Event Status: Open for Processing

Enrollment Statement Run Date: Frequency
 Deduction Annual

Election Entry Entered: 0 of 21 Show Plans
 Validate/Finalize Errors: 0 Show Errors Finalize/Apply Defaults

Confirmation Statement Run Date:

Reprocess Process Indicator: N Normal Processing

Empl Record (employee record number)

Used for employees with multiple jobs.

Employees with multiple jobs can have different sets of benefits elections. The system keeps track of the different sets of elections by assigning benefit record numbers for each benefits package.

Activity Date and Show Activities

This is the date on which the trigger activity for the Benefits Administration event occurred.

If the system finds only one activity for the employee, the system automatically displays the date. If more than one activity exists, click the Show Activities button to select an activity to process.

Source

Displays the type of action that triggered the activity record: a change to the employee address, multiple job flags, or job data; manually adding an event through the Review Bas Activity page; or a passive event.

Schedule/Prepare Activity

Click to run the Schedule/Prepare Activity process.

Pending Activities

Displays the number of activities waiting to be processed into participant events for this employee ID and benefit record number combination.

As activity triggers are processed into participant events, they are deleted from the Review Bas Activity page. If no activities

are waiting to be processed, the Pending Activity field is blank and the Show Activities button is not available.

Action

Displays the type of job action associated with the action trigger.

For example, if the triggering action is a hire of an employee, the action is HIR. When the system processes the activity into a participant event, it uses the action to determine which event classification governs the event.

The remaining features, discussed in the following sections, are unavailable until the activity is scheduled.

BAS Activity Page

Use the BAS Activity (Benefits Administration System Activity) page (BAS_ACTY_EMPL) to review the list of activities waiting to be processed for a particular employee ID and benefit record number combination and select one to be processed.

Navigation

Click the Show Activities button on the On-Demand Event Maintenance page.

Image: Show Activities - BAS Activity page

This example illustrates the fields and controls on the Show Activities - BAS Activity page. You can find definitions for the fields and controls later on this page.

The screenshot shows the BAS Activity page for Betty Locherty. At the top, it displays 'Person ID: KU0007' and 'Ben Record: 0'. Below this is a table with the following columns: Select, Empl Record, Action Source, Event Date, Event Effseq, BAS Action, and COBRA Action. The table contains one row with a checked checkbox in the 'Select' column, '0' in 'Empl Record', 'JobChg' in 'Action Source', '01/26/2009' in 'Event Date', '0' in 'Event Effseq', 'DTA' in 'BAS Action', and an empty 'COBRA Action' column. There are '+' and '-' buttons at the end of the row. Above the table are links for 'Customize' and 'Find', and pagination controls showing '1 of 1'. At the bottom are 'OK' and 'Cancel' buttons.

Select	Empl Record	Action Source	Event Date	Event Effseq	BAS Action	COBRA Action
<input checked="" type="checkbox"/>	0	JobChg	01/26/2009	0	DTA	

Select

Select to process the activity.

When you select an activity record, information from that record populates the Activity Date, Source, Empl Rcd#, Pending Activity, and Action fields on the On-Demand Event Maintenance page.

Event Effseq (event effective sequence)

If more than one event for this employee occurred on the same day, this field indicates the order in which it occurred.

COBRA Action

This indicates whether this is a COBRA qualifying activity.

Moving Events Through the Process

This section discusses how to:

- Schedule and assign activities.
- Prepare options.
- Print enrollment statements for on-demand event maintenance.
- Enter elections.
- Validate and finalize elections.
- Generate confirmation statements.

Scheduling and Assigning Activities

To schedule the activity record as a participant event and assign the event to a benefit program, click the Schedule/Prepare Activity button on the On-Demand Event Maintenance page.

The Schedule/Prepare Activity button is active only if an activity is waiting to be processed.

If the activity record is processed successfully, it is:

- Scheduled as a participant event.
- Deleted from the list of activities waiting to be processed.
- Added to the BAS Participant table.
- Assigned to a specific benefit program where event classifications are determined.
- Prepared (option eligibility and costs are calculated).

Note: In certain cases, the system processes the event to FP status, in which case the event is closed and processing stops. This can happen, for example, when event processing rules have Use History selected and no change has occurred in eligible options.

