

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:

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

- 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

Cycle	Description	Fiscal Year	Freq	Prds Locked	Sched	Type	Earn	Pay	Exp	ACH	Adjust Benefits	H/W	Benefit Adv Mths
BENE	Benefits Only	2023 (2022/2023)	M (Monthly)	Yes	12M	1 (Regular)	12	12		No	Base Deductions on m	Yes	0 (No Advance Benefit Months)
CE1A	Cert 11 Month Aug-Jun	2023 (2022/2023)	M (Monthly)	Yes	11M	1 (Regular)	11	12		Yes	Standard Deductions	No	0 (No Advance Benefit Months)
CE2J	Cert 12 Month Jul-Jun	2023 (2022/2023)	M (Monthly)	Yes	12M	1 (Regular)	12	12		Yes	Standard Deductions	No	0 (No Advance Benefit Months)
CES	Certificated Supplemental	2023 (2022/2023)	M (Monthly)	Yes	SUPP	1 (Regular)	12	12		Yes	Standard Deductions	No	0 (No Advance Benefit Months)
CL1A	Class 11 Month Aug-Jun	2023 (2022/2023)	M (Monthly)	Yes	11M	1 (Regular)	11	12		Yes	Standard Deductions	No	1 (1 Advance Benefit Month)
CL2J	Class 12 Month Jul-Jun	2023 (2022/2023)	M (Monthly)	Yes	12M	1 (Regular)	12	12		Yes	Standard Deductions	No	0 (No Advance Benefit Months)
CLS	Classified Supplemental	2023 (2022/2023)	M (Monthly)	Yes	SUPP	1 (Regular)	12	12		Yes	Standard Deductions	No	0 (No Advance Benefit Months)
ETS	Manual payroll	2023 (2022/2023)		No		2 (Manual)	1	1		No	Base Deductions on m	No	0 (No Advance Benefit Months)

Example Setup Bargaining Units – Annualize FY Benefit Costs

Bargaining Unit	Benefit Cap	ACA Defaults	ACA Look-Back Periods
Bargaining Unit			
Org Id			
Bargaining Unit			1T
Description			Certificated
Short Description			Certificated
Leftover Gap Pay Adon			
Annualize FY Benefit Costs			2 (Advance)
Annualize FY Benefit Costs FY From			

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**

Code	Description
0	Use Org default
1	No
2	Advance
3	Arrears
4	Both 2 & 3
5	One advance period and normal arrears
6	Do not take summer
7	No advance/only arrears
8	Only advance/no arrears

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

Code	Description
0	Use Org default
1	No
2	Advance
3	Arrears
4	Both 2 & 3
5	One advance period and normal arrears
6	Do not take summer
7	No advance/only arrears
8	Only advance/no arrears

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

Request/Report

Request

Request	
<input type="checkbox"/> 1 - Report	
Report Number	Benefit03
Description	Benefit Provider Reconciliation
Report Sample	Benefit03
Report Favorite ID	CY Benefits
<input type="checkbox"/> 2 - User Options	
Starting Pay Date	7/1/2022 {BFY}
Ending Pay Date	6/30/2023 {EFY}
Pay Schedule Type(s)	
Pay Cycle(s)	
Vendor(s)	
Vendor(s)	
Vendor Address	
Benefit Provider(s)	
Benefit Level(s)	
Bargaining Unit(s)	
Person Type(s)	
Emp Id(s)	
<input type="checkbox"/> 3 - Report Options	
SSN?	No - DO NOT show full SSN (only the last 4)
PERS Member Id?	No - DO NOT show the employees PERS Member Id on a second line
Summer Amounts?	Yes - include pay detail with summer amounts
Adjustments?	Yes - Include ALL employee adjustments regardless of Benefit Providers requested
Exceptions?	No - DO NOT include the Exceptions section
<input type="checkbox"/> 4 - Sort/Group	
Sort/Group 1	Provider Description
Sort/Group 2	None
Sort/Group 3	None
Page Break?	No forced page breaks

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}.

Benefit03a						Benefit Provider Reconciliation						
Provider BLSHLD - Blue Shield												
Employee	(ID) SSN4	Pay Cycle	Pay Date	Lvl	Effective Dates	Benefit FTE	Summer Employee	Summer Employer	Current Employee	Current Employer	Current Total	Premium Amount
Mouse, Minnie	(002517) ####	CE1A#2	09/30/22	ANCH-S	09/01/22-06/30/23	1.00000				661.00	661.00	661.00
		CE1A#3	10/31/22	ANCH-S	09/01/22-06/30/23	1.00000				716.00	716.00	716.00
		CE1A#4	11/30/22	ANCH-S	09/01/22-06/30/23	1.00000				716.00	716.00	716.00
		CE1A#5	12/29/22	ANCH-S	09/01/22-06/30/23	1.00000				716.00	716.00	716.00
		CE1A#6	01/31/23	ANCH-S	09/01/22-06/30/23	1.00000				716.00	716.00	716.00
		CE1A#7	02/28/23	ANCH-S	09/01/22-06/30/23	1.00000				716.00	716.00	716.00
		CE1A#8	03/31/23	ANCH-S	09/01/22-06/30/23	1.00000				716.00	716.00	716.00
		CE1A#9	04/28/23	ANCH-S	09/01/22-06/30/23	1.00000				716.00	716.00	716.00
		CE1A#10	05/31/23	ANCH-S	09/01/22-06/30/23	1.00000				716.00	716.00	716.00
		CE1A#11	06/30/23	ANCH-S	09/01/22-06/30/23	1.00000				716.00	716.00	716.00
		Total for Mouse, Minnie							.00	.00	.00	7,105.00

Example Benefit03 incorrect Pay Cycle setup

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

Benefit03a						Benefit Provider Reconciliation						
Provider BLSHLD - Blue Shield												
Employee	(ID) SSN4	Pay Cycle	Pay Date	Lvl	Effective Dates	Benefit FTE	Summer Employee	Summer Employer	Current Employee	Current Employer	Current Total	Premium Amount
Mouse, Minnie	(002517) ####	CE1A#2	09/30/22	ANCH-S	09/01/22-06/30/23	1.00000		66.10		661.00	661.00	661.00
		CE1A#3	10/31/22	ANCH-S	09/01/22-06/30/23	1.00000		66.10		716.00	716.00	716.00
		CE1A#4	11/30/22	ANCH-S	09/01/22-06/30/23	1.00000		66.10		716.00	716.00	716.00
		CE1A#5	12/29/22	ANCH-S	09/01/22-06/30/23	1.00000		66.10		716.00	716.00	716.00
		CE1A#6	01/31/23	ANCH-S	09/01/22-06/30/23	1.00000		66.10		716.00	716.00	716.00
		CE1A#7	02/28/23	ANCH-S	09/01/22-06/30/23	1.00000		66.10		716.00	716.00	716.00
		CE1A#8	03/31/23	ANCH-S	09/01/22-06/30/23	1.00000		66.10		716.00	716.00	716.00
		CE1A#9	04/28/23	ANCH-S	09/01/22-06/30/23	1.00000		66.10		716.00	716.00	716.00
		CE1A#10	05/31/23	ANCH-S	09/01/22-06/30/23	1.00000		66.10		716.00	716.00	716.00
		CE1A#11	06/30/23	ANCH-S	09/01/22-06/30/23	1.00000		66.10		716.00	716.00	716.00
		Total for Mouse, Minnie							.00	661.00	.00	7,105.00

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