

Benefit Providers Payroll Credit

Did you know that adjustments can be made using the Benefit Providers Payroll Credit field?

Payroll Credit – Enter YES if this benefit should be treated as a credit. Generally, this is used to process a credit for one month when an employee changes their benefits after the fact.

Example: Employee had a qualifying event to remove a dependent coverage effective 7/1/2022. This changed the premium from Family to Employee + 1 plan.

Go to HR/Payroll – Employment – Employee Management – Benefit Providers Tab

1 - Benefit Provider Information	
Begin Date	10/1/2020
End Date	7/31/2022
Provider	KAISERPT {Kaiser Pre Tax}
Level	KW EE FAM {KWellness EE + Fam}
Coverage Begin Date	10/1/2020
Coverage End Date	6/30/2022
COBRA	No
Payroll Credit	No
Include in Cap Processing	Yes

End the Current Benefit Provider then use the Coverage End Date to show retroactive.

End Date: 7/31/2022

Coverage End Date: 6/30/2022

Save/Close

Copy or click New to update the Level. Use the Coverage Begin Date to show retroactive.

Begin Date: 8/1/2022

Level: Select the new plan

Coverage Begin Date: 7/1/2022

Save/Close

1 - Benefit Provider Information	
Begin Date	8/1/2022
End Date	
Provider	KAISERPT {Kaiser Pre Tax}
Level	KW EE 1 {KWellness EE + 1}
Coverage Begin Date	7/1/2022
Coverage End Date	
COBRA	No
Payroll Credit	No
Include in Cap Processing	Yes

Adjustment

To make the adjustment there will need to be two more Benefit Providers for the current month, one for the Payroll Credit for the “old” premium and one for the “new” premium correction.

Copy the “**Old**” Plan

Begin Date: 8/1/2022

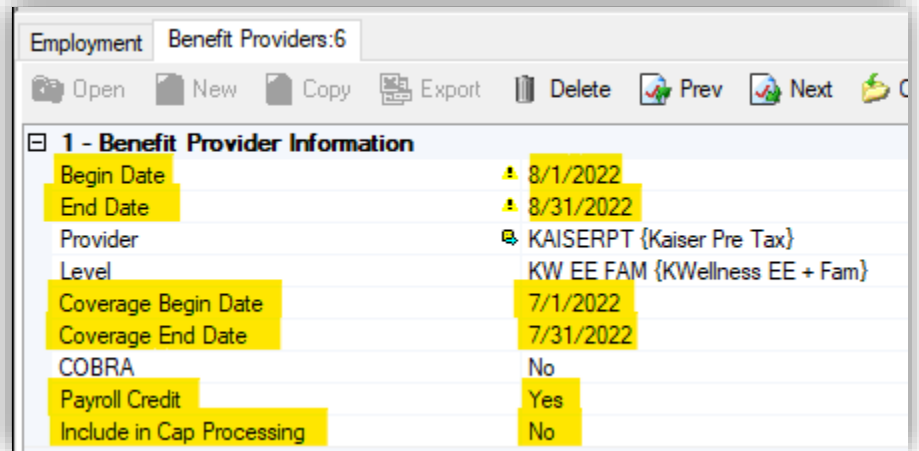
End Date: 8/31/2022

Coverage Begin Date:
7/1/2022

Coverage End Date:
7/31/2022

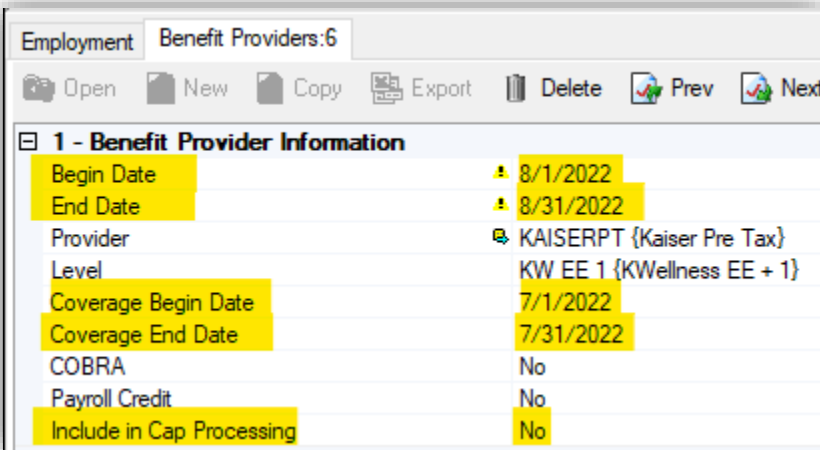
Payroll Credit: Yes

Include in Cap: No



1 - Benefit Provider Information	
Begin Date	8/1/2022
End Date	8/31/2022
Provider	KAISERPT {Kaiser Pre Tax}
Level	KW EE FAM {KWellness EE + Fam}
Coverage Begin Date	7/1/2022
Coverage End Date	7/31/2022
COBRA	No
Payroll Credit	Yes
Include in Cap Processing	No