The system always assumes that you intend the selected activity on the On-Demand Event Maintenance page to be the event currently in process. So if you're working with a participant who currently has an event midway through the Benefits Administration process cycle and a pending activity record selected for on-demand maintenance, the system closes the current event by changing its event status to *Closed*, converts the activity trigger into a new participant event, and gives that event an event status of *Open*.

Related Links

[Scheduling Events and Assigning Benefit Programs](#)

Preparing Options

Typically, after the event has been scheduled and assigned, options and costs are automatically prepared (so long as no errors occur during scheduling and program assignment). However, if errors occur and need further resolution, click the Prepare Options button to continue automated processing and to prepare benefit options and election defaults.

Due to an error during the scheduling and assignment, the Prepare Options button is available only when the event's process status is *AS*, *AE*, or *PE*.

Related Links

[Process Status and Option Preparation](#)

Printing Enrollment Statements for On-Demand Event Maintenance

After options have been prepared, click Enrollment Statement on the On-Demand Event Maintenance page to generate an enrollment statement for the participant. The Enrollment Statements button is available only when the process status is *PR* or *NT*.

The Run Date field displays the date that an enrollment statement was last run for the participant event currently in process.

In the Frequency group box, you can indicate how to display benefit option cost information on the enrollment statement. Use Deduction Frequency to print the cost of the benefit per pay period for each available option. Use Annual Frequency to print the annual cost of the benefit option.

Note: If you're using eBenefits, this step may be optional (because the employee has access to enrollment choices directly from the self-service website).

Entering Elections

After options have been prepared and you've received the participant's election choices, click the Election Entry button to access the Benefits Administration data entry pages. The button is available only when the process status is *PR*, *NT*, *EE*, *RE*, or *ET*.

On the On-Demand Event Maintenance page, the Entered ... Of ... field tells you how many plan election choices have been entered for the participant versus the total number of plan election choices the participant can make. When an election has been entered, you can also click Show Plans to review changes.

Related Links

[Entering Participant Benefit Elections](#)

Validating and Finalizing Elections

After entering elections, click the Validate/Finalize button on the On-Demand Event Maintenance page to validate and load the information to benefit tables. The button is available if the process status of the event is *ET*, *EE*, or *RE*.

Note: If a participant's elections have not been updated and event rules dictate that the participant cannot keep some or all current elections, the system determines default elections for the participant and enrolls them.

Select the Finalize/Apply Defaults check box to force-finalize a participant's elections and enroll the participant in default elections, even if the current elections are in error. Events with a process status of *PR* and *NT* can be force-finalized, as well as events at *ET*, *EE*, or *RE*.

Related Links

[Validating and Loading Elections](#)

Generating Confirmation Statements

After validating and finalizing the participant's elections, click the Confirmation Statement button on the On-Demand Event Maintenance page to generate a confirmation statement. The Confirmation Statement button is available when the process status is *FE* or *EE*.

The Run Date field displays the date that a confirmation statement was last printed for the participant event in process.

Related Links

[Online Printing Page](#)

Reprocessing Participant Events

If an event requires reprocessing, click the Reprocess button on the On-Demand Event Maintenance page to reprocess the event to a previous stage of the Benefits Administration process. The Reprocess button is not available for events with *AS* status.

As with the normal Benefits Administration process, use the Event Status Update page to identify events that may need reprocessing. To open the Event Status Update page from the On-Demand Maintenance page, click the Event Status button.

Note: If you need to reprocess an event that has been closed, open Event Status Update, close the currently open event, and open the event that you want to reprocess. When you return to the On-Demand Event Maintenance page, the system displays the event that you reopened for processing. Use the Process Indicator menu to indicate the level to which you want the system to reprocess the event. The following table describes Process Indicator values:

Process Indicator	Processing
<i>A</i> (assign benefit program)	<p>Event status must be <i>Open</i>.</p> <p>Schedule assignment is not reviewed or changed.</p> <p>Elections for participant events are rolled back (deleted) from the Base Benefit enrollment tables. Elections are not retained in the BAS_PARTIC table.</p> <p>Program eligibility is determined again.</p> <p>Option eligibility, cost credits, defaults, and preentry are recalculated.</p> <p>The system attempts to reprocess participants to <i>PR</i> status.</p>

