

PeopleSoft

Benefits Reconciliation – Updating Retiree Benefit Parameters Page

Institutions need to update the Retiree Benefit Parameters Page in the Georgia*First* Benefits Reconciliation module prior to processing the July 2017 benefit reconciliation files.

Updates needed:

- 1. Account change for employees on unpaid leave of absence, or in suspended or disabled status.
- 2. Account Code field added to charge employer expenses for retirees and survivors.

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 Effective July 1, 2017, Alight (Aon) is responsible for billing Retirees, Survivors, COBRA participants, and employees on unpaid Leave of Absence, as well as those who are suspended or on disability. As a result, institutions will no longer need to utilize Banner or the Banner Clearing account for billing for employees on unpaid Leave of Absence, including Suspended or Disability.

To show this change, you will need to update the Account field to the SHARE Direct Bill AR – LOA account 129220 as shown in the snapshot below. In addition, the "export to Banner file" check box should be un-checked.

NOTE: Institutions should add a row for the Employee Status = Suspended if it does not exist.



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2. Effective July 1, 2017, the USG System Office approved the use of one institutional Account Code to charge employer benefit expenses for retirees and survivors. A new Account Code field has been added to the Retiree Benefit Parameters page and needs to be completed by the institution.

Note: Institutions may determine which account will be used in the Retiree Accounting Entry process and the account may be updated at any time.



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