Benefit Setups

Modified on: Wed, 22 Dec, 2021 at 1:43 PM

Synopsis:
Benefit Setups, Benefit Categories, Benefit Status Codes and Benefit Rate Details all work together to help configure Benefits. This manual will define the roles of each feature and then walk through a scenario of how they could be used.

NOTE: Benefit Status Code
With v15, if you use Benefit Status Codes the system will copy that to the payroll ledger

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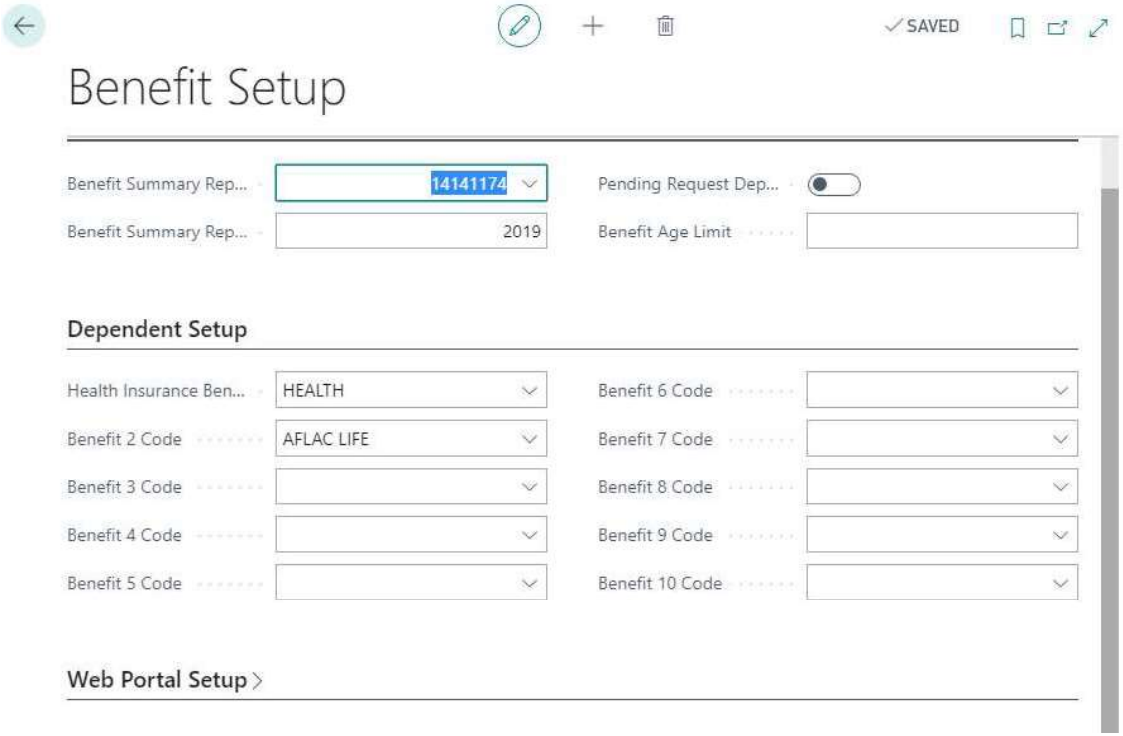
TO ACCESS BENEFITS SETUPS

- Full Payroll Menu
- Setup Group column
- HR Setup
- Benefit Setup – Benefit Categories – Benefit Status Codes – Benefit Rate Details

