SCT Banner
Human Resources
Benefits and Deductions Training Workbook

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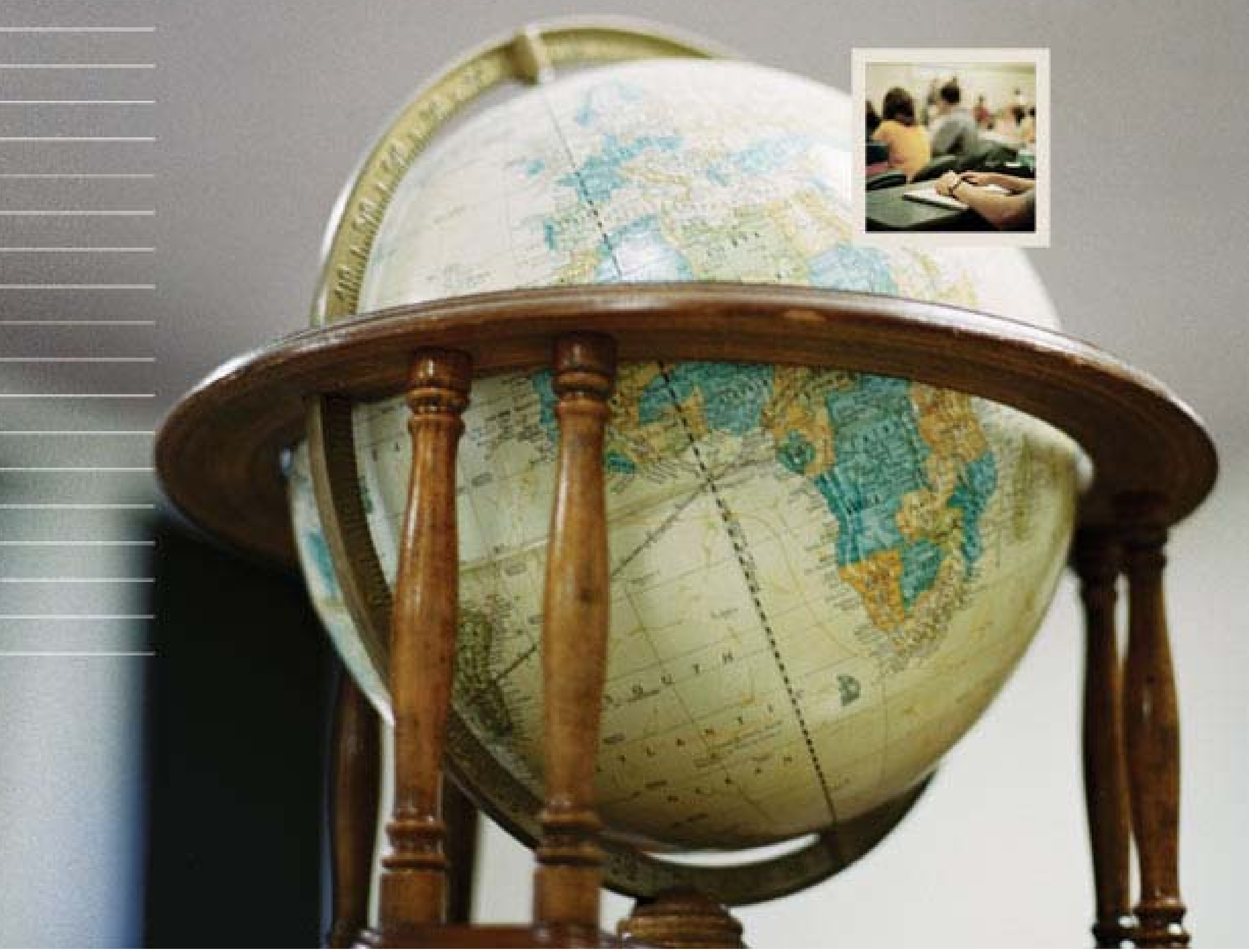

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Topic A: Introduction

Overview

Workbook goal

The goal of this workbook is to provide you with the knowledge and practice to accurately record employee benefits and deductions into the SCT Banner system at your institution.

Workbook setup

Since there may be several different Human Resources Administrators accountable for various responsibilities within the area of Benefits and Deductions, the workbook contains the following Topics:

Topic	**Topic Title Page**
Benefits and Deductions	B
Life Insurance – Method 1	C
Life Insurance – Method 2	D
Beneficiaries and Coverage	E
COBRA	F
Family Medical Leave Administration	G
Self Check and Answer Key	H
Reports	I
Reference	J

Topics B through G contain two sections:

- Section A - Set Up
- Section B - Day-to-Day Operations.

Additionally, a Self Check and Answer Key are included at the end of the workbook.

Purpose

Benefits and Deductions normally originate as an amount removed from a paycheck, and assigned as either a benefit (employee health insurance) or a deduction (taxes). Although benefits and deductions may be viewed as purchases versus taxes paid, they both arise from a similar process. Thus the two categories are treated as one throughout this module.

This course details the requirements in defining benefits/deductions codes and their use in updating and maintaining employee benefit and deduction records.

Continued on the next page

Overview, Continued

Intended audience

Human Resources Administrators and Benefits Specialists/Administrators.

Prerequisites

To complete this workbook, you should have

- completed the SCT Education Practices computer-based training (CBT) tutorial "Banner 6.x Fundamentals: Navigation and Forms," or have equivalent experience navigating in the SCT Banner system
- completed the Human Resources Overview workbook
- completed the Human Resources Biographic/Demographic workbook.
- completed the Human Resources Employment Compensation workbook
- administrative rights to create the rules and set the validation codes in SCT Banner.

In this section

These topics are covered in this section.

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Process Introduction	A-3
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Process Introduction

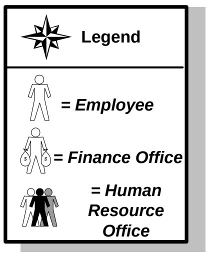
Introduction

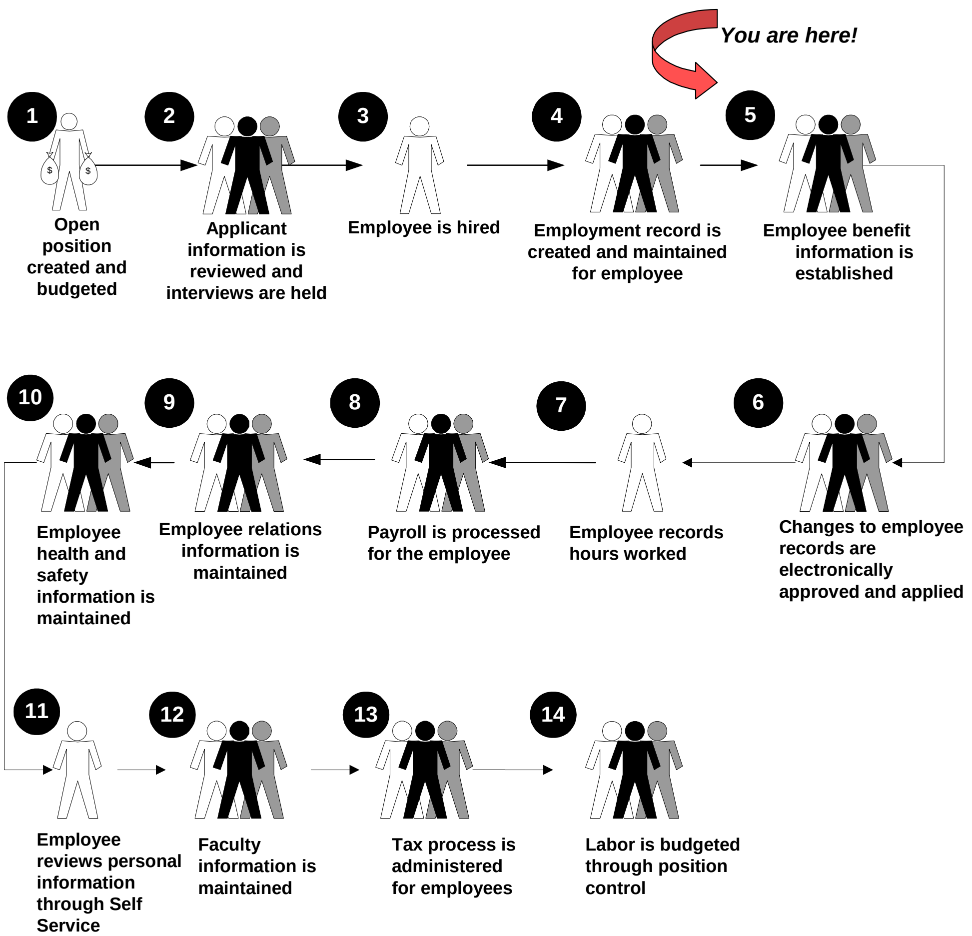
The SCT Banner employee benefits and deductions recording process depends on the initial set up of various codes that are required in order to record benefit and deduction information for an employee.

The Human Resources department is responsible for setting up and recording the information.

Flow diagram

This diagram highlights the processes used to record employee benefit information into the SCT Banner system within the Human Resources system.





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Process Introduction, Continued

About the process

- Rule and validation forms are set up on the SCT Banner system. Unless a new code is required, this step is only performed once
- Benefits and deductions are noted by employees and recorded into SCT Banner
- Life insurance information is noted by employees and recorded into SCT Banner
- Beneficiaries and coverage's are selected by the employees and recorded into SCT Banner
- All employees eligible for COBRA are identified and recorded into SCT Banner
- Any employee who requests a medical leave are identified, approved, and recorded into SCT Banner.

Terminology

Core benefits /deductions	Core benefits/deductions refer to benefits/deductions that are prerequisites that should be satisfied prior to enrollment in a related contingent benefit/deduction.
Contingent benefit /deduction	Contingent benefits/deductions refer to benefits/deductions that require enrollment in a predefined, related core benefit/deduction.
Last paid	Represents the employee's last paid date. It is the end of the latest pay cycle for which the employee has been paid, or for which the payroll extraction process via the Time Processing Report (PHPTIME) has been run. The system does not accept any benefit changes with an effective date prior to the last paid date.
Query date	The date for which deduction information is required. The system displays information that was, is, or will be in effect for the deduction on the specified date. The current date or the query date last used displays, but this date may be updated.
Begin date	The date the deduction was established for the employee. If the current deduction was established on the Employee Benefit/Deduction Setup Form (PDABDSU), the Begin Date for that benefit/deduction matches the Begin Date specified on PDABDSU.
End date	Specifies when the deduction terminated.
Calc rule	Specifies the calculation rule associated with the deduction. It provides formulas that show how a deduction will behave. The rule determines how the system calculates the employer amount (if any) and the employee amount applied to the deduction. The system obtains this value from the Benefit/Deduction Rule Form (PTRBDCA), which defines the rules for the deduction. Most enterprises will have between twenty and thirty calculation rules.
Bond balance	Tracks bond deductions and displays the current employee's U.S. Savings Bond balance. Bond payments are governed by Calc Rule 40.

Continued on the next page

Terminology, Continued

Effective date	Represents the date the information currently displayed went into effect, or will go into effect, for payroll purposes. To record the actual date of coverage, if different from the effective date, use the Coverage Begin Date from the Beneficiary Coverage Form (PDABCOV). The Effective Date must equal the Begin Date for the initial setup of the benefit/deduction.
Status	Specifies the standing of the deduction: Active, Terminated, Waived, or Exempt. Active – The deduction has been established for the employee and the deduction is currently being processed. The effective date associated with this value must be after the date in the **Last Paid** field. Exempt – The deduction has been established for the employee, but the deduction is not being taken. In this case, the system does not maintain the applicable gross and does not calculate the deduction amount. Terminated – The employee's enrollment in this deduction has been terminated. The system places the effective date associated with this value in the **End Date** field. Waived – The deduction has been established for the employee but the deduction is not being taken. The system maintains the applicable gross, but does not calculate the deduction amount.
Options value	Use is determined by the calculation rule assigned to the benefit/deduction. The associated **Options Entry** field specifies whether you must enter data into this field. The content of this field matches the content of the corresponding **Options Entry** field on the Benefit/Deduction Rule Form (PTRBDCA). See below for descriptions of each value: No Entry – No entry required or allowed in the **Options Value** field. Required – The **Options Value** field must be completed. Optional – You may enter a value in the **Options Value** field, but it is not required. System – Generated value used for life insurance processing.
Amount	The Amount value is the sum to be deducted per pay period for the specified deduction option. It is established on PTRBDCA.

Continued on the next page

Terminology, Continued

Amount entry

Specifies whether you must enter data into this field. The content of this field matches the content of the corresponding **Amount Entry** field on PTRBDCA. See below for descriptions of each entry:

No Entry – No entry required or allowed in the **Amount** field

Required - The **Amount** field must be completed. If an amount is specified on PTRBDCA, it will be displayed.

Optional – You may enter a value in the **Amount** field, but it is not required.

System – The value that the system calculates based on a Calc rule. This entry is used primarily for life insurance.

Topic B: Benefits and Deductions

Section A: Set Up

Rules and Validation Forms that Control Employee Benefit and Deduction Processing

Introduction

Before SCT Banner can record and maintain employee benefit and deduction information in the system, there are several codes and rules that need to be set or created.

Objectives

At the end of this section you will be able to

- set up benefit and deduction codes
- define benefit and deduction plans
- specify deductions and earnings
- create benefit categories.

Types of rule and validation forms needed

These forms are used to set the rules and parameters in SCT Banner for handling employee records.

Form Description	Banner Name
Benefit and Deduction Rules Form	PTRBDCA
Benefit Category Rule Form	PTRBCAT

Continued on the next page

Rules and Validation Forms that Control Employee Benefit and Deduction Processing, Continued

In this section

These topics are covered in this section.

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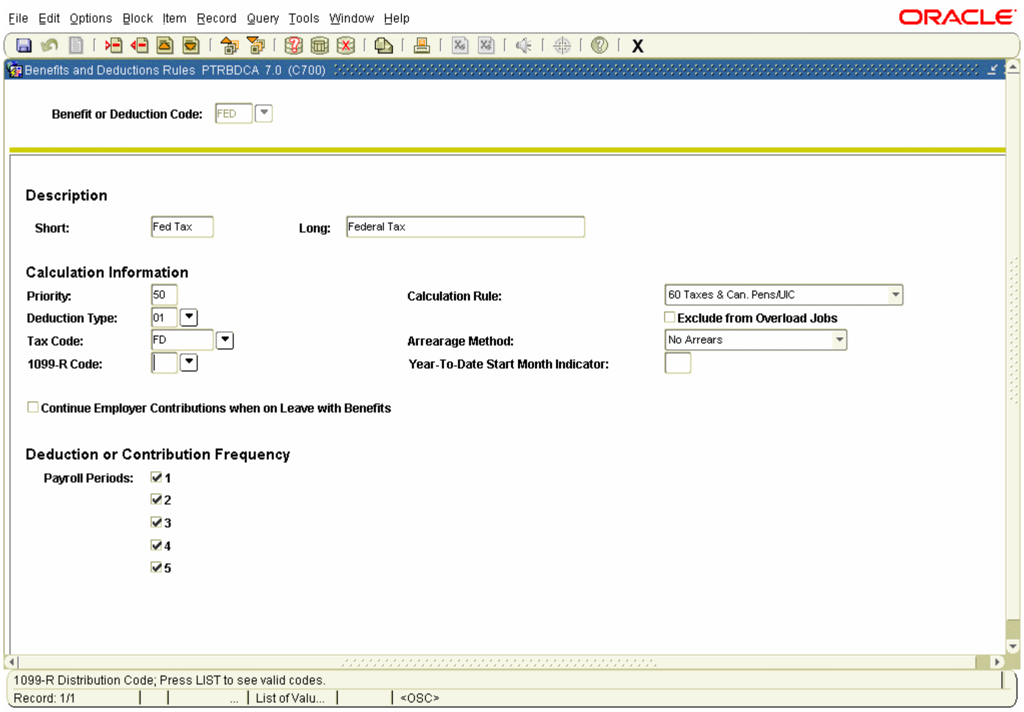
Establish Benefit and Deduction Codes

Introduction

The Benefit and Deduction Rules Form (PTRBDCA) is used to establish and define the Benefit and Deduction codes used by the Payroll System. These are the codes that will be set up on the Benefits Category Form (PTRBCAT) and assigned to employees on the Benefit and Deduction Set Up Form (PDABDSU) or the Deduction Form (PDADEDN).

Banner form



Procedure

Follow these steps to establish a Benefit/Deduction code.

Step	Action
1	Access the Benefit and Deduction Rules Form (PTRBDCA).
2	Select the **Search** function in the **Benefit or Deduction Code** field and return a Benefit or Deduction code that requires a change OR enter a new code (up to 3 characters).
3	Perform a **Next Block** function.
4	Enter a brief description (up to eight characters) of the benefit or deduction you are defining in the **Short** field.

Continued on the next page

Establish Benefit and Deduction Codes, Continued

Procedure, continued

Step	Action
5	Enter more detail (up to thirty characters) in the **Long** field. <u>Note:</u> The **Short** description is used on check stubs. If you selected a pre-defined code, the description will display in this field. The **Long** description is used on reports.
6	Enter the benefit/deduction's priority to specify the order in which the Payroll Calculation Process (PHPCALC) should calculate this deduction in the **Priority** field. *Examples:* Priority 1-49 for pretax deductions, Priority 50-60 for tax deductions, and Priority 61-99 for post tax deductions. <u>Note:</u> In the **Priority** field, enter the benefit/deduction's priority to specify the order in which the Payroll Calculation Process (PHPCALC) should calculate this deduction. Priority numbers may be used more than once.
7	Double-click in the **Deduction Type** field and select a Benefit/Deduction Type code from the Benefit/Deduction Type Validation Form (PTVBDTY). <u>Notes:</u> The value you enter in this field validates the Benefit/Deduction type for payroll and personnel purposes. It is also used for generation of tax forms, generation of SCT Banner reports, processing of life insurance coverage, premiums, and contribution and calculation of imputed income for employer paid life insurance benefits that exceed $50,000. If not appropriate deduction type exists for the benefit, it is acceptable to leave this field blank. <u>Warning:</u> The PTVBDTY form is a SunGard SCT-delivered validation form and should not be changed unless instructed to do so by SunGard SCT.
8	Select the **Search** function in the **Tax Code** field and return a Tax Code from the Tax Code Rule Form (PXATXCD) if the deduction is a tax code.
9	Double-click the **1099-R Code** field and select and return a 1099 Distribution Code from the 1099 Distribution Code Validation (PTV1099) if 1099-R reporting is required.

Continued on the next page

Establish Benefit and Deduction Codes, Continued

Procedure, continued

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>10</td><td>Select a Calculation Rule code that best describes the manner in which this deduction is to be processed from the drop-down list in the Calculation Rule field.

<u>Note:</u> The value you enter in this field determines how the system calculates this deduction for the employee’s amount, and where appropriate, the employer’s amount.</td></tr>
<tr><td>11</td><td>Click the Exclude from Overload Jobs checkbox if the deduction should be excluded from overload pay (i.e., payment for jobs that are separate from the employee's base contract).

<u>Note:</u> If the amount of this deduction is defined in the Calculation Rule field as a percentage of gross income, you should enter a value in this field. This box has no bearing on flat-amount deductions/benefits.</td></tr>
<tr><td>12</td><td>Specify whether the deduction can go into arrears when it cannot be taken because the available net is less than the deduction amount from the drop-down list in the Arrearage Method field. Select one of the following methods.

<table>
<tr><th>Arrearage Method</th><th>Description</th></tr>
<tr><td>No Arrears</td><td>If the total amount of the deduction is not available, do not take a deduction or accumulate arrears</td></tr>
<tr><td>Full Arrears</td><td>If the total amount of the deduction is not available, arrear the entire amount. Do not take a deduction</td></tr>
<tr><td>Partial</td><td>Deduct any available funds and arrear the balance</td></tr>
<tr><td>Deduct, Don’t Arrear</td><td>Deduct any available funds, but do not arrear the balance</td></tr>
</table>
</td></tr>
</table>

Continued on the next page

Establish Benefit and Deduction Codes, Continued

Procedure, continued

Step	Action
13	Enter a number to identify the first month the system will use for calculating YTD totals in the **Year-To-Date Start Month** field. Note: This field provides the mechanism for calculating deduction YTD amounts that are based on a starting month rather than on the calendar year. The value entered in this field tells the Payroll Calculation Process (PHPCALC) where to begin in determining YTD benefit amounts; amounts that may be subject to certain limits or minimums, depending upon the Calculation Rule specified. Valid values for the field are 1 through 12, with a system-generated value of 1 for the calendar year.
14	Click the **Continue Employer Contribution While on Leave with Benefits?** checkbox if you are defining a benefit/deduction that continues when an employee is on leave without pay, but with benefits.
15	Enter the number of paychecks each month when the deduction will be applied by checking the boxes 1 through 5 in the **Pay Periods** field. Note: The deduction will be applied each pay period of the month that is checked. This ties to the **POM** (pay of month) field on the Payroll Calendar Rule Form (PTRCALN).
16	Click the **Save** icon.

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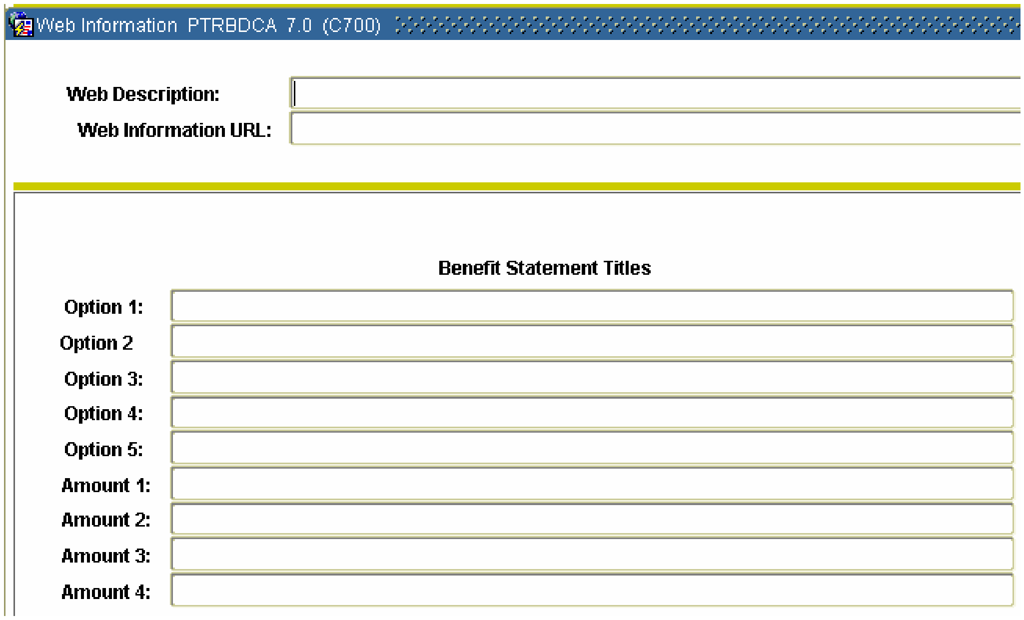
Establish Benefit and Deduction Codes, Continued

Options – Web Information



Procedure

Follow these steps to enter web information.

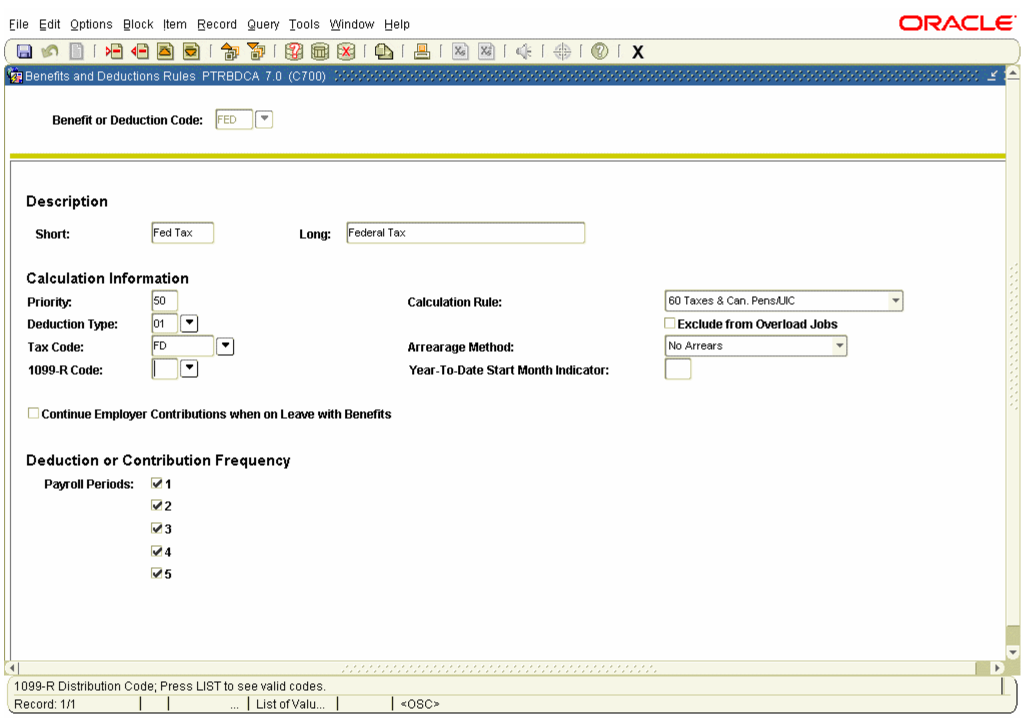
Step	Action
1	Select Web Information from the **Options** menu.
2	Enter the wording to be used on the Web to identify the Benefit code being defined in the **Web Description** field.
3	Enter the URL of your HTML page that provides additional information concerning the Benefit code or tax plan being defined in the **Web Info URL** field. *Example*: /payhelp/dentalplans.html.
4	Click the **Save** icon.
5	Click the **Exit** icon.

Define Rules, Options, and Amounts for the Employee Deduction Form

Introduction

The Definition of Options and Amounts window of the Benefit and Deduction Rules Form (PTRBDCA) allows you to set up specific descriptions for the generic option and amount fields and to establish edits for the Employee Deduction Form (PDADEDN) and Employee Benefit/Deduction Set-up Form (PDABDSU). The benefit/deduction calculation rule determines the Options and Amounts that are applicable.
For further information, refer to the SCT Banner Human Resource Users Manual.

Banner form



Procedure

Follow these steps to enter descriptions and amounts of options.

Step	Action
1	Access the Benefit and Deduction Rules Form (PTRBDCA).
2	Select the **Search** function in the **Benefit or Deduction Code** field and return a Benefit or Deduction code.
3	Perform a **Next Block** function.

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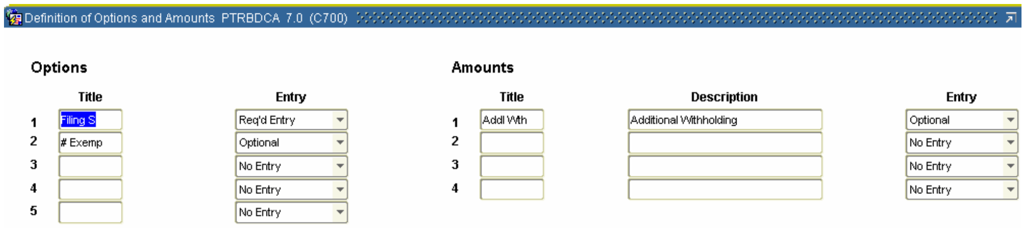
Define Rules, Options, and Amounts for the Employee Deduction Form, Continued

Options – Definitions of Options and Amounts



Procedure

Follow these steps to enter descriptions and amounts of options.

Step	Action
1	Select Definition of Options and Amounts from the **Options** menu.
2	Enter the title (up to six characters) of each option you wish to define in the **Title** field in the **Options** section. Note: The title will display in the Employee Deduction Setup Form (PDABDSU) or the Employee Deduction Form (PDADEDN) in order to facilitate benefit/deduction setup.
3	Select from the values of *Required*, *Optional*, or *System Generated* from the drop-down list in the **Entry** field. Notes: The value in this field indicates if the option may be entered in the Employee Deduction Set Up Form (PDABDSU) or the Employee Deduction Form (PDADEDN). You must enter a value for each option in the **Entry** field. If fewer than five **Options** are defined for the calculation rule used for this deduction, select *No Entry* for the fields that are not defined.
4	Enter the title (up to six characters) associated with the amount in the **Title** field in the **Amounts** section.

Continued on the next page

Define Rules, Options, and Amounts for the Employee Deduction Form, Continued

Procedure, continued

Step	Action
5	Enter a long description (up to 30 characters) on each amount to provide the long description of each amount in the **Description** field. Note: The Title and Description display in the Employee Deduction Form (PDADEDN).
6	Select from the values of *Required*, *Optional*, or *System Generated* from the drop-down list in the **Entry** field. Note: You must enter a value for each of the four titles in the Entry field. In fewer than four options are defined in the calculation rule used for this deduction, select *No Entry* for the fields that are not defined.
7	Click the **Save** icon.
8	Click the **Exit** icon.

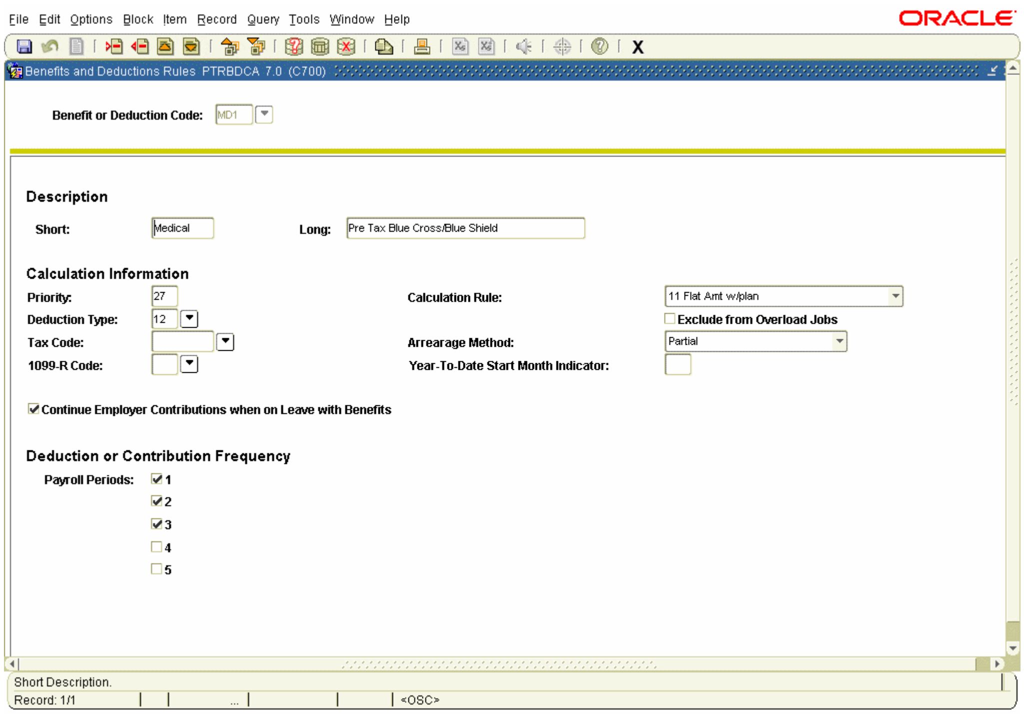
Define Benefit and Deduction Plans

Introduction

The Benefit and Deduction Rules Form (PTRBDCA) is used to define Benefit and Deduction plans. The Definition of Benefit and Deduction Plans window is part of the Benefit and Deduction Rules Form (PTRBDCA). This window defines the Plan codes and their corresponding employee and/or employer amounts (withholding, amounts, percentages, and limits).

Benefits and deductions with no plans will require that specific deduction amounts be entered for the employee on either PDABDSU or PDADEDN.

Banner form



Procedure

Follow these steps to define Benefit/Deduction plans.

Step	Action
1	Access the Benefit and Deduction Rules Form (PTRBDCA).
2	Select the **Search** function in the **Benefit or Deduction Code** field and return a Benefit or Deduction code.
3	Perform a **Next Block** function

Continued on the next page

Define Benefit and Deduction Plans, Continued

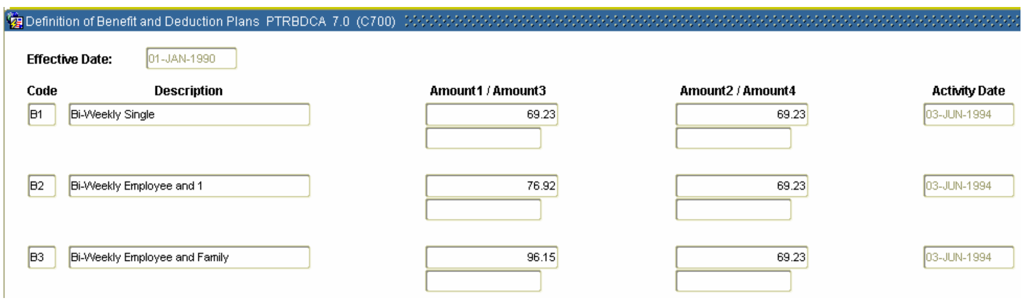
Options – Definition of Plans

The Definition of Benefit and Deduction Plans window is part of the Benefit and Deduction Rules Form (PTRBDCA). This window defines the Plan codes and their corresponding employee and/or employer amounts (withholding, amounts, percentages, and limits).

Notes: The deduction plan code effective date will default to the current date unless you select the Add a New Plan Effective Date option.

The amount fields will display up to four decimal places.

Banner form



Procedure

Follow these steps to define Benefit/Deduction plans.

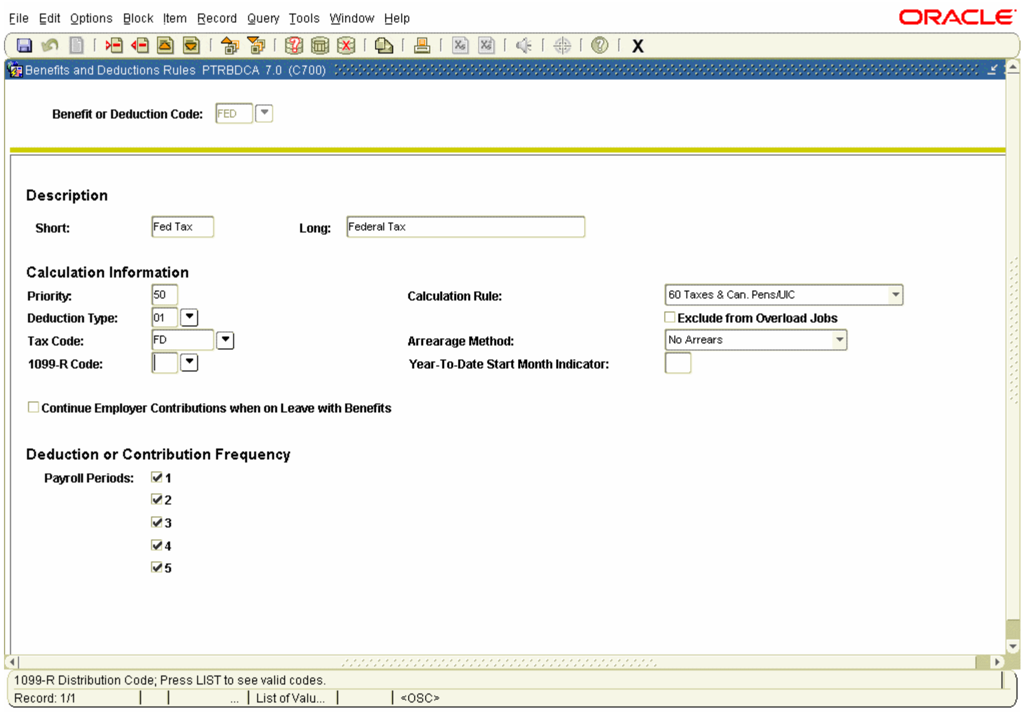
Step	Action
1	Select Definition of Plans from the **Options** menu.
2	Enter a two-character code to identify the plan within this benefit/deduction in the **Code** field. Note: You can post an Effective Date in the Benefit and Deduction Plans window. This field allows you to enter a future date for the benefit/deduction to take effect, and maintains a history of changes.
3	Enter the description (up to 30 characters) of the plan you are assigning in the **Description** field.
4	Enter the deduction dollar amounts you want to display in the corresponding fields on the Employee Deduction Form (PDADEDN) in the **Amount 1**, **Amount 2**, **Amount 3**, and **Amount 4** fields.
5	Click the **Save** icon.
6	Click the **Exit** icon.

Change Labor Distribution Overrides

Introduction

The Benefit and Deduction Rules Form (PTRBDCA) is used to change Labor Distribution Overrides.

Banner form



Procedure

Follow these steps to change Labor Distribution Overrides.

Step	Action
1	Access the Benefit and Deduction Rules Form (PTRBDCA).
2	Select the **Search** function in the **Benefit or Deduction Code** field and return a Benefit or Deduction code.
3	Perform a **Next Block** function.

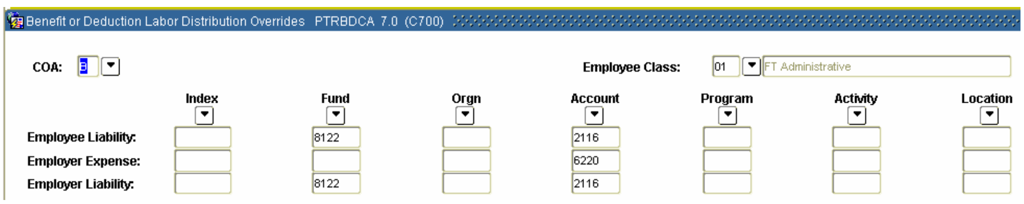
Continued on the next page

Change Labor Distribution Overrides, Continued

Options – Labor Distribution Overrides

The Benefit or Deduction Labor Distribution Overrides window of the Benefit and Deduction Rules Form (PTRBDCA) is used to define the overrides needed for the standard labor expense distribution numbers for payroll and budgeting. Any or all segments of the labor distribution may be changed here. This window establishes control of the distribution of all charges feeding from the Payroll System into the SCT Banner Finance System.

