

Benefits Reconciliation 101

Agenda

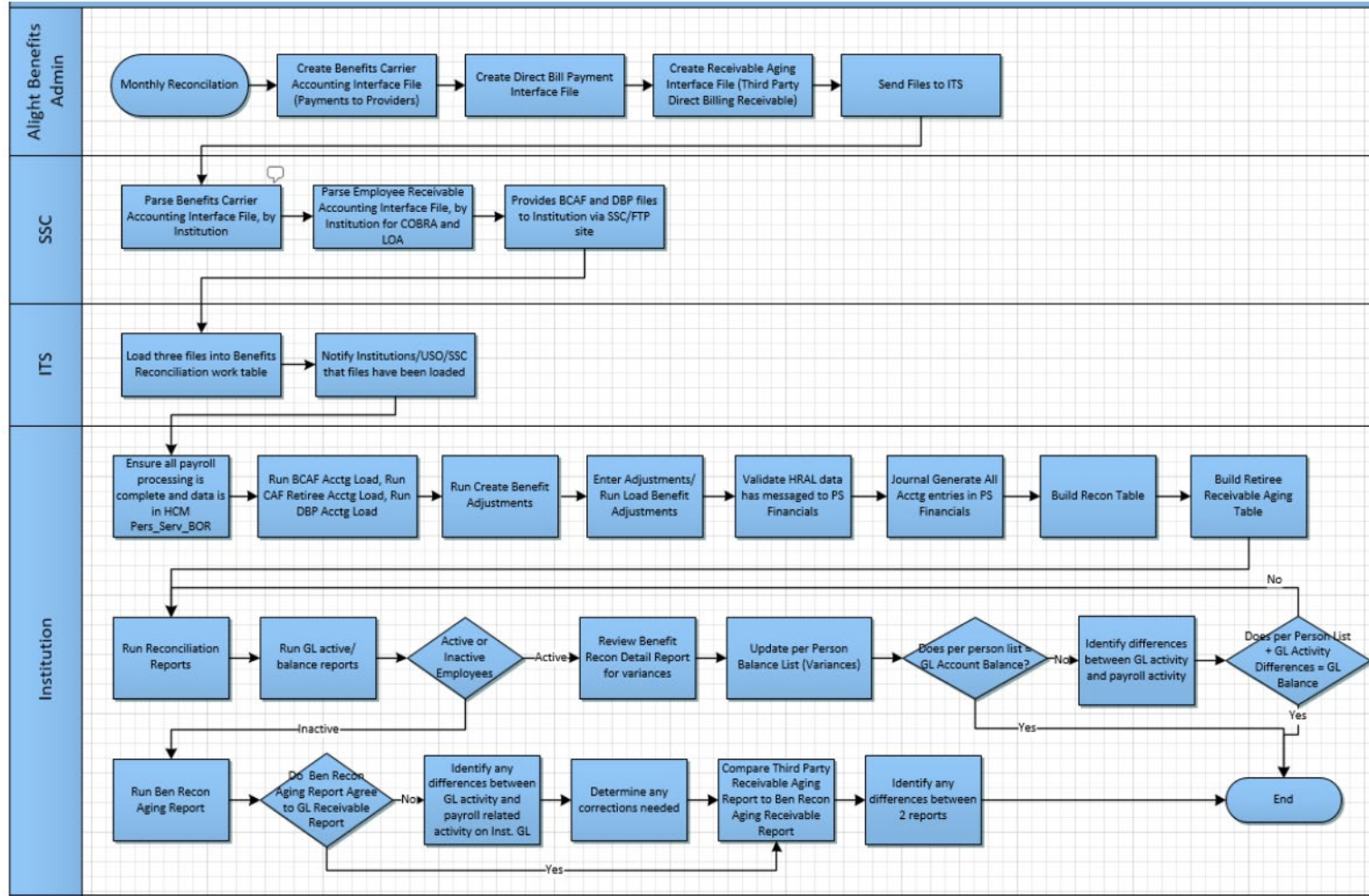
- Introductions
- Overview
- Process (Process Flows & Calendar)
 - Receiving Aight files
 - Automated Adjustments
- Common Challenges
- Resources/Tips
 - Reconciliation Timing
 - Queries
 - Auditing (Payroll Accounting & Receivable Accounts)