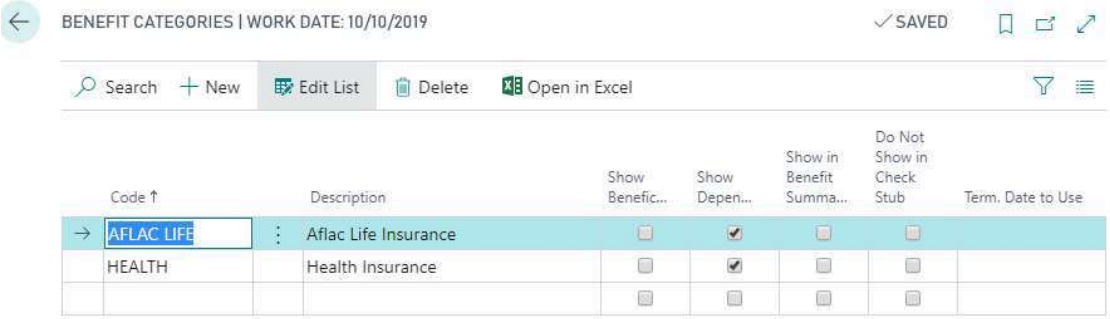
BENEFIT SETUP

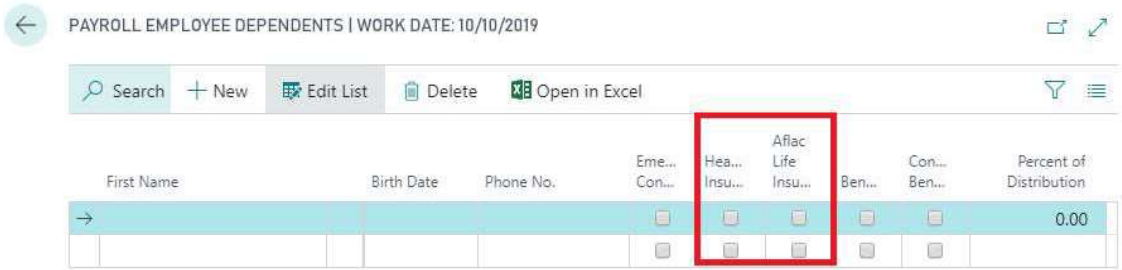
This allows you to change the Benefit Summary Report's format. This is how the system knows what to put in the dependent setup



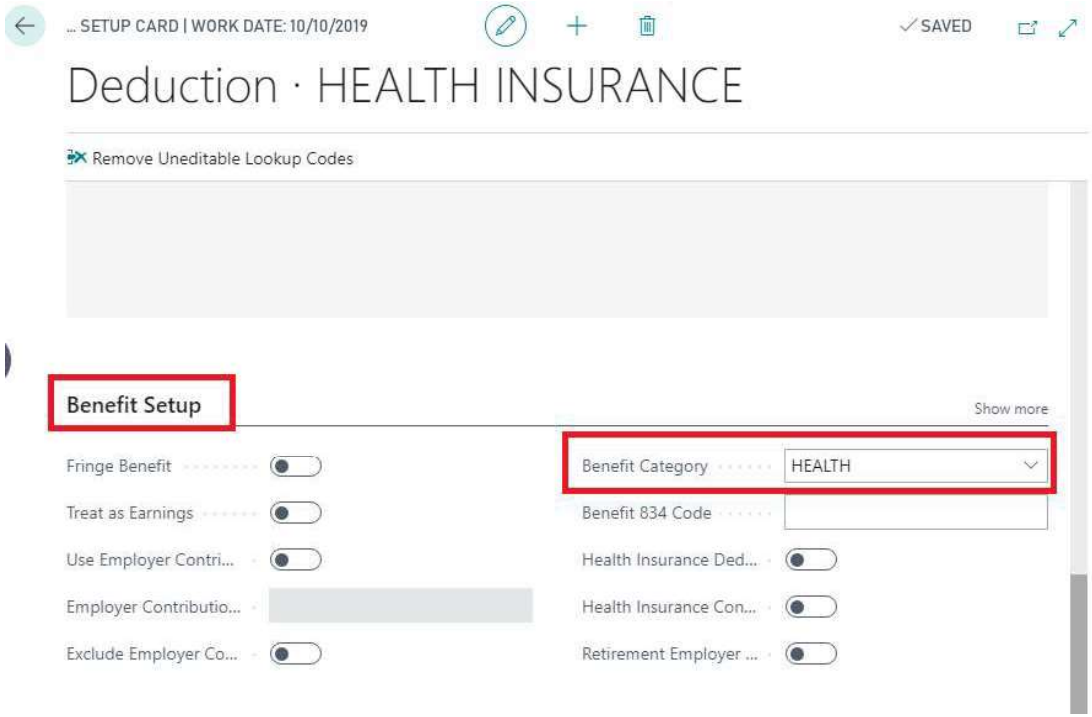
BENEFIT CATEGORIES

These settings determine what options are available in the 'Employee Dependents' table on the employee card. As you can see if you check off 'Show Dependent' checkbox in the 'Benefit Categories' (see screenshots below) the categories then become available selections in the 'Payroll Employee Dependents' table.