Save/Close



1 - Benefit Provider Information	
Begin Date	8/1/2022
End Date	8/31/2022
Provider	KAISERPT {Kaiser Pre Tax}
Level	KW EE 1 {KWellness EE + 1}
Coverage Begin Date	7/1/2022
Coverage End Date	7/31/2022
COBRA	No
Payroll Credit	No
Include in Cap Processing	No

Copy the “**New**” Plan

Begin Date: 8/1/2022


End Date: 8/31/2022

Coverage Begin Date:
7/1/2022

Coverage End Date:
7/31/2022

Include in Cap: No

Save/Close

Note: There is a warning message  that indicates Dates overlap another record but that is ok since it’s a one-time adjustment. Be sure to end the adjustments or they will continue each pay period.

Review the *Benefit03 Benefit Provider Reconciliation* to verify the Deduction and Contributions adjustment are as expected.

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

Go Go/Export Clear Prev Next Close Favorites

Request Report

Request

1 - Report

Report Number	Benefit03
Description	Benefit Provider Reconciliation
Report Sample	Benefit03
Report Favorite ID	CY Benefits

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)	

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

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

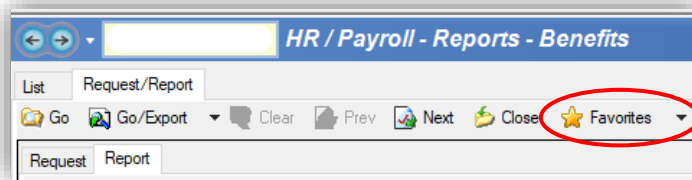
Example Benefit03:

Review the Credit and adjustment are the correct plans. The report uses the Effective Dates from the Benefit Provider record. The credit amount is the “Old” plan and adjustment is the “New” plan.

Benefit03a						Benefit Provider Reconciliation							
Provider KAISERPT - Kaiser Pre Tax													
Employee	(ID) SSN4	Pay Cycle	Pay Date	Lvl	Effective Dates	Benefit FTE	Summer Employee	Summer Employer	Current Employee	Current Employer	Current Total	Premium Amount	
		CL2J#1	07/29/22	KW EE FAM	10/01/20- Open	1.00000			259.00	1,599.00	1,858.00	1,858.00	
		CL2J#2	08/31/22	KW EE FAM	08/01/22-08/31/22	1.00000			259.00	1,599.00	1,858.00	1,858.00	
				KWC EE 1	08/01/22- Open	1.00000			217.31	1,268.00	1,485.31	1,485.31	
				KWC EE 1	08/01/22-08/31/22	1.00000			217.31	1,268.00	1,485.31	1,485.31	
		CL2J#3	09/30/22	KWC EE 1	08/01/22- Open	1.00000			291.31	1,268.00	1,559.31	1,559.31	
		CL2J#4	10/31/22	KWC EE 1	08/01/22- Open	1.00000			291.31	1,268.00	1,559.31	1,559.31	
		CL2J#5	11/30/22	KWC EE 1	08/01/22- Open	1.00000			291.31	1,268.00	1,559.31	1,559.31	
		CL2J#6	12/29/22	KWC EE 1	08/01/22- Open	1.00000			291.31	1,268.00	1,559.31	1,559.31	
		CL2J#7	01/31/23	KWC EE 1	08/01/22- Open	1.00000			291.31	1,268.00	1,559.31	1,559.31	
		CL2J#8	02/28/23	KWC EE 1	08/01/22- Open	1.00000			291.31	1,268.00	1,559.31	1,559.31	
		CL2J#9	03/31/23	KWC EE 1	08/01/22- Open	1.00000			291.31	1,268.00	1,559.31	1,559.31	
		CL2J#10	04/28/23	KWC EE 1	08/01/22- Open	1.00000			291.31	1,268.00	1,559.31	1,559.31	
		CL2J#11	05/31/23	KWC EE 1	08/01/22- Open	1.00000			291.31	1,268.00	1,559.31	1,559.31	
		CL2J#12	06/30/23	KWC EE 1	08/01/22- Open	1.00000			291.31	1,268.00	1,559.31	1,559.31	
Total for								.00	.00	3,347.72	15,216.00	18,563.72	20,794.41

Report Favorites

Click on Favorite select Manage



Click +Add to create

Favorite Id: Enter name to appear on list of Favorites

Description: Allow more characters than the Id

Schedule: Select None, Daily, Weekly, Yearly

Report Format: Select format

Attach Report to Email Notification: Click in box

Notification: Click in box

Click Apply Change

Save

