

<b>Type: System Enhancements</b>	<b>ID Number: SE 37</b>
<b>Date: March 6, 2009</b>	<b>Subject: Benefits Underpayment/ Overpayment Report</b>

**Suggested Audience:**

Agency HR and Benefits Staff

**Summary:**

The "new" Benefits Underpayment/Overpayment report will allow agencies to identify employee and employer underpayments and overpayments for Division of State Group Insurance (DSGI) sponsored insurance plans.

**Report Details:**

**Who will have access to run the report?** Users with a security role code of A, D, F, G, H and S will be able to process the report.

**What is the report title?** Benefits Underpayment/Overpayment Report

**Where is the report located?** The report will be available in the External Reports module within People First. To access click on the Management Tab, then click the link for External Reports.

**What options do I have for running the report?** The report can be processed using the following filters (selection criteria):

- **OLO Code** – Required filter, will default to your agency's OLO code.
- **Org Between** (HR Org Code) – Optional filter, if left blank will default to OLO code. If using, filter requires both to and from value.
- **FLAIR Org Between** – Optional filter, if left blank data will default to OLO code. If using, filter requires both to and from value.
- **Budget Entity Between** – Optional filter, if left blank data will default to OLO code. If using, filter requires both to and from value.
- **Start Date** – This is a required filter. An entry is required in order to run the report. This should be the start date (first day of month) of the coverage month you are executing the report for. For example, if processing the report for March 2009, you would enter 03/01/2009.
- **End Date** – This is a required filter. An entry is required in order to run the report. This should be the end date (last day of month) of the coverage month you are

executing the report for. For example, if processing the report for March 2009, you would enter 03/31/2009.

- **Central Person ID** – Optional filter, if processing the report for one employee, enter either the employee's central (User) ID or employee ID. Although this filter is titled "Central Person ID", it is an employee ID search and the field is titled "Employee ID" on the report.

The report selection criteria and the report run date will be displayed in the report header.

**How will the report be sorted?** The report will be sorted by Coverage Period, FLAIR Org Code, Plan Type Code, employee name (last name, then first name), then by employee ID.

**What coverage periods is the report valid for at implementation?** At implementation the report is valid for coverage months January 2009 through March 2009.

**When will other coverage periods be available in the report?** Following implementation, premium history data will be loaded for calendar years 2005 through 2008. The load will start with 2008 and work back to 2005. As each calendar year's data is loaded, agencies will be notified that they can process the report to include that year's data. The process to load all the data for 2005 – 2008 is anticipated to take approximately two months.

**When can agencies start using the report?** Agencies can start using the report on March 16, 2009, for 2009 coverage months.

**When will an employee be included in the report?** When either the employee or the employer contribution for one of the insurance plans is either over paid or under paid by 10 cents or more.

**What insurance plans are factored into the report?** All DSGI sponsored insurance plans are included in the report. This includes health, life, optional life, hospital, intensive care, dental, vision, cancer, disability and accident insurances. Post-tax agency unique insurance plans are **NOT** included in the report.

**When is the report data updated?** The data used to process the report will be extracted and updated on a nightly basis.

**When are the payroll deduction, cancellation and adjustment files loaded?**

- For agencies whose payroll is processed through the Bureau of State Payrolls (BOSP), the files will be loaded two days following the processing date. For example, a typical biweekly payroll processes on Monday as a result the deduction information will be available and factored into the report on Wednesday of that same week.
- For benefit only entities (e.g. State Universities, State Board of Administration, etc.), the payroll deduction data will be available two days after the data is provided to People First for loading.

**Important Notes:**

- The report should be printed as **landscape, on legal sized paper**. If printing on letter sized paper part of the data may not be visible.
- For best results, the report should be processed by either a single employee or by one coverage month at a time. If processing for the entire agency, for more than one coverage month, the report may time out.

If you have any questions related to the new Benefits Underpayment/Overpayment report, please contact Verla Lawson at (850) 921-4545 or [Verla.Lawson@dms.myflorida.com](mailto:Verla.Lawson@dms.myflorida.com).