Note: Include all Employee classes, regardless of eligibility. Use a Suspense Expense and Liability Account for the Employee Classes that are not eligible for the benefit/deduction. This will easily identify errors when the feed is sent to SCT Banner Finance. To charge the Suspense Expense to the Labor Expense Organization, leave the **Organization** field blank on the expense row. Input the General Fund or Bank Fund as appropriate in the **Fund** field on the Employer and Employee Liability rows. Ask your instructor for further information on Suspense Expenses.



Procedure

Follow these steps to change Labor Distribution Overrides.

Step	Action
1	Select Labor Distribution Overrides from the **Options** menu.
2	Select the **Search** function in the **Employee Class** field and return an employee class from the Employee Class Query Form (PTQECLS).
3	In the **Employee Liability** field, the employee's liability for this benefit/deduction should be charged to this code. Note: You can credit a specific **Fund**, **Organization**, **Account**, **Program**, **Activity**, or **Location** when you use this field.

Continued on the next page

Change Labor Distribution Overrides, Continued

Procedure, continued

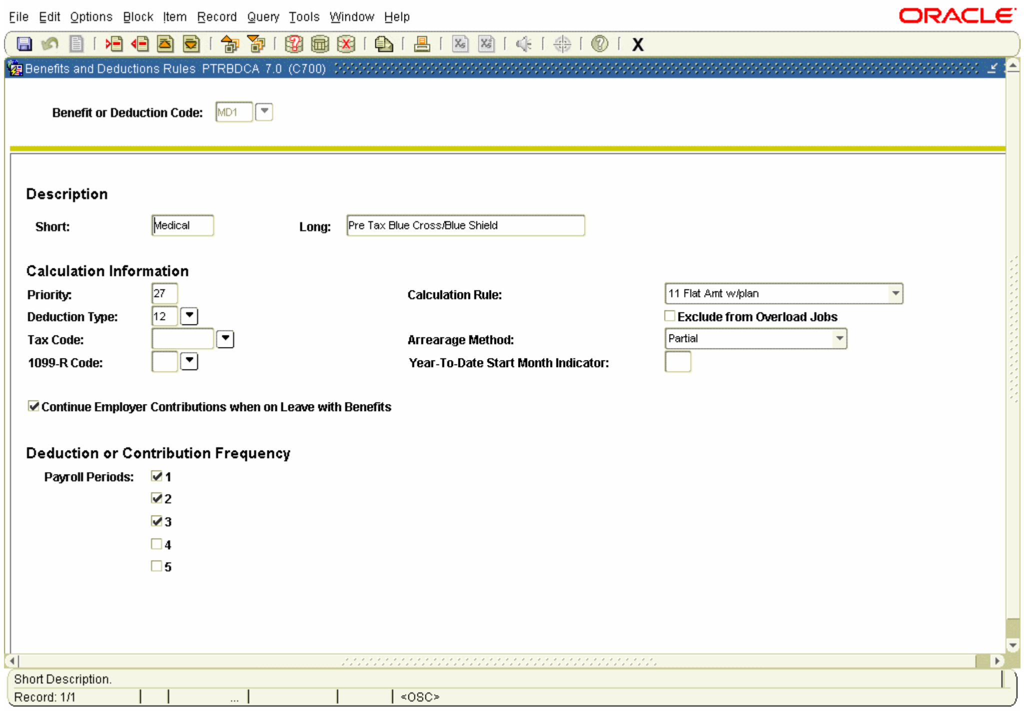
Step	Action
4	In the **Employer Expense** field, the employer's expense for this benefit/deduction should be charged to this code. Note: Enter the Employer Fringe Expense Account in the row, leave the **Fund**, **Organization**, and **Program** fields blank to default to the direct labor components of the FOAPAL, and then input an administrative organization to expense fringes to a single organization.
5	In the **Employer Liability** field the employer's liability for this benefit/deduction should be charged to this code.
6	Override the values for all desired Employee classes. If an Employee class is skipped, the charges for that Employee class will go to the accounts that are already set up. Refer to the hint in the Discussion section.
7	Click the **Save** icon.
8	Click the **Exit** icon.

Define Associated Deductions

Introduction

The Benefit and Deduction Rules Form (PTRBDCA) is used to define associated deductions.

Banner form



Procedure

Follow the steps to define associated deductions.

Step	Action
1	Access the Benefit and Deduction Rules Form (PTRBDCA).
2	Select the **Search** function in the **Benefit or Deduction Code** field and return a Benefit or Deduction code.
3	Perform a **Next Block** function.

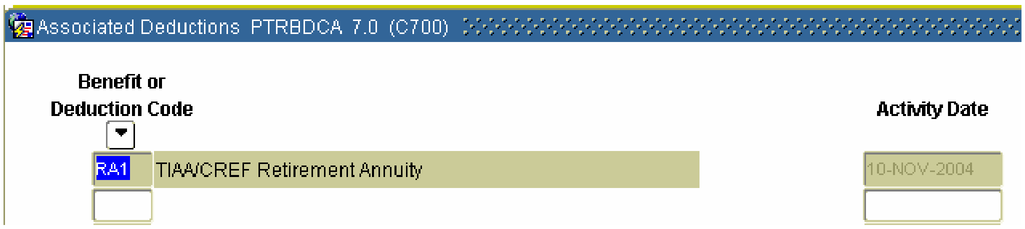
Continued on the next page

Define Associated Deductions, Continued

Options – Associated Deduction

The Associated Deductions window of the Benefit and Deduction Rules Form (PTRBDCA) identifies the deductions associated with the code being set up. This is for calculation rule threshold maximum checking purposes. All deductions listed here contribute to the totals for calculation purposes.
In the Associated Deductions window, an association is established (e.g., for year-to-date limits, life-to-date limits, and minimum year-to-date applicable gross) between other benefit/deductions and the one you are defining.

Example: 403(b) plans are subject to a federally mandated tax deferral maximum. If an employee has several 403(b) plans, this window allows you to associate them in order to apply the federal maximum to his/her collective YTD totals.



Procedure

Follow these steps to define associated deductions.

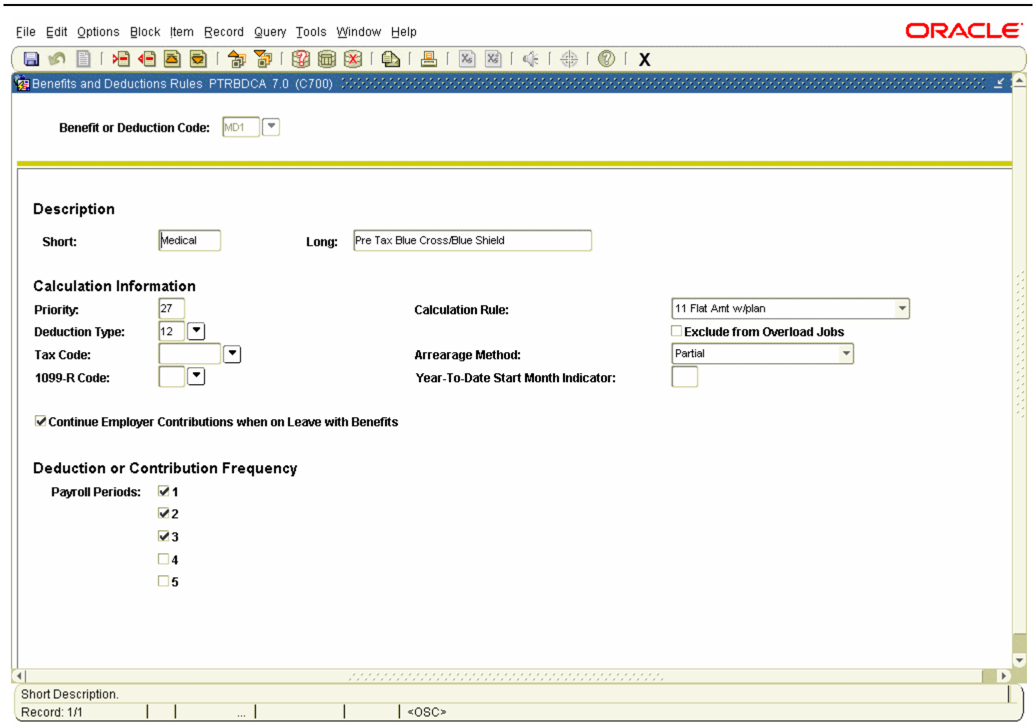
Step	Action
1	Select <u>Associated Deduction</u> from the **Options** menu.
2	Double-click the **Benefit or Deduction** field and select and return a Benefit or Deduction code. <u>Note:</u> The code you enter must be predefined in the Benefit and Deduction Rules Form (PTRBDCA). If you are associating two or three deductions, the very first one cannot be associated because there is nothing to associate it with, but as you add 401k's or 457s, you have to go back and associate the new codes to the existing deductions and the existing deductions to the one that is being added.
3	The **Activity Date** field is populated automatically.
4	Repeat Step 2 for any other codes you want to enter.
5	Click the **Save** icon.
6	Click the **Exit** icon.

Identify Precluded Benefits and Deductions

Introduction

The Benefit and Deduction Rule Form (PTRBDCA) allows you to identify precluded benefits and deductions.

Banner form



Procedure

Follow the steps to identify precluded benefits and deductions.

Step	Action
1	Access the Benefit and Deduction Rule Form (PTRBDCA).
2	Select the **Search** function in the **Benefit or Deduction Code** field and return a Benefit or Deduction code.
3	Perform a **Next Block** function.

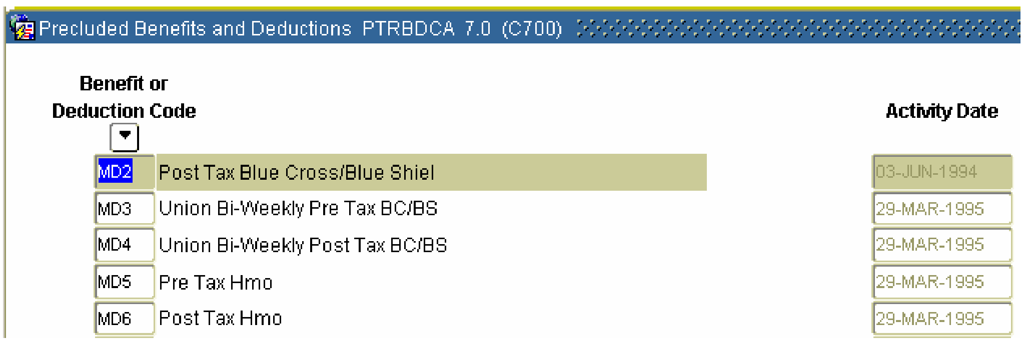
Continued on the next page

Identify Precluded Benefits and Deductions, Continued

Options – Precluded Benefits /Deductions

The Precluded Benefits and Deductions window of the Benefit/Deduction Rule Form (PTRBDCA) allows you to identify benefits or deductions that cannot be assigned in conjunction with the one you are defining. Precluding benefits helps to ensure that employees are not having double deductions.

Example: an HMO deduction can be set to preclude other health insurance deductions or your site may have pre-tax and post-tax healthcare deductions.



Procedure

Follow these steps to identify precluded benefits and deductions.

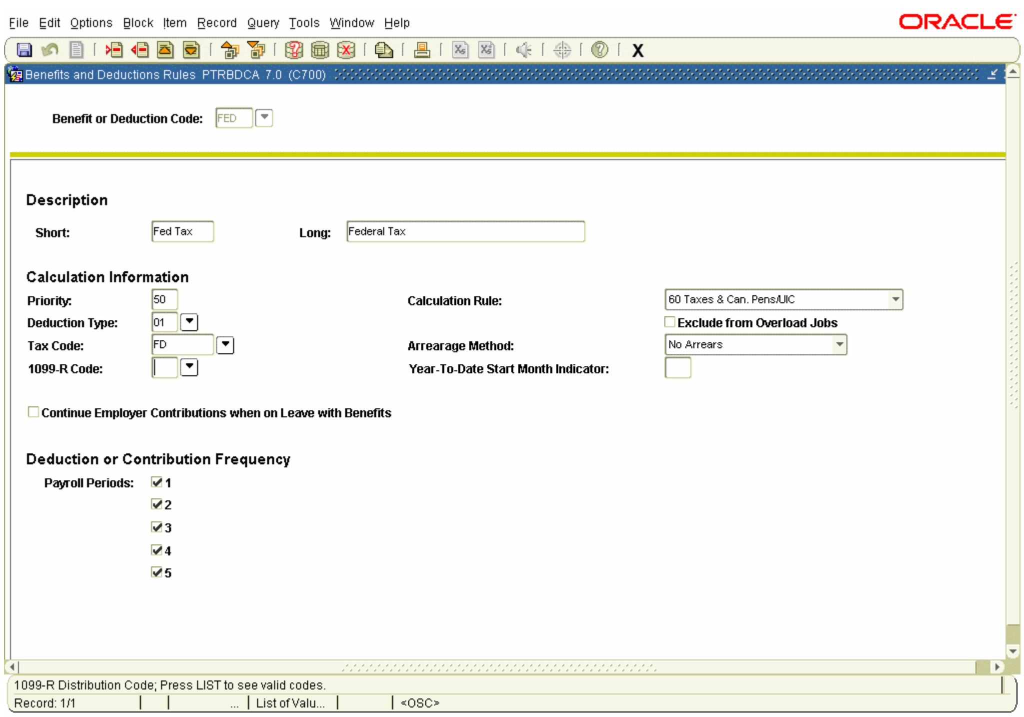
Step	Action
1	Select <u>Precluded Benefits and Deductions</u> from the **Options** menu. <u>Note:</u> **Precluded Deductions**: The *precluded* deduction you select in the next step will not be available as a selection, when the *first* deduction is chosen. This process is designed to make it easier for the user; when preclusions are set up correctly, two health care plans cannot be selected simultaneously for the same individual.
2	Double-click the **Benefit or Deduction Code** field and select and return a Benefit or Deduction code.
3	The system populates the **Activity Date** field.
4	Repeat Step 2 until you have entered the required precluded deductions.
5	Click the **Save** icon.
6	Click the **Exit** icon.

Specify Excluded Deductions and Earnings

Introduction

The Benefit and Deduction Rules Form (PTRBDCA) is used to specify excluded deductions and earnings.

Banner form



Procedure

Follow these steps to specify excluded deductions and earnings.

Step	Action
1	Access the Benefit and Deduction Rules Form (PTRBDCA).
2	Select the **Search** function in the **Benefit or Deduction Code** field and return a Benefit or Deduction code.
3	Perform a **Next Block** function.

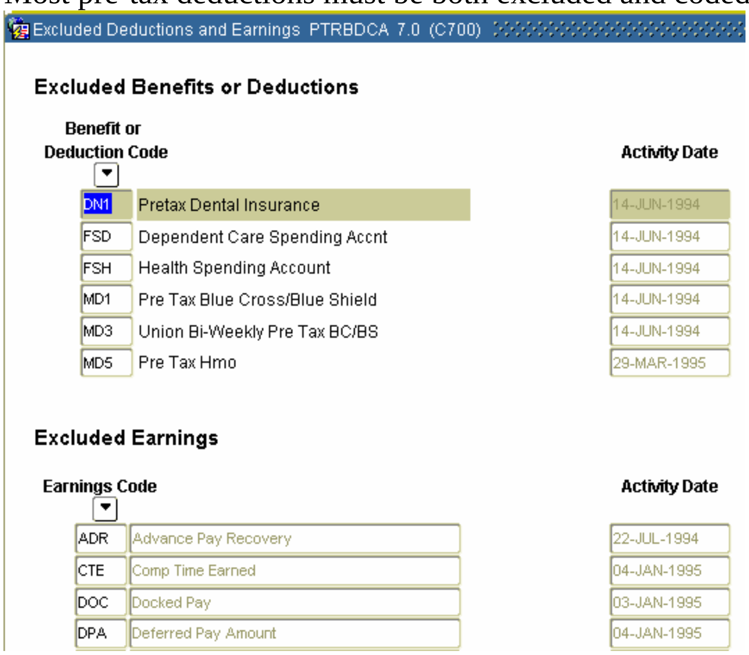
Continued on the next page

Options – Excluded Deductions and Earnings

The Excluded Deductions and Excluded Earnings window of the Benefit and Deduction Rules Form (PTRBDCA) is used to exclude other benefits or deductions from the computation of the applicable gross used to determine deduction or contribution amounts.

It can be also used to specify earnings codes that should be excluded in calculating the applicable gross of the deduction you are defining. An applicable gross is maintained for all deductions; e.g., gross pay is applied to FICA.

<u>Note:</u> Overtime earnings can be excluded for retirement benefits but not excluded for FICA. SCT Banner will tax all earning codes, including earning codes set up as non-cash, ***unless specifically excluded*** on the Benefit/Deduction Calculation Rule, PTRBDCA.
Most pre-tax deductions must be both excluded and coded as a lower priority.



Procedure

Follow these steps to specify excluded deductions and earnings.

Step	Action
1	Select <u>Excluded Deductions and Earnings</u> from the **Options** menu.
2	Double-click the **Benefit or Deduction Code** field and select and return a Benefit or Deduction Code.
3	Perform a **Next Block** function.

Continued on the next page

Specify Excluded Deductions and Earnings, Continued

Procedure, continued

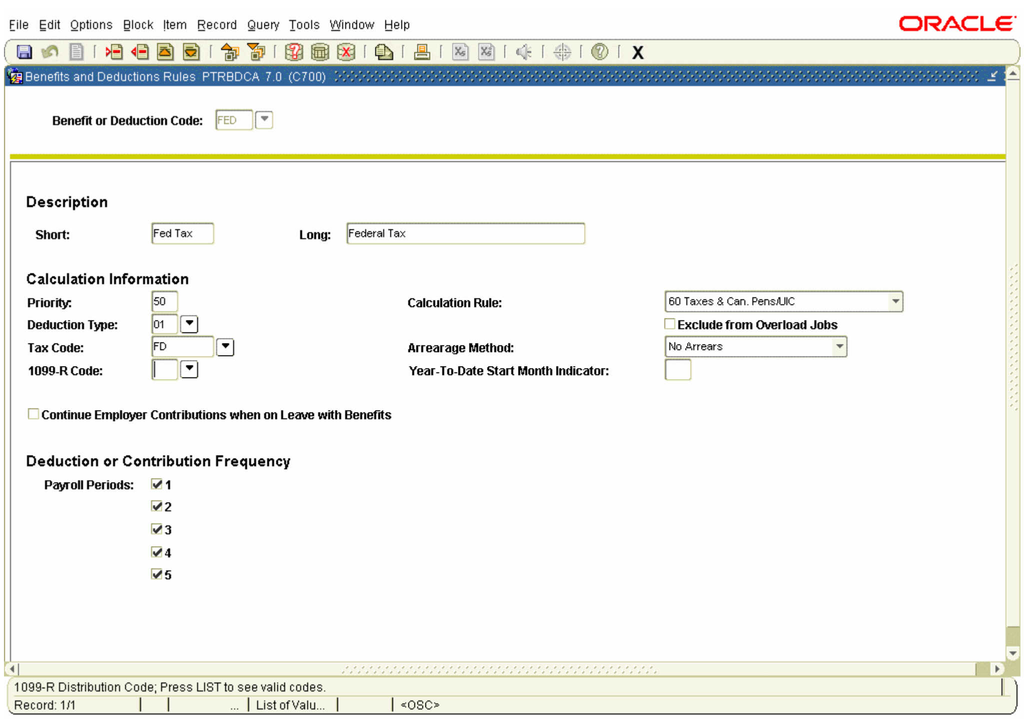
Step	Action
4	Select the **Search** function in the **Earnings Code** field and return the required Earnings code from the Employee Earnings Codes Form (PTQEARN).
5	Repeat Step 4 until all required Earnings Exclusions have been specified.
6	Click the **Save** icon.
7	Click the **Exit** icon.

Specify Included Benefits or Deductions

Introduction

The Benefit and Deduction Rules Form (PTRBDCA) is used to specify included benefits and deductions.

Banner form



Procedure

Follow the steps to specify included benefits and deductions.

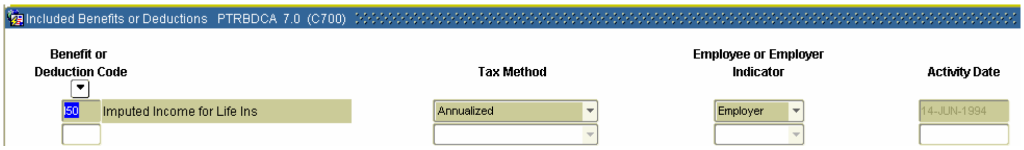
Step	Action
1	Access the Benefit and Deduction Rules Form (PTRBDCA).
2	Select the **Search** function in the **Benefit or Deduction Code** field and return a Benefit or Deduction code you want to include in the computation of employee deduction or employer contribution.
3	Perform a **Next Block** function.

Continued on the next page

Specify Included Benefits or Deductions, Continued

Options – Included Benefits or Deductions

The Included Benefits or Deductions window of the Benefit and Deduction Rules Form (PTRBDCA) allows you to specify benefits that are subject to tax or other deductions you are defining. Most typically, the included function is used to increase the applicable tax gross for imputed income resulting from employer paid life insurance greater than $50,000.



Procedure

Follow these steps to specify included benefits and deductions.

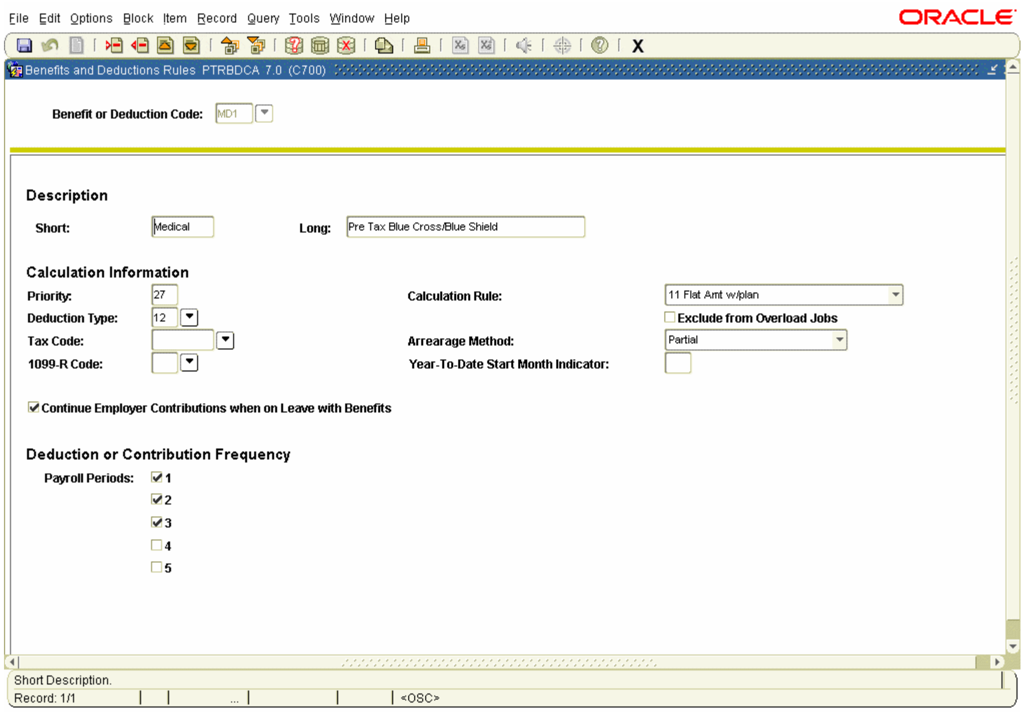
Step	Action
1	Select <u>Included Benefits or Deductions</u> from the **Options** menu.
2	Double-click the **Benefit or Deduction Code** field and select a Benefit or Deduction Code.
3	Select from the following: *Annualized*, *Supplemental Rate*, *One Time*, or *None* from the drop-down list in the **Tax Method** field.
4	Select *employee* or *employer* from the drop-down list in the **Employee or Employer Indicator** field. <u>Note:</u> You can include both employee and employer amounts for the same benefit or deduction. In this case, you must enter two records for that benefit or deduction; one in which you select *Employee* and one in which you select *Employer*.
5	Click the **Save** icon.
6	Click the **Exit** icon.

Set Up a Future-Dated Benefit Plan

Introduction

The Benefit and Deduction Rules Form (PTRBDCA) is used to set up a future-dated benefit plan.

Banner form



Procedure

Follow these steps to set up a future-dated benefit plan.

Step	Action
1	Access the Benefit and Deduction Rules Form (PTRBDCA).
2	Select the **Search** function in the **Benefit or Deduction Code** field and return a Benefit or Deduction code you want to create a future date for a plan change. <u>Note:</u> The Benefit or Deduction code must have an associated plan(s). Review the Calculation Rules.
3	Perform a **Next Block** function.

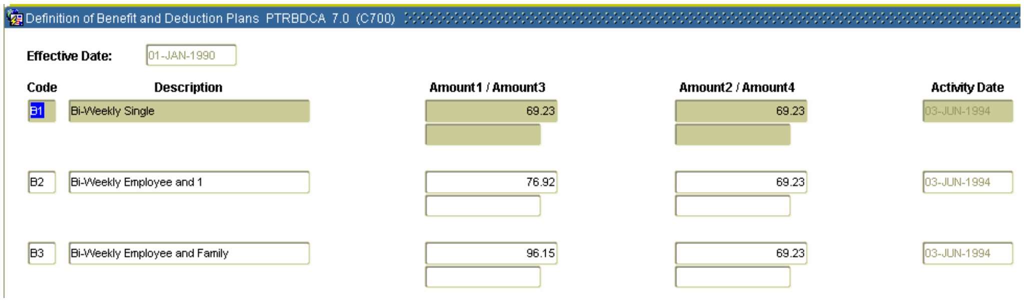
Continued on the next page

Set Up a Future-Dated Benefit Plan, Continued

Options – Definition of Plans and Add a New Plan Effective Date

The Definition of Plan and Add a New Plan Effective Date windows on the Benefit and Deduction Rules Form (PTRBDCA), are used to set up a future-dated benefit plan on the employee record.

<u>Note</u>: The amount fields will display up to four decimal places.


Definition of Benefit and Deduction Plans PTRBDCA 7.0 (C700)

Effective Date: 01-JAN-1990

Code	Description	Amount1 / Amount3	Amount2 / Amount4	Activity Date
B1	Bi-Weekly Single	69.23	69.23	03-JUN-1994
B2	Bi-Weekly Employee and 1	76.92	69.23	03-JUN-1994
B3	Bi-Weekly Employee and Family	96.15	69.23	03-JUN-1994

Procedure

Follow these steps to set up a future-dated benefit plan.

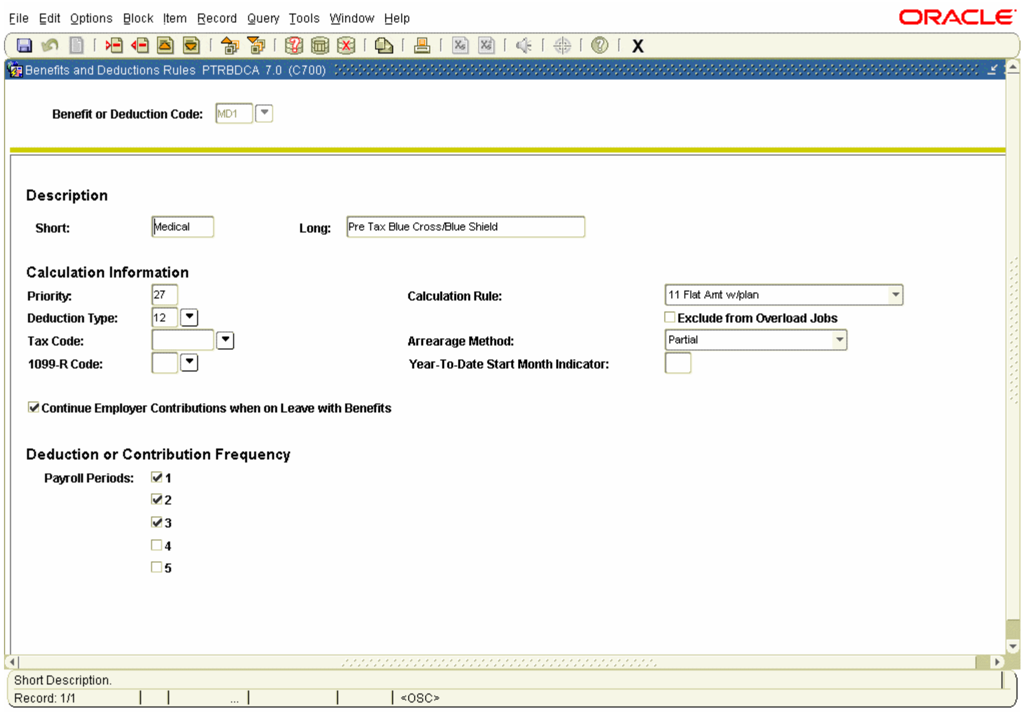
Step	Action
1	Select <u>Definition of Plans</u> from the **Options** menu.
2	Select <u>Add a New Plan Effective Date</u> from the **Options** menu.
3	Enter the new effective date in the **New Effective Date** field.
4	Click the **OK** button.
5	Click the **Save** icon.
6	Enter the new data/cost for the appropriate plan(s).
7	Click the **Save** icon.
8	Click the **Exit** icon. <u>Note:</u> Select the <u>View Plan Effective Dates</u> in the Navigation Frame at any time to view the list of effective dates for all versions of the benefit plan currently in the system.

Create New Dependent Relationships between Benefits and Deductions

Introduction

The Benefit and Deduction Rules Form (PTRBDCA) is used create new dependent relationships between benefits/deductions.

Banner form



Procedure

Follow these steps to create new dependent relationships between benefits/deductions.

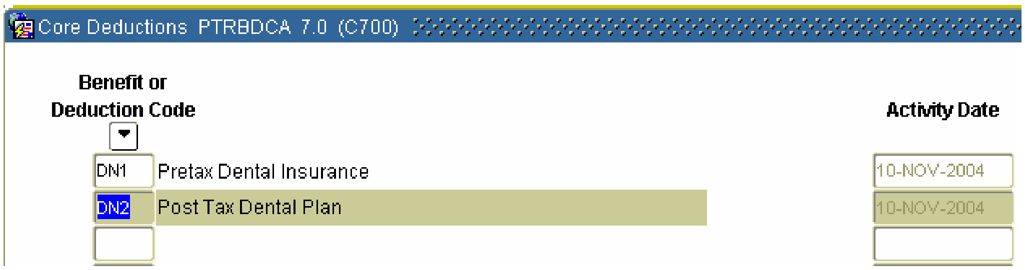
Step	Action
1	Access the Benefit and Deduction Rules Form (PTRBDCA).
2	Select the **Search** function in the **Benefit or Deduction Code** field and return a Benefit Deduction code you want to include in the computation of employee deduction or employer contribution.
3	Perform a **Next Block** function.

Continued on the next page

Create New Dependent Relationships between Benefits and Deductions, Continued

Options – Core Deductions

The Core Deductions window on the Benefit and Deduction Rules Form (PTRBDCA) is used to create new dependent relationships between benefits/deductions.



Procedure

Follow these steps to create new dependent relationships between benefits/deductions.

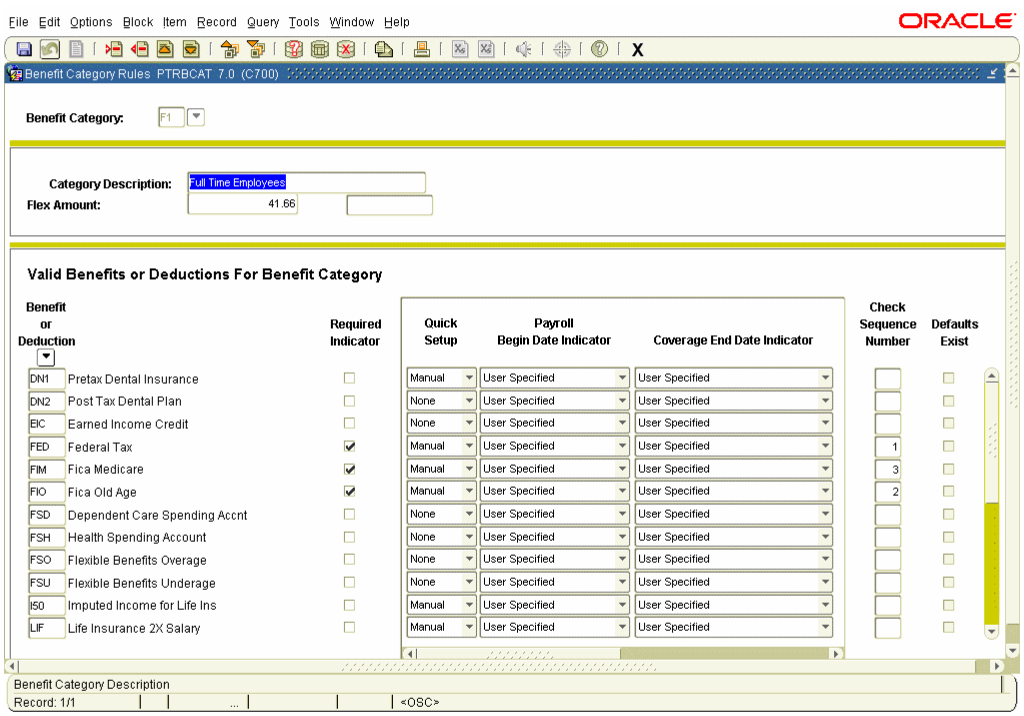
Step	Action
1	Select Core Deductions from the **Options** menu.
2	Double-click the **Benefit or Deduction Code** field and select and return a Benefit or Deduction code.
3	The system populates the **Activity Date** field.
4	Repeat Step 2 until you have entered the required core deductions.
5	Click the **Save** icon.
6	Click the **Exit** icon.

Create a Benefit Category

Introduction

The Benefit Category Rule Form (PTRBCAT) is used to establish groupings or packages of benefits to manage the distribution of benefits according to employee eligibility. The benefit codes entered into the categories must be predefined on the Benefit and Deduction Rules Form (PTRBDCA). The categories defined on this form are assigned to the Employee Class Rule Form (PTRECLS) and display on the Employee Form (PEAEMPL). The Benefit Category entered on PEAEMPL identifies eligible benefits for an employee. It also determines which benefits/deductions will be available on the Benefit/Deduction Setup Form (PDABDSU) also known as the Quick Set Up Form.

Banner form



Procedure

Follow these steps to establish groupings or packages of benefits.

Step	Action
1	Access the Benefit Category Rule Form (PTRBCAT).
2	Enter a unique two-character code to identify the category you are defining or select the **Search** function to select a Benefit Category in the **Benefit Category** field.
3	Select the **Next Block** function.
4	Enter a unique description of the category, one to thirty characters, in the **Category Description** field.

Continued on the next page

Create a Benefit Category, Continued

Procedure, continued

Step	Action
5	Enter a value that represents how many flex dollars an employee is assigned in this category in the **Flex Amount** field. Note: The coverage calculation factor (Annual, Semi-annual, Quarterly, or Monthly) appears to the right of the flex amount. The coverage calculation factor that appears is determined by the value entered on the Flexible Benefits Period Rule Form (PTRFLEX).
6	Perform a **Next Block** function.
7	Double-click the **Benefit or Deduction** field and select and return a Benefit/Deduction code.
8	Click the **Required Indicator** checkbox if the benefit/deduction is mandatory for this category. Note: If you check the **Required Indicator** box and the deduction is missing when payroll is run, the system will set the employee disposition to 05, awaiting re-extract, due to the missing benefit/deduction.
9	Select *Auto* or *Manual* from the drop-down list in the **Quick Setup** field. Notes: *Auto* indicates that the benefit/deduction is to be automatically checked for setup. *Manual* indicates that the benefit/deduction will be included in the set up list on the Benefit/Deduction Set-up Form, PDABDSU, and must be manually checked in order to assign this benefit/deduction to an employee. Select *None* if you do not want this benefit/deduction to appear on PDABDSU. If you select None, you must use the Employee Benefit/Deduction Form (PDADEDN) to enter this benefit/deduction for an employee in the specified category.