Process Indicator	Processing
<i>E</i> (elect options)	<p>Event status must be <i>Open</i>.</p> <p>Schedule assignment, program assignment, and option eligibility are not reviewed or changed.</p> <p>The system rolls back elections from Base Benefit enrollment tables. Elections are retained in the BAS_PARTIC table.</p> <p>The process revalidates elections for this event and loads them, if no errors occur, back into the Base Benefit enrollment tables, resetting the final process status to <i>FE</i>.</p>
<i>N</i> (normal processing)	Standard processing for Benefits Administration.
<i>P</i> (prepare options)	<p>Event status must be <i>Open</i>.</p> <p>Schedule assignment and program assignment are not reviewed or changed.</p> <p>Elections for participant events are rolled back (deleted) from the Base Benefit enrollment tables. Elections are not retained in the BAS_PARTIC table.</p> <p>The system recalculates option eligibility, cost credits, defaults, and preentry information.</p> <p>The system attempts to reprocess participants to <i>PR</i> status.</p>
<i>R</i> (reenter)	<p>Use to correct election errors for finalized events when enrollment information has been loaded to benefit tables.</p> <p>Event status must be <i>Open</i>.</p> <p>Schedule assignment, program assignment, and option eligibility are not reviewed or changed.</p> <p>The system rolls back elections from Base Benefit enrollment tables. It retains elections for this event in the BAS_PARTIC table. The system leaves the event at a process status of <i>RE</i>.</p> <p>When you post election changes to the data entry component, the system updates the process status to <i>ET</i>.</p>
<i>V</i> (void)	<p>The system updates the event status to <i>Void</i> and removes the event from processing.</p> <p>The system does not review schedule assignment, program assignment, and option eligibility.</p> <p>If the event is in a process status of <i>FE-Enrolled</i>, elections are rolled back from Base Benefit enrollment tables. The system retains prior elections for this event in the BAS_PARTIC table. The system leaves the event at a process status of <i>RE</i>.</p>

Related Links

[Analyzing Disconnected Events](#)

[Reprocessing Events](#)

Setting Up and Managing On-Demand Event Maintenance

To set up online printing, use the Online Printing (BAS_ODEM_PRINT_PG) component.

This section discusses how to:

- Set print options.
- Review changed elections.
- Review and update event status.
- Review error messages.

Pages Used to Set Up and Manage On-Demand Event Maintenance

Page Name	Definition Name	Navigation	Usage
Online Printing	BAS_ODEM_PRINT	Set Up HCM, Product Related, Automated Benefits, Processing Controls, Online Printing, Online Printing	Set the print destination for on-demand enrollment and confirmation forms.
Elections	BAS_PARTIC_EMPLINQ	Benefits, Manage Automated Enrollment, Events, On-Demand Event Maintenance, On-Demand Event Maintenance Click the Show Plans button on the On-Demand Event Maintenance page.	Review the plan types for which elections were entered or changed and the plan types that the participant is eligible to change but for which no changes have been entered.
Update Event Status	BAS_PARTIC_STS	Benefits, Manage Automated Enrollment, Events, On-Demand Event Maintenance, On-Demand Event Maintenance Click the Show Plans button on the On-Demand Event Maintenance page. Click the Event Status Update button on the On-Demand Event Maintenance page.	Review the plan types for which elections were entered or changed and the plan types that the participant is eligible to change but for which no changes have been entered.
On Demand EM - Error Messages	BAS_MESS_EMPL	Click the Show Errors button on the On-Demand Event Maintenance page.	Review on-demand event maintenance error messages.

Online Printing Page

Use the Online Printing page (BAS_ODEM_PRINT) to set the print destination for on-demand enrollment and confirmation forms.

Navigation

Set Up HCM, Product Related, Automated Benefits, Processing Controls, Online Printing, Online Printing

Image: Online Printing page

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

The screenshot shows the 'Online Printing' page. At the top, the title 'Online Printing' is displayed in blue. Below the title, the 'User ID' is set to 'PS'. The 'Run Location' section contains a 'Server Name' field with the value 'PSNT' and a magnifying glass icon, followed by the text 'NT Server Agent'. The 'Output Destination' section contains three fields: 'Output Destination Type' with a dropdown menu showing 'File', 'Output Destination Format' with a dropdown menu showing 'HP Format (*.lis)', and 'Output Destination' with a text field containing 'C:\TEMP'.

You set up print options only once for each user ID. Use the fields in the Output Destination group box to determine the output destination of the enrollment and confirmation forms that you print with the On Demand Event Maintenance facility. If you want to print the report on a printer, select *Printer*. If you want the system to generate the form as a text file, select *File*. In File/Printer, enter either the path to the directory in which you want the system to save the file (if you've selected *File*), or the printer to which you want the system to send the form (if you've selected *Printer*).