If you apply 'Benefit Categories' to the 'Benefit Setup' tab of a 'Deduction Card' in the 'Benefit Category field' the system will know this deduction is a health insurance deduction and it will drive reports etc.



BENEFIT STATUS CODES

These codes can be set up and utilized in the 'Benefit Status Code' field of the payroll code setup. And then from there, you would tie the payroll code with the 'Benefit Status Code' to a process procedure.

BENEFIT STATUS CODES | WORK DATE: 10/10/2019 ✓SAVED

Search + New Edit List Delete Open in Excel

Code ↑	Description	834 Value
EMP CHILDREN		
EMP ONLY		
EMP SPOUSE		
FAMILY		

BENEFIT RATE DETAILS

This is where you set the rate details for your Benefit Status Codes ie, the Payroll Code, the Benefit Status Code, the Starting Date, Deduction Amount, Employer Contribution Amount and Ending Date if applicable.

BENEFIT RATE DETAILS | WORK DATE: 10/10/2019 ✓SAVED

Search + New Edit List Delete Open in Excel

Payroll Code	Benefit Status Code	Starting Date ↓	Deduction Amount	Employer Contribution Amount	Ending Date
FSA	FAMILY	1/1/2019	150.00	150.00	
FSA	EMP SPOUSE	1/1/2019	80.00	80.00	
FSA	EMP ONLY	1/1/2019	50.00	50.00	
FSA	EMP CHILDREN	1/1/2019	100.00	100.00	

USAGE SCENARIO

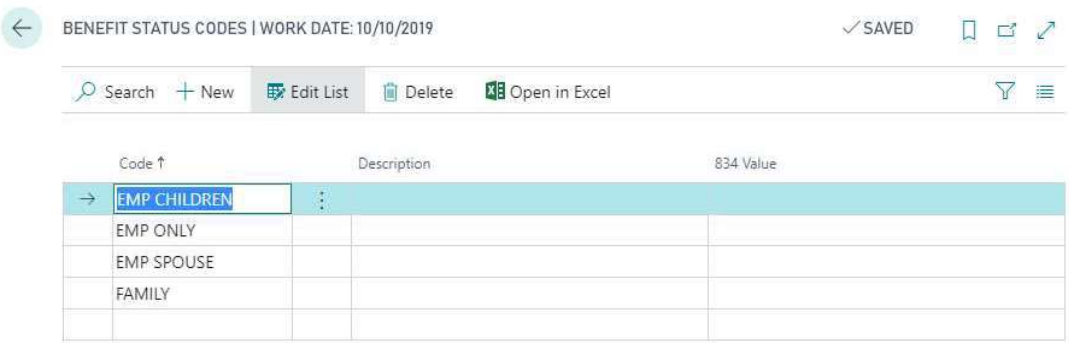
When setting up benefits, using the features defined above, you can set up the system to determine the appropriate benefit deduction amount based on the Benefit State Code that is elected. In the following scenario, we are setting up a Flexible Spending Account (FSA) for an employee.

Here are the steps to set that up:

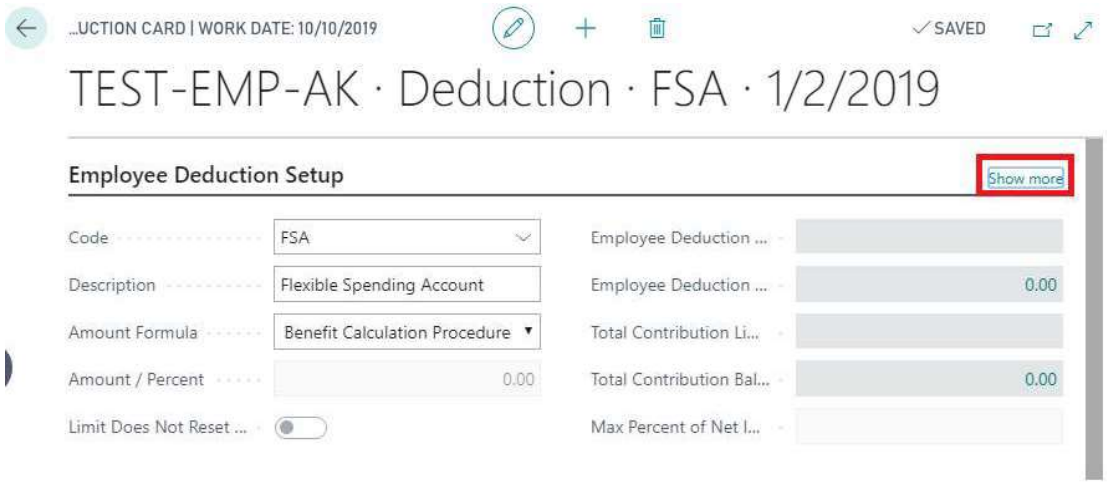
STEP 1. Set Benefit Status Codes

The Benefit Status Code needs to be set in the Deduction Card assigned to the employee.

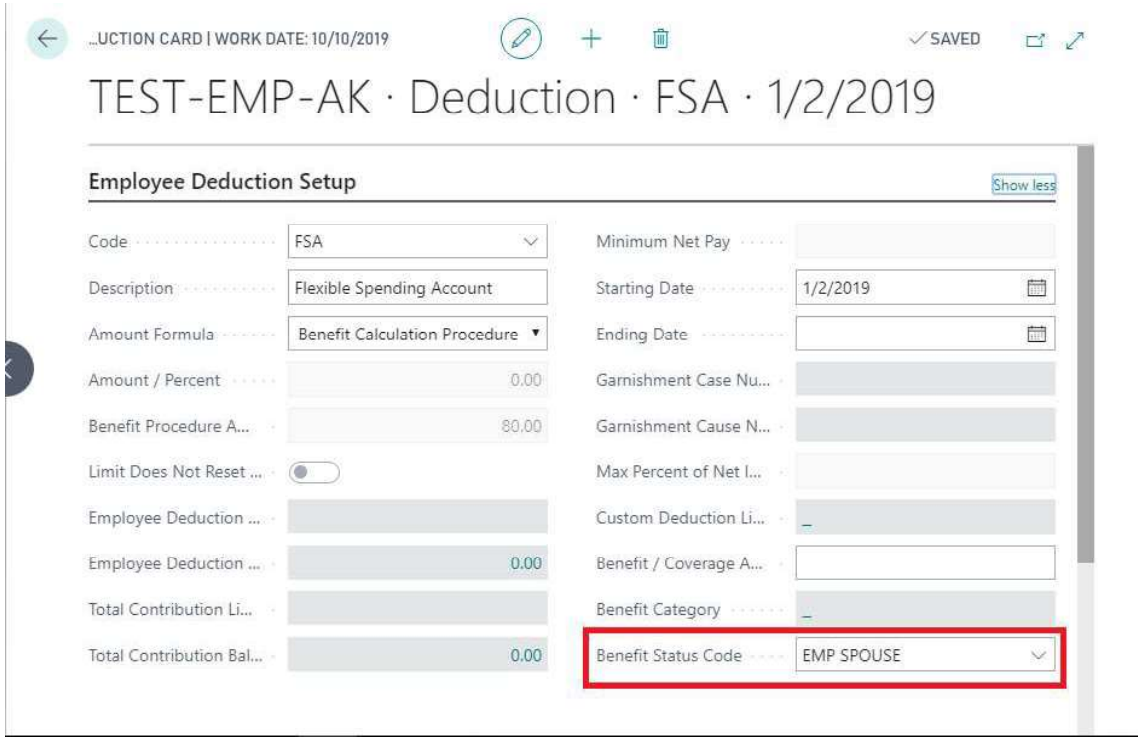
- Navigate to ‘Benefit Status Codes’ and set up appropriate codes



- Apply the ‘FSA’ Deduction code to the employee if needed.
- Open the FSA Deduction Card for the employee
- Click ‘Show More’