Continued on the next page

Procedure, continued

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>10</td><td>Select the begin date to be associated with this benefit/deduction in the Payroll Begin Date Indicator field.
<u>Note</u>: There are eight values available:
<table>
<tr><th>Value</th><th>Definition</th></tr>
<tr><td>User Specified</td><td>Specify the begin date on the Deduction Setup Form (PDABDSU). When you access PDABDSU, the Begin Date is set to the current system date. You can override that date.</td></tr>
<tr><td>Current Hire</td><td>The current hire date of this employee.</td></tr>
<tr><td>Original Hire</td><td>The original hire date for this employee.</td></tr>
<tr><td>Adjusted Service</td><td>The adjusted service date for this employee.</td></tr>
<tr><td>Seniority</td><td>The seniority date for this employee.</td></tr>
<tr><td>First Work Day</td><td>The first date worked by this employee.</td></tr>
<tr><td>First of Next Month</td><td>The effective date will be the first day of the month after the employee is hired.</td></tr>
<tr><td>First of This Month</td><td>The effective date will be the first day of the same month the employee is hired, even if it is prior to the date the employee was hired.</td></tr>
</table></td></tr>
<tr><td>11</td><td>Use the horizontal scroll bar to reveal three additional fields.</td></tr>
<tr><td>12</td><td>Select the beneficiary coverage end date to be associated with this benefit/deduction in the Coverage End Date field. The values are User Specified, Last Paid Date, End of Termination Month, Termination Date, and Pay Period End Date.</td></tr>
<tr><td>13</td><td>Enter the start date for the associated benefit/deduction for the benefit in the Benefit or Deduction Begin Date field.</td></tr>
</table>

Continued on the next page

Create a Benefit Category, Continued

Procedure, continued

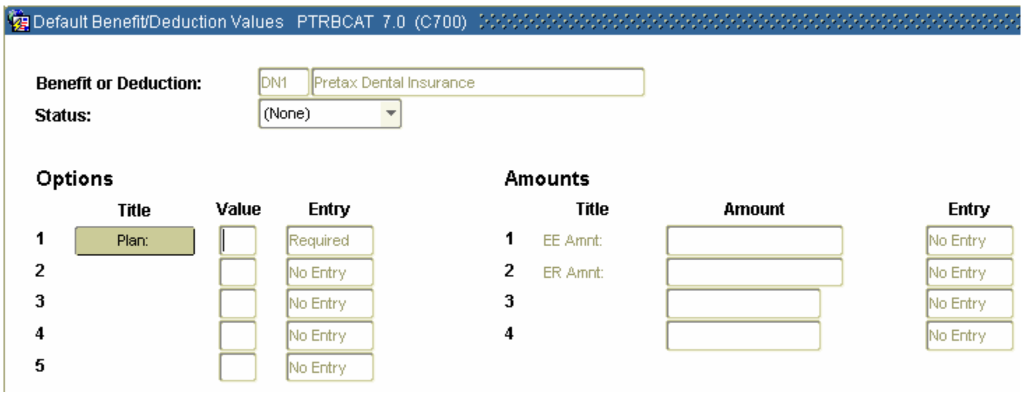
Step	Action
14	Do not enter a value in the **Benefit or Deduction End Date** field for the benefit category being defined. If a date is not entered, it is assumed to be indefinite. Note: The **Begin Date** and **End Date** fields are used for Web Entry for Employees. Payroll deductions will not be terminated based on End Date however; it will halt the payroll process.
15	Enter a value in the **Check Sequence Number** field to identify the order the deductions are to be printed on the check. Note: If the fields are left blank, the system will print them in alphabetical order. Valid sequence numbers are *1* through *99* or *null*.
16	Click the **Defaults Exist** checkbox to indicate whether values for the associated benefit/deduction have been established in the Default Benefit/Deduction window. (See the Topic “Set Up a Default Benefit/Deduction Value).
17	Click the **Save** icon.
18	Click the **Exit** icon.

Set Up a Default Benefit/Deduction Value

Introduction

The Benefit Category Rule Form (PTRBCAT) is used to set up values for a benefit/deduction. The Default Benefit/Deduction Values window of the Benefit Category Rule Form (PTRBCAT) is used to set up values for a benefit/deduction. A specified value can be used when there is a common amount for all those employees who are to be assigned the benefit/deduction.

Banner form



Procedure

Follow these steps to set up values for a benefit/deduction.

Step	Action
1	Access the Benefit Category Rule Form (PTRBCAT).
2	Select the **Search** function in the **Benefit Category Code** field and return a Benefit Category code you want to include in the computation of employee deduction or employer contribution.
3	Perform a **Next Block** function.
4	Perform a **Next Block** function again.

Continued on the next page

Set Up a Default Benefit/Deduction Value, Continued

Procedure, continued

Step	Action
5	Select *None*, *Waived*, *Active*, or *Exempt* from the drop-down list in the **Status** field. Note: Depending on the Benefit or Deduction you have selected, various fields in the **Options** and Amounts areas are required. The system will not allow you to **Exit** this form until you have completed the fields uniquely required for the Benefit or deduction you have selected.
6	Use the **List** option within the Help Menu to enter a Plan in the **Value** field.
7	Click the **Save** icon.
8	To enter default values for another Benefit/Deduction, go to Step 2 and repeat the process.
9	Click the **Exit** icon.

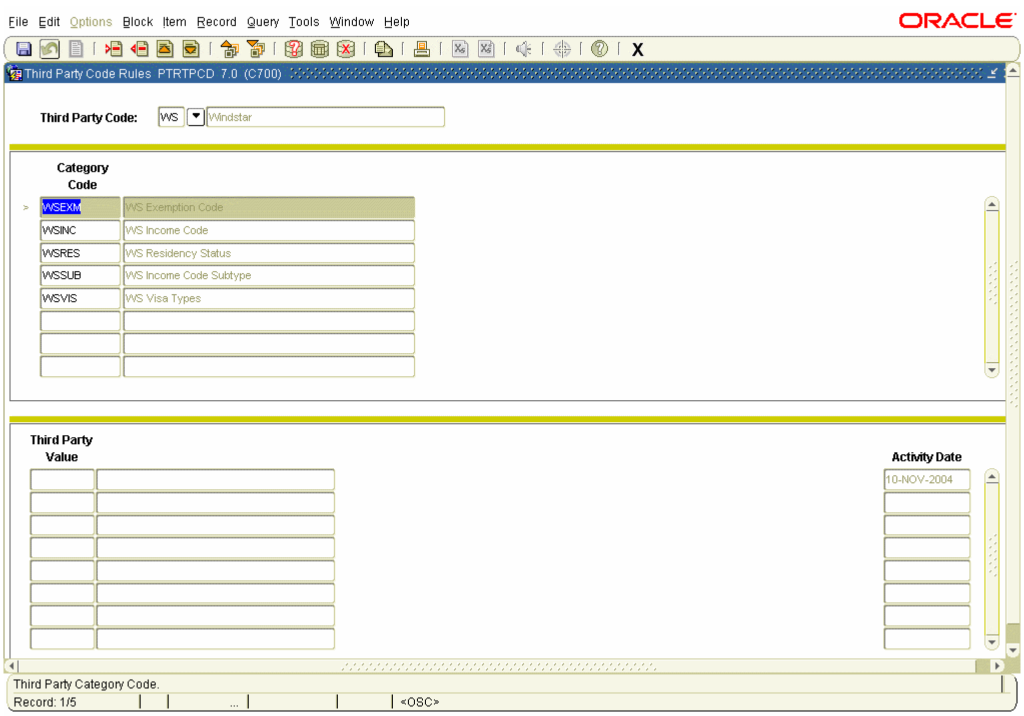
Data Mapping with Third Party Software

Purpose

Data mapping facilitates 1042-S filing and reporting of Non-Resident Aliens (NRA's) and improves the use of SCT Banner with third party interfaces. The ability to map fields from third party software with corresponding fields in SCT Banner allows for the set up of appropriate benefits/deductions in conformance with US programs.

Banner form

The Third Party Code Rule Form (PTRTPCD) allows a site to select and define third party category values with values that SCT Banner will recognize when data is downloaded from any third party interface.



Procedure

Follow these steps to select and define third party category values

Step	Action
1	Access the Third Party Code Rule Form (PTRTPCD).
2	Double-click in the **Third Party Code** field and select a third party code.
3	Perform a **Next Block** function.
4	Enter a category code in the **Category Code** field.
5	Enter a description of your category in the **Description** field.

Continued on the next page

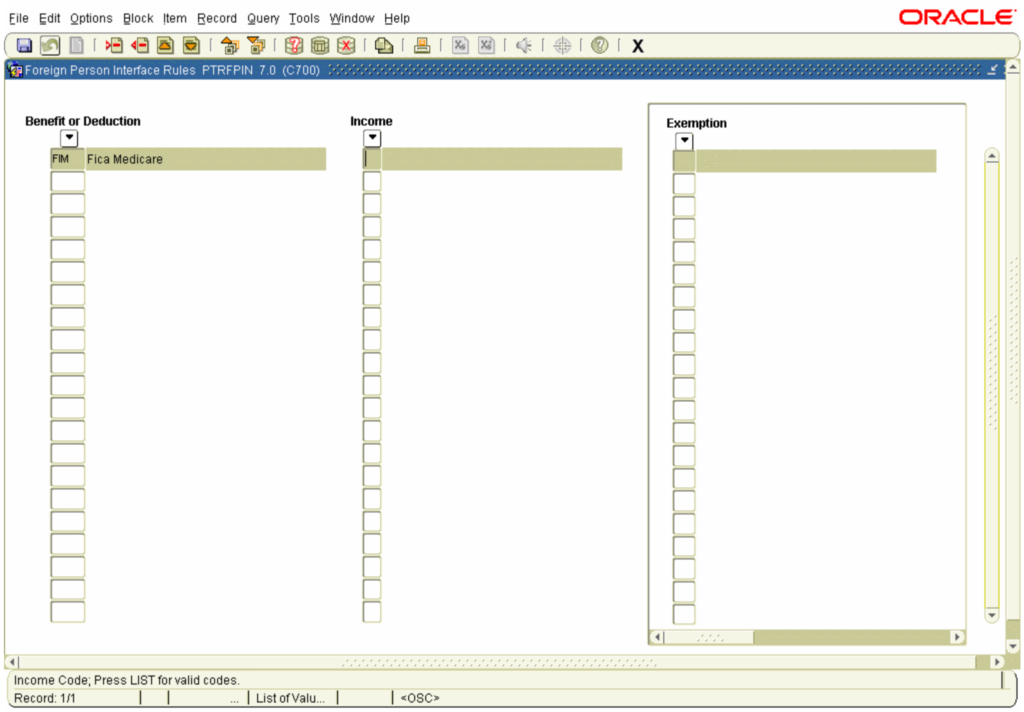
Data Mapping with Third Party Software, Continued

Procedure, continued

Step	Action
6	Perform a **Next Block** function.
7	Enter a value in the **Value** field.
8	Enter a description of the value in the **Description** field.
9	Click the **Save** icon.
10	Click the **Exit** icon.

Banner form

The Foreign Person Interface Rule Form (PTRFPIN) allows a site to map data from corresponding fields from the Third Party Code Rule Form (PTRTPCD) and Banner Human Resources.



Procedure

Follow these steps to map data from corresponding fields.

Step	Action
1	Access the Foreign Person Interface Rule Form (PTRFPIN).
2	Double-click in the **Benefit or Deduction** field and select the benefit or deduction code.
3	Double-click in the **Income Code** field and select an income code.
4	Double-click in the **Exemption Code** field and select and exemption code.

Continued on the next page

Data Mapping with Third Party Software, Continued

Procedure, continued

Step	Action
5	Use the horizontal scroll bar to access the remaining fields.
6	Double-click in the **Income Code Subtype** field and select an income code subtype.
7	Click the **Save** icon.
8	Click the **Exit** icon.

Topic B: Benefits and Deductions

Section B: Day-to-Day Operations

Overview

Purpose	The purpose of this section is to explain the procedures in recording employee benefit information to the SCT Banner system.
Intended audience	Benefits Administration Office staff
Objectives	At the end of this section, you will be able to • establish and maintain Human Resource benefits/deductions records for employees, their dependents, and beneficiaries.
Prerequisites	You should have • completed the SCT Education Practices computer-based training (CBT) tutorial "Banner 6.x Fundamentals: Navigation and Forms," or have equivalent experience navigating in the SCT Banner system • completed the Human Resources Overview workbook • completed the Human Resources Biographic/Demographic workbook • completed the Human Resources Employment Compensation workbook. You will also need to ensure that the rules and validation codes in SCT Banner needed for employee benefits processing have been set up for you.

Continued on the next page

Overview, Continued

In this section

These topics are covered in this section.

Topic	Page
Process Introduction	B-40
Set Up Initial Benefits and Deductions	B-41
Establish a Benefits and Deductions Record	B-46
Add a New Deduction	B-48
Change an Employee’s Deduction Record	B-50
Terminate and Reactivate a Deduction	B-52
One Time Add or Replace Deduction	B-55
Collect Information on Deduction Arrears	B-58
Create a Flexible Benefits Plan	B-60
Tracking Benefits and Deductions	B-62
Mass Deduction Capability	B-64

Process Introduction

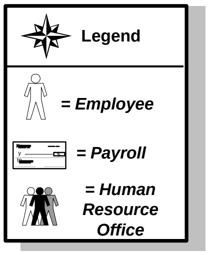
About the process

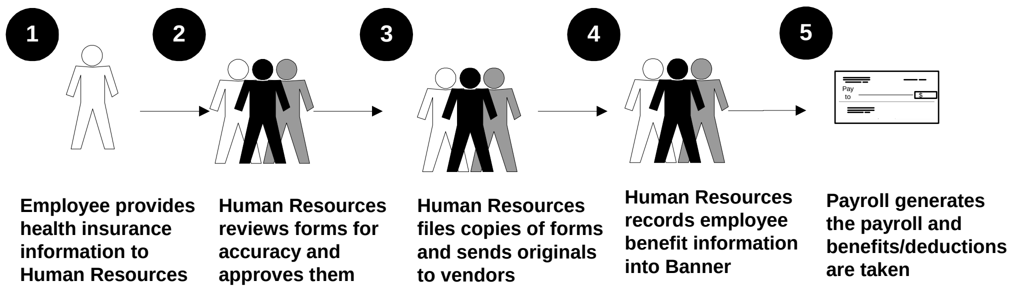
The Human Resource Office can:

- record information about an employee such as benefit categories and deduction information.

Flow diagram

This diagram highlights the processes used to record benefits and deductions.





What happens

The stages of the process are described in this table.

Stage	Description
	Human Resource Office
1	Employee is hired, a current employee experiences a qualifying event, or open enrollment begins and he/she completes necessary forms. (Select health insurance, etc. and completes forms).
2	**Human Resources** review forms for accuracy and approves them.
3	**Human Resources** files copies of forms and sends originals to vendors.
4	**Human Resources** records benefit information into SCT Banner.
5	Payroll generates the payroll and benefits/deductions are taken.

Set Up Initial Benefits or Deductions

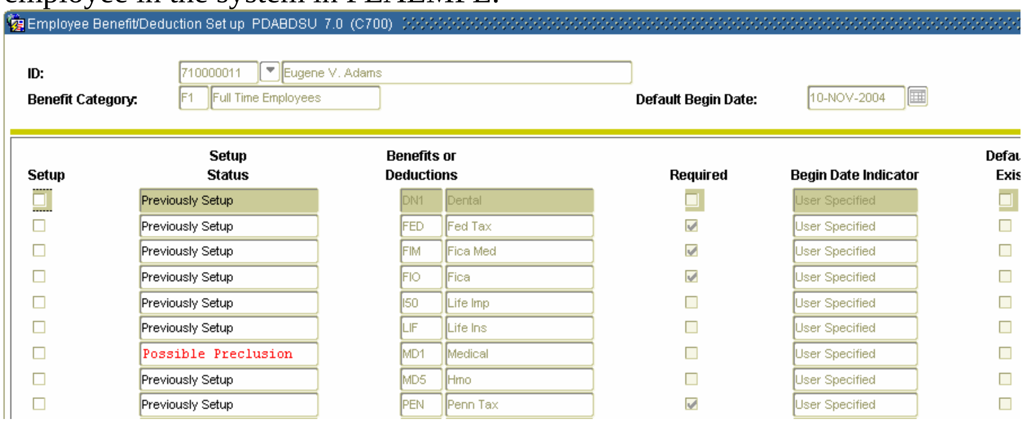
Itroduction

Simply stated, anything that takes away from gross earnings is a deduction; it includes benefits, taxes, life insurance, etc. Based on the benefit category for the employee class, the benefits and deductions category is determined on the Employee Form (PEAEMPL).

Banner form

The Employee Benefit/Deduction Set up Form (PDABDSU) is used only for initial setup of benefit/deductions, and cannot be used for updates or deletions of data. The Employee Benefit/Deduction Form (PDADEDN) is used for subsequent maintenance of this information.

Note: The person identified in the Key block must first be established as an employee in the system in PEAEMPL.


Employee Benefit/Deduction Set up PDABDSU 7.0 (C700)

ID: 710000011 Eugene V. Adams

Benefit Category: F1 Full Time Employees

Default Begin Date: 10-NOV-2004

Setup	Setup Status	Benefits or Deductions		Required	Begin Date Indicator	Defau Exis
☐	Previously Setup	DN1	Dental	☐	User Specified	☐
☐	Previously Setup	FED	Fed Tax	☑	User Specified	☐
☐	Previously Setup	FIM	Fica Med	☑	User Specified	☐
☐	Previously Setup	FIO	Fica	☑	User Specified	☐
☐	Previously Setup	I50	Life Imp	☐	User Specified	☐
☐	Previously Setup	LIF	Life Ins	☐	User Specified	☐
☐	Possible Preclusion	MD1	Medical	☐	User Specified	☐
☐	Previously Setup	MD5	Hmo	☐	User Specified	☐
☐	Previously Setup	PEN	Penn Tax	☑	User Specified	☐

Procedure

Follow the steps to complete the initial setup of benefit/deductions.

Step	Action
1	Access the Employee Benefit/Deduction Form (PDABDSU).
2	Select the **Search** function in the **ID** field and return a valid ID code for your employee from the Employee Search Form (POIIDEN).

Continued on the next page

Set Up Initial Benefits or Deductions, Continued

Procedure, continued

Step	Action
3	Based on the ID, the system displays values in the remaining fields in the Key block: **Name**, **Benefit Category**, and **Default Begin Date** fields. Enter a date in the **Default Begin Date** field if you wish to override the system-generated date. Note: You can override the system generated begin date for all of the employee's benefits/deductions that have a user-specified begin date *or* for a particular benefit/deduction with a user-specified begin date. Begin dates that are not user-specified are automatically filled with the appropriate date (as specified on PTRBCAT), i.e., Current Hire, 1st of Next Month, etc.
4	Perform a **Next Block** function.
5	Click the **Setup** checkbox to specify whether the benefit or deduction identified in the associated Benefits/Deductions field is to be set up for the employee. Note: If the Quick Setup indicator for the associated benefit or deduction has been set to Auto on the Benefit Category Rule Form (PTRBCAT) describing the employee's benefit category, this check box is automatically selected by the system. You can set up the benefit or deduction in the current session. If the Quick Setup indicator for the associated benefit or deduction has been set to Manual on PTRBCAT, and the benefit or deduction has not been previously set up, the check box is clear and can be selected. During the current session, you can select the check box and then set up the benefit or deduction.
6	In the **Setup Status** field, Previously *Setup* (benefit/deduction has been set up), *Null* (has yet to be setup), or *Possible Preclusion* (another option for this benefit/deduction may already have been established) will appear depending on the status of the deduction.
7	The **Benefits or Deductions**, **Required.**, **Begin Date Indicator**, and **Default Exist** fields are populated by the system based on all benefits and deductions that have been assigned as required on PTRBCAT.
8	Review any other benefits/deductions that require set up for the employee. The system prevents you from checking any item with a **Setup Status** of *Previously Setup*.

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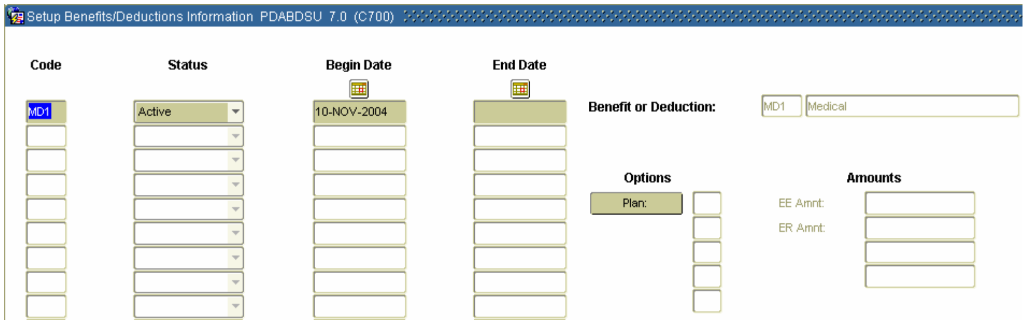
Set Up Initial Benefits or Deductions, Continued

Options – Establish Selected Benefits or Deductions

The Establish Selected Benefits/Deductions Information window option is selected to perform the actual setup activity.



Procedure

Follow these steps to perform the actual setup activity.

Step	Action
1	Select <u>Establish Selected Benefits or Deductions</u> from the **Options** menu.
2	At the **Code** field, the codes for all benefits/deductions selected in the previous step are listed.
3	The **Setup Status** field of each listed benefit/deduction is set to *Active* unless another status value has been specified on PTRBCAT. You can select a different status from the pull-down list. The listed values are *Active*, *Waived*, and *Exempt*.
4	Override the date in the **Begin Date** field if necessary. <u>Notes:</u> The system places values in the **Begin Date** field in accordance with the values specified in the **Begin Date Indicator** field on PTRBCAT. If the **Begin Date Indicator** for a particular benefit/deduction was set to user specified and a begin date was entered on PTRBCAT, the **Begin Date** field (on PDABDSU) is set to the specified begin date. If the value was user specified and no begin date was entered, the begin date value is set to the current system date.
5	Enter a date that the coverage ends, if necessary, in the **End Date** field.

Continued on the next page

Set Up Initial Benefits or Deductions, Continued

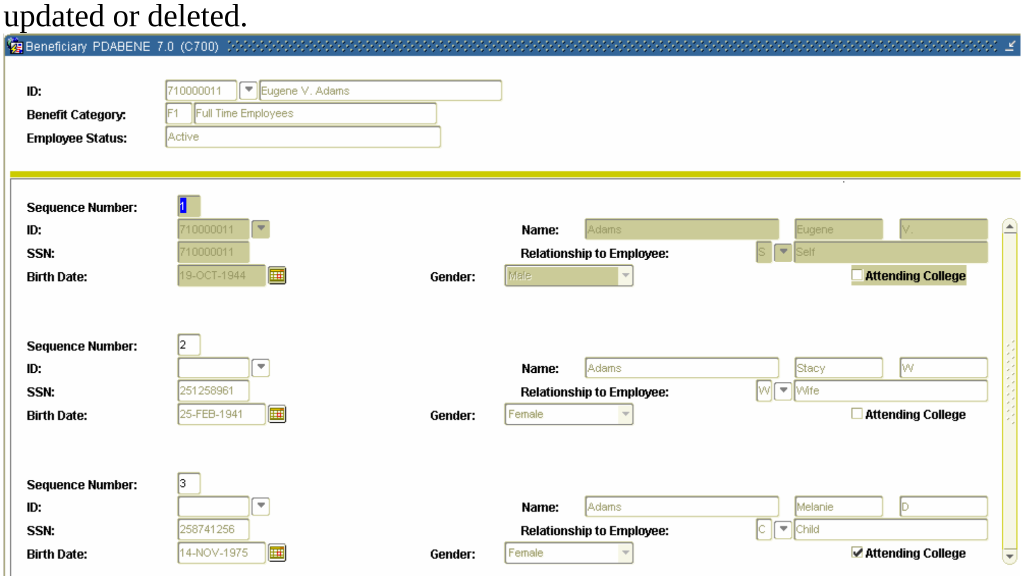
Procedure, continued

Step	Action
6	Enter values or change assigned values for the benefit/deduction **Options**, if necessary, in the **Options** field. <u>Note:</u> For taxes, this is where you specify filing status and number of exemptions, or for a medical plan, the plan code.
7	Enter values or change assigned values for the benefit/deduction amounts in the **Amounts** field, if necessary. (Use the down-arrow to enter amounts for each of the Benefit codes). <u>Note</u>: See the **Users Manual** for data required in the **Options** and **Amounts** fields based on the benefit/deduction calculation rule.
8	Repeat **Step 2**, if necessary, to complete each Benefit/Deduction.
9	Click the **Save** icon.

Options – Create Beneficiary Records

The Create Beneficiary Records window option maintains a list of all beneficiaries and dependents of the employee.

<u>Note:</u> The Beneficiary Form, PDABENE, maintains a list of all beneficiaries and dependents of the employee. When the employee is entered on PEAEMPL, the system automatically populates the first block of PDABENE with the employee name and ID. This entry is automatic and may not be updated or deleted.



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Set Up Initial Benefits or Deductions, Continued

Procedure

Follow these steps to complete the process.

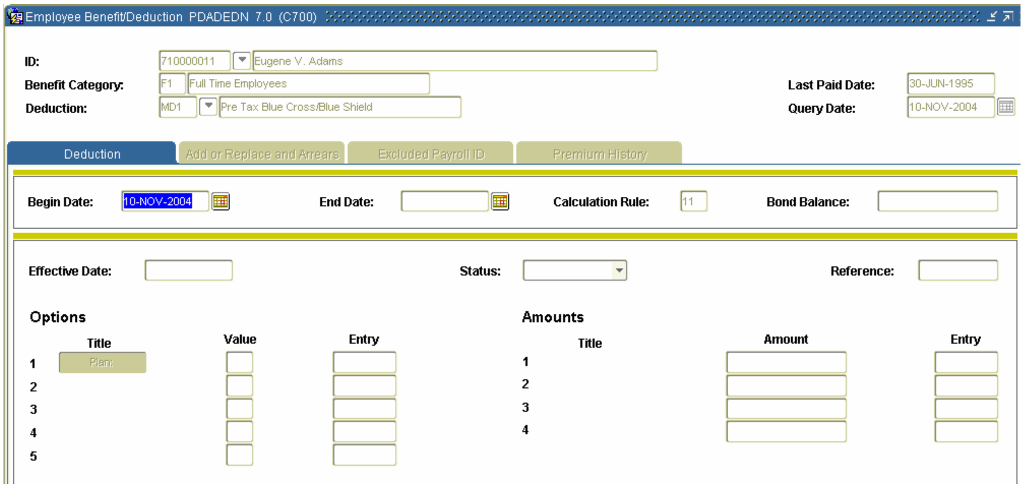
Step	Action
1	Select Create Beneficiary Records from the **Options** menu.
2	Perform a **Next Block** function.
3	Enter *2*, in the **Sequence Number** field.
4	If the person exists in the system (through PPAIDEN), select the **Search** function and select and return the person's ID to the **ID** field. This will automatically populate the **Name**, **Gender**, and **Birth Date** fields.
5	If the person does not exist in the system, manually enter the name of the person in the **Last Name, First Name**, and **Middle Initial** fields.
6	Enter the beneficiary's Social Security Number in the **SSN** field.
7	Select the **Search** function in the **Relationship** field and select a Relationship code.
8	Enter the birth date of the beneficiary/dependent in the **Birth Date** field.
9	Select a Gender code from the drop-down list in the **Gender** field.
10	Click the **Attending College** checkbox if the beneficiary/dependent is attending college.
11	Repeat **Steps 2** through **10** for every dependent/beneficiary of the employee.
12	Click the **Save** icon.
13	Click the **Exit** icon.

Establish a Benefits/Deductions Record

Introduction

The Employee Benefit/Deduction Form (PDADEDN) is accessed in this exercise to establish benefits and deductions for an employee.

Banner form



Procedure

Follow the steps to establish benefits and deductions for an employee.

Step	Action
1	Access the Employee Benefit/Deduction Form (PDADEDN).
2	Select the **Search** function in the **ID** field and select an employee ID from Employee Search Form (POIIDEN).
3	If a Benefit Category did not default in the **BCAT** field for your employee, select the **Search** function and select a Benefit Category.
4	Select the **Search** function in the **Deduction** field and select a deduction from the Employee Deduction Query form (PDIDLST).
5	Enter today's date in the **Query Date** field. Note: The Key block must have a valid ID, Benefit/Deduction code and Query Date entered before moving to other blocks in the form.
6	Perform a **Next Block** function.
7	Enter the date the deduction was established for the employee in the **Begin Date** field.
8	Leave the **End Date** field blank.
9	Review the **Calculation Rule** field and the **Bond Balance** field; they are populated by the system.

Continued on the next page

Establish a Benefits/Deductions Record, Continued

Procedure, continued

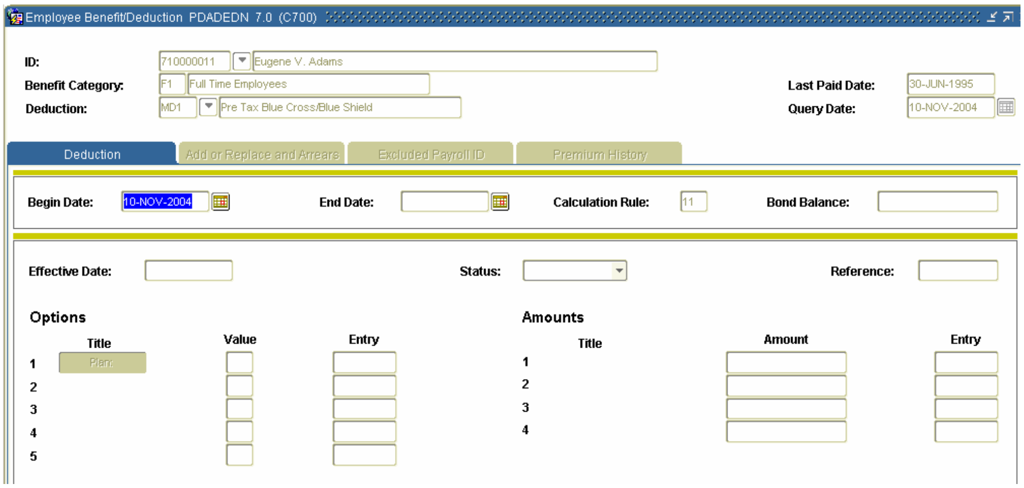
Step	Action
10	Perform a **Next Block** function.
11	Review the **Effective Date** field; it should be the same as the **Begin Date** field.
12	Select *Active, Exempt, Terminated* or *Waived* from the drop-down list in the **Status** field.
13	Enter a free-form text, if required, in the **Reference** field.
14	View the values displayed under the **Options** and **Amounts** sections. Note: The behavior of fields under the Options and Amounts titles differ based on the deduction. The Benefit and Deduction Rules Form (PTRBDCA) determines this behavior based on the calculation rule.
15	Click the **Save** icon.
16	Click the **Exit** icon.

Add a New Deduction

Introduction

The Employee Benefit/Deduction Form (PDADEDN) allows you to add or change a deduction amount, change options within a plan (for example, change your medical coverage from Single to Family), change the number of Federal tax exemptions, or terminate one deduction, and substitute another, such as changing from a company-operated medical coverage to an outside HMO.

Banner form



Procedure

Follow the steps to add or change a benefit option.

Step	Action
1	Access the Employee Benefit/Deduction Form (PDADEDN).
2	Select the **Search** function in the **ID** field and select an employee ID from the Employee Search Form (POIIDEN).
3	If a Benefit Category did not default in the **BCAT** field for your employee, select the **Search** function and select a Benefit Category.
4	Select the **Search** function in the **Deduction** field and select the Deduction code of the record you are adding using the Employee Deduction Query form (PDIDLST).
5	Enter today’s date in the **Query Date** field.

Continued on the next page

Add a New Deduction, Continued

Procedure, continued

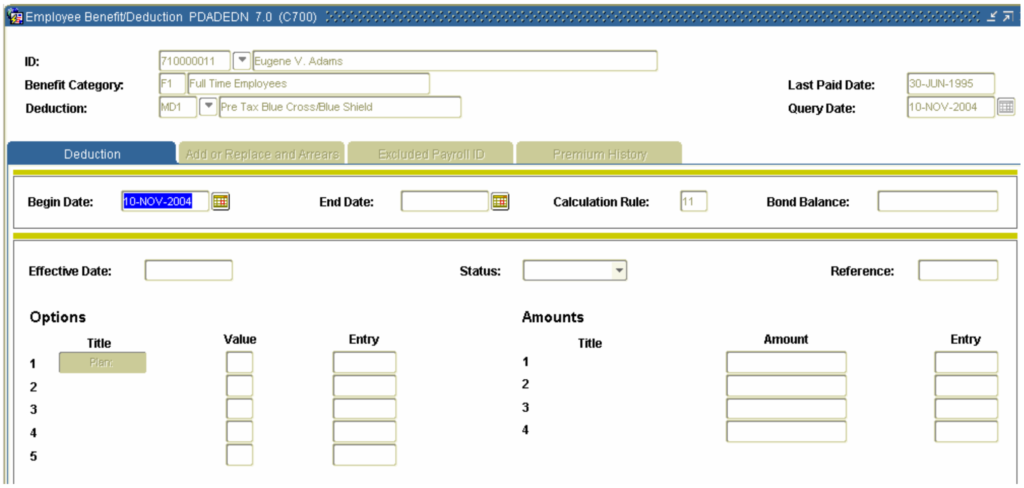
Step	Action
6	Perform a **Next Block** function.
7	Enter the date the deduction was established for the employee in the **Begin Date** field.
8	Leave the **End Date** field blank.
9	Review the **Calculation Rule** field and the **Bond Balance** field; they are populated by the system.
10	Perform a **Next Block** function.
11	Review the **Effective Date** field; it should be the same as the **Begin Date** field.
12	The **Status** field is populated with *Active* by the system.
13	Click on the gray box labeled *Plan* under the **Option** column, sub caption Title, to access the Deduction/Benefit Plans window. Note: This is assuming that the benefit has plans associated with it.
14	Double-click on a value to select a plan. Note: The value is based on the title of the plan. Option and Amount values display in the appropriate fields.
15	Click **OK**.
16	Click the **Save** icon.
17	Click the **Exit** icon.

Change an Employee's Deduction Record

Introduction

Deduction records are created and revised using the Employee Benefit/Deduction Form (PDADEDN).

Banner form



Procedure

Follow the steps to change an employee's deduction record.

Step	Action
1	Access the Employee Benefit/Deduction Form (PDADEDN).
2	Select the **Search** function in the **ID** field and select an employee ID from the Employee Search Form (POIIDEN).
3	If a Benefit Category did not default in the **BCAT** field for you employee, select the **Search** function and select a Benefit Category.
4	Select the **Search** function in the **Deduction** field and select the Deduction code of the record you are revising using the Employee Deduction Query form (PDIDLST). Note: The eligible deductions are listed on the Benefit Category Rule Form (PTRBCAT). It lists all deductions the employee is *eligible* for from the benefit category. The Employee Deduction Query Form (PDIDLST) lists all deductions *assigned* to this employee.
5	Select the **Next Block** function twice Note: If this deduction has history, (if it has been processed), the **Last Date Paid** field in the Key block will be populated.

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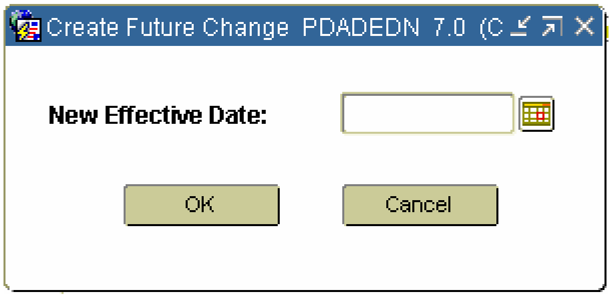
Change an Employee's Deduction Record, Continued

Options – New Effective Date



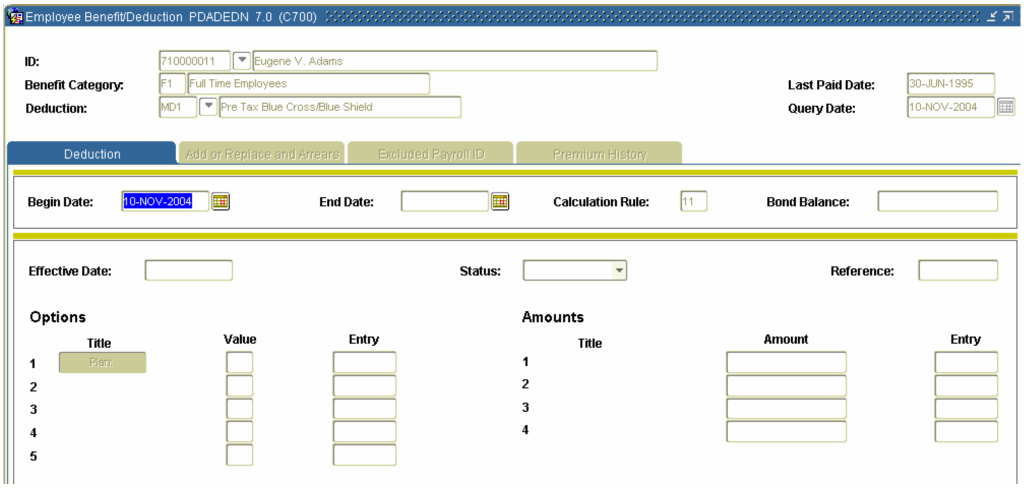
Step	Action
1	Select <u>New Effective Date</u> from the **Options** menu.
2	Enter the date this change is to take place in the **New Effective Date** field. <u>Note:</u> The date must be at least one day after the date in the **Last Date Paid** field.
3	Enter the changes to the information when the duplicate of the original Deduction Information window appears.
4	Click the **Save** icon.
5	Click the **Exit** icon. <u>Notes:</u> Deductions are never pro-rated. If a person changes benefits on the first day of the month and another person on the last day of the month, there will be no difference between these employee benefits. The best practice is to start, stop, and change benefits beginning with the first day of the pay period so that adjustments to the benefit deduction will not have to be made.

Terminate and Reactivate a Deduction

Introduction

The Employee Benefit/Deduction Form (PDADEDN) is used to terminate a deduction from the employee record, and then reactivate it.

Banner form



Procedure

Follow the steps to terminate a deduction from the employee record, and then reactivate it.

