

Benefit Code Setup within FM2000

The Setup of Benefit Codes within FM2000 and the interface to the Payroll System Deduction screen is coordinated between the Human Resource and Payroll Offices.

The interface to the Payroll Deduction screen is controlled by having a Payroll Deduction Code associated with a Benefit Code within the Human Resources - Maintenance - Benefit Code Table.

In order to facilitate the reconciliation of Benefit Processing to the Payroll Deductions, it is recommended that Payroll Deductions be created with a correspondence to each Benefit Code category.

For Example, if you have a Benefit for Dental Insurance - Family and a Benefit Deduction for Dental Insurance - Single, create 2 Payroll Deductions that you can associate with the appropriate Benefit Code as follows:

Step 1: Create a Payroll Deduction Code for each Benefit as needed.

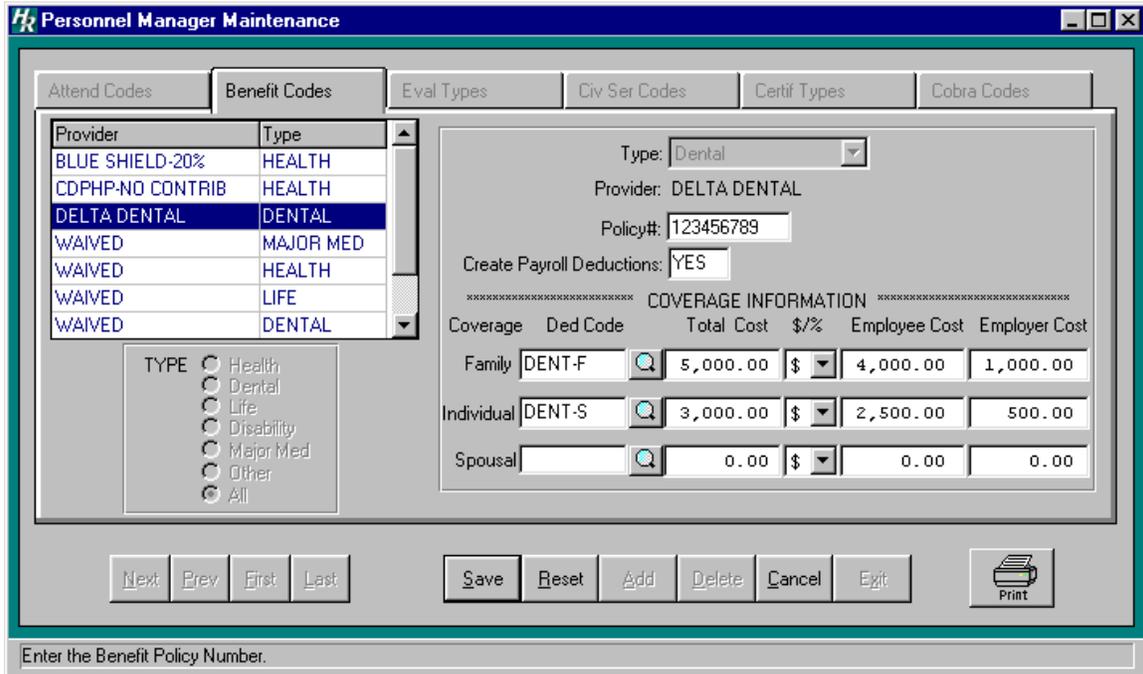
The screenshot shows the 'Payroll Maintenance Menu' window with the 'Ded Codes' tab selected. The table below lists the Ded Codes:

Code	Description	Tax Type
CRED UN	CREDIT UNION	Before
DENT-F	DENTAL - FAMILY	After
DENT-S	DENTAL-SINGLE	After
ERS	EMP'S RETIREMENT SY	Before
ERSAR	ERS ARREARS	After
ERSAR414	ERS ARREARS-414H	Before
ERSBACK	ERS ADJUSTMENT	Before
ERSLN	ERS LOAN	After
FLX-MED	FLEX MEDICAL	Before

The form on the right is for editing the 'DENT-F' code. The description is 'DENTAL - FAMILY'. The 'Type' is 'Deduction From Net After Tax'. The 'Flex' is 'No'. The 'Bond' is 'No' with a 'Bond Amount' of '0.00'. The 'Bank Acct' is 'No', 'Exclude From Calc' is 'no', and 'Mandatory' is 'No'. The 'Pay Freq' is empty, 'Ded Year' is 'C', and 'Amt/Pct' is '0.00'. The 'Times Taken' is '0', 'Ded Type' is '\$', and 'Dollar Lim' is '0.00'. The 'G/L Acct' and 'A/P Vend' are empty. The 'Print Pos' is '0'. There is an 'Exemptions' button.