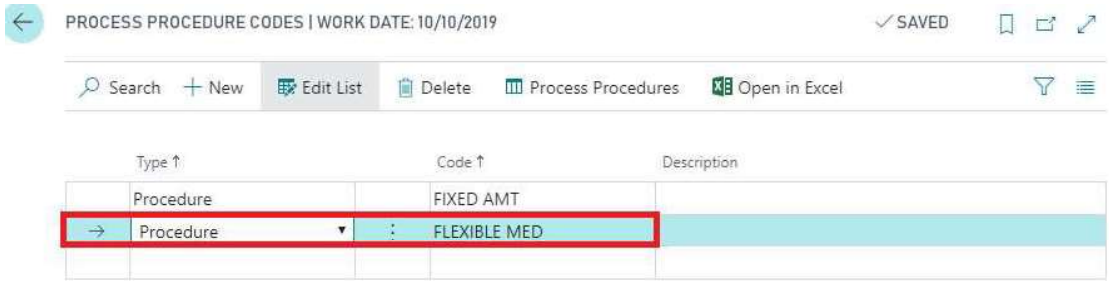
- Select appropriate ‘Benefit Status Code’ for employee



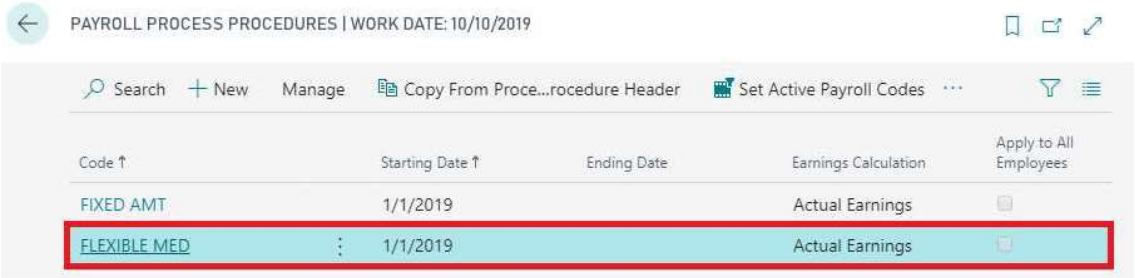
STEP 2. Setup Process Procedure

There needs to be a ‘Process Procedure’ with the line ‘Option 2’ – Get Benefit Status Code Amount linked to the payroll code ‘FSA’

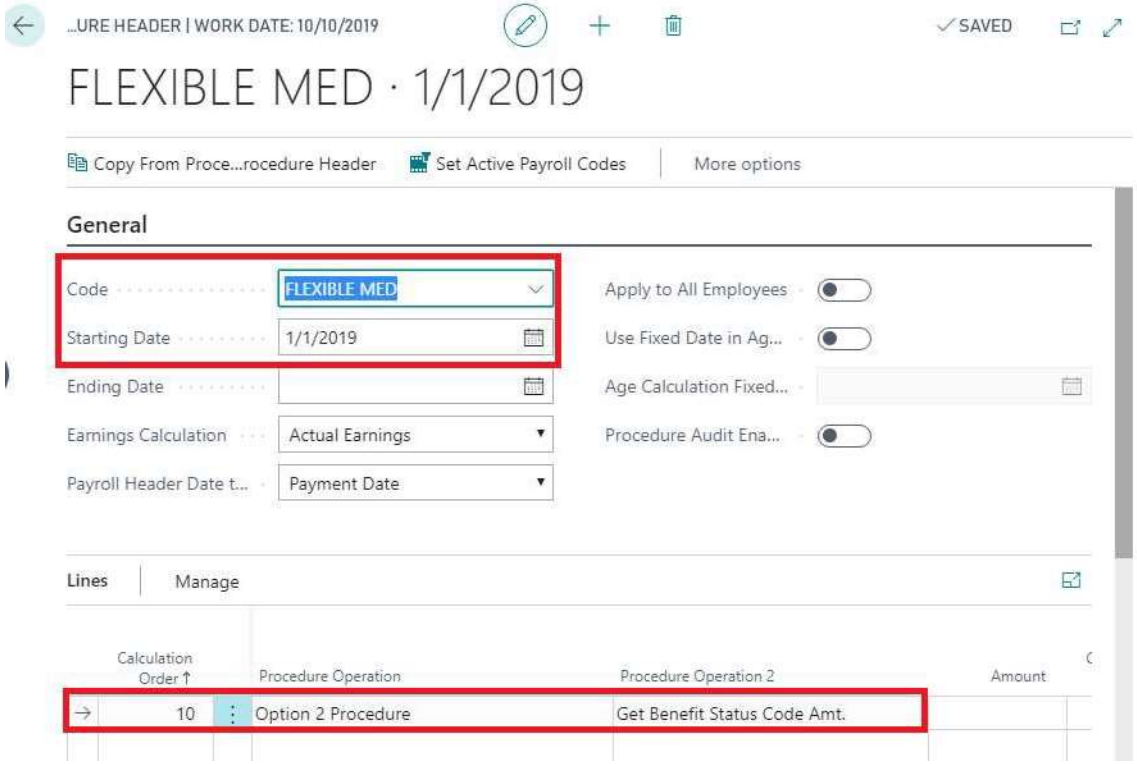
- Go to ‘Process Procedure Codes’ an create a code ‘Flexible Med’ with Type: Procedure



