**Benefit Override for New Employees with 10 or 11 Pay Periods**

Benefits can be overridden for employees with 10 and 11 pay periods for Mid-Year changes such as Late Start or Early Termination so that system only deducts the actual premiums and not the summer portion that may not be applicable. The bargaining unit agreement will determine what premiums are collected.

**Pay Cycle - Annualize FY Benefit Costs Options:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Use Org Default</td>
<td>See Org Record</td>
</tr>
<tr>
<td>1</td>
<td>No</td>
<td>Current Period only; No Annualization</td>
</tr>
<tr>
<td>2</td>
<td>Advance</td>
<td>Prior July benefits collect Aug-Jun</td>
</tr>
<tr>
<td>3</td>
<td>Arrears</td>
<td>Collect Aug-Jun for future July benefits</td>
</tr>
<tr>
<td>4</td>
<td>Both 2 &amp; 3</td>
<td>Mid Year change from 12 to 10 pay periods</td>
</tr>
<tr>
<td>5</td>
<td>One advance period normal arrears</td>
<td>Change from 11 to 10 pay periods</td>
</tr>
<tr>
<td>6</td>
<td>Do not take summer</td>
<td>Late Start/Early Term; No Advance or Arrears</td>
</tr>
<tr>
<td>7</td>
<td>No advance/only arrears</td>
<td>Late Start, Collect Aug-Jun for future July benefits</td>
</tr>
<tr>
<td>8</td>
<td>Only advance/no arrears</td>
<td>Early Term, Collect Aug-Jun for prior July</td>
</tr>
</tbody>
</table>

- Codes 2 and 3 are used when the District Pay Cycle and/or Bargaining Unit record is not set up with Advanced months.
- Codes 7 and 8 are used when the District Pay Cycle and/or Bargaining Unit record is set up with Advance months.

**Example Setup Pay Cycles – Benefit Adv Months**

**Example Setup Bargaining Units – Annualize FY Benefit Costs**

Review Bargaining Unit Agreement to determine if District opts to collect arrears or advance for benefits
Example: New Hire with Benefits effective 9/1/2022

Minnie Mouse is starting August 10 and benefits are effective September 1 with 11 pay periods August-June. The employee does **not** owe for prior July benefits. Be sure to review the Benefit03 Benefit Provider Reconciliation to verify it’s calculating as expected.

It’s recommended to add two pay cycles one for current year that does not take the summer portion and one for next fiscal year that will take the summer portion.

**Go to HR/Payroll – Employment – Employee Management – Pay Cycles Tab**

- Click New to create the Pay Cycle
- **Begin Date**: 8/1/2022
- **End Date**: 6/30/2023
- **Annualize FY Benefit Costs**: 6 {Do not take summer}
- **Save/Close**

![Pay Cycle Information](image)

- **Copy** the Pay Cycle, record will populate with 7/1/XXXX date
- **Remove** Annualize FY Benefit Costs Code
- **Save/Close**

![Pay Cycle Information](image)
Benefit 03 Benefit Provider Reconciliation

This report is used to reconcile benefits before or after payroll has been run.

*Go to HR/Payroll – Reports – Benefits*

Use date mnemonics to create a Favorite

- **Starting Pay Date**: BFY (Begin of fiscal year)
- **Ending Pay Date**: EFY (End of fiscal year)
- **Emp Id(s)**: Leave Blank to create favorite
- **Sort/Group 1**: Provider Description

Click Go to Generate report
Example Benefit03 *correct* Pay Cycle setup

Verify Summer Employee and Summer Employer are blank when the Annualize FY Benefit Costs code is 6 (Do not take summer).

Example Benefit03 *incorrect* Pay Cycle setup

Summer Employer contributions are being collected Sep-Jun for prior July when the employee was not covered.

Review the Benefit03 Benefit Provider Reconciliation Report to verify the system is calculating as expected.