Note: Reports are always run from the client.

Elections Page

Use the Elections page (BAS_PARTIC_EMPLINQ) to review the plan types for which elections were entered or changed and the plan types that the participant is eligible to change but for which no changes have been entered.

Navigation

Benefits, Manage Automated Enrollment, Events, On-Demand Event Maintenance, On-Demand Event Maintenance

Click the Show Plans button on the On-Demand Event Maintenance page.

Image: Elections page

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

Elections

Joanna Strunsky Person ID: KU0016 Ben Record: 0

Plan Types								Customize Find First 1-12 of 12 Last	
Sched ID	Event ID	Date	Benefit Program	Plan Type	Description	Election Made	Option Code		
KU09	0	01/01/2009	KU2	10	Fed Employee Health Benefits	<input type="checkbox"/>	11	+	-
KU09	0	01/01/2009	KU2	20	Basic Life	<input type="checkbox"/>	1	+	-
KU09	0	01/01/2009	KU2	21	Option B - Additional	<input type="checkbox"/>	3	+	-
KU09	0	01/01/2009	KU2	22	Supplemental	<input type="checkbox"/>	1	+	-
KU09	0	01/01/2009	KU2	27	Supplemental AD and D	<input type="checkbox"/>	W	+	-
KU09	0	01/01/2009	KU2	61	Flex Spending Dependent Care	<input type="checkbox"/>		+	-
KU09	0	01/01/2009	KU2	41		<input type="checkbox"/>	1	+	-
KU09	0	01/01/2009	KU2	4A		<input type="checkbox"/>	W	+	-
KU09	0	01/01/2009	KU2	50	Sick	<input type="checkbox"/>	1	+	-
KU09	0	01/01/2009	KU2	51	Annual Leave	<input type="checkbox"/>	1	+	-
KU09	0	01/01/2009	KU2	60	Flex Spending Health - U.S.	<input type="checkbox"/>		+	-
KU09	0	01/01/2009	KU2	40		<input type="checkbox"/>	W	+	-

[Return](#)

Election Made

A value of Y indicates that election has been entered or changed.

Option Code

The benefit option code can also indicate that the participant has waived a certain option.

Note: The Elections page displays only the plan types for which the participant is currently eligible to choose or change benefit option elections. It might not display all of the plan types in which the participant is currently enrolled.

Update Event Status Page

Use the Update Event Status page (BAS_PARTIC_STS) to review the plan types for which elections were entered or changed and the plan types that the participant is eligible to change but for which no changes have been entered.

Navigation

Benefits, Manage Automated Enrollment, Events, On-Demand Event Maintenance, On-Demand Event Maintenance

Click the Show Plans button on the On-Demand Event Maintenance page.

Click the Event Status Update button on the On-Demand Event Maintenance page.

Just as in the normal Benefits Administration process, you can use the Event Status Update page to open and close events and reprocess events. You can also use the Event Status Update page to review the participant events currently associated with the participant and benefit record number combination with which you are working.

Related Links

[Update Event Status Page](#)

[Reprocessing Events](#)

Reviewing Error Messages

Use the On Demand EM - Error Messages page (BAS_MESS_EMPL) to review on-demand event maintenance error messages.

Navigation

Click the Show Errors button on the On-Demand Event Maintenance page.

The error messages generated by the last processing action that you initiated appear in the Messages area. Each time you run the Benefits Administration process, the system deletes the error messages generated by the previous run. If errors from a previous run are not corrected, the error messages are generated again with the new run of the process.

Appendix A

Benefits Administration Delivered Workflows

Delivered Workflows for PeopleSoft Benefits Administration

This section discusses Benefits Administration workflows. The workflows are listed alphabetically by workflow name.

Dependent

This section discusses the dependent workflow.

Description

<i>Information Type</i>	<i>Description</i>
Event Description	Dependent enrollments.
Action Description	The system notifies the benefits administrator of dependent enrollments.
Notification Method	Worklist.

Workflow Objects

<i>Information Type</i>	<i>Description</i>
Event	W3EB_DEP_WF
Workflow Action	Automatic
Role	Benefits administrator
Notification Form	Worklist
Business Process	Benefits WF Dependents Notification CI
Business Activity	Find dependent enrollments.
Business Event	Notification

Late Enrollment

This section discusses the Late Enrollment workflow.