At the bottom of the window, there are buttons for 'Next', 'Prev', 'First', 'Last', 'Print', 'Save', 'Reset', 'Add', 'Delete', 'Cancel', and 'Exit'. A status bar at the very bottom says 'Enter the Description of this Deduction.'

Step 2 - Create a Benefit that is related to the Deduction Codes.



Personnel Manager Maintenance

Attend Codes | **Benefit Codes** | Eval Types | Civ Ser Codes | Certif Types | Cobra Codes

Provider	Type
BLUE SHIELD-20%	HEALTH
CDPHP-NO CONTRIB	HEALTH
DELTA DENTAL	DENTAL
WAIVED	MAJOR MED
WAIVED	HEALTH
WAIVED	LIFE
WAIVED	DENTAL

TYPE Health
 Dental
 Life
 Disability
 Major Med
 Other
 All

Type: Dental
 Provider: DELTA DENTAL
 Policy#: 123456789
 Create Payroll Deductions: YES

***** COVERAGE INFORMATION *****

Coverage	Ded Code	Total Cost	\$/%	Employee Cost	Employer Cost
Family	DENT-F	5,000.00	\$	4,000.00	1,000.00
Individual	DENT-S	3,000.00	\$	2,500.00	500.00
Spousal		0.00	\$	0.00	0.00

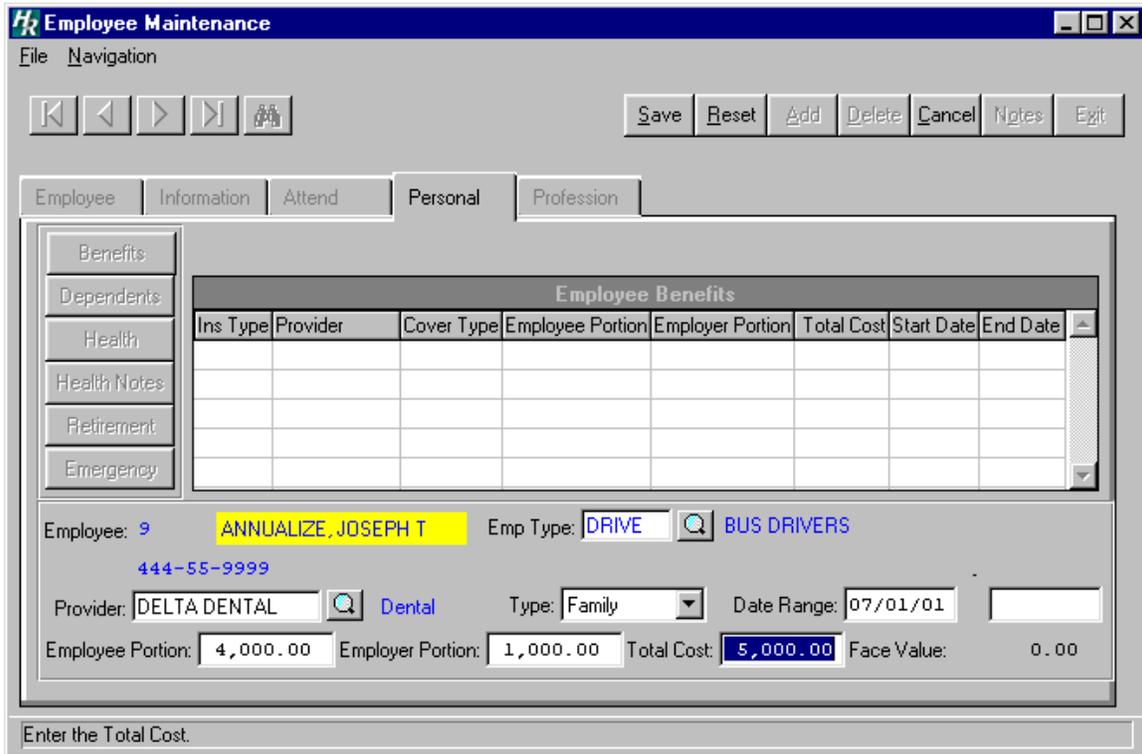
Next Prev First Last Save Reset Add Delete Cancel Exit Print

Enter the Benefit Policy Number.