Step	Action
1	Access the Employee Benefit/Deduction Form (PDADEDN).
2	Select the **Search** function in the **ID** field and select an employee ID from the Employee Search Form (POIIDEN).
3	Select the **Search** function in the **BCAT** field and select a Benefit Category code from the Employee Deduction Query Form (PDIDLST).
4	Enter the code of the deduction record you are terminating in the **Deduction** field.
5	Select the **Next Block** function twice to access the Deduction Information block.

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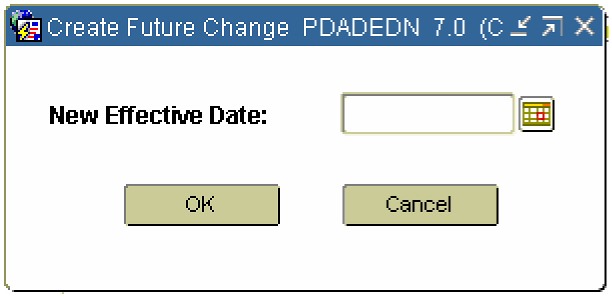
Terminate and Reactivate a Deduction, Continued

Options – New Effective Date (Terminate)



Procedure

Follow these steps to terminate a deduction.

Step	Action
1	Select New Effective Date from the **Options** menu.
2	Enter the date the termination of the deduction is to take place in the **New Effective Date** field. The date must be at least one day after the date in the **Last Date Paid** field. Note: Benefits that are established, changed, or stopped within the pay period will ignore the earlier status within the pay period. Benefits/Deductions do not prorate during the pay period.
3	Click **OK.**
4	Select *Terminated* from the drop-down list in the **Status** field. Note: The benefit/deduction will become inactive on the date entered in the **New Effective Date** field. The system will populate the **End Date** field in the General Deduction Information Block.
5	Click the **Save** icon.
6	Select the **Previous Block** function.
7	To reactivate the deduction we just terminated, blank out the **End Date** field.

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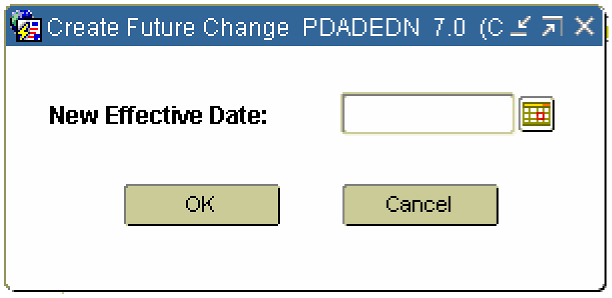
Terminate and Reactivate a Deduction, Continued

Options – New Effective Date (Reactivate)



Procedure

Follow these steps to reactivate a deduction.

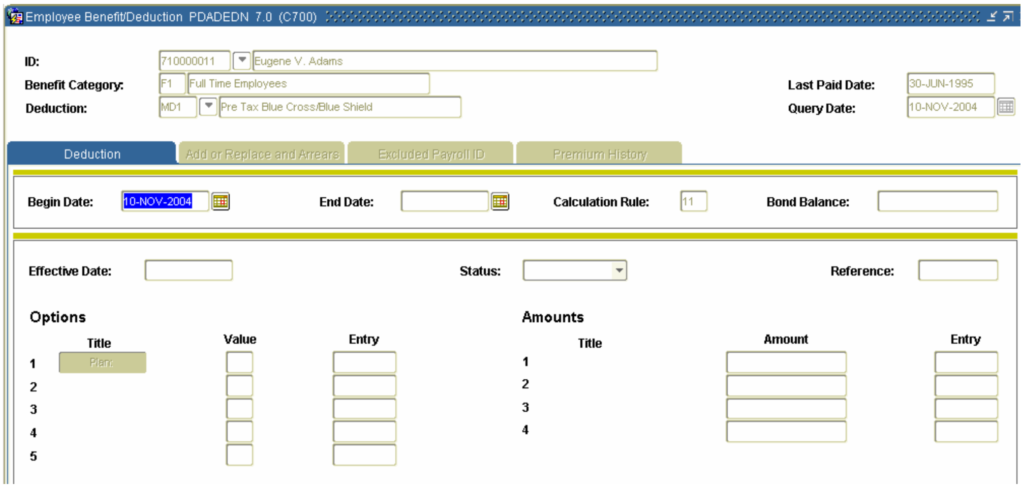
Step	Action
1	Select <u>New Effective Date</u> from the **Options** menu. <u>Note:</u> The Create Future Change window appears.
2	At the **Create Future Change** window, enter the date the reactivation is to take place in the **New Effective Date** field.
3	Click **OK.**
4	Perform a **Next Block** function.
5	Select *Active* from the drop-down list in the **Status** field.
6	Click the **Save** icon.
7	Click the **Exit** icon.

One Time Add/Replace Deduction

Introduction

The Employee Benefit/Deduction Form (PDADEDN) is used to replace or add to the amount of the current deduction for the next pay period.

Banner form



Procedure

Follow the steps to edit the amount of a current deduction.

Step	Action
1	Access the Employee Benefit/Deduction Form (PDADEDN).
2	Select the **Search** function in the **ID** field and select an employee ID from the Employee Search Form (POIIDEN).
3	If a Benefit Category did not default in the **Benefit Category** field for your employee, select the **Search** function and select a Benefit Category.
4	Select the **Search** function in the **Deduction** field and select the Deduction code of the record you are adding using the Employee Deduction Query form (PDIDLST).
5	Enter today’s date in the **Query Date** field.
6	Perform a **Next Block** function.

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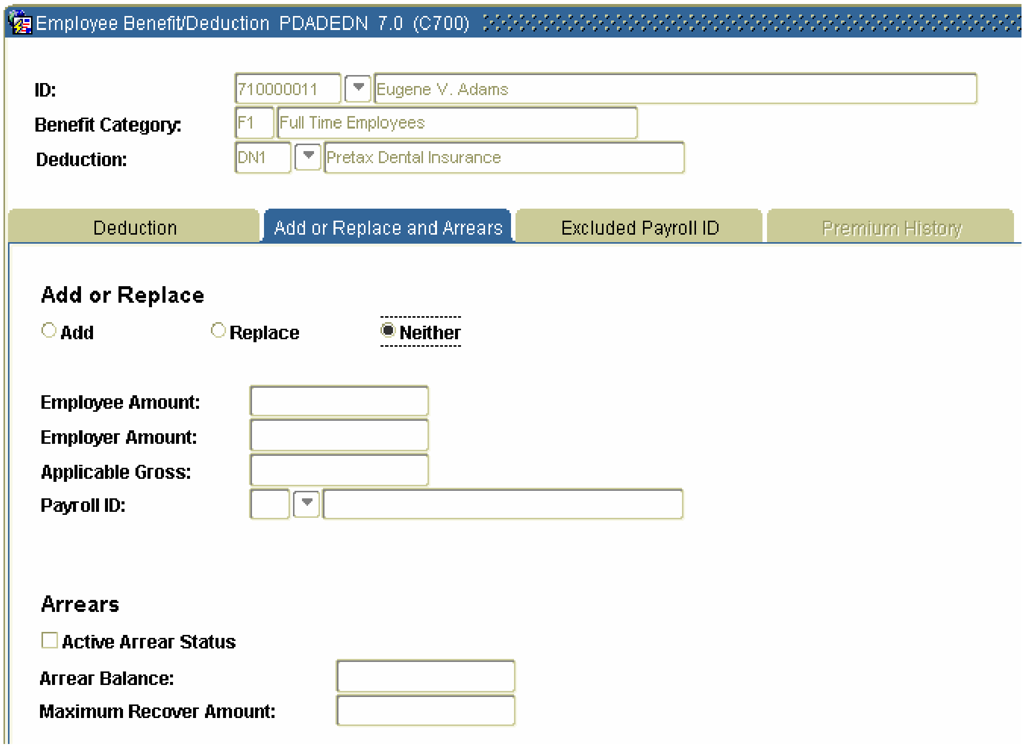
One Time Add/Replace Deduction, Continued

Add or Replace and Arrears tab



Procedure

Follow these steps to add or replace deduction information.

Step	Action
1	Select Add or Replace and Arrears tab.
2	Select the appropriate **Add** or **Replace** radio button at the top of the Add or Replace and Arrears tab. Note: The Add/Replace function is a one-time add/replace for any benefit/deduction defined in PTRBDCA. The Add, Replace, Neither radio group allows a one-time-only override of the employee and employer amounts for this deduction (i.e., of the amounts in the **Employee Amount** and **Employer Amount** fields below). It indicates whether the amount is to be added to the employee's normal deduction or is to replace the normal deduction. **Neither** is the default value.
3	To add an additional amount to the standard deduction amount, or replace an existing deduction amount with a new amount, enter the one-time change you are making to the amount of the employee's deduction in the **Employee Amount** field.

Continued on the next page

One Time Add/Replace Deduction, Continued

Procedure, continued.

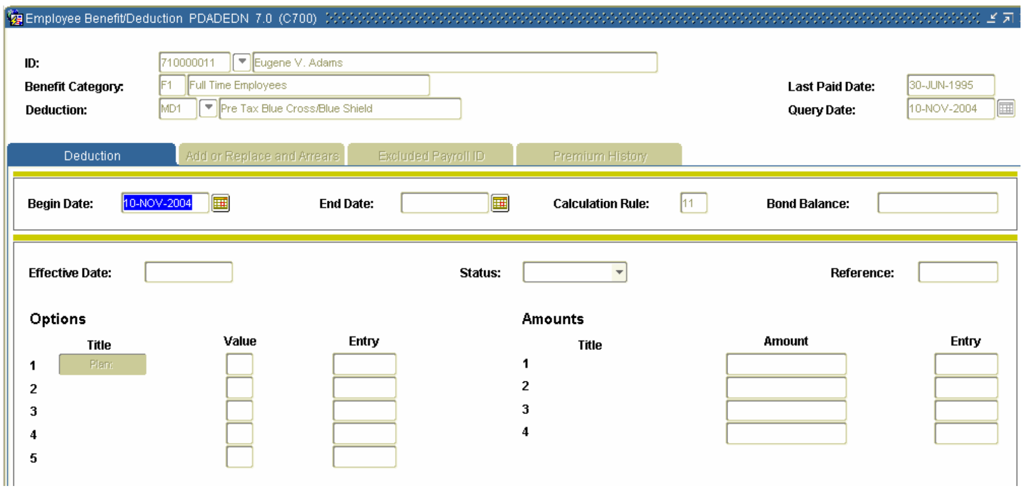
Step	Action
4	Enter the one-time change you are making to the amount of the employer's deduction in the **Employer Amount** field.
5	Enter the one-time applicable gross pay amount by which the employee's year-to-date applicable gross for this deduction should be increased or decreased in the **Applicable Gross** field.
6	Select the **Search** function in the **Pay ID** field and select a Payroll Identification Code from PTRPICT to identify the employee payroll from which the deduction is taken.
7	Click the **Save** icon.
8	Click on the Employee Deduction form to return to the Deduction Information block.
9	Make any changes necessary in the **Effective Date** and **Status** fields.
10	Click the **Save** icon.
11	Click the **Exit** icon.

Collect Information on Deduction Arrears

Introduction

The Employee Benefit/Deduction Form (PDADEDN) is used to collect information on deduction arrears according to the rule selected for arrears on PTRBDCA. If there is not enough money in the paycheck to cover deductions, the account goes into arrears. The user can select each deduction individually to determine which ones go into arrears. The balance of arrears is dynamically maintained, but can be overridden by the user.

Banner form



Procedure

Follow the steps to collect information on deduction arrears.

Step	Action
1	Access the Employee Benefit/Deduction Form (PDADEDN).
2	Select the **Search** function in the **ID** field and select an employee ID from the Employee Search Form (POIIDEN).
3	Select the **Search** function in the **BCAT** field and select and return a Benefit Category code from the Employee Deduction Query Form (PDIDLST).
4	Enter the code of the deduction record you are selecting for arrears in the **Deduction** field.
5	Perform a **Next Block** function.

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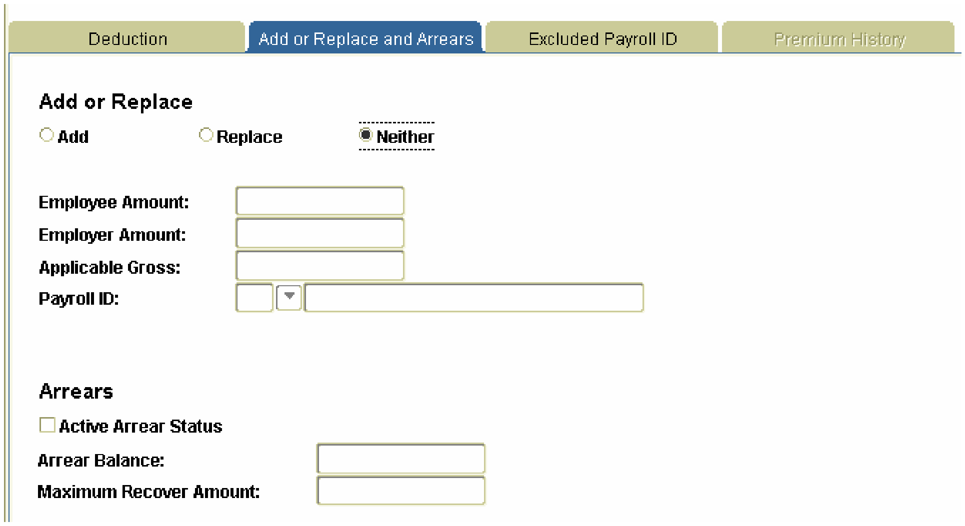
Collect Information on Deduction Arrears, Continued

Add or Replace and Arrears tab



Procedure

Follow these steps to collect information on deduction arrears.

Step	Action
1	Select the <u>Add or Replace and Arrears</u> tab.
2	If necessary, override the value in the **Active** field; this field is automatically populated if there is a benefit/deduction in an arrears status.
3	Enter *$200.00* in the **Arrear Balance** field. <u>Note:</u> This field displays the total amount owed by the employee to the employer. It is updated by the Payroll process, but may also be updated online.
4	Enter *$50.00* in the **Maximum Recover Amount** field. <u>Note:</u> This value specifies the maximum amount that can be deducted for an arrears payment from one paycheck. This will display the total amount owed, but can be changed to a different amount. Deductions will continue until the total amount has been recovered If an arrears balance can be satisfied from one paycheck, the system applies the change to the next payroll only, then reverts to the original deduction record. The total owed will be reduced by $50.00 by the next payroll. The balance will now be the reduced amount. The balance will continue to be reduced until the total has been satisfied.
5	Click the **Save** icon.

Continued on the next page

Create a Flexible Benefits Plan

Introduction

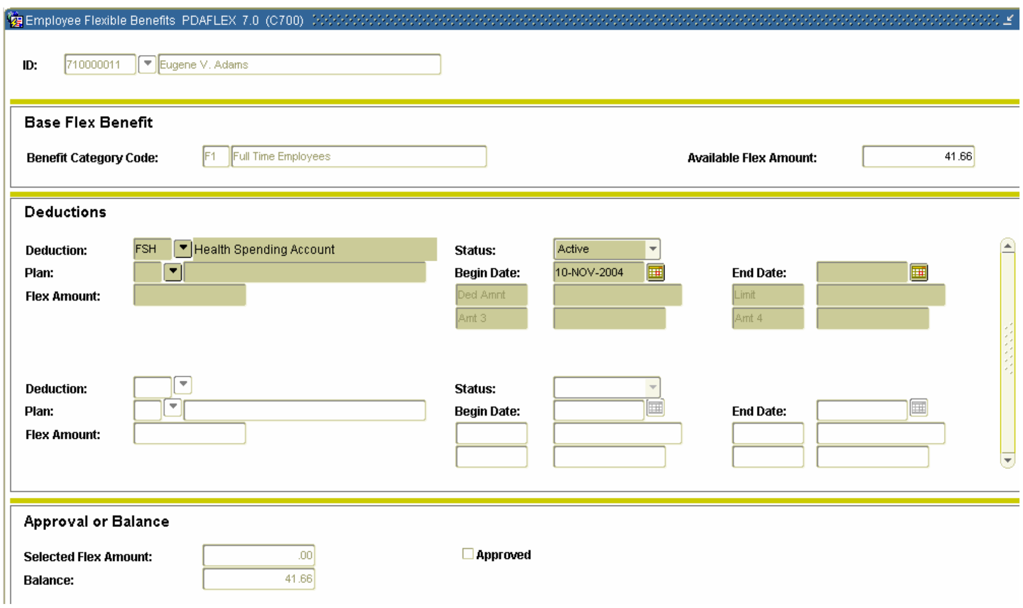
The Employee Flexible Benefits Form (PDAFLEX) displays the Flexible Benefit codes created for a specified employee through the Flexible Benefits Create Process (PDPCFLX). It enables the user to enter or select flexible benefits by using the Active Status value and entering the correct benefit begin date. The system automatically maintains flex balances.

The flexible benefits plan enables the user to allow employees to create benefit packages that meet their individual needs while staying within cost guidelines.

The employee must be established in the system prior to entering flexible benefit/deduction data on PDAFLEX.

See the SCT Banner Human Resources Users Manual for a detailed description of the process for establishing Flexible Benefit Plans.

Banner form



Procedure

Follow the steps to select benefits.

Step	Action
1	Access the Employee Flexible Benefits Form (PDAFLEX).
2	Select the **Search** function in the **ID** field and select the employee's ID from the Employee Search Form (POIIDEN).

Continued on the next page

Create a Flexible Benefits Plan, Continued

Procedure, continued

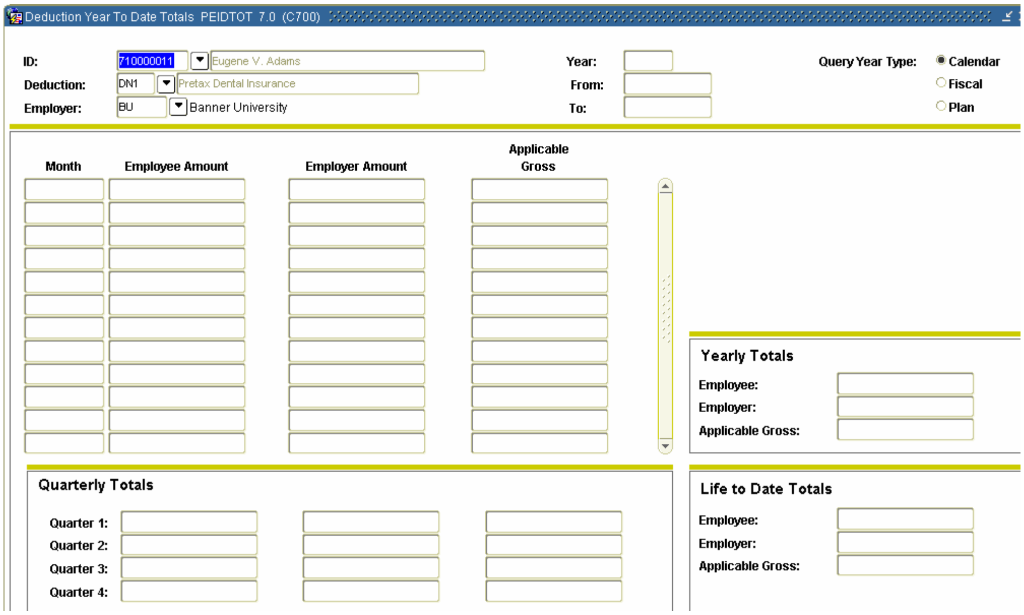
Step	Action
3	Perform a **Next Block** function.
4	Optional- change the **Available Flex Amount** field. Note: The Base Flex Benefit Information block displays the Benefit Category (**BCAT**) code and description information for this employee.
5	Perform a **Next Block** function.
6	Double click in the **Deduction** field and select a Flexible Benefit/Deduction.
7	Select the **Search** function in the **Plan** field and select a Benefit/Deduction plan.
8	The value of the selected plan will cause corresponding data to populate the **Flex Amount** field.
9	Select *Active* from the drop-down list in the **Status** field.
10	Enter the beginning date for the plan in the **Begin Date** field.
11	Enter the end date for the plan, if applicable, in the **End Date** field.
12	Repeat **Step 7** through **12** for each Deduction code.
13	Perform a **Next Block** function.
14	The system has automatically deducted the amount in the selected **Flex Amount** field from the amount in the **Available Flex Amount** field and displays the balance in the **Balance** field.
15	Click the **Approved** checkbox to indicate that the selection is approved.
16	Click the **Save** icon.
17	Click the **Exit** icon.

Tracking Benefits/Deductions

Introduction

The Benefit/Deduction Year-to-Date Total Form (PEIDTOT) is used to view the year-to-date totals, life-to-date total and the monthly total for a single benefit/deduction.

Banner form



Procedure

Follow these steps to view the year-to-date totals, life-to-date total and the monthly total for a single benefit/deduction.

Step	Action
1	Access the Benefit/Deduction Year-to-Date Total Form (PEIDTOT).
2	Enter the ID of the person you are inquiring on in the **ID** field.
3	Select the **Search** function in the **Deduction** field to select a deduction.
4	Double-click in the **Employer** field and select an employer code.
5	Perform a **Next Block** function.
6	View the information.
7	Click the **Exit** icon.

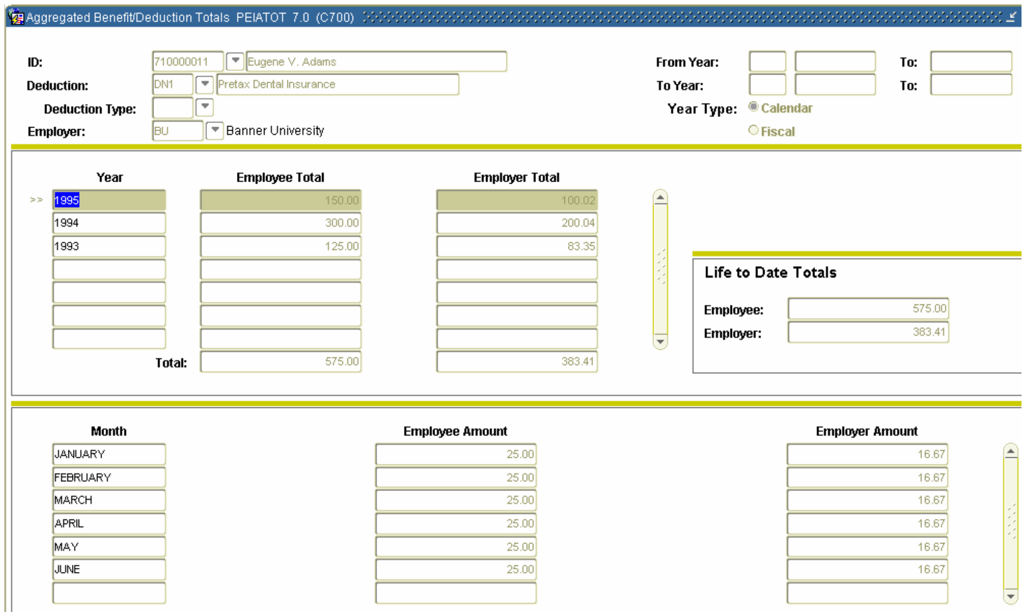
Continued on the next page

Tracking Benefits/Deductions, Continued

Introduction

The Aggregated Benefits/Deductions Totals Form (PEIATOT) allows benefit administrators to view the cumulative year-to-date, life-to-date, and monthly totals of all benefits/deductions that are grouped by deduction type for each employee.

Banner form



Procedures

Follow these steps to view totals by deduction type for each employee.

Step	Action
1	Access the Aggregated Benefit/Deduction Totals Form (PEIATOT).
2	Enter the ID number or select the **Search** function in the **ID** field.
3	Select the **Search** function in the **Deduction** field to select the deduction.
4	Enter the year in the **From Year** field.
5	Enter the year in the **To Year** field.
6	Perform a **Next Block** function.
7	View the information.
8	Click the **Exit** icon.

Mass Deduction Capability

Introduction

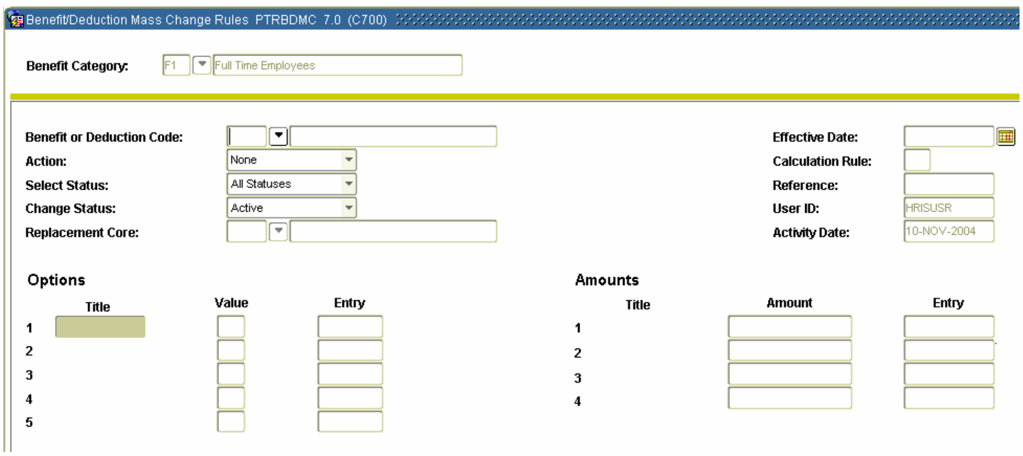
The Mass Deduction Capability allows for the insertion, update, or termination of deductions for large groups of employees.

The following factors must be evaluated before implementing the Mass Deduction Capability:

- Are the start and end dates consistent with the dates on PTRBCAT?
- Is the update consistent with the preclusion rules on PTRBDCA?
- Is the core and contingent process affected by the potential transaction?
- Is the Last Paid Date consistent with the start date on PTRBDMC?
- Will all employees in the benefit category be affected by the transaction?

Rules must be specified first on the Mass Change Rule Form (PTRBDMC).

Banner form



Procedure

Follow these steps to change deductions for large groups of employees.

Step	Action
1	Access the Benefit/Deduction Mass Change Rule Form (PTRBDMC).

Continued on the next page

Mass Deduction Capability, Continued

Procedure, continued

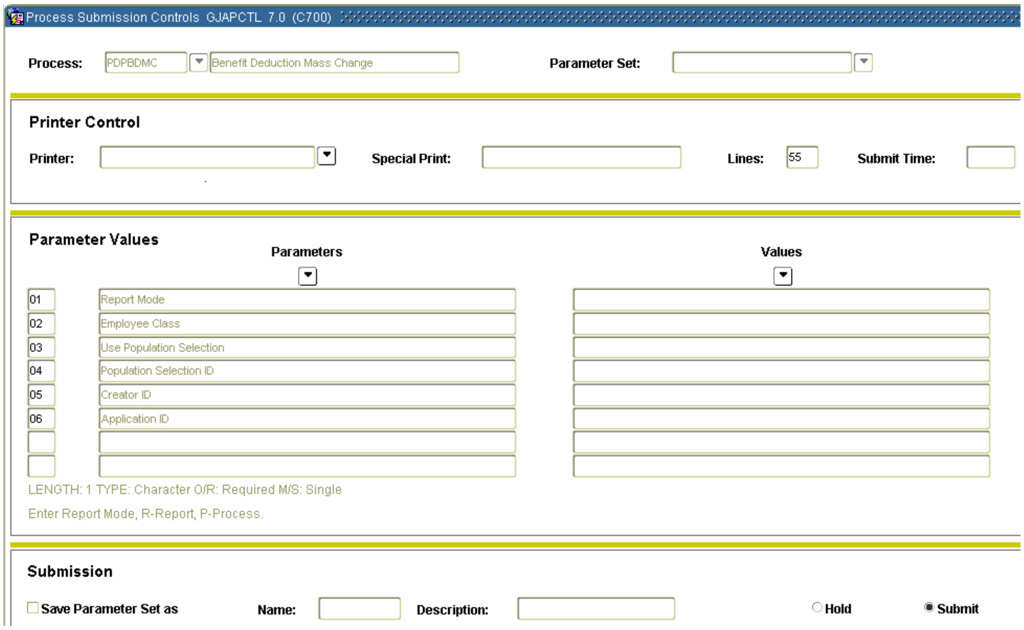
Step	Action
2	Enter the benefit category or select the **Search** function to select a category in the **Benefit Category** field.
3	Perform a **Next Block** function.
4	Enter the benefit deduction code or select the **Search** function to select a code in the **Benefit or Deduction Code** field.
5	Select the appropriate code from the drop-down list in the **Action** field.
6	Select the code from the drop-down list for the status to be associated with the mass change in the **Change Status** field.
7	The **Replacement Code** field is used for terminating and replacing an existing prerequisite benefit/deduction code.
8	Enter a free form description to be used for internal tracking in the **Reference** field.
9	Click the **Save** icon.
10	Click the **Exit** icon.

Continued on the next page

Mass Deduction Capability, Continued

Banner form

Once the rules are established on PTRBDMC, the Benefits/Deductions Mass Change Process (PDPBDMC) can be run.



Procedure

Follow these steps to run the Benefits/Deductions Mass Change Process (PDPBDMC).

Step	Action
1	Access the Benefits/Deductions Mass Change Process (PDPBDMC).
2	Perform a **Next Block** function.
3	Enter the appropriate values.
4	Click the **Save** icon.
5	Click the **Exit** icon. Notes: If the 02 Employee Class is left blank, the process will include all employee classes. AFTER the process has applied new records to PDADEND, return to PTRBDMC and remove the record by selecting Remove BCAT Mass Records from the **Options** menu.

Topic C: Life Insurance – Method 1

Section A: Set Up

Rules and Forms that Control Life Insurance Processing

Introduction

The SCT Banner Human Resources System supports four methods of setting up life insurance deductions to calculate coverage amount, premium amount, and taxable premium. Choose the method or methods that fit your needs and follow the procedures outlined below. Override capabilities are available for each method.

Method 1 Coverage = Factor times Annual Salary (Calculation Rule 50)
Method 2 Coverage = Factor times Prior Year-to-Date W-2 Earnings (Calculation Rule 51)
Method 3 Coverage = Fixed amount based on Annual Salary Range (Calculation Rule 52)
Method 4 Coverage = Fixed Amount Based on Age Range (Calculation Rule 53)

The life insurance coverage amount can be determined by multiplying an employee’s annual salary times a coverage factor defined on the Life Insurance Premium Rule Form (PTRPREM). The result is checked to insure it is within the range specified via the minimum and maximum coverage amounts on the Life Insurance Rule Form (PTRLIFI). The coverage amount can be based on the salary level at one point in the year, or be variable to reflect an employee's salary changes. In addition, premium and/or coverage amounts based on age can be fixed, or they can be variable to reflect an employee's change in age during a given year. Coverage can be for either the employee or dependents.

Additional information on Life Insurance can be found in the Users Manual.

Intended audience

Human Resources Office staff.

Objectives

At the end of this section you will be able to set up codes to enable Life Insurance processing.

Continued on the next page

Rules and Forms that Control Life Insurance Processing

Types of rule and validation forms needed

These forms are used to set the rules and parameters in SCT Banner for handling employee records.

Form Description	Banner Name
Benefit/Deduction Rule Form	PTRBDCA
Life Insurance Rules Form	PTRLIFI
Life Insurance Premium Rules Form	PTRPREM
Benefit Payroll Frequency Rule Form	PTRBDFQ

In this section

These topics are covered in this section.

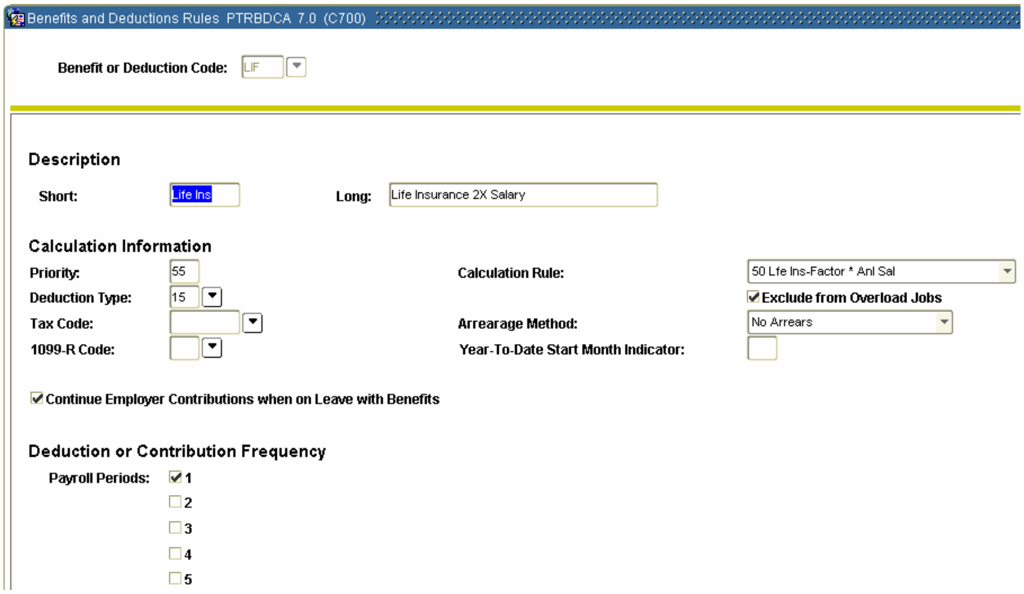
Topic	Page
Set up Benefits/Deductions to Calculate Life Insurance	C-3
Establish Life Insurance Coverage Amounts	C-6
Establish Life Insurance Premium Rate	C-7

Set Up Benefits/Deductions to Calculate Life Insurance

Introduction

The Benefits and Deduction Rules Form (PTRBDCA) is used to associate benefits or deductions to calculate life insurance.

Banner form



Procedure

Follow these steps to associate benefits or deductions to calculate life insurance.

Step	Action
1	Access the Benefit and Deduction Rules Form (PTRBDCA).
2	Select the **Search** function in the **Benefit Deduction Code** field, and select a Benefit Deduction code.
3	Perform a **Next Block** function.
4	Enter a short description of up to eight characters (which will print on the check stubs) in the **Short** field.
5	Enter a long description of up to thirty characters that will be used for reports in the **Long** field.
6	Enter the priority of the life insurance deduction in the **Priority** field. Note: When processing payroll, the life insurance process is run once a month prior to starting payroll.

Continued on the next page

Set Up Benefits/Deductions to Calculate Life Insurance,
Continued

Procedure, continued

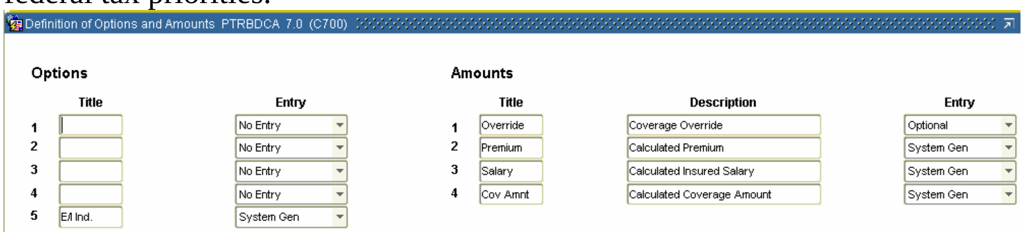
Step	Action
7	Double-click the **Deduction Type** field and select a Benefit/Deduction Type. **Code** / **Description** 13 — Insurance over $50,000 coverage 15 — For taxable employee coverage 16 — For taxable dependent coverage 25 — For non-taxable employee coverage 26 — For non-taxable dependant coverage
8	Select the **Search** function in the **Tax Code** field and select a Tax Code from the Tax Code Rule Form (PXATXCD).
9	Select *50* from the drop-down list in the **Calculation Rule** field.
10	Click the **Exclude from Overload Jobs** checkbox if overload pay (pay from a non-primary job) should be included when processing this benefit/deduction.
11	Check the Deduction or Contribution Frequency section for the pay period(s) of the month for the premium deduction.

Continued on the next page

Options – Definition of Options and Amounts

For imputed income for the excess taxable premium amount calculated by the Life Insurance Calculation Process (PDPLIFE), set up a Benefit/Deduction code in the Benefit and Deduction Rules Form (PTRBDCA). Use Associate Calculation Rule 54 with this code. Note that only one Calculation Rule 54 deduction is allowed per installation. The Deduction Type should be 13 (Insurance over $50,000 Coverage). The frequency indicators should have only one check to indicate the pay period of the month in which the taxable premium will be imputed. The benefit/deduction must be non-cash and needs to be included in the Benefit/Deduction codes for federal, and where applicable, state income taxes.

Note: The priority for imputed tax must be lower than the applicable state and federal tax priorities.



Procedure

Follow these steps to complete the process.

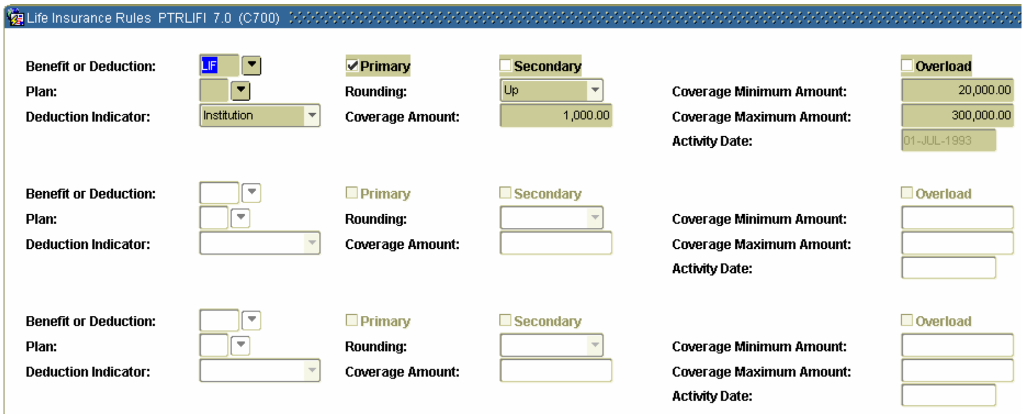
Step	Action
1	Select Definition of Options and Amounts from the **Options** menu.
2	For the **Option Codes** 1 through 4 select *No Entry* from the pull-down list in the Entry field.
3	From the drop-down list for **Option Code** 5, select *System Gen* to distinguish employee-paid coverage from employer-paid coverage.
4	Enter *Employer* or *Employee* in the **Amounts Title** field based on who pays.
5	Enter *Optional* in the **Amounts Entry 1** field.
6	Enter *System Gen* in the **Amounts Entry 2** through **4** fields.
7	Click the **Save** icon.
8	Click the **Exit** icon.