Description

<i>Information Type</i>	<i>Description</i>
Event Description	Late enrollments.
Action Description	The system notifies the benefits administrator of late enrollments.
Notification Method	Worklist

Workflow Objects

<i>Information Type</i>	<i>Description</i>
Event	BN_WF_NOTIFY
Workflow Action	Automatic
Role	Benefits administrator
Notification Form	Worklist
Business Process	Benefits WF Notification CI
Business Activity	Find late enrollments.
Business Event	Notification

Leave Request

This section discusses the Leave Request workflow.

Description

<i>Information Type</i>	<i>Description</i>
Event Description	When you enter leave requests, a worklist item is routed to the benefits administrator for review and approval.
Action Description	The system notifies the benefits administrator of leave requests.

<i>Information Type</i>	<i>Description</i>
Notification Method	Worklist

Workflow Objects

<i>Information Type</i>	<i>Description</i>
Event	FMLA_LEAVE_ADMIN
Workflow Action	Automatic
Role	Benefits administrator
Notification Form	Worklist
Business Process	Enter Leave Requests
Business Activity	Find terminations.
Business Event	Notification

Termination

This section discusses the Termination workflow.

Description

<i>Information Type</i>	<i>Description</i>
Event Description	When you terminate an employee, the system generates worklists and emails, routing them to different function administrators to notify them of the termination.
Action Description	The system notifies the benefits administrator of terminations.
Notification Method	Worklist

Workflow Objects

<i>Information Type</i>	<i>Description</i>
Event	BN_WF_NOTIFY
Workflow Action	Automatic
Role	Benefits administrator

<i>Information Type</i>	<i>Description</i>
Notification Form	Worklist
Business Process	Benefits WF Notification CI
Business Activity	Find terminations.
Business Event	Notification

Appendix B

Benefits Administration Reports

Benefits Administration Reports: A to Z

This table lists the Benefits Administration reports, sorted alphanumerical by report ID. The reports listed are all Structured Query Reports (SQRs). If you need more information about a report, refer to the report details at the end. For samples of these reports, see the Portable Document Format (PDF) files that are published with your online documentation.

For more information about running these reports, refer to:

- The corresponding topic in this product documentation.
- *PeopleTools: PeopleSoft Process Scheduler*
- *PeopleTools: BI Publisher for PeopleSoft.*
- *PeopleTools: SQR Language Reference for PeopleSoft*

Report ID and Report Name	Description	Navigation	Run Control Page
BAS001 Eligible Participants	Lists, by schedule and benefit program, employees who are eligible to participate in company benefit programs with details on plan and option eligibility.	Benefits, Manage Automated Enrollment, Investigate Exceptions, Eligible Participants Rpt, Eligible Participants Rpt	RUNCTL_BAS001
BAS002 Benefit Program Mailing Labels	Prints a set of 4-across mailing labels for employees participating in benefit programs. Compiles the list from the BAS Participant tables created during open enrollment or event maintenance processing.	Benefits, Manage Automated Enrollment, Participant Enrollment, Print Mailing Labels, Print Mailing Labels	RUNCTL_BAS002
BAS003 Invalid Benefit Elections	Lists, by schedule and event, participants and their dependents, showing any errors such as coverage over the maximum or under the minimum, invalid choices, failure to meet eligibility requirements, and so on.	Benefits, Manage Automated Enrollment, Investigate Exceptions, Invalid Elections Report, Invalid Elections Report	RUNCTL_BAS_SCHED