Note that the Ded Code fields have now been associated with the 2 payroll deduction created in the previous step.

***** If you do not want a Payroll Deduction automatically created when a Benefit Code is Added to Each Employee's Benefit Screen, simply leave the Ded Code fields blank on the Benefit Code Table setup!**

Step 3 - Add the Benefits to each Employee's individual Benefit Screen.



Ins Type	Provider	Cover Type	Employee Portion	Employer Portion	Total Cost	Start Date	End Date

Employee: 9 ANNUALIZE, JOSEPH T Emp Type: DRIVE BUS DRIVERS
444-55-9999
Provider: DELTA DENTAL Dental Type: Family Date Range: 07/01/01
Employee Portion: 4,000.00 Employer Portion: 1,000.00 Total Cost: 5,000.00 Face Value: 0.00

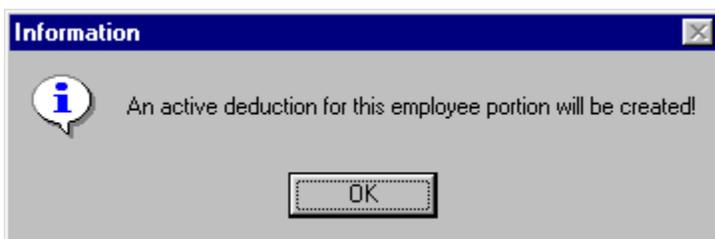
Enter the Total Cost.

Note that you can associate Benefits by the appropriate Employee Type!

The Date Range should reflect the Start and End dates of this particular Benefit.

As you select the Provider and the Type, the bottom line Employee, Employer, and Total Cost dollars will fill in. A Waived Benefit should also be recorded!

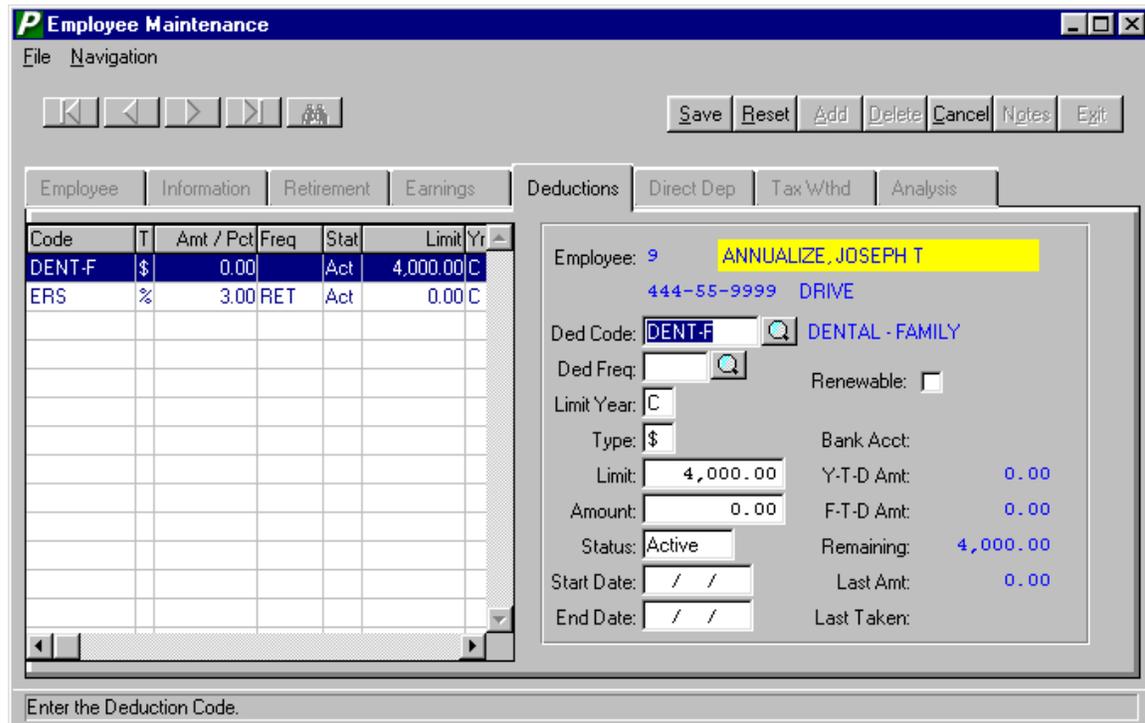
When you save the screen, if this Benefit has a Payroll Deduction associated with it, a message will display as follows:



