

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

Suggested Audience:

University HR and Benefits Staff (H security role code users only)

Summary:

The "new" Benefits Underpayment/Overpayment report will allow universities 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 H 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 4900.
- **Org Between** (HR Org Code) – This filter should be left blank.
- **FLAIR Org Between** – Required filter, enter the FLAIR Org Code for your university in both to and from value. For example, Florida State University would enter 49200000000 in both to and from value.
- **Budget Entity Between** – This filter should be left blank.
- **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.

What FLAIR Org Code should my university use to run the report? The following FLAIR Org Codes should be used to process the report:

<u>FLAIR Org Code</u>	<u>University</u>
49300000000	Florida A & M University
49600000000	Florida Atlantic University
49950000000	Florida Gulf Coast University
49800000000	Florida International University
49200000000	Florida State University
49550000000	New College of Florida
49400000000	University of Central Florida
49100000000	University of Florida
49900000000	University of North Florida
49500000000	University of South Florida
49700000000	University of West Florida

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, universities 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 universities start using the report? Universities 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 university 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 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 university, 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.