Report ID and Report Name	Description	Navigation	Run Control Page
BAS004 Benefit Enrollment Form	Prints a generic enrollment statement for each eligible benefit program participant in the BAS Participation table. Includes the name and address of each participant, with options for which the participant is eligible and the associated price tags and credits (if applicable) for the options.	Benefits, Manage Automated Enrollment, Participant Enrollment, Print Enrollment Statements, Print Enrollment Statements	RUNCTL_BAS004
BAS005 Confirmation Statement	Prints a generic confirmation statement for each valid benefit program participant. Includes coverage and per pay period costs.	Benefits, Manage Automated Enrollment, Participant Enrollment, Print Confirmation Statement, Print Confirmation Statement	RUNCTL_BAS005
BAS006 Missing Elections	Lists and provides location information for participants who did not return enrollment statements.	Benefits, Manage Automated Enrollment, Investigate Exceptions, Missing Elections Rpt, Missing Elections Rpt	RUNCTL_BAS_SCHED
BAS007 Dependent/Beneficiary Election	Lists all dependents with current or new elections.	Benefits, Manage Automated Enrollment, Participant Enrollment, Dep/Beneficiary Election Rpt, Dep/Beneficiary Election Rpt	RUNCTL_BAS_SCHED
BAS008 Flagged Participant Report	Lists events that have had job, address, or union eligibility information changed, events that have been processed out of sequence, and events that have been disconnected during processing.	Benefits, Manage Automated Enrollment, Investigate Exceptions, Report on Flagged Items, Report on Flagged Items	RUNCTL_BAS008
BAS010 Ineligible Participants	Lists all participants who are ineligible for any benefit program (events processed to AN status) and their eligibility parameters, such as birth date and status.	Benefits, Manage Automated Enrollment, Investigate Exceptions, Ineligible Participants Rpt, Ineligible Participants Rpt	RUNCTL_BAS_SCHED
BAS027 Employee Processing Status	Lists all participants in a particular process status or set of status levels.	Benefits, Manage Automated Enrollment, Investigate Exceptions, Employee Process Status Rpt, Employee Process Status Rpt	RUNCTL_BAS027

Report ID and Report Name	Description	Navigation	Run Control Page
BAS701 Geographic Location Eligibility	Prints location IDs, effective dates, and from and to ranges for the U.S. and Canadian postal code ranges that you've defined to determine benefit eligibility.	Set Up HCM, Product Related, Automated Benefits, Reports, Geographic Locations, Geographic Locations	RUNCTL_BEN_LANG
BAS702A Benefit Program/Plan/Options	For a specified benefit program, prints program-level information (effective date and status, program type, COBRA, FMLA, and FSA parameters and self-service configuration) along with the plan-level and option-level structure (event rules, dependent rules, eligibility rules, coverage levels, and deduction codes).	Set Up HCM, Product Related, Automated Benefits, Reports, Benefit Program/Plan/Options, Benefit Program/Plan/Options	RUNCTL_BAS_PGM
BAS702B Benefit Program Costs	For a specified benefit program, prints the program description along with the cost and credit structure for all of the offered options (deduction and earnings codes, rate information, and calculation rules).	Set Up HCM, Product Related, Automated Benefits, Reports, Benefit Program Costs, Benefit Program Costs	RUNCTL_BAS_PGM
BAS703A Eligibility Rules Table	<p>For each plan type in a benefit program, prints the rules for minimum standard hours, maximum standard hours, minimum service, maximum service, minimum age, maximum age, service and age as of information, employee class, employee status, employee type, full/part, reg/temp, officer code, union code, company, location, state, and eligibility configuration.</p> <p>For each eligibility rule definition, prints the minimum/maximum criteria (standard hours, service months and age) and the membership criteria (such as employee class, full or part time, company and paygroup, union code, state, and so on) along with the applicable grouping methods and evaluation rules.</p>	Set Up HCM, Product Related, Automated Benefits, Reports, Eligibility Rules, Eligibility Rules	RUNCTL_BAS703A

Report ID and Report Name	Description	Navigation	Run Control Page
BAS703B Event Rules Table	Prints event rules for benefit plan types. For an event rule definition, prints each event class with its basic change restrictions (type of changes allowed and option-level movement), date rules (coverage and deduction dates with waiting periods), and other event controls (defaulting, editing, and exceptions).	Set Up HCM, Product Related, Automated Benefits, Reports, Event Rules, Event Rules	RUNCTL_BAS703B
BAS703C Event Rules Table (Billing)	Lists the parameters in which billing enrollments are created or updated during the Benefits Administration process. Displays the event rules, event class, billing action, billing action date, and rate qualifier.	Set Up HCM, Product Related, Automated Benefits, Reports, Event Rules-Billing, Event Rules-Billing	RUNCTL_BAS703B
BAS714 Benefits Admin Scheduling	Lists the criteria that make up a schedule. Use to review schedules that have been entered into the system and to ensure that no employee overlaps exist.	Set Up HCM, Product Related, Automated Benefits, Reports, Schedules, Schedules	RUNCTL_BAS_SCHED
FSA001 FSA Claim Payment Process (flexible spending account claim payment process)	Process all claim data with the following statuses: <i>Submitted</i> , <i>Pending</i> , and <i>Ready To Pay</i> .	<ul style="list-style-type: none"> Benefits, Admin Flex Spending Acct CAN, Process Claims, Calculate Claim Payment Benefits, Admin Flex Spending Acct US, Process Claims, Calculate Claim Payment 	PRCSRUNCNTL
FSA002 FSA Account Closure	Initiate an SQR that updates the account status to <i>Closed</i> for FSA participants who had an active FSA at the end of the calendar year.	<ul style="list-style-type: none"> Benefits, Admin Flexible Spending Acct US, Create Account Reports, Close and Summarize Accounts, Close and Summarize Accounts Benefits, Admin Flexible Spending Acct CAN, Create Account Reports, Close and Summarize Accounts, Close and Summarize Accounts 	RUNCTL_FSA002(CN)