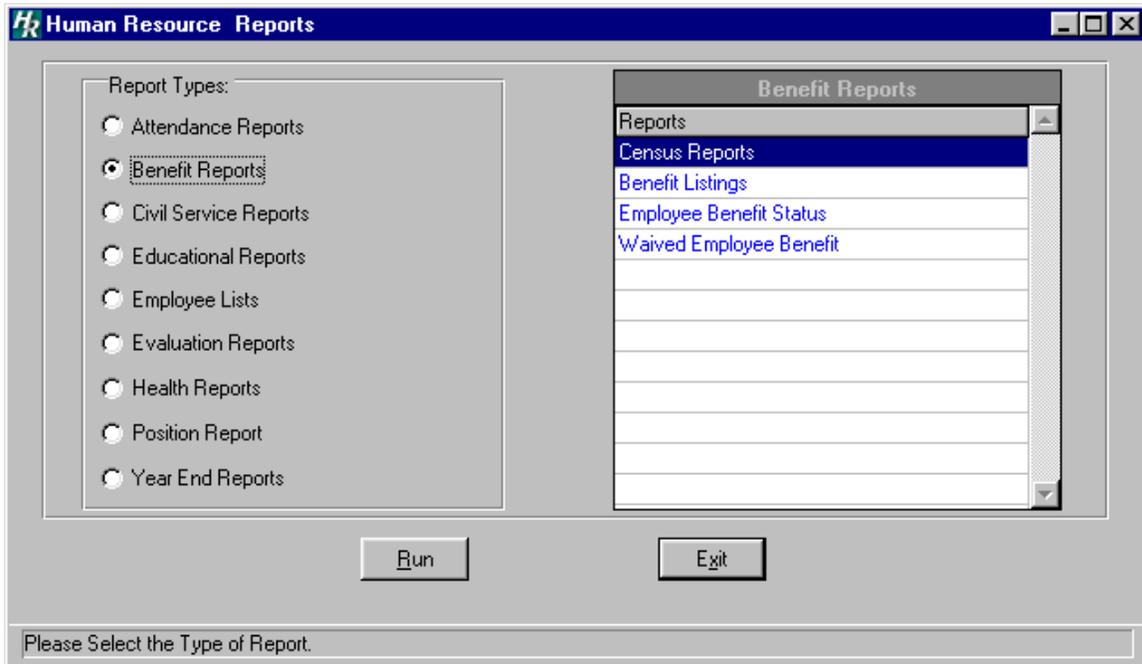
Click OK to Create a Payroll Deduction for the Employee's Share of this Benefit. Please Note that you will need to Update the Payroll Deduction Screen \$ Amount. If you have not included a Default Pay Frequency on the Payroll Maintenance - Deduction Code screen or a Default Number of Checks, the System will remind you that you will need to add that to the Employee's Payroll Deduction Screen.



Step 4 - The Payroll Deduction Screen for the Employee is now ready to be finalized by the Payroll Department for processing on an upcoming payroll. Notice that the Limit field is the Employee Portion of the Benefit!