Establish Life Insurance Coverage Amounts

Introduction

The Life Insurance Rules Form (PTRLIFI) is used to establish life insurance coverage amounts.

Banner form



Procedure

Follow these steps to establish life insurance coverage amounts.

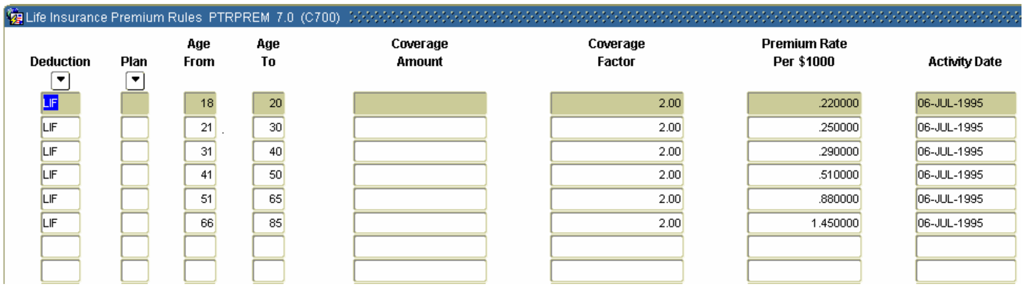
Step	Action
1	Access the Life Insurance Rules Form (PTRLIFI).
2	Enter the Deduction code you defined in the previous exercise in the **Benefit or Deduction** field.
3	Double-click in the **Plan** field and select a valid plan.
4	From the drop-down list in the **Deduction Indicator** field, specify whether the premium will be paid by the *employee* or by the *institution*.
5	Click the **Primary** checkbox.
6	Select the Rounding indicator: *Up*, *Down*, or *Nearest* from the drop-down list in the **Rounding** field.
7	Enter the rounding amount (cannot be zero) in the **Coverage Amount** field.
8	Enter the minimum amounts of coverage an employee can have in the **Coverage Minimum Amount** field.
9	Enter the maximum amounts of coverage an employee can have in the **Coverage Maximum Amount** field.
10	Click the **Save** icon.
11	Click the **Exit** icon.

Establish Life Insurance Premium Rate

Introduction

The Life Insurance Premium Rules Form (PTRPREM) is used to establish life insurance premium rates.

Banner form



Life Insurance Premium Rules PTRPREM 7.0 (C700)

Deduction	Plan	Age From	Age To	Coverage Amount	Coverage Factor	Premium Rate Per $1000	Activity Date
LIF		18	20		2.00	.220000	06-JUL-1995
LIF		21	30		2.00	.250000	06-JUL-1995
LIF		31	40		2.00	.290000	06-JUL-1995
LIF		41	50		2.00	.510000	06-JUL-1995
LIF		51	65		2.00	.880000	06-JUL-1995
LIF		66	85		2.00	1.450000	06-JUL-1995

Procedure

Follow these steps to establish life insurance premium rates.

Step	Action
1	Access the Life Insurance Premium Rules Form (PTRPREM).
2	Enter the Deduction code you defined in (A) Step 1 in the **Deduction** field.
3	Indicate the age range factor in the **Age From** and **Age To** fields by which the employee's annual salary should be multiplied to determine the coverage amount. Note: If age is not a factor, enter a range of *0-100*.
4	Enter the salary factor (the number of times the annual salary is multiplied to arrive at the coverage amount) in the **Coverage Factor** field.

Continued on the next page

Establish Life Insurance Premium Rate, Continued

Procedure, continued

Step	Action
5	Repeat this step for each Age Range. If age is not a factor, enter only one row in the form, with an age range of *0-100*. Note: We suggest that you always make allowances for age in case there is an error when entering a person's birth date. For example, 0-11, 17-20, ….85-100.
6	Enter the coverage per frequency, per month, in the **Premium Rate per $1000** field. Notes: Check the Taxable Life Insurance Premium Rule Form (PTRGTAX) to insure that it is set up properly to reflect the government-defined premium per $1000 of insurance per month by age. Check the **Tax Free Life Insurance** fields on the Installation Rule Form (PTRINST) to make sure the amounts entered reflect the government-defined tax-free coverage amounts for employees and their dependents.
7	Click the **Save** icon.
8	Click the **Exit** icon.

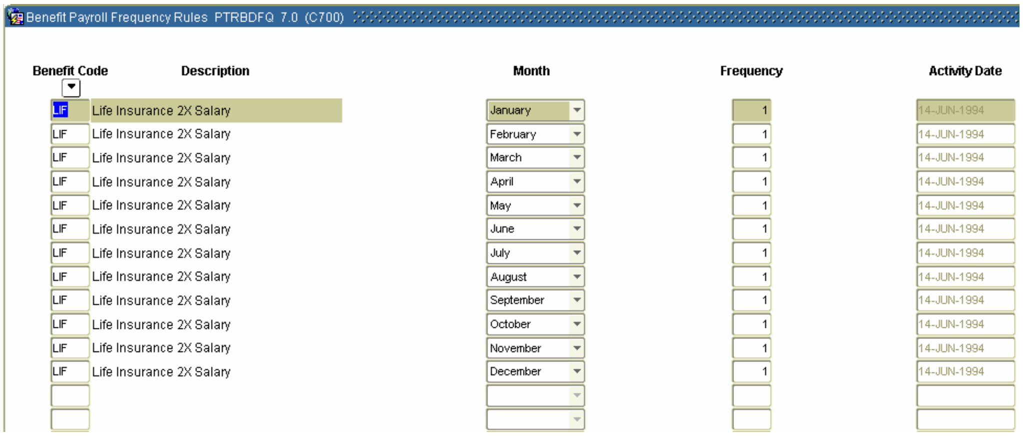
Continued on the next page

Establish Life Insurance Premium Rate, Continued

Introduction

The Benefit Payroll Frequency Rules Form (PTRBDFQ) enables you to specify how many times a life insurance premium is taken in a given month.

Banner form


Benefit Payroll Frequency Rules PTRBDFQ 7.0 (C700)

Benefit Code	Description	Month	Frequency	Activity Date
LIF	Life Insurance 2X Salary	January	1	14-JUN-1994
LIF	Life Insurance 2X Salary	February	1	14-JUN-1994
LIF	Life Insurance 2X Salary	March	1	14-JUN-1994
LIF	Life Insurance 2X Salary	April	1	14-JUN-1994
LIF	Life Insurance 2X Salary	May	1	14-JUN-1994
LIF	Life Insurance 2X Salary	June	1	14-JUN-1994
LIF	Life Insurance 2X Salary	July	1	14-JUN-1994
LIF	Life Insurance 2X Salary	August	1	14-JUN-1994
LIF	Life Insurance 2X Salary	September	1	14-JUN-1994
LIF	Life Insurance 2X Salary	October	1	14-JUN-1994
LIF	Life Insurance 2X Salary	November	1	14-JUN-1994
LIF	Life Insurance 2X Salary	December	1	14-JUN-1994

Procedure

Follow these steps to specify how many times a life insurance premium is taken in a given month.

Step	Action
1	Access the Benefit Payroll Frequency Rules Form (PTRBDFQ).
2	Enter the Benefit/Deduction code defined in Step 1 that uses Calculation Rule 50 in the **Benefit Code** field.
3	From the drop-down list in the **Month** field, enter the month.
4	Define how many times per month the deduction will be taken in the **Frequency** field. Note: The system multiplies the calculated premium by this factor to determine the total monthly premium. The result is used for imputed income calculation when computing tax on gross pay.
5	Repeat Steps **3** and **4** for each month of the year.
6	Click the **Save** icon.
7	Click the **Exit** icon. Note: The process should be performed for all Life Insurances. A null entry indicates Life Insurance deductions are taken every month.

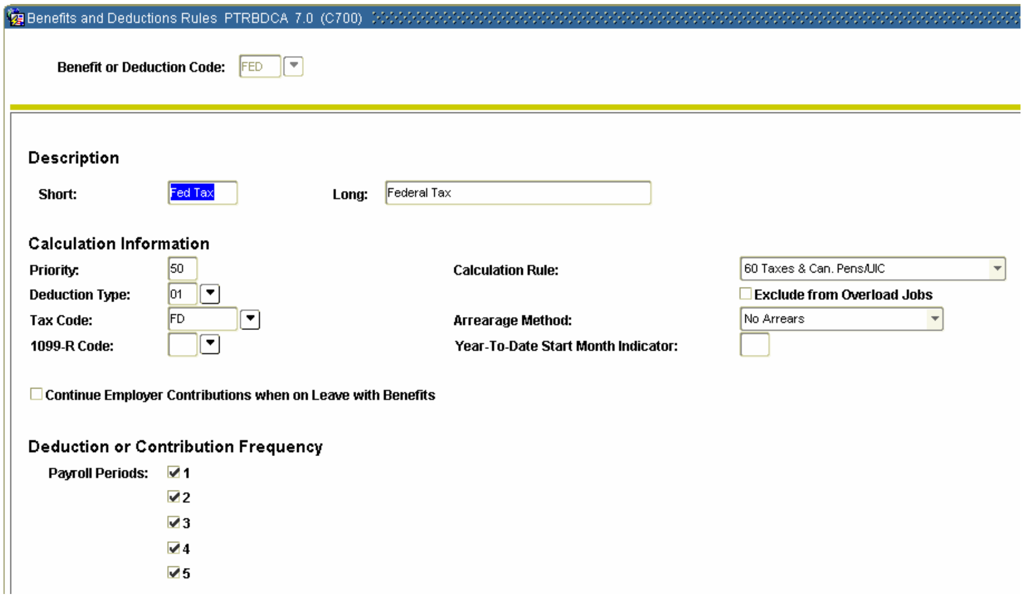
Continued on the next page

Establish Life Insurance Premium Rate, Continued

Introduction

The Benefit and Deduction Rules Form (PTRBDCA) enables you to establish benefit/deduction codes and associate them with various rule combinations.

Banner form



Procedure

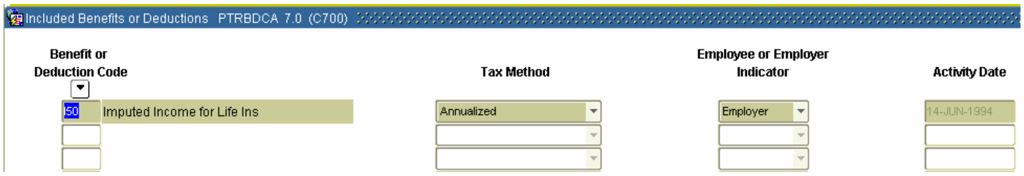
Follow these steps to establish benefit/deduction codes.

Step	Action
1	Access the Benefit and Deduction Rules Form (PTRBDCA).
2	Enter the Benefit or Deduction code previously defined for all the taxes for which the life insurance taxable premium should be imputed in the **Benefit or Deduction Code** field.
3	Perform a **Next Block** function.

Continued on the next page

Establish Life Insurance Premium Rate, Continued

Options – Included Benefits or Deductions



Procedure

Follow these steps to complete the process.

Step	Action
1	Select Included Benefits or Deductions from the **Options** menu.
2	Add both of the Benefit or Deduction codes you defined in Step 1 to the Benefit Categories.
3	Click the **Save** icon.
4	Click the **Exit** icon.

Topic C: Life Insurance – Method 1

Section B: Day-to-Day Operations

Overview

Purpose

The purpose of this section is to explain the procedures in recording life insurance (Method 1) information to the SCT Banner system.

Intended audience

Human Resources Office staff.

Objectives

At the end of this section, you will be able to

- establish and maintain Human Resource life insurance records for employees, their dependents, and beneficiaries.

Prerequisites

To complete this section; you should have

- completed the SCT Education Practices computer-based training (CBT) tutorial "Banner 6.x Fundamentals: Navigation and Forms," or have equivalent experience navigating in the SCT Banner system
- completed the Human Resources Overview workbook
- completed the Human Resources Biographic/Demographic workbook
- completed the Human Resources Employment Compensation workbook.

You will also need to ensure that the rules and validation codes in Banner needed for employee life insurance processing have been set up for you.

In this workbook

These topics are covered in this section.

Topic	Page
Process Introduction	C-13
Set Up Employee Elected Life Insurance Coverage	C-14
Run the Life Insurance Calculation Process and Report	C-15

Process Introduction

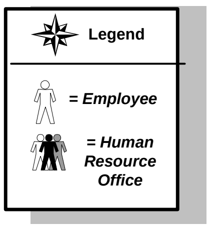
About the process

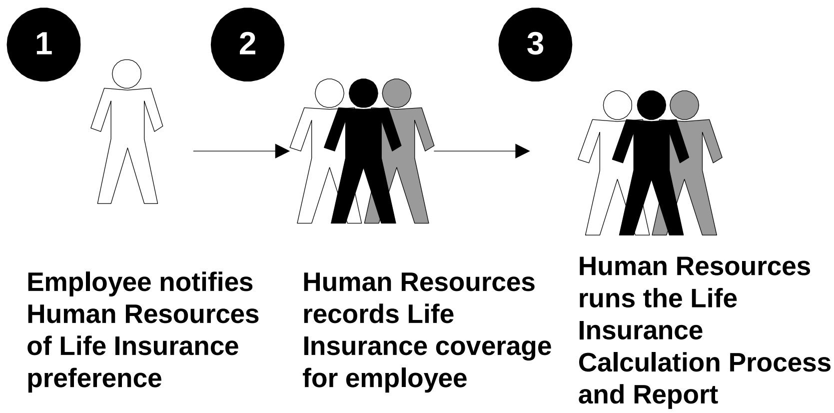
The Human Resource Office can

- maintain life insurance records for employees.

Flow diagram

This diagram highlights the processes used to maintain life insurance for employees.





What happens

The stages of the process are described in this table.

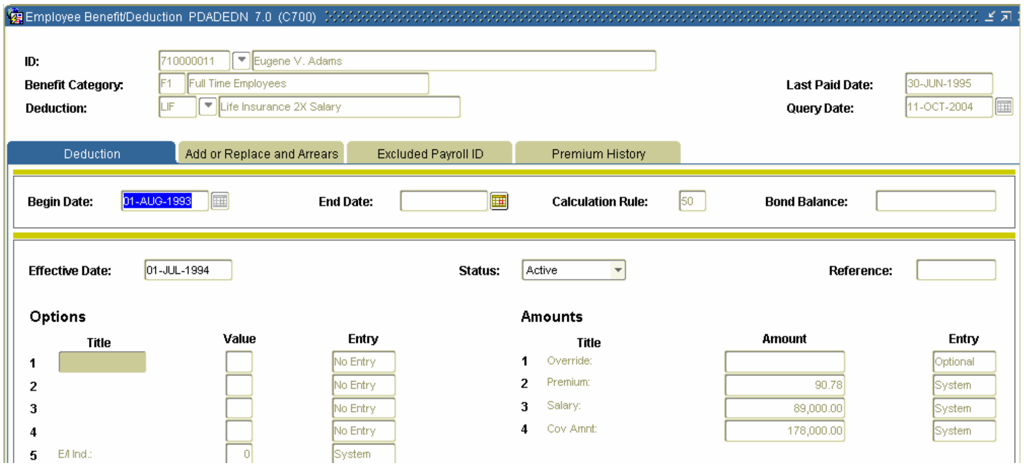
Stage	Description
	Human Resource Office
1	Employee notifies **Human Resources** of Life Insurance preference.
2	**Human Resources** records Life Insurance coverage for employee.
3	**Human Resources** runs the Life Insurance Calculation Process and Report.

Set up Employee Elected Life Insurance Coverage

Introduction

The Employee Benefits/Deduction Form (PDADEDN) is used to assign the employee life insurance coverage.

Banner form



Procedure

Follow the steps to assign the employee life insurance coverage.

Step	Action
1	Access the Employee Benefits/Deductions Form (PDADEDN).
2	Assign the employee to the Benefit/Deduction code defined in Topic A - Benefits/Deductions day-to-day procedures. Note: To override the system-calculated coverage amount, enter the employee's coverage amount in the **Amount 1** field.

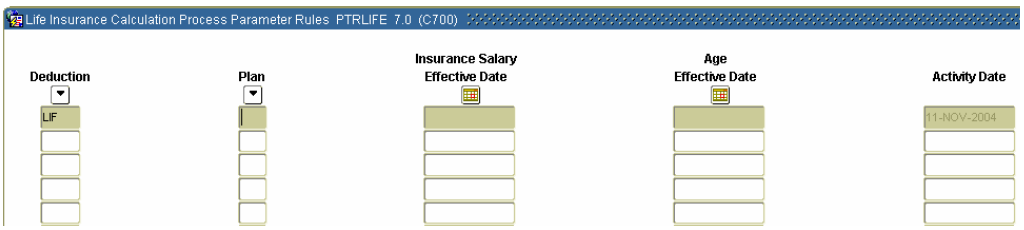
Run the Life Insurance Calculation Process and Report

Introduction

Run the Life Insurance Calculation Process (PDPLIFE) and Report (PDRLIFE) on the first pay of the month, before any of the payroll processes have been run for the month.

This process determines coverage amounts, premium amounts, and taxable premium amounts. It compares them to existing amounts on the Employee Deduction Form's Deduction block for deductions previously set up. If any of the amounts are different, the process creates a new record in the Deduction block with the effective date you enter in the Deduction **Effective Date** parameter field of the Life Insurance Calculation Process (PDPLIFE).

Banner form



Procedure

Follow the steps to complete the process.

Step	Action
1	Access the Life Insurance Calculation Process Parameter Rule Form (PTRLIFE).
2	Enter all benefit/deduction setup on the Benefit/Deduction Calculation Form, PTRBDCA, with calculation rule 50-53.
3	Enter the Benefit/Deduction code in the **Deduction** field.
4	Double-click the **Plan** field and select a Benefit/Deduction Plan.

Continued on the next page

Run the Life Insurance Calculation Process and Report,
Continued

Procedure, continued

Step	Action
5	Establish the effective date parameters on the Life Insurance Calculation Process Parameter Rule Form (PTRLIFE) for the life insurance Deduction code and all applicable Plan codes created in the Set-up procedures. The effective dates serve as parameters for the Life Insurance Calculation Process (PDPLIFE).
6	Enter the date to select job records in the **Insurance Salary Effective Date** field. Note: The **Insurance Salary Effective Date** is used in conjunction with the primary, secondary, and overload jobs specified on the Life Insurance Rule Form (PTRLIFI) to determine the annual salary of an employee, and with the Contract type value entered on the Employee Jobs Form (NBAJOBS) for that employee.
7	Enter the date to determine premiums based on age in the **Age Effective Date** field. Notes: The **Age Effective Date** is used to determine the age of the employee or dependent for premium and/or coverage calculations, based on rules defined on the Life Insurance Premium Rule Form (PTRPREM) (Calc rule 53). PTRLIFE contains special functions that can be utilized to simplify the maintenance of these dates: ADD A MONTH When the cursor is positioned in either the **Insurance Salary Effective Date** or **Age Effective Date** field, this function increases the current date in the respective field by one month. ADD A MONTH BOTH When the cursor is positioned on any field within the current record, this function increases both the **Insurance Salary Effective Date** and the **Age Effective Date** by one month. For variable life insurance deductions, change the effective dates each month that you run the Life Insurance Calculation Process (PDPLIFE). For fixed life insurance deductions, the effective dates remain the same throughout the year.

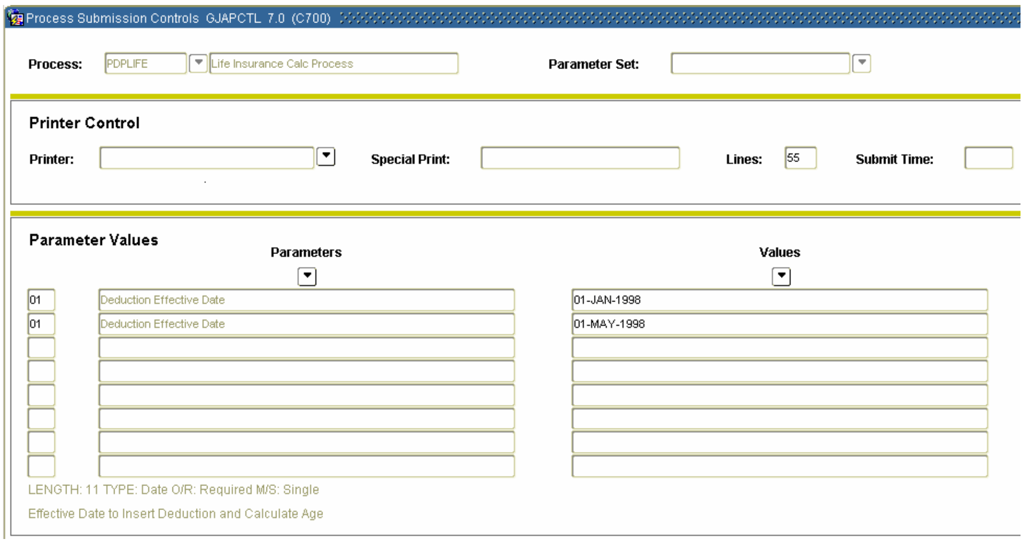
Continued on the next page

Run the Life Insurance Calculation Process and Report, Continued

Procedure, continued

Step	Action
8	Click the **Save** icon.
9	Click the **Exit** icon.
10	If the current value is the last date of the month, each function automatically changes the date to the last date of the next month. For example, each function would change 30-Sep-2004 to 31-Oct-2004.

Banner form



Procedure

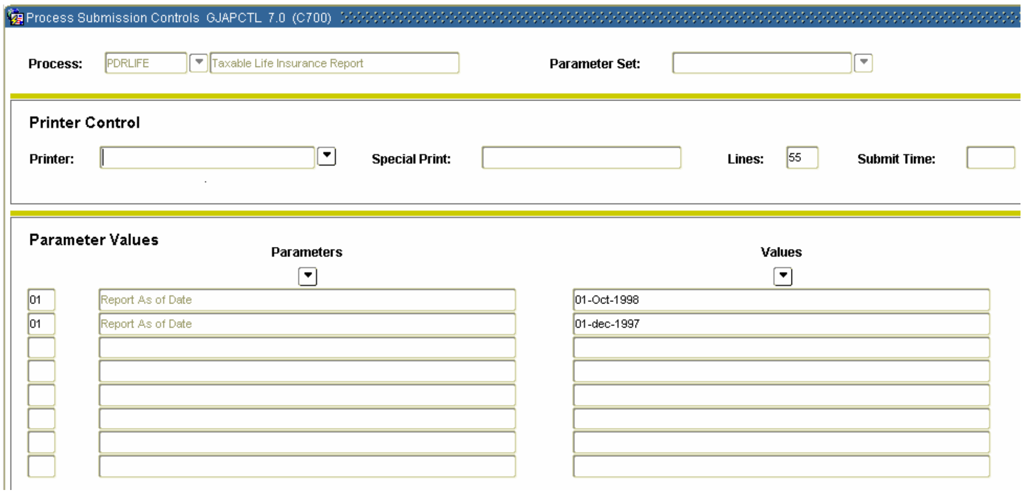
Follow the steps to complete the process.

Step	Action
1	Access the Life Insurance Calculation Process (PDPLIFE).
2	Enter the date to determine premiums amounts in the **Deduction Effective Date** field.

Continued on the next page

Run the Life Insurance Calculation Process and Report,
Continued

Banner form



Procedure

Follow the steps to complete the process.

Step	Action
1	Run the Life Insurance Calculation Report (PDRLIFE) to display the results of PDPLIFE from previously.

Topic D: Life Insurance – Method 2

Section A: Set Up

Rules and Forms that Control Life Insurance Processing

Introduction

The SCT Banner Human Resources System supports four methods of setting up life insurance deductions to calculate coverage amount, premium amount, and taxable premium. Choose the method or methods that fit your needs and follow the procedures outlined below. Override capabilities are available for each method.

Method 1 Coverage = Factor times Annual Salary (Calculation Rule 50)
Method 2 Coverage = Factor times Prior Year-to-Date W-2 Earnings (Calculation Rule 51)
Method 3 Coverage = Fixed amount based on Annual Salary Range (Calculation Rule 52)
Method 4 Coverage = Fixed Amount Based on Age Range (Calculation Rule 53)

The life insurance coverage amount is calculated for Method 2 by multiplying an employee's previous year-to-date W-2 earnings times an enterprise-defined factor. The result is checked to insure it is within an enterprise-defined minimum and maximum coverage amount range. Coverage can be for an employee or her/his dependents.

Additional information on Life Insurance can be found in the Users Manual.

Intended audience

Human Resources Office staff.

Objectives

At the end of this section you will be able to set up codes to enable Life Insurance processing of Method 2.

Continued on the next page

Rules and Forms that Control Life Insurance Processing, Continued

Types of rule and validation forms needed

These forms are used to set the rules and parameters in SCT Banner for handling employee life insurance records.

Form Description	Banner Name
Benefit/Deduction Rule Form	PTRBDCA
Life Insurance Rules Form	PTRLIFI
Life Insurance Premium Rules Form	PTRPREM
Benefit Payroll Frequency Rule Form	PTRBDFQ
Installation Rule Form	PTRINST
Taxable Life Insurance Premium Rule Form	PTRGTAX

In this section

These topics are covered in this section.

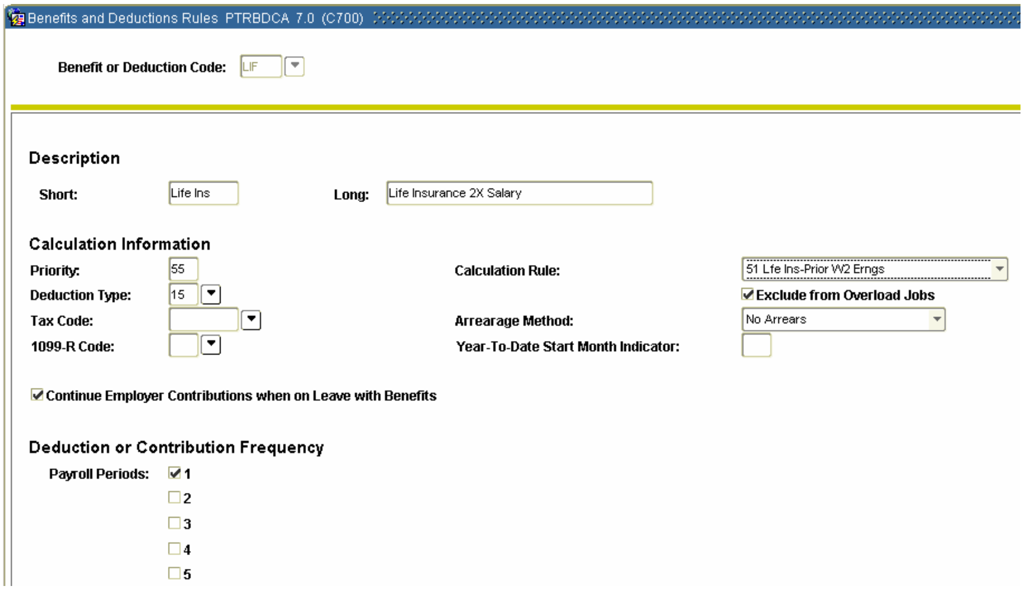
Topic	Page
Set up Benefits/Deductions to Calculate Life Insurance	D-3
Establish Life Insurance Coverage Amounts	D-6
Review Tax Information	D-8
Define Monthly Life Insurance Deduction	D-10
Apply Benefit Codes	D-11

Set Up Benefits/Deductions to Calculate Life Insurance

Introduction

The Benefits and Deductions Rules form (PTRBDCA) is used to associate benefits/deductions to calculate life insurance.

Banner form



Procedure

Follow these steps to associate benefits/deductions to calculate life insurance.

Step	Action
1	Access the Benefit and Deduction Rules Form (PTRBDCA).
2	Select the **Search** function in the **Benefit Deduction Code** field and select a Benefit Deduction code.
3	Perform a **Next Block** function.
4	Enter a short description of up to eight characters (which will print on the check stubs) in the **Short** field.
5	Enter a long description of up to thirty characters that will be used for reports in the **Long** field.
6	Enter the priority of the life insurance deduction in the **Priority** field. Notes: Use this code to specify the order in which this deduction should be calculated in the Payroll Calculation Process (PHPCALC). When processing payroll, the life insurance process is run once a month prior to starting payroll.

Continued on the next page

Set Up Benefits/Deductions to Calculate Life Insurance, Continued

Procedure, continued

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7</td><td>Double-click the Deduction Type field and select a Benefit/Deduction Type.
<table>
<tr><th>Code</th><th>Description</th></tr>
<tr><td>13</td><td>Insurance over $50,000 coverage</td></tr>
<tr><td>15</td><td>For taxable employee coverage</td></tr>
<tr><td>16</td><td>For taxable dependent coverage</td></tr>
<tr><td>25</td><td>For non-taxable employee coverage</td></tr>
<tr><td>26</td><td>For non-taxable dependant coverage</td></tr>
</table></td></tr>
<tr><td>8</td><td>Select the Search function in the Tax Code field and select a Tax Code from the Tax Code Rule Form (PXATXCD).</td></tr>
<tr><td>9</td><td>Select 51 from the drop-down list in the Calculation Rule field. (See Section E: Beneficiaries and Coverage. for more information.)</td></tr>
<tr><td>10</td><td>Click the Exclude from Overload Jobs checkbox if overload pay (pay from a non-primary job) should be included when processing this benefit/deduction.</td></tr>
<tr><td>11</td><td>Check the Deduction or Contribution Frequency section for the pay period(s) of the month for the premium deduction.</td></tr>
</table>

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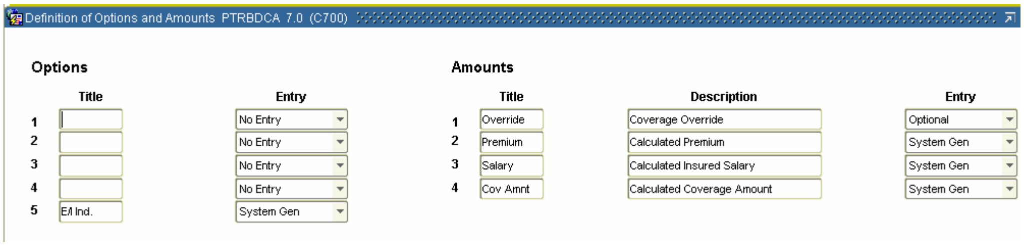
Set Up Benefits/Deductions to Calculate Life Insurance,
Continued

Options – Definition of Options and Amounts



Procedure

Follow these steps to complete the process.

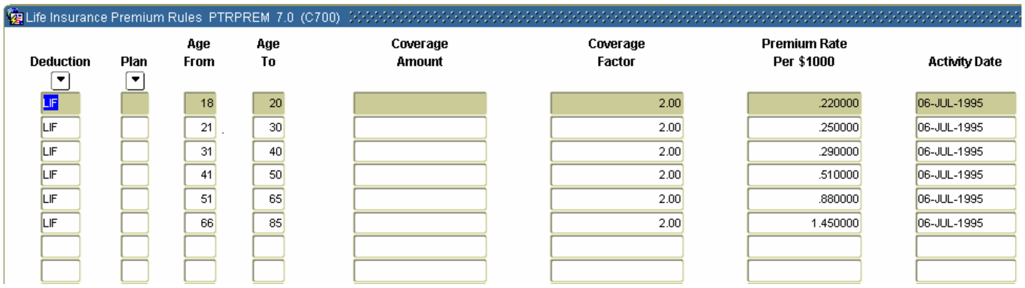
Step	Action
1	Select Definition of Options and Amounts from the **Options** menu.
2	For the **Option Codes** 1 through 4 select *No Entry* from the drop-down list in the Entry field.
3	Use the drop-down list for **Option Code** 5, to select *System Gen* to distinguish employee-paid coverage from employer-paid coverage.
4	Enter *Employer* or *Employee* in the **Amounts Title** field.
5	Enter *Optional* in the **Amounts Entry** 1 field.
6	Enter *System Gen* in the **Amounts Entry** 2 through 4 fields.
7	Click the **Save** icon.
8	Click the **Exit** icon. Note: For imputed income for the excess taxable premium amount calculated by the Life Insurance Calculation Process (PDPLIFE), set up a Benefit/Deduction code in the Benefit/Deduction Rule Form (PTRBDCA). Use Associate Calc Rule 54 with this code. Note that only one Calc Rule 54 deduction is allowed per installation. The Deduction Type should be 13 (Insurance over $50,000 Coverage). The frequency indicators should have only one check to indicate the pay period of the month in which the taxable premium will be imputed. The benefit/deduction must be non-cash and needs to be included in the Benefit/Deduction codes for federal, and where applicable, state income taxes.

Establish Life Insurance Coverage Amounts

Introduction

The Life Insurance Premium Rules Form (PTRPREM) is used to establish life insurance coverage amounts.

Banner form



Life Insurance Premium Rules PTRPREM 7.0 (C700)

Deduction	Plan	Age From	Age To	Coverage Amount	Coverage Factor	Premium Rate Per $1000	Activity Date
LIF		18	20		2.00	.220000	06-JUL-1995
LIF		21	30		2.00	.250000	06-JUL-1995
LIF		31	40		2.00	.290000	06-JUL-1995
LIF		41	50		2.00	.510000	06-JUL-1995
LIF		51	65		2.00	.880000	06-JUL-1995
LIF		66	85		2.00	1.450000	06-JUL-1995

Procedure

Follow these steps to establish life insurance coverage amounts.

Step	Action
1	Access the Life Insurance Premium Rules Form (PTRPREM).
2	Enter the Deduction code you previously defined in the **Deduction** field.
3	Indicate by age range the factor by which the employee's last year's earnings should be multiplied to determine the coverage amount in the **Age From** and **Age To** fields. Note: If age is not a factor, enter a range of *0-100*.
4	Indicate the age range factor by which the employee's last year's earnings should be multiplied to determine the coverage amount in the **Coverage Factor** field. If age is not a factor, enter a range of *0-100*.
5	Enter the rate of coverage per month in the **Premium Rate per $1000** field.
6	Click the **Save** icon.
7	Click the **Exit** icon.

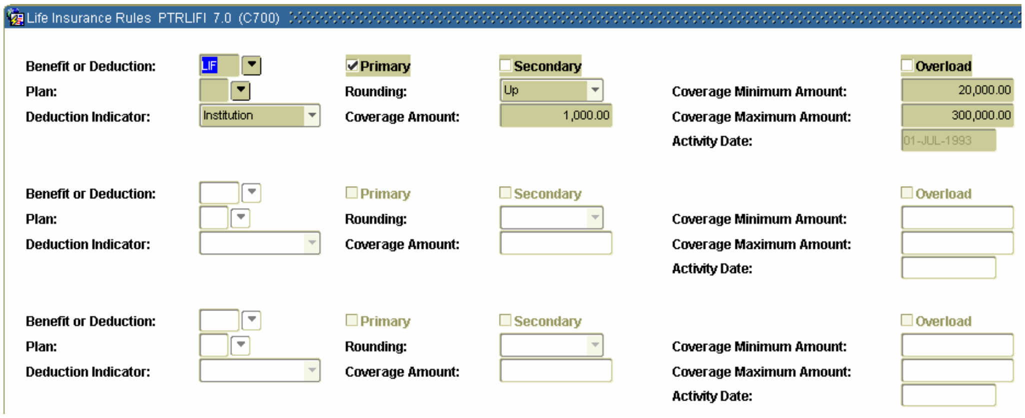
Continued on the next page

Establish Life Insurance Coverage Amounts, Continued

Introduction

The Life Insurance Rule Form (PTRLIFI) enables you to define life insurance deduction codes and associate them with coverage parameters.

Banner form



Procedure

Follow these steps to define life insurance deduction codes.

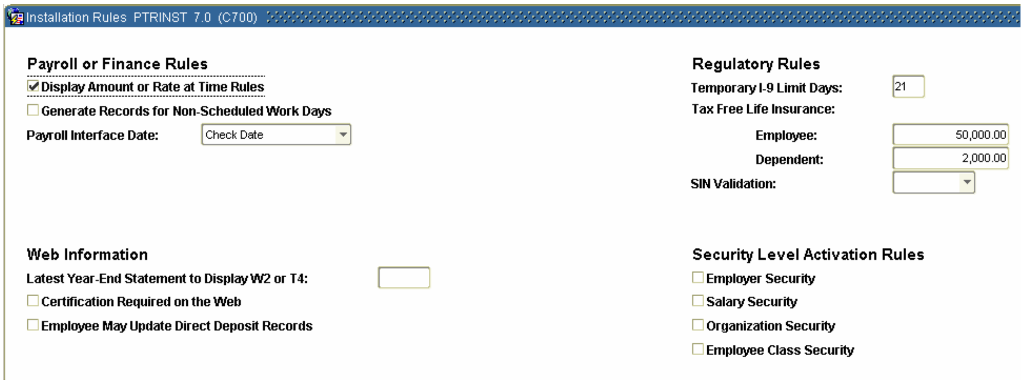
Step	Action
1	Access the Life Insurance Rules Form (PTRLIFI).
2	Enter the Benefit/Deduction code in the **Deduction** field.
3	From the drop-down list in the **Deduction** field, specify whether the premium will be paid by the *employee* or by the *institution*.
4	The **Primary**, **Secondary**, and **Overload** indicator radio buttons, although required, are not used by this calc rule.
5	From the drop-down list in the **Rounding** field, enter the rounding indicator: *Up*, *Down*, or *Nearest*.
6	Enter the rounding amount in the **Amount** field.
7	Enter the minimum amount of coverage an employee can have in the **Coverage Minimum Amount** field.
8	Enter the maximum amounts of coverage an employee can have in the **Coverage Maximum Amount** field.
9	Click the **Save** icon.
10	Click the **Exit** icon.