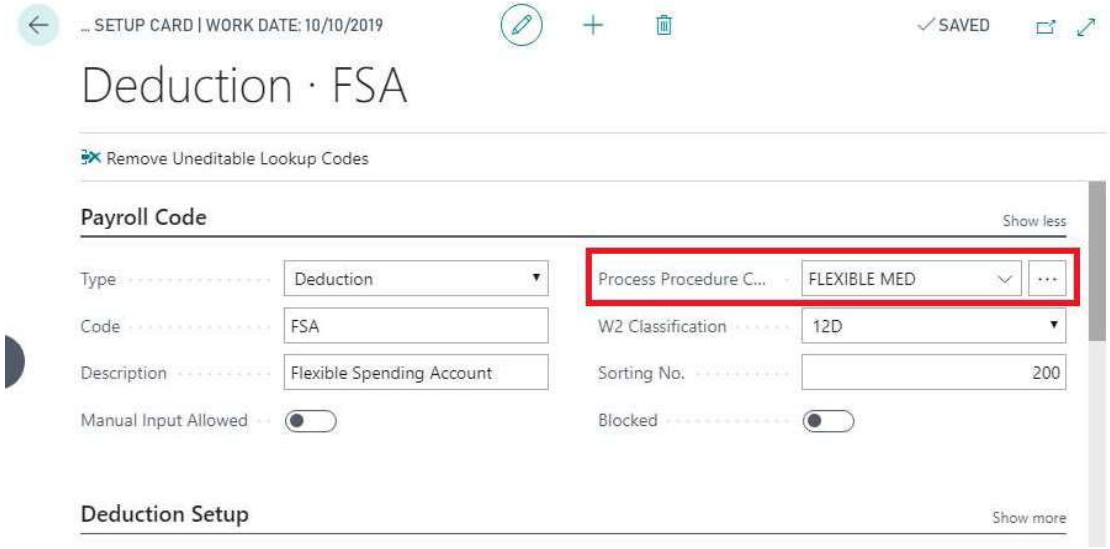
- Go to ‘Process Procedures’ and open ‘Flexible Med’ code



- Set Process Procedure Code with ‘Option 2’ – Gent Benefit Status Code Amt.



- Go to ‘Payroll Codes’ and open the FSA Deduction Card
- Apply ‘Flexible Med’ Code in ‘Process Procedure Code’ field



STEP 3. Set Benefit Rates

Once you set up your benefit rates that are tied to the payroll code 'FSA', the Benefit Status Code applied to the Employee Deduction Card will determine the appropriate amounts.

- Open 'Benefit Rate Details' and select the payroll code 'FSA'
- Select a 'Benefit Status Code'
- Select a 'Starting Date'
- Enter a 'Deduction Amount'
- Enter an 'Employer Contribution Amount'
- Enter an 'Ending Date' if applicable.

BENEFIT RATE DETAILS | WORK DATE: 10/10/2019 ✓SAVED

Search + New Edit List Delete Open in Excel

Payroll Code	Benefit Status Code	Starting Date	Deduction Amount	Employer Contribution Amount	Ending Date
FSA	FAMILY	1/1/2019	150.00	150.00	
FSA	EMP SPOUSE	1/1/2019	80.00	80.00	
FSA	EMP ONLY	1/1/2019	50.00	50.00	
FSA	EMP CHILDREN	1/1/2019	100.00	100.00	

- This information then flows through to the FSA Payroll Code's 'Benefit Rate Detail Lines' and the appropriate Deduction Amount will applied to each Employee who is assigned this payroll code based on the Benefit Status Code applied to the employee's deduction card.