Human Resources - Reports provides for a number of listings related to Benefits:



Selection Screen for the Benefit Census Report:

Benefit Census Report

Select Deduction Codes

Select All Codes

Code	Description
CRED UN	CREDIT UNION
DENT-F	DENTAL - FAMILY
DENT-S	DENTAL-SINGLE
ERS	EMP'S RETIREMENT SYS
ERSAR	ERS ARREARS
ERSAR41	ERS ARREARS-414H
ERSBACK	ERS ADJUSTMENT
ERSLN	ERS LOAN
FLX-MED	FLEX MEDICAL
GARN-AS	GARN-ALBANY SCU

Selection Criteria

Include Salary in Census Report: Yes No

Include Marital Status: Yes No

Additional Heading Description:

OK Cancel

Enter Additional Heading Description or Leave Blank.

Sample Benefit Census Report - Note the individual whose Payroll Deduction has not yet been updated to include the Per Pay Amount!

diagcenFINANCE.txt - Notepad

04/12/02 DEMO SCHOOL DISTRICT

CENSUS INFORMATION FOR DEDUCTIONS: DENT-F,DENT-S

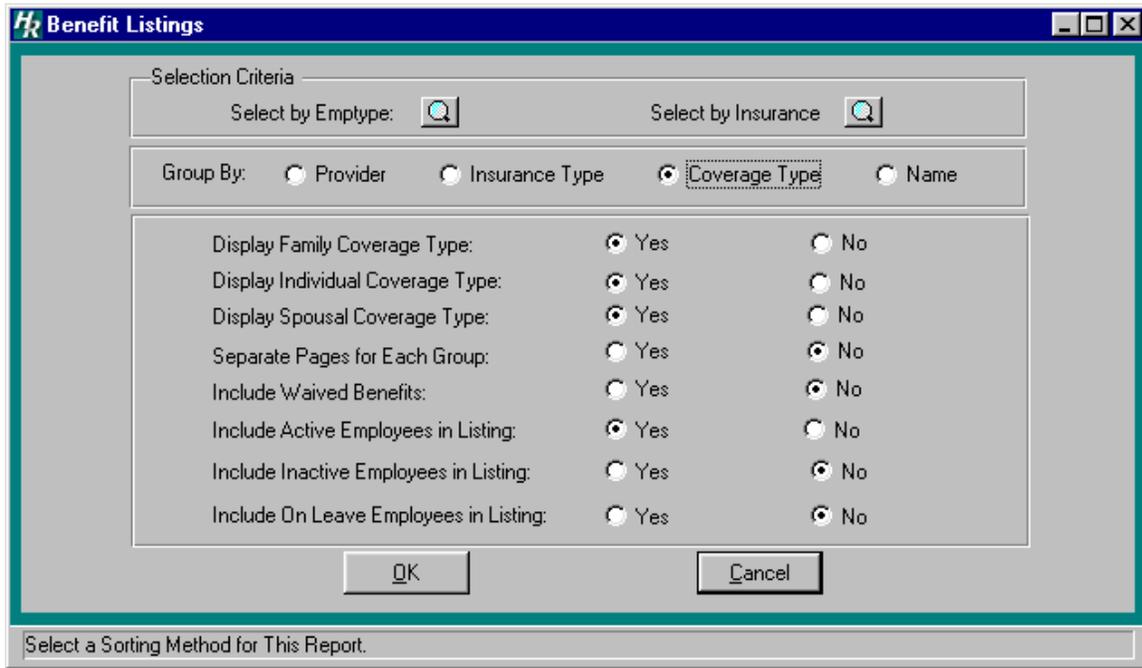
Delta Dental Benefit

Cnt	Emp#	Employee Name	Social Sec#	Date of Birth	Sex	Mar	St	Hire Date	Ho
1	11	AIDE, TEACHER	668-95-5233	02/22/1952	F	Sing		03/01/1985	
	List	Code	Plan Description	Percent		Amount		Limit	FYT
	1	DENT-F	DENTAL - FAMILY	\$		200.00		4,000.00	

Cnt	Emp#	Employee Name	Social Sec#	Date of Birth	Sex	Mar	St	Hire Date	Ho
2	9	ANNUALIZE, JOSEPH T	444-55-9999	02/14/1965	M	Sing		07/01/2000	
	List	Code	Plan Description	Percent		Amount		Limit	FYT
	1	DENT-F	DENTAL - FAMILY	\$				4,000.00	

TOTAL NUMBER OF EMPLOYEES ==> 2 | TOTAL DEDUCTIONS LISTED ==>

Selection Screen for Benefit Listing Report.