Review Tax Information

Introduction

The Installation Rule Form (PTRINST) and the Taxable Life Insurance Premium Rule Form (PTRGTAX) are both used to review tax information.

Banner forms



Installation Rules PTRINST 7.0 (C700)

Payroll or Finance Rules

☑ Display Amount or Rate at Time Rules

☐ Generate Records for Non-Scheduled Work Days

Payroll Interface Date: Check Date

Regulatory Rules

Temporary I-9 Limit Days: 21

Tax Free Life Insurance:

Employee: 50,000.00

Dependent: 2,000.00

SIN Validation:

Web Information

Latest Year-End Statement to Display W2 or T4:

☐ Certification Required on the Web

☐ Employee May Update Direct Deposit Records

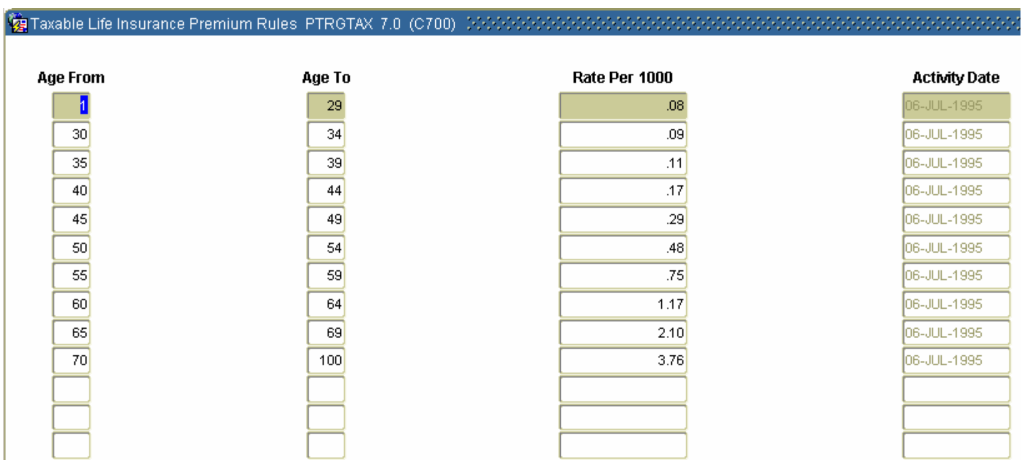
Security Level Activation Rules

☐ Employer Security

☐ Salary Security

☐ Organization Security

☐ Employee Class Security



Taxable Life Insurance Premium Rules PTRGTAX 7.0 (C700)

Age From	Age To	Rate Per 1000	Activity Date
1	29	.08	06-JUL-1995
30	34	.09	06-JUL-1995
35	39	.11	06-JUL-1995
40	44	.17	06-JUL-1995
45	49	.29	06-JUL-1995
50	54	.48	06-JUL-1995
55	59	.75	06-JUL-1995
60	64	1.17	06-JUL-1995
65	69	2.10	06-JUL-1995
70	100	3.76	06-JUL-1995

Continued on the next page

Review Tax Information, Continued

Procedure

Follow these steps to review tax information.

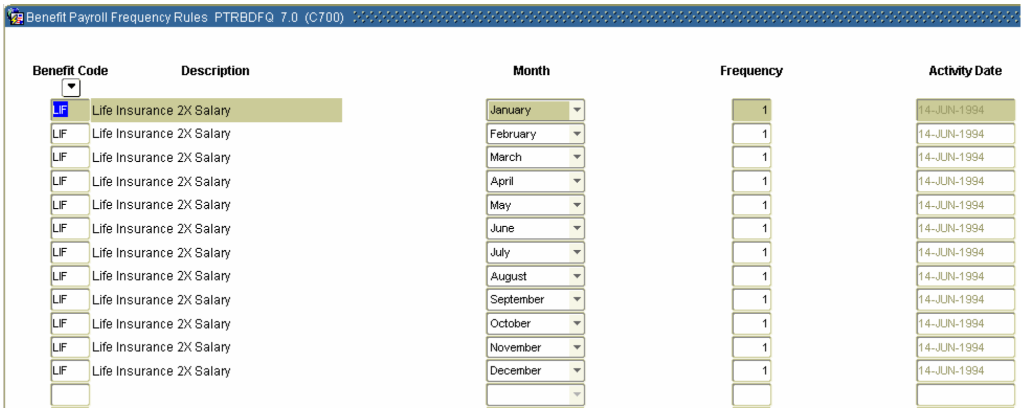
Step	Action
1	Access the Installation Rule Form (PTRINST).
2	Review the **Tax Free Life Insurance** field amounts to ensure the amounts entered reflect the government-defined tax-free coverage amounts for employees and their dependents.
3	Access the Taxable Life Insurance Premium Rule Form (PTRGTAX).
4	Review to ensure it is set up correctly to reflect the government-defined premium per $1000 of insurance coverage per month by age.

Define Monthly Life Insurance Deduction

Introduction

The Benefit Payroll Frequency Rules Form (PTRBDFQ) is used to define the monthly life insurance deduction.

Banner form



Benefit Payroll Frequency Rules PTRBDFQ 7.0 (C700)

Benefit Code	Description	Month	Frequency	Activity Date
LIF	Life Insurance 2X Salary	January	1	14-JUN-1994
LIF	Life Insurance 2X Salary	February	1	14-JUN-1994
LIF	Life Insurance 2X Salary	March	1	14-JUN-1994
LIF	Life Insurance 2X Salary	April	1	14-JUN-1994
LIF	Life Insurance 2X Salary	May	1	14-JUN-1994
LIF	Life Insurance 2X Salary	June	1	14-JUN-1994
LIF	Life Insurance 2X Salary	July	1	14-JUN-1994
LIF	Life Insurance 2X Salary	August	1	14-JUN-1994
LIF	Life Insurance 2X Salary	September	1	14-JUN-1994
LIF	Life Insurance 2X Salary	October	1	14-JUN-1994
LIF	Life Insurance 2X Salary	November	1	14-JUN-1994
LIF	Life Insurance 2X Salary	December	1	14-JUN-1994

Procedure

Follow these steps to define the monthly life insurance deduction.

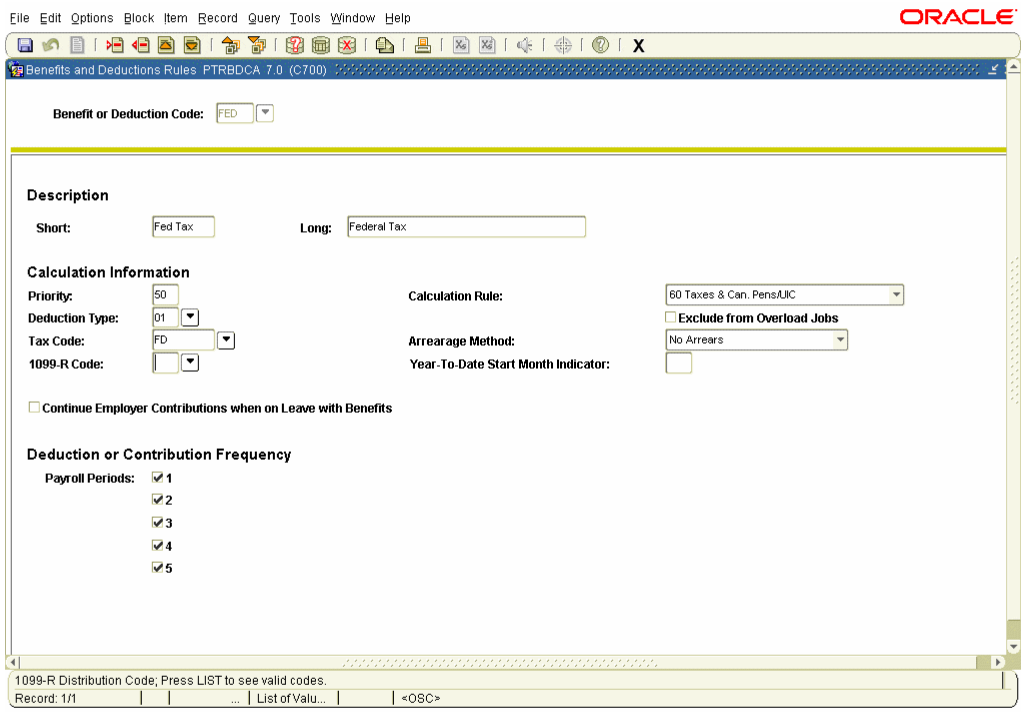
Step	Action
1	Access the Benefit Payroll Frequency Rules Form (PTRBDFQ).
2	Double-click in the **Benefit Code** file and using the Benefit/ Deduction code you previously defined, define how many times each month the deduction will be taken. Note: The system multiplies the calculated premium by this factor to determine the total monthly premium. The result is used for tax calculation purposes.
3	Select the month from the drop-down list in the **Month** field.
4	Enter the number of times the benefit is taken in a month in the **Frequency** field.
5	Click the **Save** icon.
6	Click the **Exit** icon.

Apply Benefit Codes

Introduction

The Benefits/Deductions Rule Form (PTRBDCA) is used to apply life insurance codes to benefit deductions.

Banner form



Procedure

Follow these steps to apply life insurance codes to benefit deductions.

Step	Action
1	Access the Benefits and Deduction Rules Form (PTRBDCA).
2	Add the Benefit/Deduction code previously defined to the Included Benefits/Deductions block for all the taxes for which the life insurance taxable premium should be added to the applicable gross, for purposes of imputing the tax.
3	Click the **Save** icon.
4	Click the **Exit** icon.
5	Access the Benefit Category Rule Form (PTRBCAT).
6	Add both Benefit/Deduction codes you previously defined to the Benefit Categories to which they apply.
7	Click the **Save** icon.
8	Click the **Exit** icon.

Topic D: Life Insurance – Method 2

Section B: Day-to-Day Operations

Overview

Purpose

The purpose of this section is to explain the procedures in recording life insurance (Method 2) information to the SCT Banner system.

Intended audience

Human Resources Office staff.

Objectives

At the end of this section, you will be able to

- establish and maintain Human Resource life insurance records for employees, their dependents, and beneficiaries.

Prerequisites

You should have

- completed the SCT Education Practices computer-based training (CBT) tutorial "Banner 6.x Fundamentals: Navigation and Forms," or have equivalent experience navigating in the SCT Banner System
- completed the Human Resources Overview workbook
- completed the Human Resources Biographic/Demographic workbook
- completed the Human Resources Employment Compensation workbook.

You will also need to ensure that the rules and validation codes in SCT Banner needed for employee life insurance processing have been set up for you.

In this workbook

These topics are covered in this section.

Topic	Page
Process Introduction	D-13
Create Deductions for Employee Elected Life Insurance Coverage	D-14
Set up and Run the Life Insurance Calculation Processes	D-15

Process Introduction

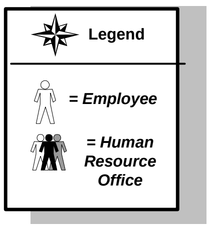
About the process

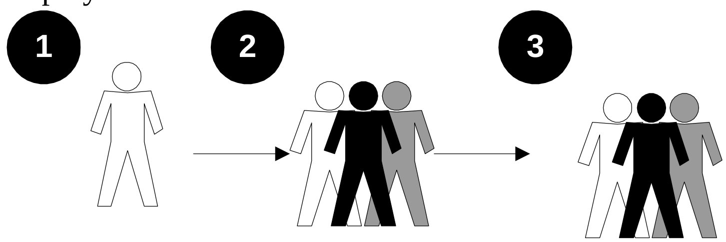
The Human Resource Office can

- maintain life insurance records for employees.

Flow diagram

This diagram highlights the processes used maintain life insurance records for employees.





Employee notifies Human Resources of Life Insurance preference

Human Resources records Life Insurance coverage for employee

Human Resources runs the Life Insurance Calculation Process and Report

What happens

The stages of the process are described in this table.

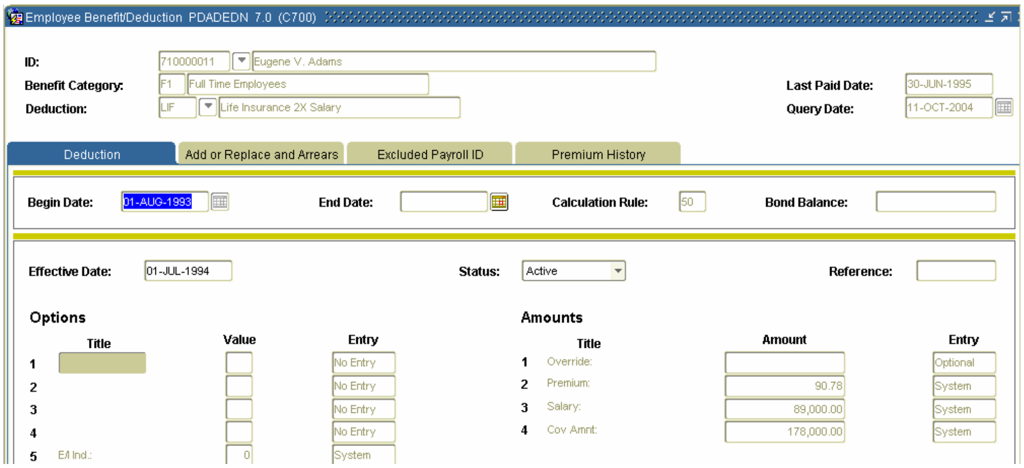
Stage	Description
	Human Resource Office
1	Employee notifies **Human Resources** of Life Insurance preference.
2	**Human Resources** records Life Insurance coverage for employee.
3	**Human Resources** runs the Life Insurance Calculation Process and Report.

Create Deductions for Employee Elected Life Insurance Coverage

Introduction

The Employee Benefit/Deduction Form (PDADEDN) is used to create deductions for the employee who has elected life insurance coverage.

Banner form



Procedure

Follow the steps to create deductions for the employee who has elected life insurance coverage.

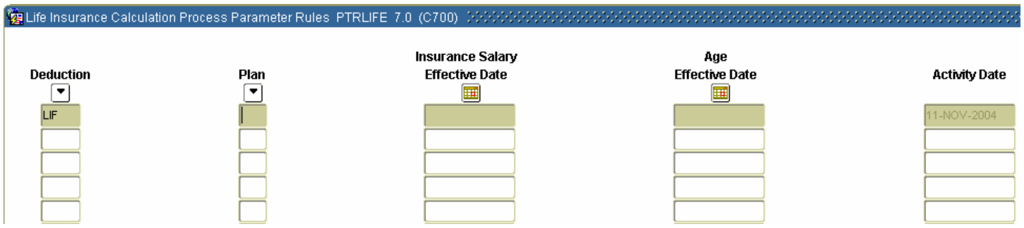
Step	Action
1	Access the Employee Benefit/Deduction Form (PDADEDN).
2	Enter the appropriate information in the **ID** and **Deduction** fields.
3	Select the **Next Block** function and enter the date information.
4	Select the **Next Block** function to access Deduction information.
5	Assign the employee the Benefit/Deduction code you previously defined. If the employee has no prior year earnings, or if you wish to override prior year earnings, enter the coverage amount in the **Amount 1** field.
6	Click the **Save** icon.
7	Click the **Exit** icon.

Set Up and Run the Life Insurance Calculation Process

Introduction

The Life Insurance Calculation Process Parameter Rule Form (PTRLIFE) is used to set up parameters to calculate the life insurance amounts.
See SCT Banner Human Resources Users Manual for information on Method 3 (Calculation Rule 52) and Method 4 (Calculation Rule 53).

Banner form



Procedure

Follow the steps to set up parameters to calculate the life insurance amounts.

Step	Action
1	Access the Life Insurance Calculation Process Parameter Rule Form (PTRLIFE).
2	Enter the Benefits/Deduction code in the **Deduction** field.
3	Establish the effective date parameters on the Life Insurance Calculation Process Parameter Rule Form (PTRLIFE) for the life insurance Deduction code and all applicable Plan codes created previously. The effective dates serve as parameters for the Life Insurance Calculation Process (PDPLIFE).
4	Enter dates in the **Insurance Salary Effective Date** and **Age Effective Date** fields.
5	Click the **Save** icon.
6	Click the **Exit** icon.
7	The effective dates for a plan involving fixed and variable deductions can each be different, and both do not necessarily have to change every month.

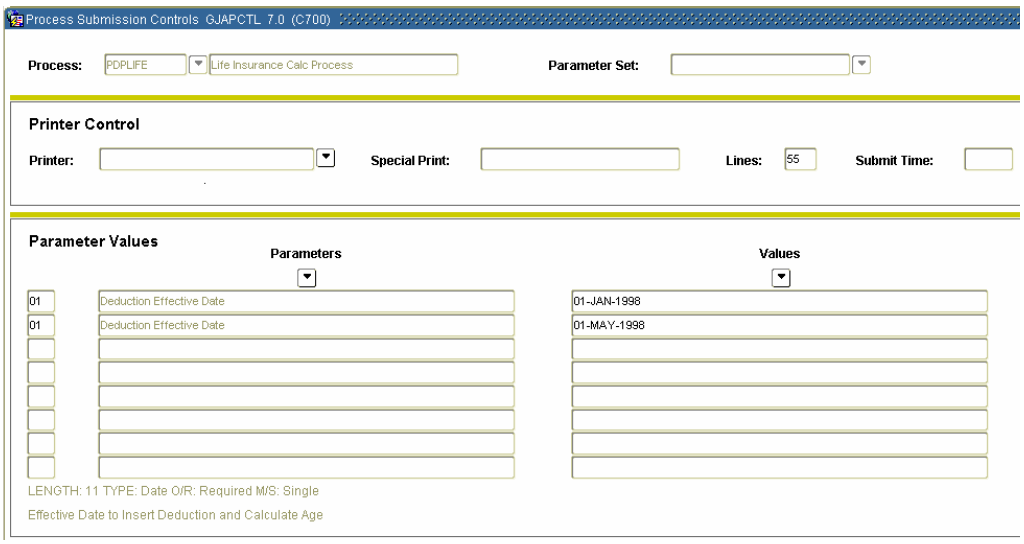
Continued on the next page

Introduction

The Life Insurance Calculation Process (PDPLIFE) is used to calculate the life insurance amounts.

Note: Run this process at the beginning of each month, before any payrolls have been run for the month. It determines coverage amounts, premium amounts, and taxable premium amounts. It compares them to existing amounts on the Employee Deduction Form (PDADEDN) Deduction block for deductions previously set up. If any of the amounts are different, the process creates a new record in the Deduction block with the effective date entered in the **Deduction Effective Date** field.

Banner form



Procedure

Follow these steps to complete the process.

Step	Action
1	Submit the Life Insurance Calculation Process (PDPLIFE).
2	In the **Deduction Effective Date** field, enter the date that will be input in PDADEDN's Deduction block with the system-calculated premium amount and Coverage amount for the deduction set up previously in the Deduction Effective Date.
3	Run the Life Insurance Calculation Report (PDRLIFE) to display the results of the Process (PDPLIFE).

Topic E: Beneficiaries and Coverage

Section A: Set up

Rule Forms that Control Employee Beneficiary and Coverage Processing

Introduction

Before SCT Banner can record and maintain employee beneficiary information in the system, there are several codes and rules that need to be set or created.

Intended audience

Human Resources Office staff.

Objectives

At the end of this section you will be able to set up beneficiary and coverage codes.

Types of rule and validation forms needed

These forms are used to set the rules and parameters in SCT Banner for handling employee records.

Form Description	Banner Name
Beneficiary Relationship Rule Form	PTRBREL

In this section

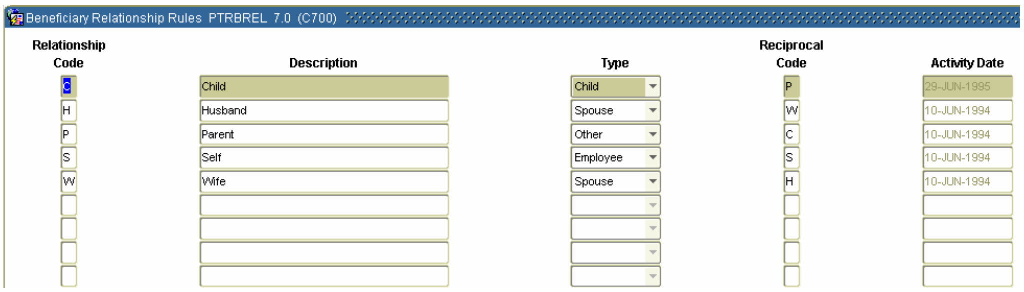
Topic	Page
Set Up the Beneficiary Relationship Rule Form	E-2

Set Up the Beneficiary Relationship Rule Form

Introduction

On the Beneficiary Relationship Rule Form (PTRBREL) you can establish codes that identify the relationship to an employee (or other benefactor) that makes a beneficiary eligible for benefits. Each code definition includes a code, a description of the relationship, a COBRA Beneficiary Type indicator, and a Reciprocal code specifying the relationship of the COBRA benefactor to the beneficiary.

Banner form


Beneficiary Relationship Rules PTRBREL 7.0 (C700)

Relationship Code	Description	Type	Reciprocal Code	Activity Date
C	Child	Child	P	29-JUN-1995
H	Husband	Spouse	W	10-JUN-1994
P	Parent	Other	C	10-JUN-1994
S	Self	Employee	S	10-JUN-1994
W	Wife	Spouse	H	10-JUN-1994

Procedure

Follow these steps to establish beneficiary relationship codes.

Step	Action
1	Access the Beneficiary Relationship Rule Form (PTRBREL).
2	Enter a unique one-character code in the **Relationship Code** field, to identify the beneficiary relationship you are defining. Note: The code you enter should identify the relationship of the beneficiary (the benefit recipient) to the benefactor (the person whose relationship to the beneficiary makes her or him eligible for benefits).
3	Enter a brief free-form text description of the category you are defining in the **Description** field.

Continued on the next page

Set Up the Beneficiary Relationship Rule Form, Continued

Procedure, continued

Step	Action
4	Using the drop-down list in the **Type** field, enter a value to identify the relationship of the COBRA person (beneficiary) to the COBRA benefactor. It is used when notification letters are sent to COBRA persons. Select one of the following values: <u>Child</u> The COBRA person is the child of an employee or other benefactor and has lost dependent status. The benefactor is the parent of the beneficiary. Enter this value if the code and description entered in the **Relationship Code** fields identify the benefactor as a parent (e.g., P (Parent). <u>Employee</u> The COBRA person is the employee. In this case, the employee is both the benefactor and the beneficiary. Enter this value if the code and description you entered in the **Relationship Code** fields identify the benefactor as the beneficiary (e.g., S (Self). <u>Spouse</u> The COBRA person is the spouse of an employee or other benefactor. Enter this value if the code and description you entered identify the benefactor as a spouse (e.g., H (Husband) or W (Wife). <u>Other</u> Enter this value if the COBRA person is not included in any of the categories above.
5	Enter a unique one-character code in the **Reciprocal Code** field, this identifies the relationship of the COBRA benefactor to the beneficiary. *Example*: The Reciprocal Code for Beneficiary Code C (Child) might be P (Parent).
6	Click the **Save** icon.
7	Click the **Exit** icon.

Topic E: Beneficiaries and Coverage

Section B: Day-to-Day Operations

Overview

Purpose

The purpose of this section is to explain the procedures in recording beneficiary information to the SCT Banner system.

Intended audience

Human Resources Office staff.

Objectives

At the end of this section, you will be able to

- establish and maintain Human Resource beneficiary records for employees, their dependents, and beneficiaries.

Prerequisites

You should have

- completed the SCT Education Practices computer-based training (CBT) tutorial "Banner 6.x Fundamentals: Navigation and Forms," or have equivalent experience navigating in the SCT Banner system
- completed the Human Resources Overview workbook
- completed the Human Resources Biographic/Demographic workbook
- completed the Human Resources Employment Compensation workbook.

You will also need to ensure that the rules and validation codes in SCT Banner needed for employee beneficiary processing have been set up for you.

In this workbook

These topics are covered in this section.

Topic	Page
Process Introduction	E-5
Maintaining Beneficiary Coverage	E-6

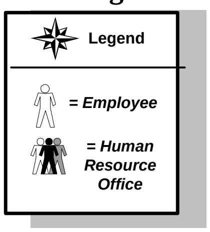
Process Introduction

About the process

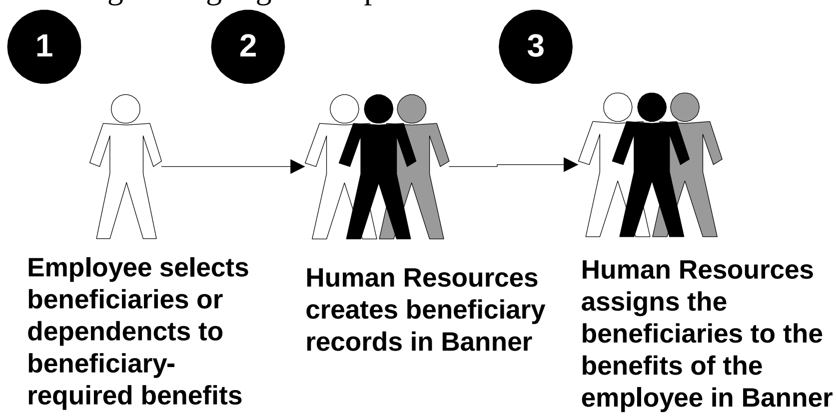
The Human Resource Office can:

- record information about an employee such as beneficiary information.

Flow diagram



This diagram highlights the processes used to maintain beneficiary coverage.



What happens

The stages of the process are described in this table.

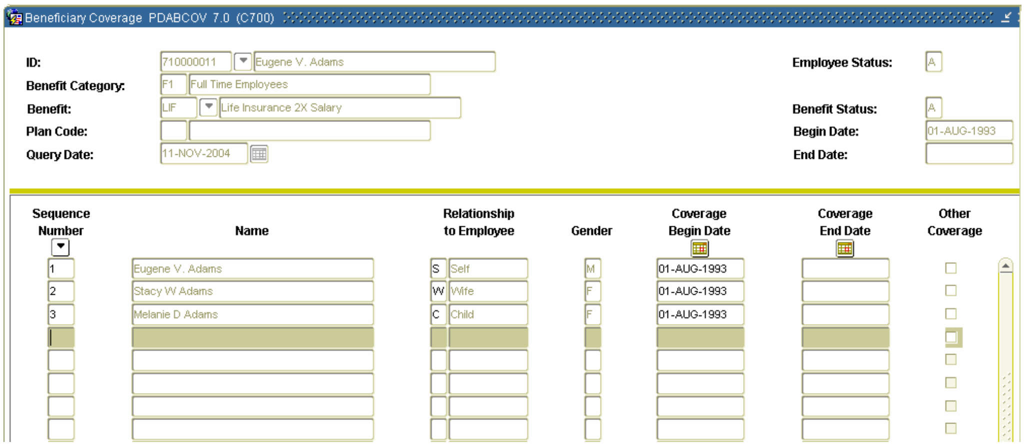
Stage	Description
	Human Resource Office
1	Employee lists beneficiaries or dependents to beneficiary-required benefits.
2	Human Resources create beneficiary records in Banner (Beneficiary Form, PDABENE).
3	**Human Resources** assign the beneficiaries to the benefits of the employee in Banner (Beneficiary Coverage Form, PDABCOV).

Maintaining Beneficiary Coverage

Introduction

The Beneficiary Coverage Form (PDABCOV) allows you to view, add, or delete dependents and beneficiaries by employee for each benefit.

Banner form



Procedure

Follow the steps to complete the process.

Step	Action
1	Access the Beneficiary Coverage Form (PDABCOV).
2	Select the **Search** function in the **ID** field and select the ID of the person who has elected coverage.
3	Select the **Search** function in the **Benefit** field and select a Benefit code from the Employee Deduction Query Form (PDIDLST).
4	The Plan code will display in the **Plan Code** field when a Benefit code is selected.
5	The **Query Date** will default to the current date.
6	Perform a **Next Block** function.
7	Select the **Search** function in the **Sequence Number** field and select each Sequence Number from the Beneficiary Form (PDABENE). Note: The employee is always Sequence Number One.
8	Click the **Save** icon.
9	Perform these steps for each Benefit code.
10	Click the **Exit** icon.

Topic F: COBRA

Section A: Set up

Rule Forms that Control COBRA Processing

Introduction

Before SCT Banner can record and maintain employee COBRA information in the system, there are several codes and rules that need to be set or created.

Intended audience

Human Resources Office staff.

Objectives

At the end of this section you will be able to set up COBRA codes.

Types of rule and validation forms needed

These forms are used to set the rules and parameters in SCT Banner for handling employee records.

Form Description	Banner Name
Installation Rules Form	PTRINST
COBRA Benefit Coverage Rules Form	PTRCBEN
COBRA Reason Rules Form	PTRCOBR

In this section

These topics are covered in this section.

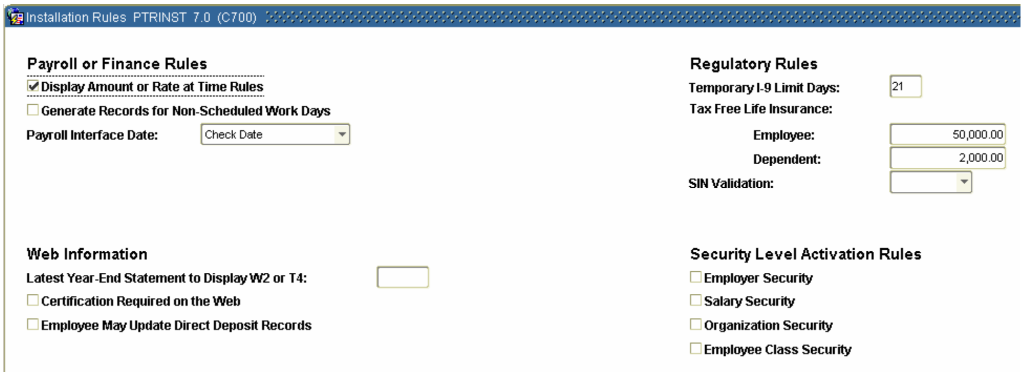
Topic	Page
Set Up the Installation Rules Form	F-2
Set Up the COBRA Rules Form	F-5
Set Up COBRA Reason Rules Form	F-9

Set Up the Installation Rules Form

Introduction

The Installation Rules Form (PTRINST) is used to complete the COBRA Information.

Banner form



Procedure

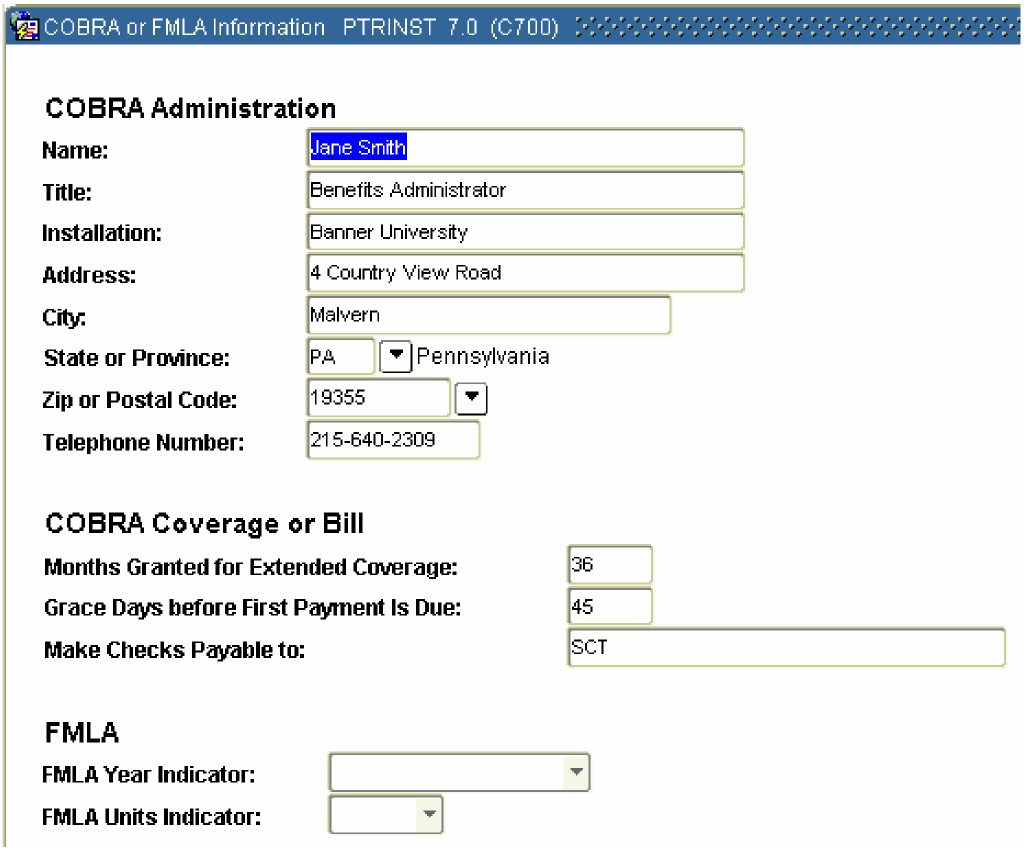
Follow these steps to open the form.

Step	Action
1	Access the Installation Rules Form (PTRINST).

Continued on the next page

Set Up the Installation Rules Form, Continued

Options – COBRA or FMLA



Procedure

Follow these steps to enter COBRA or FMLA information.

Step	Action
1	Access COBRA or FMLA from the **Options** menu.
2	Enter the name of the COBRA administrator at your organization in the **Name** field.
3	Enter the title held by the COBRA administrator, whose name was entered in the **Name** field, in the **Title** field.
4	Enter the name of your organization in the **Installation** field, as you want it displayed in COBRA-related correspondence.
5	Enter the street address and city of the organization in the **Address** and **City** fields.
6	Double-click the **State or Province** field and select the appropriate code for the location from the State/Province Validation Code Form (STVSTAT).
7	Select the **Search** function in the **Zip or Postal Code** field and select the zip code from the Zip/Postal Code Validation form (GTVZIPC).

Continued on the next page

Set Up the Installation Rules Form, Continued

Procedure, continued

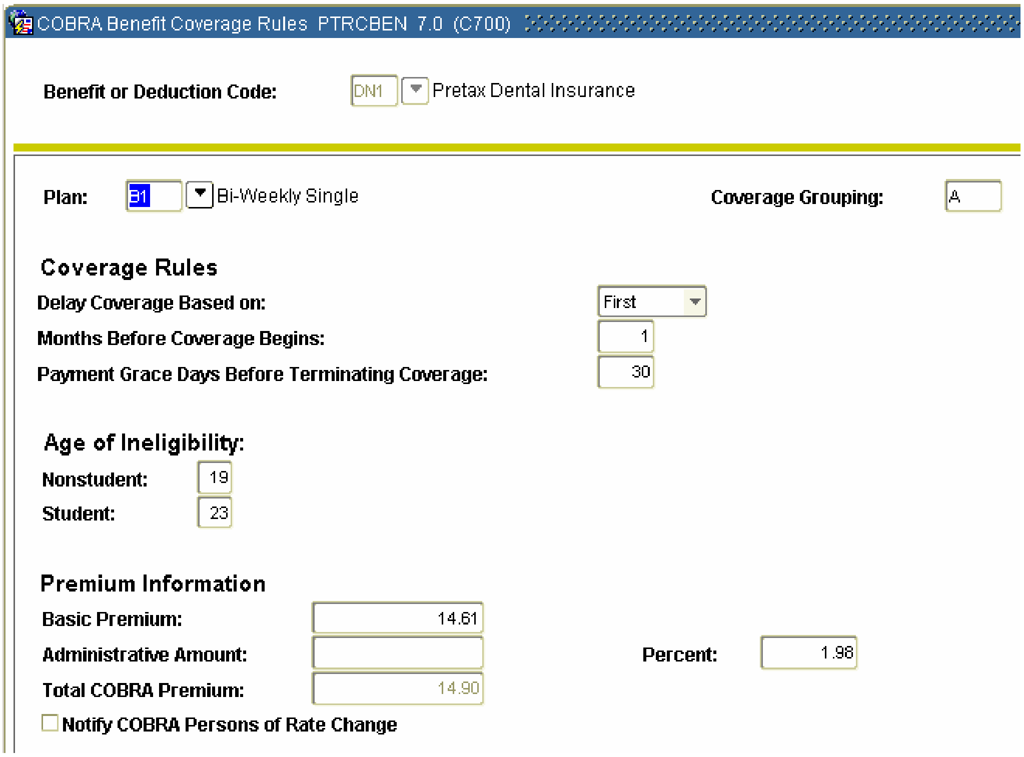
Step	Action
8	Enter the twelve-character telephone number of the organization in the **Telephone Number** field.
9	Enter the number of months COBRA coverage can be extended because of a second qualifying event in the **# of Months Granted for Extended Coverage** field.
10	Enter the number of grace days provided for payment of the first COBRA bill in the **# of Grace Days before First Payment Is Due** field.
11	Complete the **Make Checks Payable To** field for the COBRA premium payment checks.
12	Click the **Save** icon.
13	Click the **Exit** icon.