Report ID and Report Name	Description	Navigation	Run Control Page
FSA003 FSA Check Printing	Print FSA claim checks for records flagged in FSA001. Run this process for each type of check stock that you use. Set up the FSA Claims Processing Run Ctl page, and then run Processing Claim Payments.	<ul style="list-style-type: none"> • Benefits, Admin Flexible Spending Acct US, Process Claims, Print Checks, Print Checks • Benefits, Admin Flex Spending Acct CAN, Process Claims, Print Cheques, Print Cheques 	RUNCTL_FORM_ID
FSA004 FSA Check Register	Print a list of checks printed by the FSA Check Print Report. Set up the FSA Claims Processing Run Ctl page, and then run Processing Claim Payments.	<ul style="list-style-type: none"> • Benefits, Admin Flexible Spending Acct US, Process Claims, Print Check Register, Print Check Register • Benefits, Admin Flex Spending Acct CAN, Process Claims, Print Cheque Register, Print Cheque Register 	RUNCTL_FSA004(CN)
FSA005 FSA Quarterly Statement	Create and print quarterly statements for FSA participants who had activity in one of their spending accounts during the current quarter.	<ul style="list-style-type: none"> • Benefits, Admin Flexible Spending Acct CAN, Create Account Reports, Quarterly Account Statements, Quarterly Account Statements • Benefits, Admin Flex Spending Acct US, Create Account Reports, Quarterly Account Statements, FSA Quarterly Statement 	PRCSRUNCNTL
FSA006 FSA Check Reversal (flexible spending account check reversal)	Reverse FSA payment checks that were created in error.	<ul style="list-style-type: none"> • Benefits, Admin Flex Spending Acct CAN, Correct Errors, Reverse Cheques in Error, Reverse Cheques in Error • Benefits, Admin Flex Spending Acct US, Correct Errors, Reverse Checks in Error, Reverse Checks in Error 	RUNCTL_FSA006

Report ID and Report Name	Description	Navigation	Run Control Page
FSA007 FSA Claim Reversal (flexible spending account claim reversal)	Enter the parameters for the check reversal process.	<ul style="list-style-type: none"> • Benefits, Admin Flex Spending Acct CAN, Correct Errors, Cancel Claim/Reverse Cheque, Cancel Claim/Reverse Cheque • Benefits, Admin Flex Spending Acct US, Correct Errors, Cancel Claim/Reverse Check, Cancel Claim/Reverse Check 	RUNCTL_FSA007

Benefits Administration Selected Reports

This section provides detailed information about individual reports, including important fields and source records. The reports are listed alphabetically by report ID.

BAS002 - Benefit Program Mailing Labels (4-Up)

Note: Be sure to load the correct label stock in your printer before initiating this report.

Related Links

[Understanding the Benefits Administration Process](#)

[Investigating Participant Eligibility](#)

BAS003 - BenAdmin Preparation and Election Errors

Note: You can use this report as an audit trail for fixing errors by having staff check off each error as they make a correction.

Related Links

[Understanding the Benefits Administration Process](#)

[Investigating Participant Eligibility](#)

FSA002 - Flexible Spending Account Closure

The Flexible Spending Account Closure report provides an audit trail of the account information for a plan year. You can use it to review annual pledge amounts, contributions, claims paid, forfeited amounts, and excess payment amounts for employees and to view program and plan totals for these categories.

This information enables you to see how various FSA benefit plans are used. Over time, you might learn which plans are most appreciated by employees and how you might structure FSAs to meet employees' needs.