Select the desired Output Destination:



Sample Benefit Listing Report Output to Excel!

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - 21506115290". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, and Help. The toolbar contains various icons for file operations and formatting. The font is set to Comic Sans MS, size 10. The active cell is A9, which contains an equals sign (=). The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H
1	<i>04/12, DEMO SCHOOL DISTRICT</i>				<i>11:00:00 AM</i>			
2	BENEFIT LISTINGS BY COVERAGE TYPE							
3								
4	Emp#	Name	Emp Type	Provider	Type	Cover Type	Emplr Portion	Emplr Portion
5								
6	9	ANNUALIZE, JOSEPH	DRIVE	DELTA DENTAL	Dental	Family	1000	4000
7	11	AIDE, TEACHER	TA26	DELTA DENTAL	Dental	Family	1000	4000
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

The status bar at the bottom shows "Ready" and "NUM". The active sheet is named "DEMO SCHOOL DISTRICT".

Selection Screen for Employee Benefit Status Report

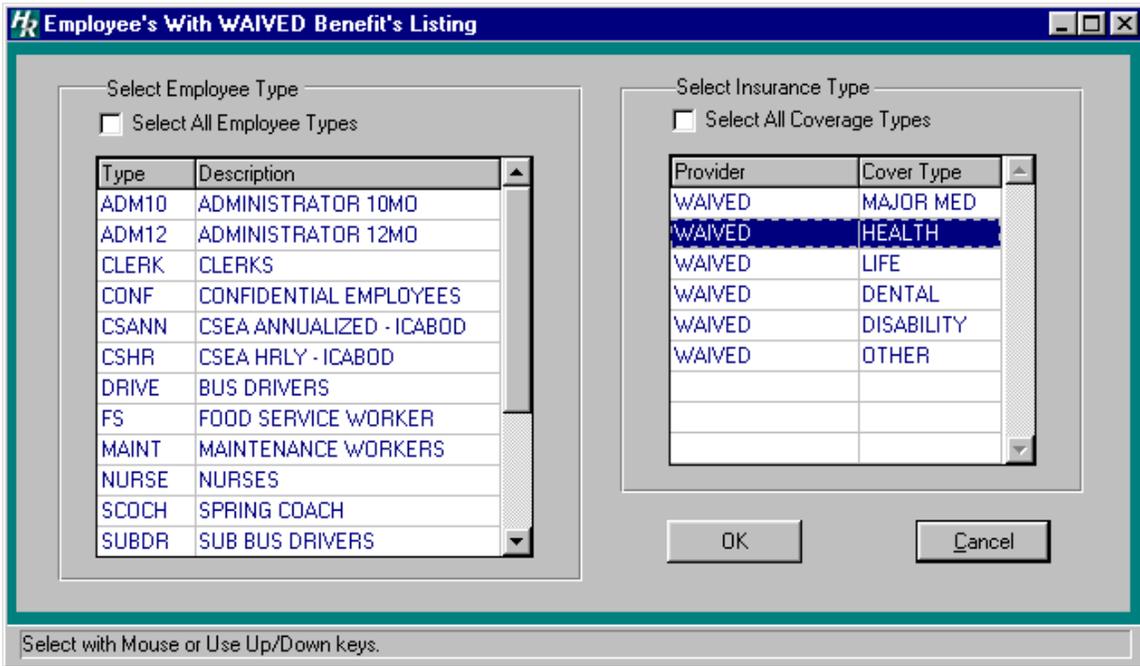
Sample Employee Benefit Status Report:

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EMPLOYEE BENEFIT STATUS

EMP#	NAME	TYPE (S)	PROVIDER	INS TYPE	COVER TYPE	RATE	AMOUNT	
8	ADMINISTRATOR, JILL	ADM12	CDPHP-NO CONTRIB	Health	Family	6,000.00	0.00	
	DEPENDENTS:	Spouse	Administrator, William D	01/15/2040	123-45-6578			
		Child	Administrator, Mary Lou	01/27/1977	321-12-3545			
11	AIDE, TEACHER	TA26	DELTA DENTAL	Dental	Family	1,000.00	4,000.00	
		NO DEPENDENTS ARE AVAILABLE FOR THIS EMPLOYEE.						
9	ANNUALIZE, JOSEPH	DRIVE	DELTA DENTAL	Dental	Family	1,000.00	4,000.00	
		NO DEPENDENTS ARE AVAILABLE FOR THIS EMPLOYEE.						