Set Up the COBRA Rules Form

Introduction

The COBRA Benefit Coverage Rules Form (PTRCBEN) is used to set up COBRA plan selections and appropriate charges for use on the COBRA Person Form (PCAPERS). Identify those benefits that a COBRA person is eligible to elect. Benefits set up here must already exist on the Benefit and Deduction Rules Form (PTRBDCA). You can establish administrative fees by percentage or dollar amounts. You must define Plan codes with this form before completing the COBRA Person Form (PCAPERS).

Banner form



How to complete

Follow the steps to set up COBRA plan selections.

Step	Action
1	Access the COBRA Benefit Coverage Rules Form (PTRCBEN).
2	Double-click the **Benefit or Deduction Code** field and select a Benefit code for which to establish COBRA plans.
3	Perform a **Next Block** function.
4	If the **Plan Code** field is not populated, double-click in the field to access the Benefit/Deduction Plans window and select a code.
5	The **Coverage Grouping** field is populated with the code of the benefit group associated with this plan.

Continued on the next page

Set Up the COBRA Rules Form, Continued

Procedure, continued

Step	Action
6	Select the COBRA benefit delay indicator in the **Delay Coverage Based On** field, from the following values: <u>First</u> COBRA benefit coverage begins the first day of the month. The month is determined by advancing the month entered in the **Coverage Begin Date** field on the COBRA Person Form (PCAPERS) by the number of months entered in **Number of Months Before Coverage Begins**. If, for example, you enter *1* when the value of the **Coverage Begin Date** field is June 12, entering *F* in this field causes coverage to begin on July 1. <u>Last</u> COBRA benefit coverage begins the last day of the month. Advance the month entered in the **Coverage Begin Date** field on the COBRA Person Form (PCAPERS) by the number of months entered in the Number of Months Before **Coverage Begins** field. This determines the applicable month. If, for example, you enter *1* when the value of the **Coverage Begin Date** field is June 12, entering *L* in this field causes coverage to begin on July 31. <u>Months</u> COBRA benefit coverage begins on the day of the month specified in the **Coverage Begin Date** field on the COBRA Person Form (PCAPERS). The actual date that coverage begins is determined by advancing that date by the number of months entered in the **Number of Months Before Coverage Begins** field.
7	In the **Number of Months Before Coverage Begins** field, enter the number of months to be added to the month specified in the PCAPERS **Coverage Begins** field, to arrive at the first month of COBRA benefit coverage. <u>Note:</u> The actual date that coverage begins is determined by using the value entered here to calculate the first month of coverage, then using the value entered in the **Delay Coverage Based On** field to determine the first day of coverage.

Continued on the next page

Set Up the COBRA Rules Form, Continued

Procedure, continued

Step	Action
8	Enter the number of days in the premium payment grace period in the **Number of Grace Days for Payment Before Terminating Coverage** field. The minimum number of grace days is thirty. If you do not want a grace period of more than thirty days, select **Next Item** in this field to assign a system-generated value of thirty. Note: COBRA coverage will be terminated for non-payment of premium at the end of the grace period. The date coverage is terminated will be determined by extending the payment period beyond the first of the month by the number of days specified in this field.
9	Enter the age in the **Age of Ineligibility/Non-student** field, at which a dependent ceases to be eligible for this COBRA benefit, if she or he is not a full-time student.
10	Enter the age in the **Age of Ineligibility/Student** field, at which a dependent ceases to be eligible for this COBRA benefit regardless of student status.
11	Enter the Basic Premium cost of the plan in the **Basic Premium** field. Note: Do not enter a dollar sign ($).
12	Enter the dollar amount to be added to the cost of this plan as an administrative charge in the **Administrative Amount** field. Note: The percentage-of-cost represented by the amount you entered appears in the **Percent** field. If you want to enter a percentage cost instead of a dollar amount, leave this field blank.
13	Enter a percentage in the **Percent** field if you want the administrative charge to be calculated by a percentage. Note: The system calculates the charge and displays it in the **Administrative Amount** field.
14	Review the value displayed in the Total **COBRA Premium** field. Note: It results from the system adding the amount in the **Administrative Amount** field to the value in the **Basic Premium** field.

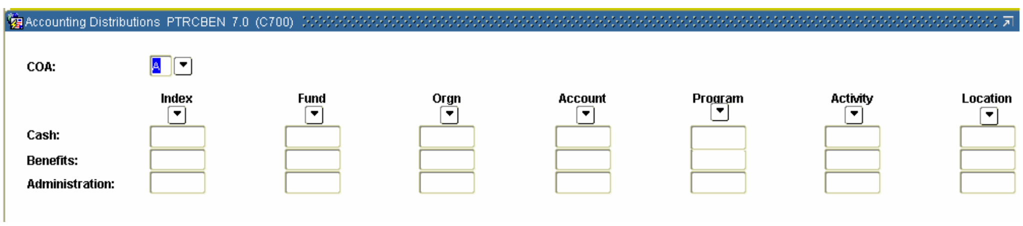
Continued on the next page

Set Up the COBRA Rules Form, Continued

Procedure, continued

Step	Action
15	Click the **Notify COBRA Persons of Rate Change** checkbox if you want to generate a rate change letter for COBRA people having this benefit. Note: Letters are generated when the Rate Change Letter Process (PCRRATE) is run.
16	To enter another plan repeat **Steps 4** through **15**.
17	Click the **Save** icon.

Options – Accounting Distributions



Procedure

Follow these steps to enter accounting distribution options.

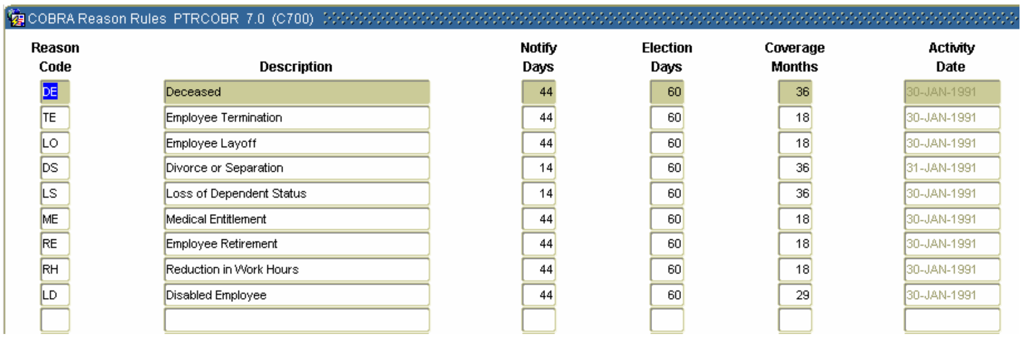
Step	Action
1	Access Accounting Distributions from the **Options** menu.
2	Select the **Search** function in the **COA** field and select the code of the Chart of Accounts for this accounting distribution.
3	Enter the FOAPAL of the accounts you want the **Cash**, **Benefits**, and **Administration** fields to be distributed to in the Payroll to Finance Interface.
4	Click the **Save** icon.
5	Click the **Exit** icon.

Set Up the COBRA Reason Rules Form

Introduction

The COBRA Reason Rules Form (PTRCOBR) is used to create COBRA eligibility rules. Each rule includes a two-character code, a description, the number of days allowed for notification and response, and the number of months of coverage. You must define Reason codes on this form before completing the COBRA Person Form (PCAPERS).

Banner form



COBRA Reason Rules PTRCOBR 7.0 (C700)

Reason Code	Description	Notify Days	Election Days	Coverage Months	Activity Date
DE	Deceased	44	60	36	30-JAN-1991
TE	Employee Termination	44	60	18	30-JAN-1991
LO	Employee Layoff	44	60	18	30-JAN-1991
DS	Divorce or Separation	14	60	36	31-JAN-1991
LS	Loss of Dependent Status	14	60	36	30-JAN-1991
ME	Medical Entitlement	44	60	18	30-JAN-1991
RE	Employee Retirement	44	60	18	30-JAN-1991
RH	Reduction in Work Hours	44	60	18	30-JAN-1991
LD	Disabled Employee	44	60	29	30-JAN-1991

Procedure

Follow these steps to create COBRA eligibility rules.

Step	Action
1	Access the COBRA Reason Rules Form (PTRCOBR).
2	Enter a unique code to identify the COBRA qualifying reason you are defining or revising in the **Reason Code** field.
3	Enter a brief description of the COBRA qualifying reason you are defining in the **Description** field. <u>Note</u>: If you are revising an existing qualifying reason, the system displays its description in this field.
4	Enter the number of days (from the qualifying date) in the **Notify Days** field, that the enterprise has to notify the COBRA person of the coverage **Options** and plan costs.

Continued on the next page

Set Up the COBRA Reason Rules Form, Continued

Procedure, continued

Step	Action
5	Enter the number of days allowed to the COBRA person to elect coverage in the **Elect Days** field. Note: The number of days you enter will be counted from the later of the notification date or the date of coverage loss.
6	Enter the number of months provided for this COBRA reason in the **Coverage Months** field.
7	Perform a **Next Record** function to define another COBRA **Reason Code** and repeat the process.
8	Click the **Save** icon.
9	Click the **Exit** icon.

Topic F: COBRA

Section B: Day-to-Day Operations

Overview

Purpose

The purpose of this section is to explain the procedures in recording COBRA information to the SCT Banner system.

Intended audience

Human Resources Office staff.

Objectives

At the end of this section, you will be able to

- establish and maintain Human Resource COBRA records for employees, their dependents, and beneficiaries.

Prerequisites

You should have

- completed the SCT Education Practices computer-based training (CBT) tutorial "Banner 6.x Fundamentals: Navigation and Forms," or have equivalent experience navigating in the SCT Banner system
- completed the Human Resources Overview workbook
- completed the Human Resources Biographic/Demographic workbook
- completed the Human Resources Employment Compensation workbook.

You will also need to ensure that the rules and validation codes in SCT Banner needed for COBRA processing have been set up for you.

In this workbook

These topics are covered in this section.

Topic	Page
Process Introduction	F-12
Make an Employee Eligible for COBRA	F-13
Make a Former Employee/Beneficiary a COBRA Person	F-19
Create COBRA Coverage for Employee and/or Dependents	F-23

Process Introduction

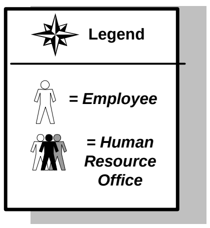
About the process

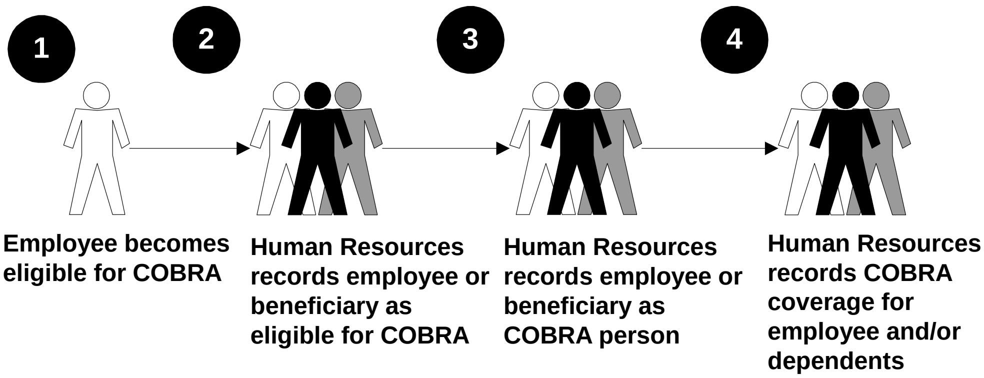
The Human Resource Office can:

- record information about an employee such as COBRA information.

Flow diagram

This diagram highlights the processes used to record COBRA information.





What happens

The stages of the process are described in this table.

Stage	Description
	Human Resource Office
1	Employee becomes eligible for COBRA.
2	**Human Resources** records employee or beneficiary as eligible for COBRA.
3	**Human Resources** make the employee or beneficiary a COBRA Person.
4	**Human Resources** records COBRA Coverage for Employee and/or Dependents.

Make an Employee Eligible for COBRA

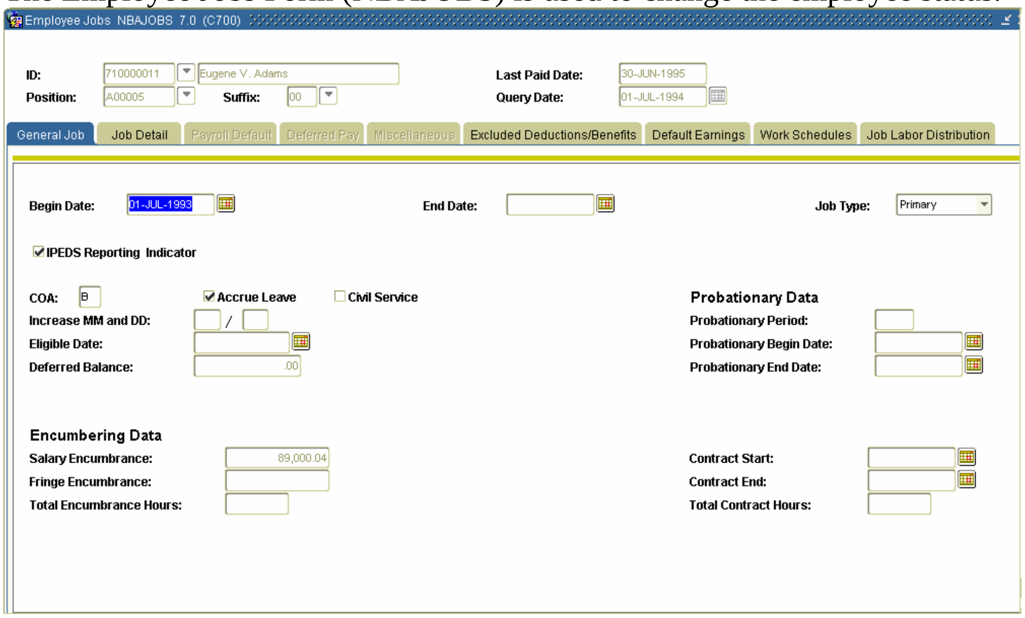
Forms required

Three forms are used to make an employee eligible for COBRA:

- Employee Jobs Form (NBAJOBS)
  used to change the employee status
- Employee Benefit Deduction Form (PDADEDN)
  used to terminate employee deductions
- Employee Form (PEAEMPL)
  used to enter the employee termination or leave of absence info.

Banner form

The Employee Jobs Form (NBAJOBS) is used to change the employee status.



Procedure

Follow the steps to change an employee status.

Step	Action
1	Access the Employee Jobs Form (NBAJOBS).
2	Select the **Search** function in the **ID** field and select the employee ID from the Employee Search Form (POIIDEN).
3	Select the **Search** function in the **Position** field and select the primary Position code for the employee whose status is changing from the List of Employee's Jobs (NBIJLST).
4	Perform a **Next Block** function.

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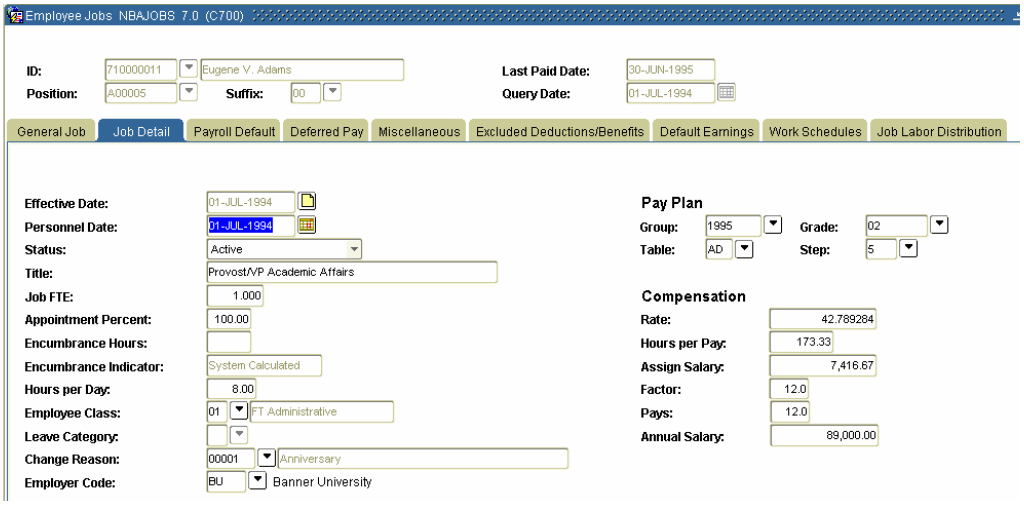
Make an Employee Eligible for COBRA, Continued

Job Detail tab



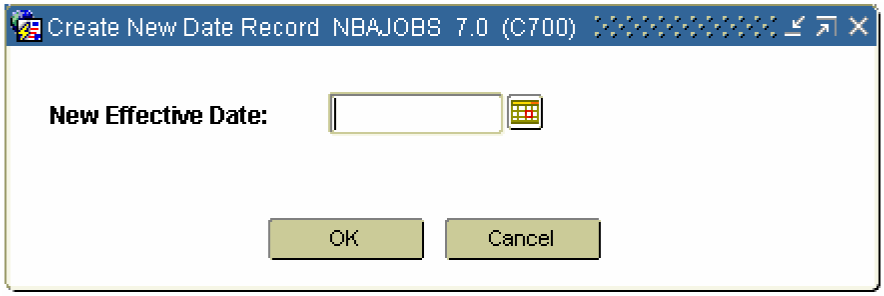
Procedure

Follow these steps to complete the process.

Step	Action
1	Access Job Detail tab.

Continued on the next page

Options – Add a Change with a New Effective Date



Procedure

Follow these steps to complete the process.

Step	Action
1	Access <u>Add a Change with A New Effective Date</u> from the **Options** menu.
2	Enter the effective date for the employee's job status change in the **New Effective Date** field.
3	Click **OK**.
4	Select *Leave w/o Pay, w/o Ben, or Terminated* from the drop-down list in the **Status** field.
5	Click the **Save** icon.
6	Click the **Exit** icon. <u>Note:</u> If the employee has a secondary or overload job, repeat this process for each of the employee's jobs.

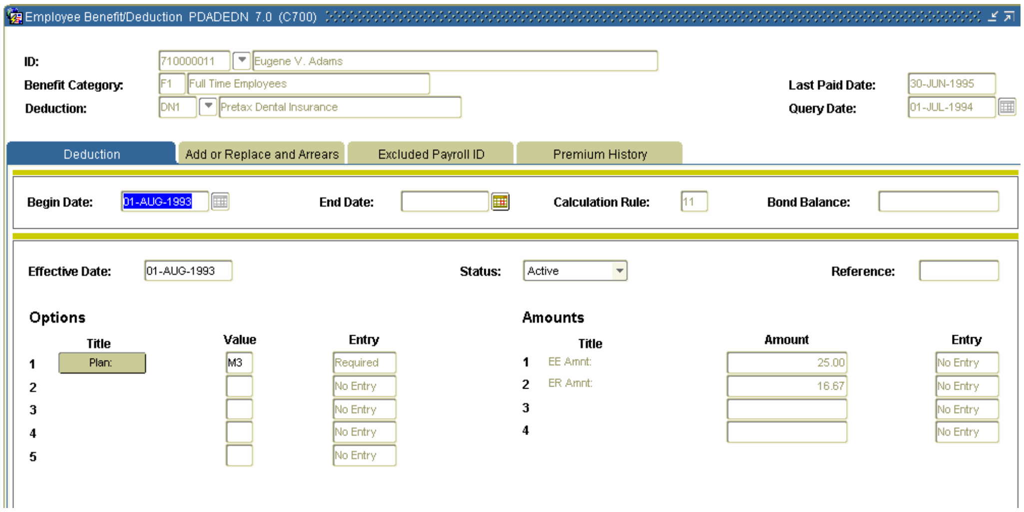
Continued on the next page

Make an Employee Eligible for COBRA, Continued

Introduction

The Employee Deduction Form (PDADEDN) is used to terminate all of the employees' deductions.

Banner form



Procedure

Follow these steps to terminate all of the employees' deductions.

Step	Action
1	Access the Employee Benefit Deduction Form (PDADEDN).
2	Select the **Search** function at the **ID** field and select the employee ID from the Employee Search Form (POIIDEN).
3	Enter the deduction code for the benefit/deduction to be terminated in the **Deduction** field.
4	Perform a **Next Block** function.

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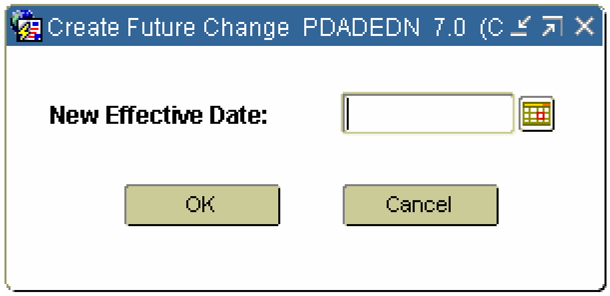
Make an Employee Eligible for COBRA, Continued

Options – New Effective Date



Procedure

Follow these steps to complete the process.

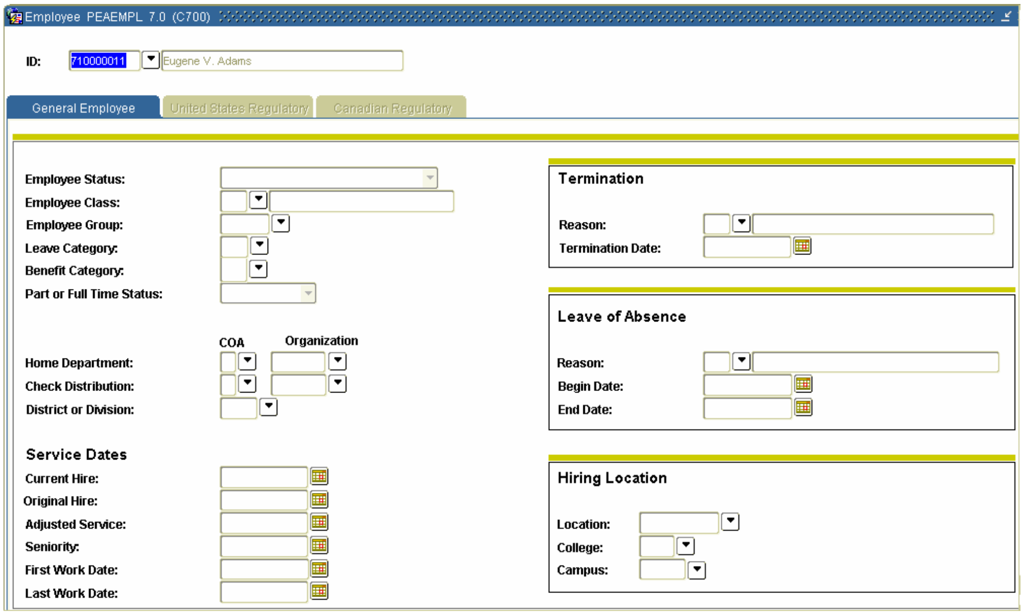
Step	Action
1	Access <u>New Effective Date</u> from the **Options** menu.
2	Enter the date you want to terminate the benefit/deduction in the **New Effective Date** field of the Create Future Change window.
3	Click **OK**.
4	Perform a **Next Block** function.
5	Select *Terminated* from the drop-down list in the **Status** field.
6	Click the **Save** icon.
7	Click the **Exit** icon. (Repeat this for each benefit).

Continued on the next page

Make an Employee Eligible for COBRA, Continued

Banner form

The Employee Form (PEAEMPL) is used to enter the employees' termination or leave of absence information.



Procedure

Follow these steps to enter the person's termination information.

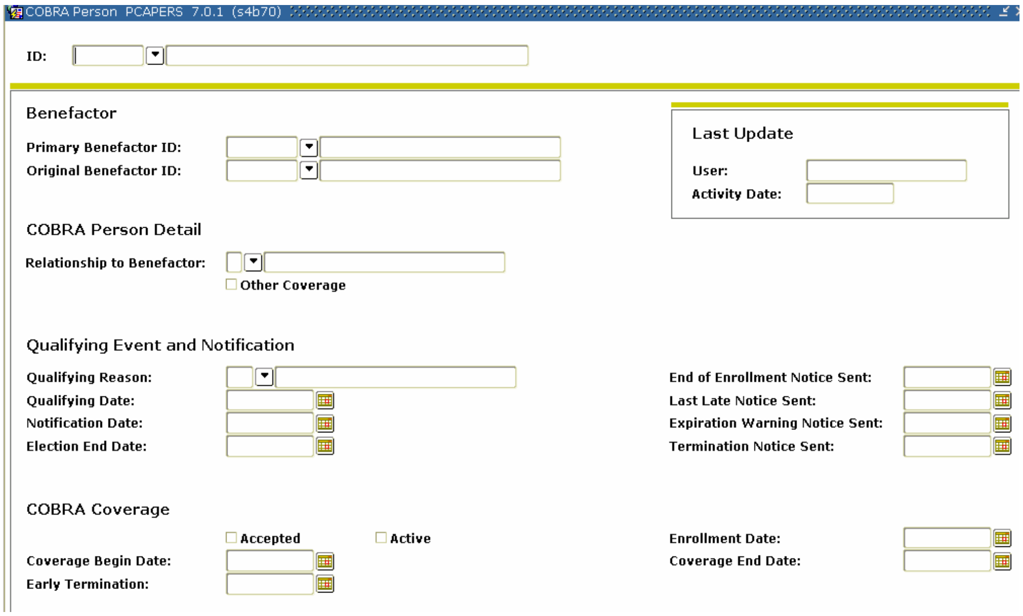
Step	Action
1	Access the Employee Form (PEAEMPL).
2	Select the **Search** function in the **ID** field and select the employee ID from the Employee Search Form (POIIDEN).
3	Perform a **Next Block** function.
2	Enter the date the termination becomes effective in the **Termination Date** field or the length of the leave of absence in the **Begin Date** and **End Date** fields.
3	Click the **Save** icon.
4	Click the **Exit** icon. <u>Note</u>: In the case of either a leave or termination, SCT Banner will automatically change the employee's status on the day the leave or termination takes effect.

Make a Former Employee/Beneficiary a COBRA Person

Introduction

The COBRA Person Form (PCAPERS) is used to collect and maintain information on those persons eligible for COBRA benefits.

Banner form



Procedures

Follow the step to collect COBRA information.

Step	Action
1	Access the COBRA Person Form (PCAPERS).
2	Select the **Search** function in the **ID** field and select the ID of the person who is to become a COBRA Person.
3	Perform a **Next Block** function.
4	Select the **Search** function in the **Primary Benefactor ID** field and select and return the ID of the COBRA Person's Benefactor from the Employee Search Form (POIIDEN).
5	If the Primary Benefactor has a Benefactor, that person's name and ID will display in the **Original Benefactor ID** field.

Continued on the next page

Make a Former Employee/Beneficiary a COBRA Person, Continued

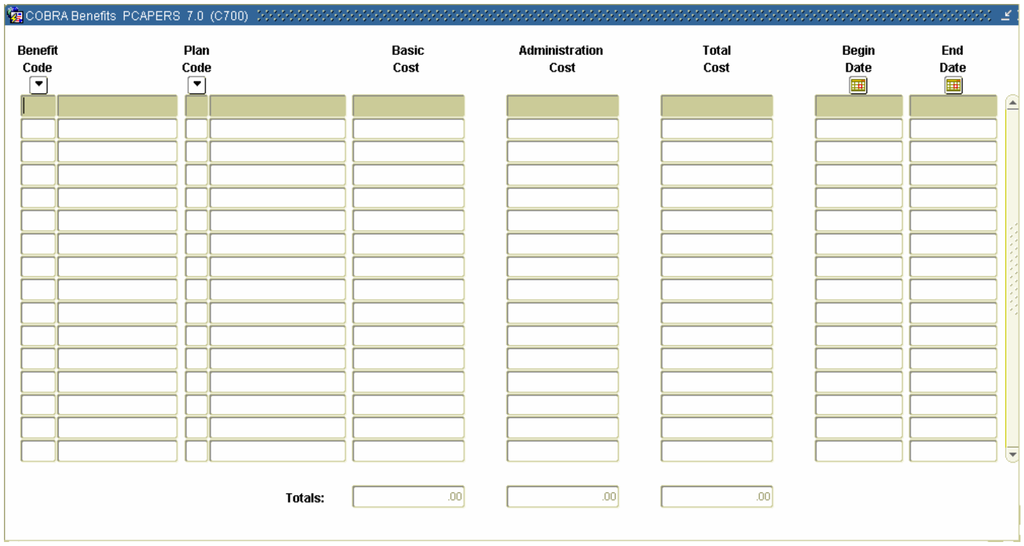
Procedure, continued

Step	Action
6	Select the **Search** function in the **Relationship to Benefactor** field and select a relationship code from the Beneficiary Relationship Rule Form (PTRBREL). Note: The value in this field specifies the valid Relationship code for the relationship of the COBRA Benefactor to the COBRA Person.
7	If the COBRA Person has other medical coverage, click the **Other Coverage** checkbox. Note: If this is the case, the person is not eligible for COBRA medical coverage. If the person has no other medical coverage, it should be unchecked.
8	Select the **Search** function in the **Qualifying Reason** field and select and return a reason code form the COBRA Rule Form (PTRCOBR).
9	Enter the date the person became eligible for benefits in the **Qualifying Date** field.
10	Enter the date the notification letter is to be sent to the COBRA Person. In the **Date Notified** field.
11	Enter the last date the person may elect COBRA coverage in the **Election End Date** field.
12	Click the **Coverage Accepted** checkbox if coverage has been accepted.
13	Click the **Active** checkbox to indicate that the COBRA coverage is active.
14	The **Enrollment Date** specifies the date the employer receives the person's COBRA acceptance letter. The displayed value is the current date when the **Accepted** field is checked.
15	The date in the **Coverage Begin Date** field specifies the first day COBRA coverage is to be effective for this person.
16	The **Coverage End Date** field specifies the date COBRA coverage ends. The date is calculated to be the Qualifying Date plus the number of months of COBRA coverage for this person.
17	The **Early Termination** field specifies the date the person declines COBRA coverage.
18	Click the **Save** icon.

Continued on the next page

Make a Former Employee/Beneficiary a COBRA Person,
Continued

Options – COBRA Benefits



Procedure

Follow these steps to complete the process.

Step	Action
1	Access COBRA Benefits from the **Options** menu.
2	Select the **Search** function in the **Benefit Code** field and select and return the Benefit/Deduction code for the health benefits under which the COBRA Person or her/his Benefactor is currently covered. Note: When the Notification of COBRA eligibility letter is generated, the system will look at this record and match it with the other plans within the same Benefit/Deduction code that are in the same group defined on the COBRA Benefit Coverage Rule Form (PTRCBEN). Benefits that are grouped together on PTRCBEN will be listed on the notification letter as benefits from which the COBRA person can elect coverage.
3	Select the **Search** function in the **Plan Code** field, and select and return the corresponding plan code.
4	The system based on the Qualifying Date entered earlier, plus the Delay and Months fields completed on the COBRA Benefit Coverage Rule Form (PTRCBEN) for the Benefit/Deduction code entered automatically, populate the **Begin Date** field.

Continued on the next page

Make a Former Employee/Beneficiary a COBRA Person,
Continued

Procedure, continued

Step	Action
5	The **End Date** field is automatically populated based on the **Begin Date** plus the Cover Months entered on the COBRA Reason Rule Form (PTRCOBR).
6	Repeat the process for all benefits under which the COBRA Person is currently covered.
7	Click the **Save** icon.
8	Click the **Exit** icon.

Create COBRA Coverage for Employees and/or Dependents

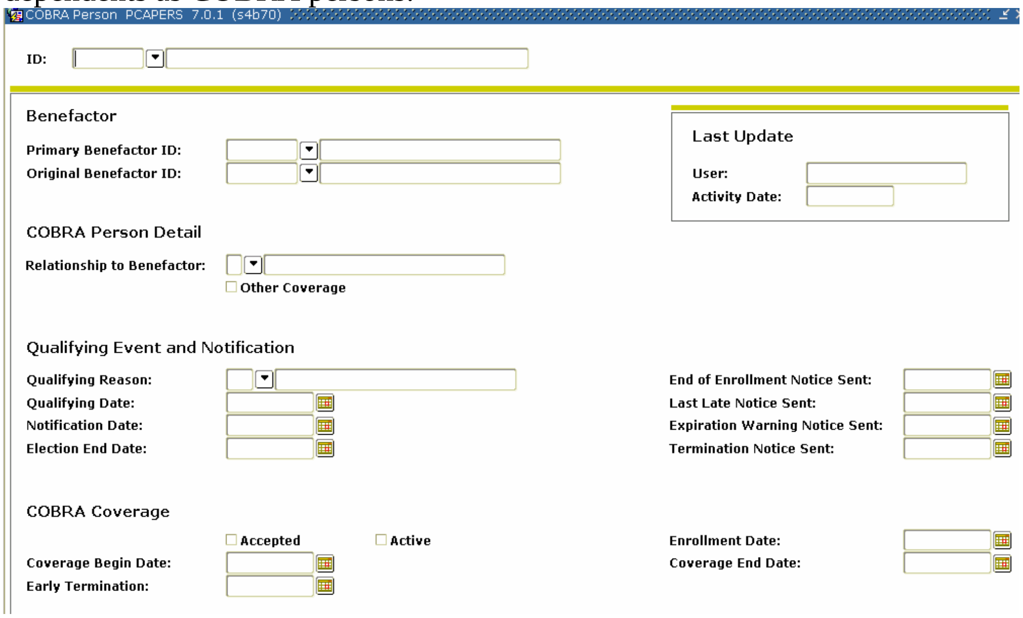
Forms required

Three forms are used to create COBRA coverage for employees and/or dependents:

- COBRA Person Form (PCAPERS)
  set up employee as COBRA
- COBRA Dependent and Beneficiary Form (PCABENE)
  set up COBRA employee and beneficiary
- COBRA Beneficiary Coverage Form (PCABCOV)
  set up COBRA coverage.

Banner form

The COBRA Person Form (PCAPERS) is used to set up employees and their dependents as COBRA persons.



Procedures

Follow the steps to set up an employee or dependent as a COBRA person.

Step	Action
1	Access the COBRA Person Form (PCAPERS).
2	Select the **Search** function in the **ID** field and select the ID of the person who has elected coverage from the Employee Search Form (POIIDEN).
3	Perform a **Next Block** function.

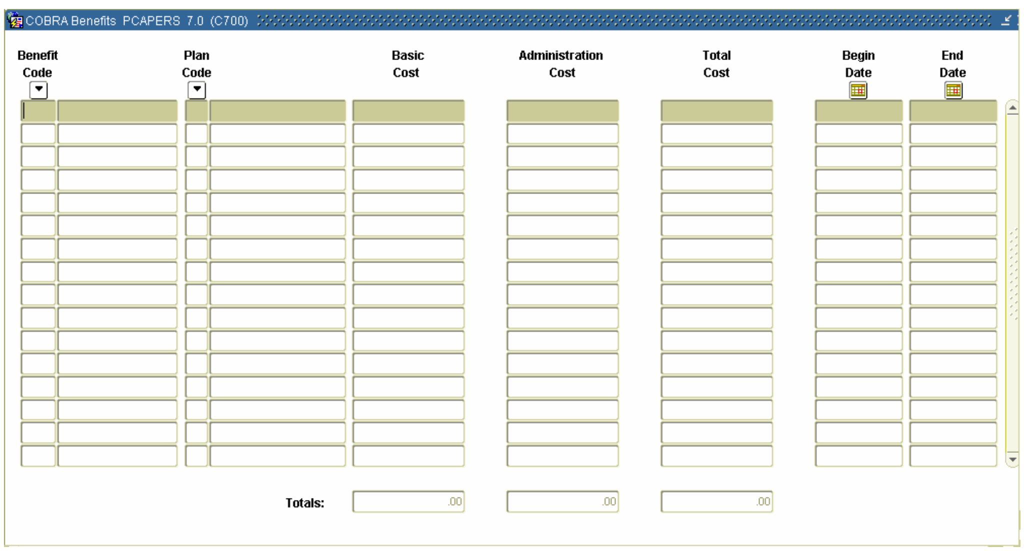
Continued on the next page

Create COBRA Coverage for Employees and/or Dependents, Continued

Procedure, continued

Step	Action
4	Click the **Accepted** checkbox to indicate that the person has elected COBRA coverage.
5	Click the **Active** checkbox to indicate the coverage is active.
6	The **Enrollment Date** field specifies the date the employer received the person's COBRA acceptance letter. The value displays the current date when the **Accepted** box is checked.
7	The **Coverage Begin Date** field specifies the date the first day COBRA coverage is effective for this person.
8	The **Coverage End Date** field specifies the date COBRA coverage ends. The date is calculated to be the Qualifying Date plus the number of months of COBRA coverage for this person. This data is obtained from the COBRA Rule Form (PTRCOBR).
9	Click the **Save** icon.

Options – COBRA Benefits



Procedure

Follow these steps to complete the process.

Step	Action
1	Access <u>COBRA Benefits</u> from the **Options** menu.
2	Delete or change the Benefit/Deduction code to reflect the coverage the person has elected in the **Benefit Code** field.