... SETUP CARD | WORK DATE: 10/10/2019 ✓SAVED

Deduction · FSA

Remove Uneditable Lookup Codes

Exempt from Employ... Exempt from Employ...

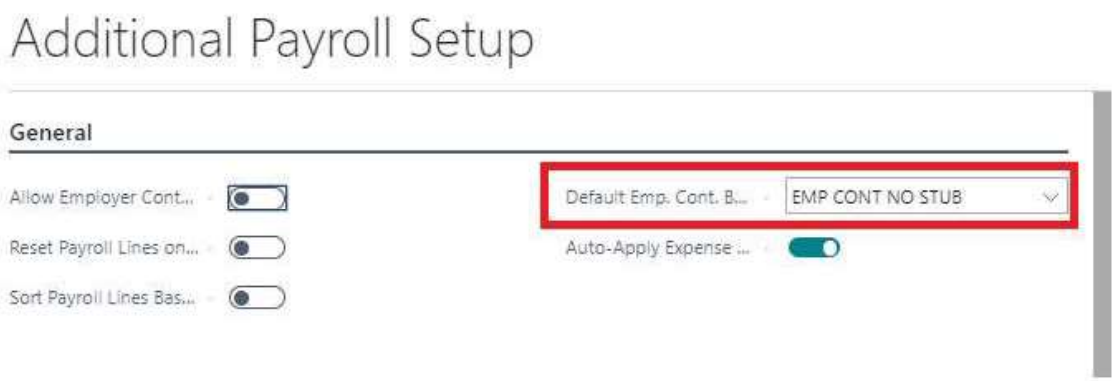
Benefit Rate Detail Lines | Manage

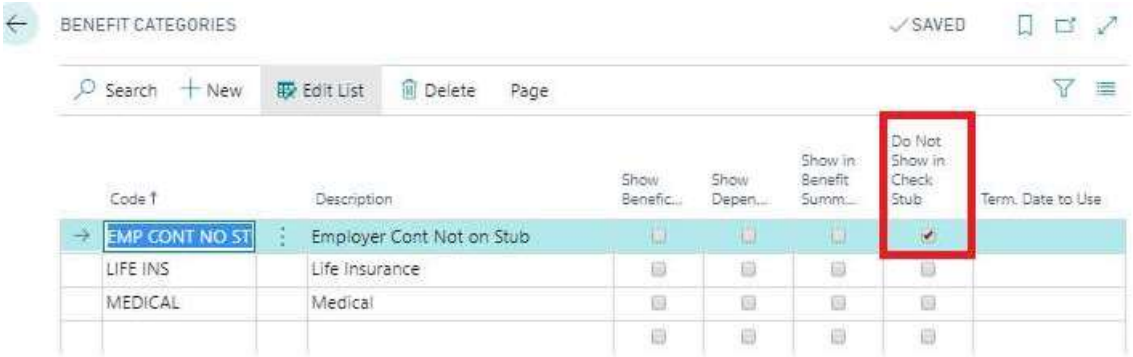
Benefit Status Code	Starting Date	Deduction Amount	Employer Contribution Amount	Ending Date
EMP CHILDREN	1/1/2019	100.00	100.00	
EMP ONLY	1/1/2019	50.00	50.00	
EMP SPOUSE	1/1/2019	80.00	80.00	
FAMILY	1/1/2019	150.00	150.00	

Default Employer Contribution Benefit Category:

This is a setting in the Additional Setups section of Payroll Setups. If a Default Employer Contribution Benefit Category is entered in the field, it will automatically insert it when you create any new employer contribution payroll codes.

This is helpful because you can set up a benefit category set to 'Do Not Show in Check Stub'. This setting will exclude anything linked to the Benefit Category from showing on a check stub.





Employer Contribution · TEST2

Remove Uneditable Lookup Codes

Payroll Code

Show more

Type	Employer Contribution	Manual Input Allowed	
Code	TEST2	Blocked	
Description	Benefit Category Testing		

Benefit Setup

Show more

Fringe Benefit		Benefit Category	EMP CONT NO STUB
Treat as Earnings		Benefit 834 Code	
Use Employer Contrib...		Health Insurance Ded...	
Employer Contributio...		Health Insurance Cont...	
Exclude Employer Co...		Retirement Employer ...	