Setup Screen for Waived Benefit Listing Report:



Employee's With WAIVED Benefit's Listing

Select Employee Type
 Select All Employee Types

Type	Description
ADM10	ADMINISTRATOR 10MO
ADM12	ADMINISTRATOR 12MO
CLERK	CLERKS
CONF	CONFIDENTIAL EMPLOYEES
CSANN	CSEA ANNUALIZED - ICABOD
CSHR	CSEA HRLY - ICABOD
DRIVE	BUS DRIVERS
FS	FOOD SERVICE WORKER
MAINT	MAINTENANCE WORKERS
NURSE	NURSES
SCOCH	SPRING COACH
SUBDR	SUB BUS DRIVERS

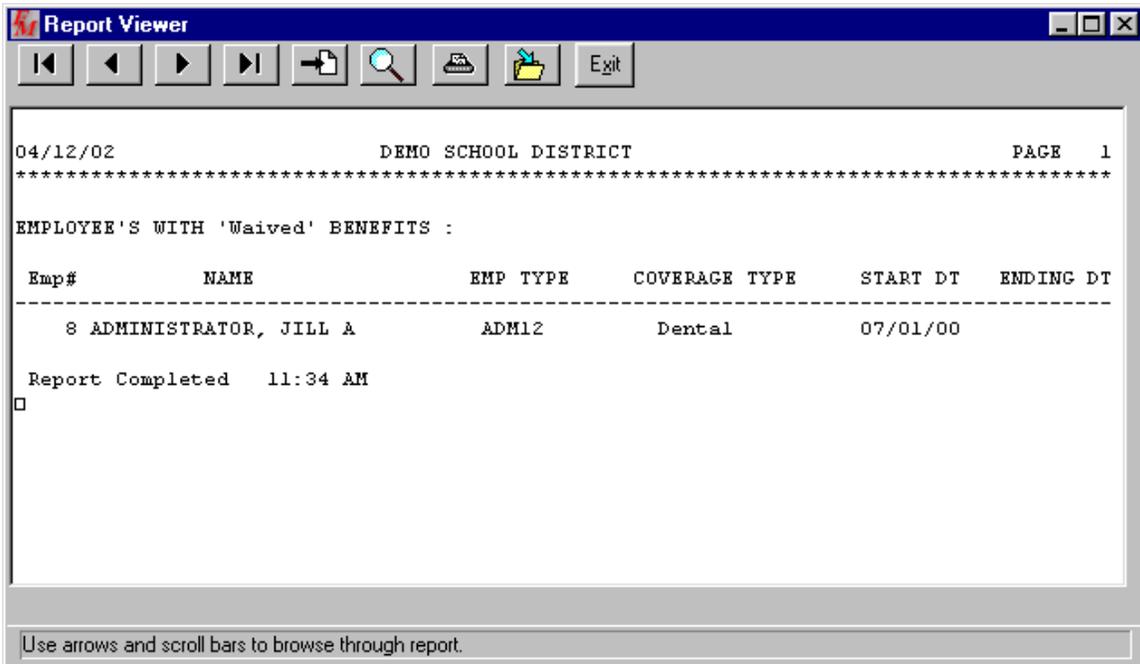
Select Insurance Type
 Select All Coverage Types

Provider	Cover Type
WAIVED	MAJOR MED
WAIVED	HEALTH
WAIVED	LIFE
WAIVED	DENTAL
WAIVED	DISABILITY
WAIVED	OTHER

OK Cancel

Select with Mouse or Use Up/Down keys.

Sample Waived Benefit Listing Report:



Report Viewer

04/12/02 DEMO SCHOOL DISTRICT PAGE 1

EMPLOYEE'S WITH 'Waived' BENEFITS :

Emp#	NAME	EMP TYPE	COVERAGE TYPE	START DT	ENDING DT
8	ADMINISTRATOR, JILL A	ADM12	Dental	07/01/00	

Report Completed 11:34 AM

Use arrows and scroll bars to browse through report.