Continued on the next page

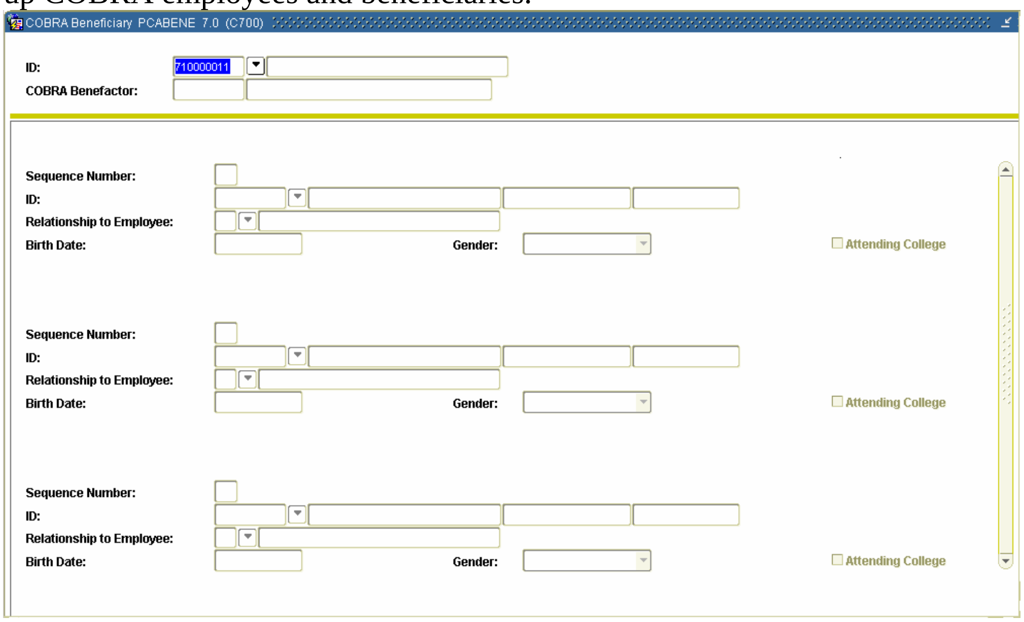
Create COBRA Coverage for Employees and/or Dependents, Continued

Procedure, continued

Step	Action
3	Delete or change the Plan code to reflect the coverage the person has elected in the **Plan Code** field.
4	Click the **Save** icon.
5	Click the **Exit** icon.

Banner form

The COBRA Dependent and Beneficiary Form (PCABENE) enables you to set up COBRA employees and beneficiaries.



Procedure

Follow these steps to complete the process.

Step	Action
1	Access the COBRA Dependent and Beneficiary Form (PCABENE).
2	Select the **Search** function in the **ID** field and select and return the ID of the person who has elected coverage.
3	Perform a **Next Block** function.
4	Enter *1* in the **Sequence Number** field.
5	From the drop-down list in the **Relationship to Employee** field, select the *Self* code from Beneficiary Relationship Rule Form (PTRBREL).

Continued on the next page

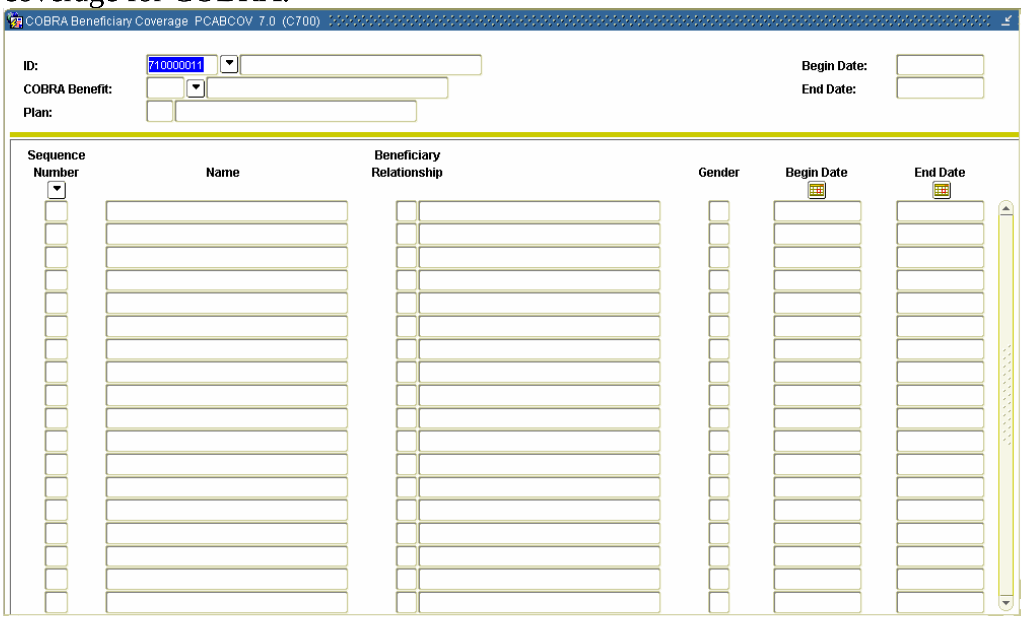
Create COBRA Coverage for Employees and/or Dependents, Continued

Procedure, continued

Step	Action
6	Tab to the next record, and enter *2* in the **Sequence Number** field.
7	Select the **Search** function in the **ID** field and select and return the ID of the dependent.
8	Repeat this process until a record is completed for each of the COBRA Person's potential beneficiaries.
9	Click the **Save** icon.
10	Click the **Exit** icon.

Banner form

The COBRA Beneficiary Coverage Form (PCABCOV) enables you to set up coverage for COBRA.



Procedure

Follow these steps to complete the process.

Step	Action
1	Access the COBRA Beneficiary Coverage Form (PCABCOV).
2	Select the **Search** function in the **ID** field and select and return the ID of the person who has elected coverage.

Continued on the next page

Create COBRA Coverage for Employees and/or Dependents, Continued

Procedure, continued

Step	Action
3	Select the **Search** function in the **COBRA Benefit** field and select a COBRA Benefit code.
4	The Plan code will display in the **Plan Code** field when a Benefit code is selected.
5	The **Begin Date** and **End Date** fields display values from the COBRA Person Form (PCAPERS).
6	Perform a **Next Block** function.
7	Select the **Search** function in the **Sequence Number** field and select a corresponding Sequence Number from the COBRA Dependent and Beneficiary Form (PCABENE) for each of the dependents covered under this benefit.
8	Each number entered causes the relevant data to display in the remaining fields of PDABCOV.
9	Click the **Save** icon.
10	Click the **Exit** icon.

Topic G: Family Medical Leave Administration

Section A: Set up

Rule and Validation Forms that Control Family Leave Processing

Introduction

Before SCT Banner can record and maintain employee Family Leave information in the system, there are several codes and rules that need to be set or created.

Prior to entering information about an employee's family leave, both Status codes and Reasons codes must be established.

The FMLA Leave Reason Form enables you to store the Family and Medical Leave Act (FMLA) codes identifying reasons for taking family medical leave. Like the Status codes, the codes defined on this form are entered on the Employee FMLA Information Form.

Intended audience

Human Resource Office Administrators and Staff.

Objectives

At the end of this section you will be able to set up Family Leave codes.

Types of rule and validation forms needed

These forms are used to set the rules and parameters in Banner for handling employee records.

Form Description	Banner Name
FMLA Status Validation Form	PTVFMST
FMLA Leave Reason Validation Form	PTVFREA
Installation Rule Form	PTRINST

In this section

These topics are covered in this section.

Topic	Page
Set Up the Installation Rules Form	G-2
Set Up the FMLA Status Codes	G-4
Set Up the FMLA Leave Reason Codes Form	G-5

Set Up the Installation Rules Form

Introduction

The Installation Rules Form (PTRINST) is used to set up indicators as to how the Family Leave information will be processed.

Banner form

Procedure

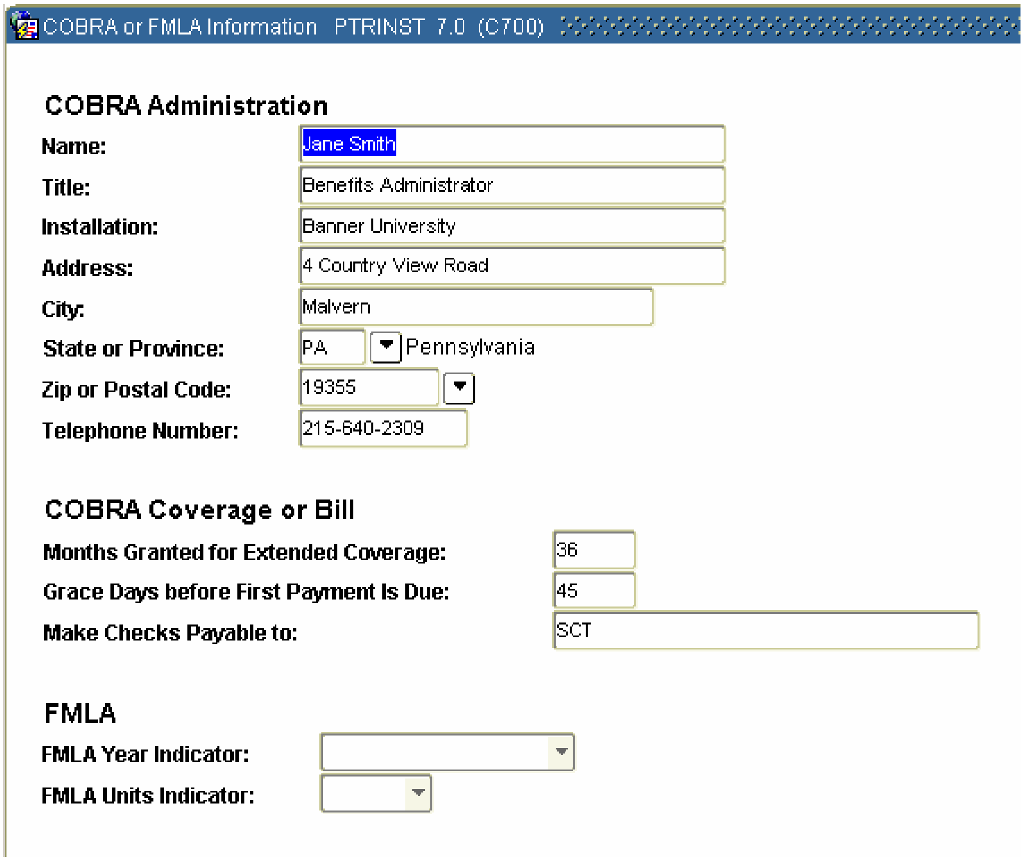
Follow the steps to open the Installation Rules Form (PRTINST).

Step	Action
1	Access the Installation Rules Form (PTRINST).

Continued on the next page

Set Up the Installation Rules Form, Continued

Options – COBRA or FMLA



Procedure

Follow these steps to enter COBRA or FMLA options.

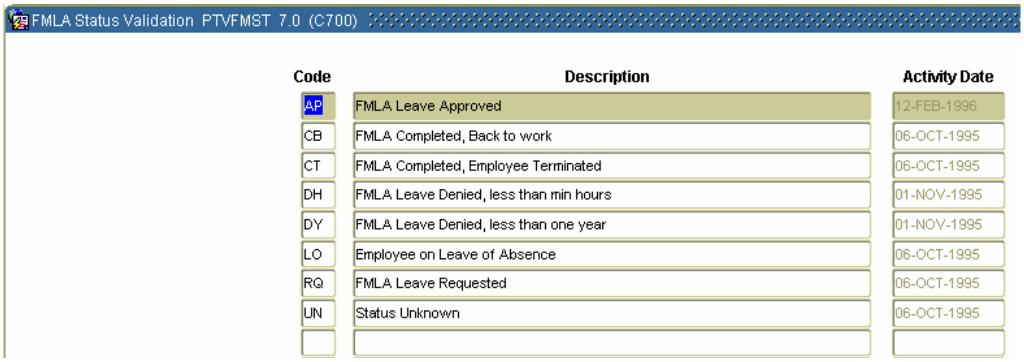
Step	Action
1	Select COBRA or FMLA from the **Options** menu.
2	Select from the following options in the **FMLA Year Indicator** field drop-down list: *Calendar, Fiscal, Qualifying Event, or Rolling Backward*.
3	Select from the following options in the **FMLA Units Indicator** field drop-down list: *Hours, Days, or Weeks*.
4	Click the **Save** icon.
5	Click the **Exit** icon.

Set Up the FMLA Status Codes

Introduction

The FMLA Status Validation Form (PTVFMST) lists codes identifying the statuses that you can assign to leaves claimed under the Family and Medical Leave Act (FMLA). The codes defined on this form are entered on the Employee FMLA Information Form (PEAFMLA).

Banner form



FMLA Status Validation PTVFMST 7.0 (C700)

Code	Description	Activity Date
AP	FMLA Leave Approved	12-FEB-1996
CB	FMLA Completed, Back to work	06-OCT-1995
CT	FMLA Completed, Employee Terminated	06-OCT-1995
DH	FMLA Leave Denied, less than min hours	01-NOV-1995
DY	FMLA Leave Denied, less than one year	01-NOV-1995
LO	Employee on Leave of Absence	06-OCT-1995
RQ	FMLA Leave Requested	06-OCT-1995
UN	Status Unknown	06-OCT-1995

Procedure

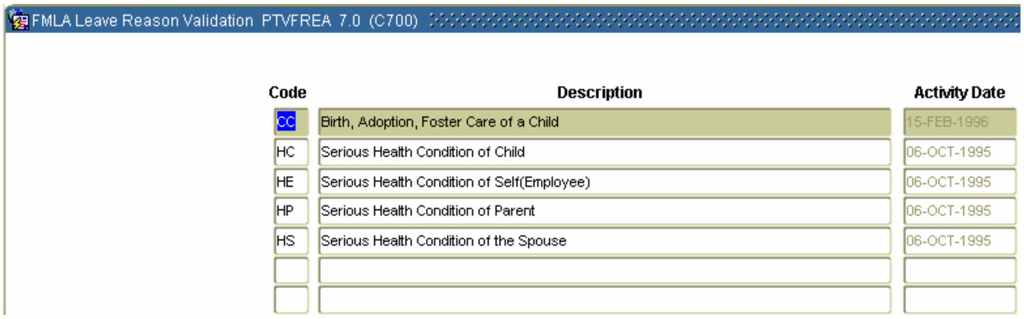
Follow the steps to identify a leave status.

Step	Action
1	Access the FMLA Status Validation Form (PTVFMST).
2	Enter a two-character code to identify a Family Leave status in the **Code** field.
3	Enter a description of the status in the **Description** field.
4	Click the **Save** icon.
5	Click the **Exit** icon.

Set Up FMLA Leave Reason Codes

Banner form

The FMLA Leave Reason Validation Form (PTVFREA) is used to set up FMLA Leave Reason codes.



Procedure

Follow these steps to set up FMLA Leave Reason codes.

Step	Action
1	Access the FMLA Leave Reason Validation Form (PTVFREA).
2	Enter a two-character code to identify a Family Leave reason in the **Code** field.
3	Enter a description of the reason in the **Description** field.
4	Click the **Save** icon.
5	Click the **Exit** icon.

Topic G: Family Medical Leave Administration

Section B: Day-to-Day Operations

Overview

Purpose

The purpose of this section is to explain the procedures in recording Family Medical Leave information to the SCT Banner system.

Intended audience

Human Resources Office staff

Objectives

At the end of this section, you will be able to

- establish and maintain Human Resource Family Medical Leave records for employees, their dependents, and beneficiaries.

Prerequisites

You should have

- completed the SCT Education Practices computer-based training (CBT) tutorial “Banner 6.x Fundamentals: Navigation and Forms,” or have equivalent experience navigating in the SCT Banner system
- completed the Human Resources Overview workbook
- completed the Human Resources Biographic/Demographic workbook
- completed the Human Resources Employment Compensation workbook.

You will also need to ensure that the rules and validation codes in SCT Banner needed for FMLA processing have been set up for you.

In this workbook

These topics are covered in this section.

Topic	Page
Process Introduction	G-7
Enter Employee FMLA Information	G-8

Process Introduction

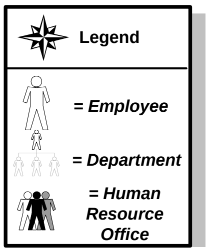
About the process

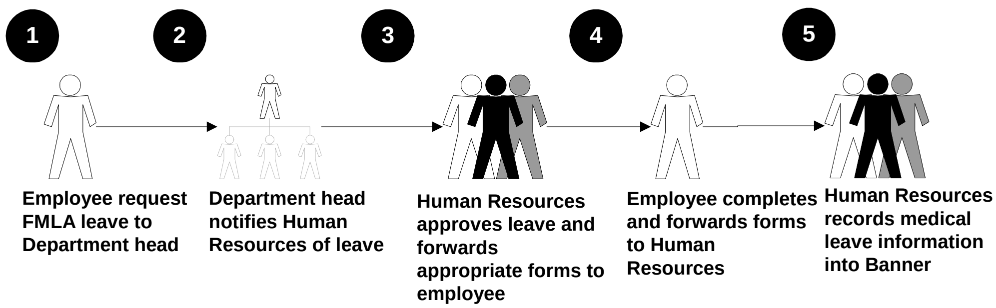
The Human Resource Office can:

- record information about an employee such as Family Medical Leave information.

Flow diagram

This diagram highlights the processes used to record Family Medical Leave information.





What happens

The stages of the process are described in this table.

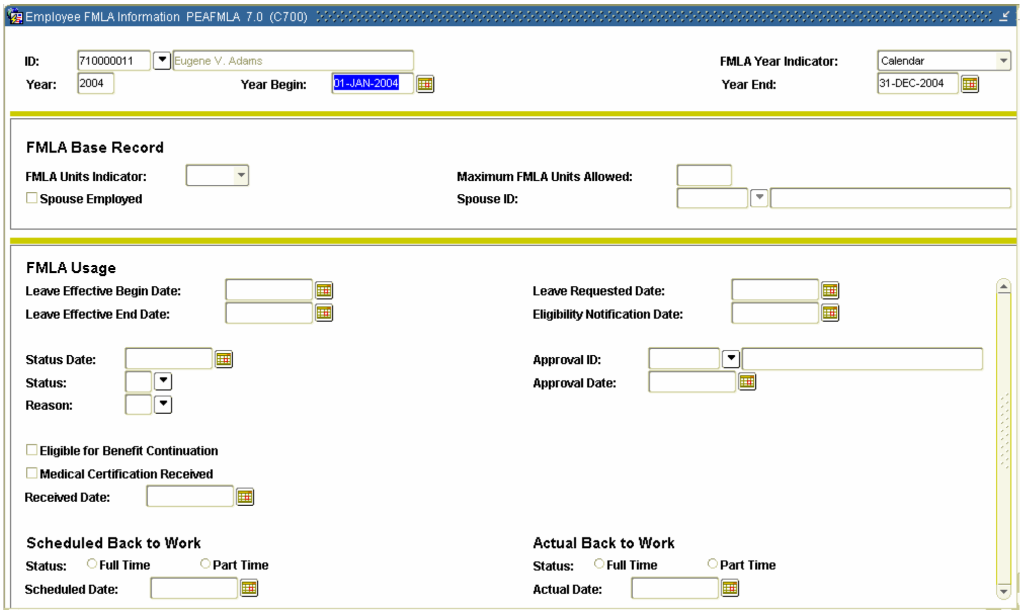
Stage	Description
	Human Resource Office
1	Employee request medical leave to Department Head.
2	Department Head notifies **Human Resources** of employee medical leave.
3	**Human Resources** approve medical leave and forwards appropriate forms to employee.
4	Employee completes and forwards forms to **Human Resources**.
5	**Human Resources** records medical leave information into Banner.

Enter Employee FMLA Information

Introduction

The Employee FMLA Information Form (PEAFMLA), enables you to enter relevant information for an employee claiming a leave under The Family and Medical Leave Act (FMLA).

Banner form



Procedure

Follow the steps to enter FMLA information.

Step	Action
1	Access the Employee FMLA Information Form (PEAFMLA).
2	Select the **Search** function in the **ID** field and return the employee taking family leave from the Employee Search Form (POIIDEN).
3	Enter the current year in the **FMLA Year** field.
4	The **FMLA Year Begin**, **FMLA Year End**, and **FMLA Year Indicator** fields will be populated by the system.
5	Perform a **Next Block** function.
6	The **FMLA Units Indicator** field is populated but can be overridden.
7	Enter the maximum number of units allowed for FMLA leave in the **Maximum FLMA Units Allowed** field. *Example*: If the units were expressed in hours, the maximum allowed, based on 12 weeks of leave stipulation, could be entered as 480, assuming a normal week of 40 hours.

Continued on the next page

Enter Employee FMLA Information, Continued

Procedure, continued

Step	Action
8	Click the **Spouse Employed** checkbox if the employee has a spouse that is employed by the institution as well. Note: If the **Spouse Employed** box was checked, select the **Search** function at the **Spouse ID** field and select the spouse's ID from the Employee Search Form (POIIDEN).
9	Perform a **Next Block** function.
10	Enter the date that the leave will begin in the **Leave Begin Date** field.
11	Enter the date that the leave will end in the **Leave End Date** field.
12	Enter the current date in the **Status Date** field.
13	Double-click in the **Status** field, and select a status from the FMLA Status Validation Form (PTVFMST).
14	Double-click in the **Reason** field, and select a reason from the FMLA Leave Reason Validation Form (PTVFREA).
15	Enter the date that the employee requested the leave in the **Leave Requested Date** field.
16	Enter the date of the eligibility notification in the **Eligibility Notification** field.
17	Enter your ID as the approver of the leave in the **ID** field.
18	Enter the date that the leave was approved in the **Date** field.
19	Click the **Eligible for Benefit Continuation** checkbox if the employee is eligible to continue benefits.
20	Click the **Medical Certification Received** checkbox if medical certification was received.
21	Enter the date that the medical certification was received in the **Received Date** field.
22	In the **Status** field within the Scheduled back to work section, select the **Full time** or **Part time** radio button.
23	Enter the date that the employee is scheduled to return in the **Scheduled Date** field.
24	In the **Status** field within the Actual Back to Work section, select the **Full time** or **Part Time** radio button.
25	Enter the date that the employee returned to work in the **Actual Date** field.
26	Click the **Save** icon.

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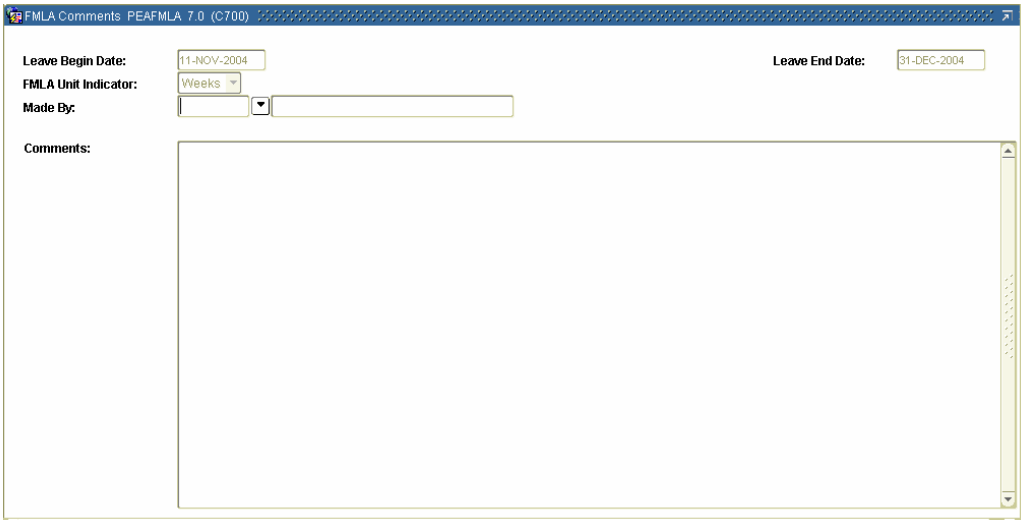
Enter Employee FMLA Information, Continued

Options – FMLA Comments



Procedure

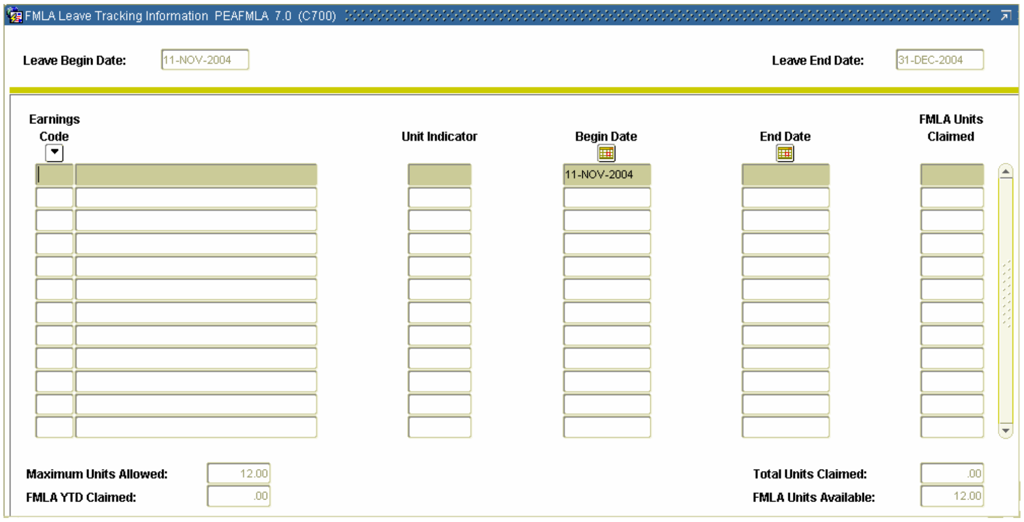
Follow these steps to complete the process.

Step	Action
1	Select FMLA Comments from the **Options** menu.
2	Select the **Search** function in the **Made By** field to select your ID number from the Employee Search Form (POIIDEN).
3	Enter any comments relevant to the employee's leave in the **Comments** field.

Continued on the next page

Enter Employee FMLA Information, Continued

Options – FMLA Leave Tracking



Procedure

Follow these steps to complete the process.

Step	Action
1	Select FMLA Leave Tracking from the **Options** menu.
2	Select the **Search** function in the **Earnings Code** field and select a relevant employee earnings code from the Employee Earnings Code Form (PTREARN).
3	Enter the date that the employee leave ended in the **End Date** field.
4	Enter the number of units that the employee has taken their leave in the **FMLA Units Claimed** field.
5	Click the **Save** icon.
6	Click the **Exit** icon.

Topic H: Self Check and Answer Key

Self Check

Directions	Use the information you have learned in this workbook to complete this self check activity.
Question 1: set up	The grace period for receipt of COBRA payments is specified on the COBRA Person Form (PCAPERS). True or False
Question 2: day-to-day	Which rule form allows for the insertion or termination of deductions for large groups of employees? a) PTRBDMC b) PTRBDCA c) PDADEDN d) PDABENE e) PEIATOT
Question 3: day-to-day	In the form PDABENE, the Sequence 1 beneficiary should always be the employee. True or False
Question 4: day-to-day	Which of the following benefits can be set up as Auto on PDABDSU? a) FICA/social security b) FICA/old age c) Standard employer paid life insurance d) All of the above e) Only b and c

Answer Key

Question 1: set up	The grace period for receipt of COBRA payments is specified on the COBRA Person Form (PCAPERS). True or **False**
Question 2: day-to-day	Which rule form allows for the insertion or termination of deductions for large groups of employees? **a) PTRBCMC** b) PTRBDCA c) PDADEDN d) PDABENE e) PEIATOT
Question 3: day-to-day	In the form PDABENE, the Sequence 1 beneficiary should always be the employee. **True** or False
Question 4: day-to-day	Which of the following benefits can be set up as Auto on PDABDSU? a) FICA/social security b) FICA/old age c) Standard employer paid life insurance **d) All of the above** e) Only b and c

Topic I - Reports

Introduction

There are several reports that support Human Resource Benefits and Deductions.

Reports

The following table lists the report, its SCT Banner name and its functionality.

Report Name	Banner Name	Functionality
Benefit/Deduction Mass Change Process	PDPBDMC	Modifies benefit/deduction records of individuals or groups of employees based on report parameters and the criteria specified in the Benefit Deduction Mass Change Rule Form (PTRBDMC).
Benefit Enrollment Report	PDRBFDN	Lists employees enrolled in each benefit.
Flex Benefits Create	PDPCFLX	Process creates records of all flexible benefits available to employees based on benefit category.
Create Employee	PDPFLEX	Deductions Recs Creates Employee Deduction Records (PDRDEDN) from Flexible Benefit Records (PDRFLEX).
Flex Benefits Enrollment List	PDRFLEX	Flexible benefits enrollment list.
Flex Benefits Unenrolled Employees	PDRFLXU	Flexible benefits un-enrolled employees.
Flex Benefits Required Update	PDRFUPT	List employees with flexible benefits who are awaiting update to employee deduction records (PDRDEDN).
Life Insurance Calculation Process	PDPLIFE	Performs life insurance deduction calculations.
Life Insurance Coverage Report	PDRLIFE	Lists life insurance coverage and deductions by employee.

Topic J - Reference

Overview

Purpose

The purpose of this section is to provide reference materials related to the workbook.

In this section

These topics are covered in this section.

Topic	Page
Setup Forms and Where Used	J-2
Day-to-Day Forms and Setup Needed	J-5
Forms Job Aid	J-7

Set Up Forms and Where Used

Purpose Use this table as a guide to the setup forms and the day-to-day forms that use them.

Setup Form		Day-to-Day Form(s)	
Form Name	**Code**	**Form Name**	**Code**
Benefit/Deduction Rule Form	PTRBDCA	Employee Benefit/Deduction Set up Form	PDABDSU
		Employee Benefit/Deduction Form	PDADEDN
		Employee Flexible Benefits Form	PDAFLEX
		Benefit/Deduction Year-to-Date Total Form	PEIDTOT
		Aggregated Benefits/Deductions Totals Form	PEIATOT
		Core/Contingent Enrollment Form	PDCCOCE
Mass Change Rule Form	PTRBDMC	Benefit/Deduction Mass Change Process	PDPBDMC
Benefit Category Rule Form	PTRBCAT	Employee Benefit/Deduction Set up Form	PDABDSU
		Employee Benefit/Deduction Form	PDADEDN
		Employee Flexible Benefits Form	PDAFLEX
		Benefit/Deduction Year-to-Date Total Form	PEIDTOT
		Aggregated Benefits/Deductions Totals Form	PEIATOT
		Core/Contingent Enrollment Form	PDCCOCE

Continued on the next page

Set Up Forms and Where Used, Continued

Purpose, continued

Setup Form		Day-to-Day Form(s)	
Form Name	**Code**	**Form Name**	**Code**
Life Insurance Rule Form	PTRLIFI	Life Insurance Calculation Process	PDPLIFE
		Life Insurance Calculation Report	PDRLIFE
		Employee Benefit/Deduction Form	PDADEDN
Life Insurance Premium Rule Form	PTRPREM	Life Insurance Calculation Process	PDPLIFE
		Life Insurance Calculation Report	PDRLIFE
		Employee Benefit/Deduction Form	PDADEDN
Life Insurance Calculation Process Parameter Rule Form	PTRLIFE	Life Insurance Calculation Process	PDPLIFE
		Life Insurance Calculation Report	PDRLIFE
		Employee Benefit/Deduction Form	PDADEDN
Taxable Life Insurance Premium Rule Form	PTRGTAX	Life Insurance Calculation Process	PDPLIFE
		Life Insurance Calculation Report	PDRLIFE
		Employee Benefit/Deduction Form	PDADEDN
Beneficiary Relationship Rule Form	PTRBREL	Beneficiary Coverage Form	PDABCOV

Continued on the next page

Set Up Forms and Where Used, Continued

Purpose, continued

Setup Form		Day-to-Day Form(s)	
Form Name	**Code**	**Form Name**	**Code**
COBRA Benefit Coverage Rule Form	PTRCBEN	Employee Jobs Form	NBAJOBS
		Employee Benefit/Deduction Form	PDADEDN
		Employee Form	PEAEMPL
		COBRA Person Form	PCAPERS
		COBRA Dependent and Beneficiary Form	PCABENE
		COBRA Beneficiary Coverage Form	PCABCOV
COBRA Reason Rule Form	PTRCOBR	Employee Jobs Form	NBAJOBS
		Employee Benefit/Deduction Form	PDADEDN
		Employee Form	PEAEMPL
		COBRA Person Form	PCAPERS
		COBRA Dependent and Beneficiary Form	PCABENE
FMLA Status Validation Form	PTVFMST	COBRA Beneficiary Coverage Form	PCABCOV
FMLA Leave Reason Validation Form	PTVFREA	COBRA Beneficiary Coverage Form	PCABCOV

Day-to-Day Forms and Set up Needed

Purpose Use this table as a guide to the day-to-day forms and the setup forms needed for each.

Day-to-Day Form	Setup Forms Needed
Employee Benefit/Deduction Set up Form (PDABDSU)	• Benefit/Deduction Rule Form (PTRBDCA) • Benefit Category Rule Form (PTRBCAT) • Installation Rule Form (PTRINST)
Employee Benefit/Deduction Form (PDADEDN)	• Benefit/Deduction Rule Form (PTRBDCA) • Benefit Category Rule Form (PTRBCAT) • Installation Rule Form (PTRINST)
Employee Flexible Benefits Form (PDAFLEX)	• Benefit/Deduction Rule Form (PTRBDCA) • Benefit Category Rule Form (PTRBCAT)
Benefit/Deduction Year-to-Date Total Form (PEIDTOT)	• Benefit/Deduction Rule Form (PTRBDCA) • Benefit Category Rule Form (PTRBCAT)
Aggregated Benefits/Deductions Totals Form (PEIATOT)	• Benefit/Deduction Rule Form (PTRBDCA) • Benefit Category Rule Form (PTRBCAT)
Core/Contingent Enrollment Form (PDCCOCE)	• Benefit/Deduction Rule Form (PTRBDCA) • Benefit Category Rule Form (PTRBCAT)
Benefit/Deduction Mass Change Process (PDPBDMC)	• Benefit/Deduction Rule Form (PTRBDCA) • Benefit Category Rule Form (PTRBCAT)
Life Insurance Calculation Process (PDPLIFE)	• Benefit/Deduction Rule Form (PTRBDCA) • Life Insurance Rule Form (PTRLIFI) • Life Insurance Preminum Rule Form (PTRPREM) • Benefit Payroll Frequency Rule Form (PTRBDFQ) • Taxable Life Insurance Premium Rule Form (PTRGTAX) • Installation Rule Form (PTRINST)
Life Insurance Calculation Report (PDRLIFE)	• Benefit/Deduction Rule Form (PTRBDCA) • Life Insurance Rule Form (PTRLIFI) • Life Insurance Preminum Rule Form (PTRPREM) • Benefit Payroll Frequency Rule Form (PTRBDFQ) • Taxable Life Insurance Premium Rule Form (PTRGTAX) • Installation Rule Form (PTRINST)

Continued on the next page

Day-to-Day Forms and Set up Needed, Continued

Purpose, continued

Day-to-Day Form	Setup Forms Needed
Beneficiary Coverage Form (PDABCOV)	• Beneficiary Relationship Rule Form (PTRBREL)
Employee Jobs Form (NBAJOBS)	• Beneficiary Relationship Rule Form (PTRBREL)
Employee Form (PEAEMPL)	• Beneficiary Relationship Rule Form (PTRBREL)
COBRA Person Form (PCAPERS)	• COBRA Benefit Coverage Rule Form (PTRCBEN) • COBRA Reason Rule Form (PTRCOBR)
COBRA Dependent and Beneficiary Form (PCABENE)	• COBRA Benefit Coverage Rule Form (PTRCBEN) • COBRA Reason Rule Form (PTRCOBR)
COBRA Dependent and Beneficiary Form (PCABENE)	•
COBRA Beneficiary Coverage Form (PCABCOV)	•

Continued on the next page

Forms Job Aid

Purpose Use this table as a guide to the forms used in this workbook. The Owner column may be used as a way to designate the individual(s) responsible for maintaining a form.

Form Name	Form Description	Owner
PTRBDCA	Benefit/Deduction Rule Form	
PTRBDMC	Mass Change Rule Form	
PTRBCAT	Benefit Category Rule Form	
PTRLIFI	Life Insurance Rule Form	
PTRPREM	Life Insurance Premium Rule Form	
PTRLIFE	Life Insurance Calculation Process Parameter Rule Form	
PTRGTAX	Taxable Life Insurance Premium Rule Form	
PTRBREL	Beneficiary Relationship Rule Form	
PTRCBEN	COBRA Benefit Coverage Rule Form	
PTRCOBR	COBRA Reason Rule Form	
PTVFMST	FMLA Status Validation Form	
PTVFREA	FMLA Leave Reason Validation Form	
PDABDSU	Employee Benefit/Deduction Set up Form	
PDAFLEX	Employee Flexible Benefits Form	
PEIDTOT	Benefit/Deduction Year-to-Date Total Form	
PEIATOT	Aggregated Benefits/Deductions Totals Form	
PDCCOCE	Core/Contingent Enrollment Form	
PDPBDMC	Benefit/Deduction Mass Change Process	
PDPLIFE	Life Insurance Calculation Process	
PDRLIFE	Life Insurance Calculation Report	
PDADEDN	Employee Benefit/Deduction Form	

Continued on the next page

Day-to-Day Forms and Set up Needed, Continued

Purpose, continued

Form Name	Form Description	Owner
PDABCOV	Beneficiary Coverage Form	
NBAJOBS	Employee Jobs Form	
PEAEMPL	Employee Form	
PCAPERS	COBRA Person Form	
PCABENE	COBRA Dependent and Beneficiary Form	
PCABCOV	COBRA Beneficiary Coverage Form	

Release Date

This workbook was last updated on 05/31/2005.