Overview

- **Purpose:** Share a comprehensive understanding of processing schedule and to review steps for to be successful in reconciling on a regular basis
- Review scenarios to describe how changes and timing flows through the entire process that generates reconcile input files
- Share key challenges with root cause, impact and general approach for managing
- Discuss resources and tips that are helpful to complete routine reconciliation

Process

BENEFIT ACCOUNTING PROCESS FLOW



Process Flow Critical Path

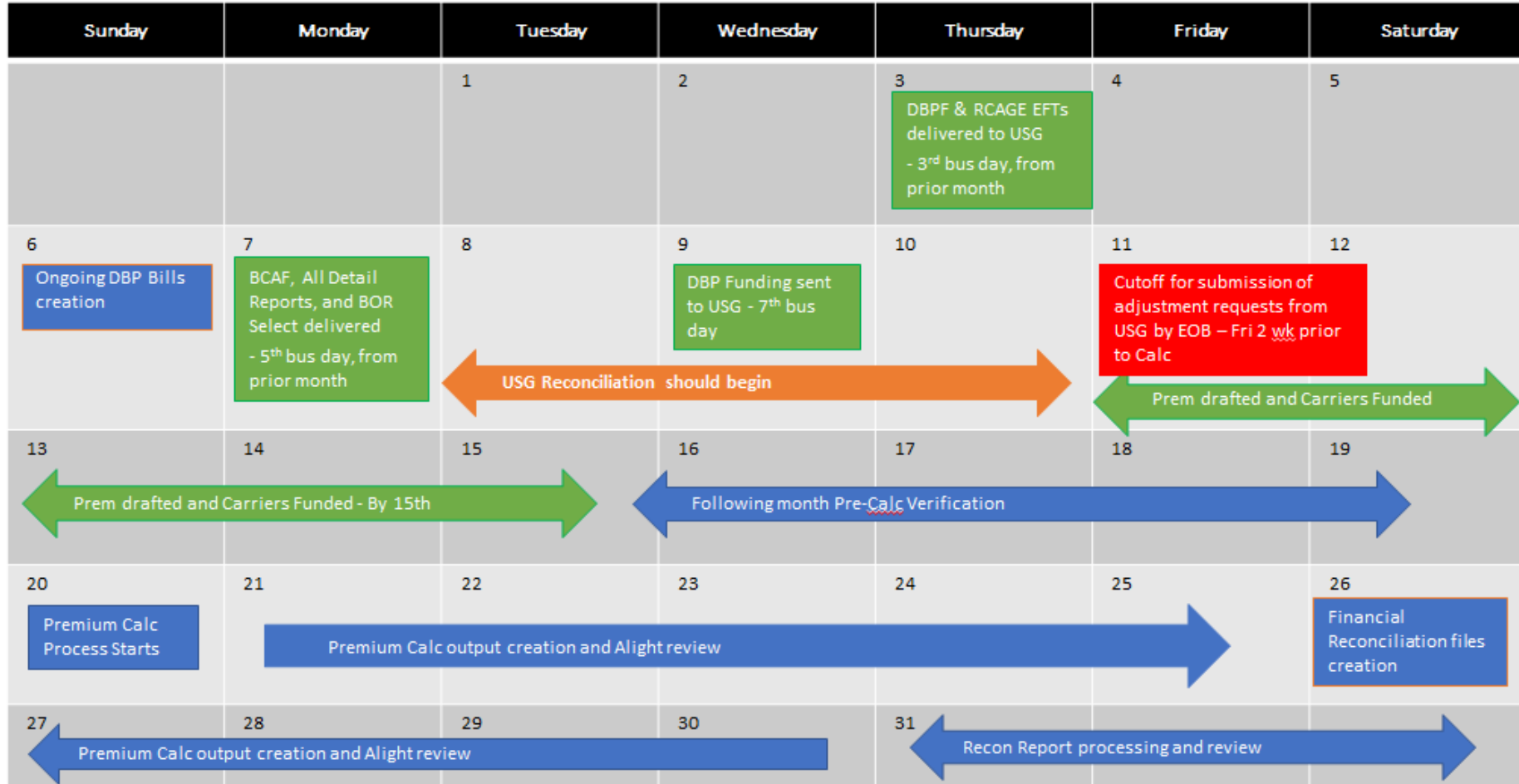
Example Month: October 2019 – Schedule available in Practitioner Services on OneUSG Benefits Connect website

Green = Previous Month

Blue = Current Month

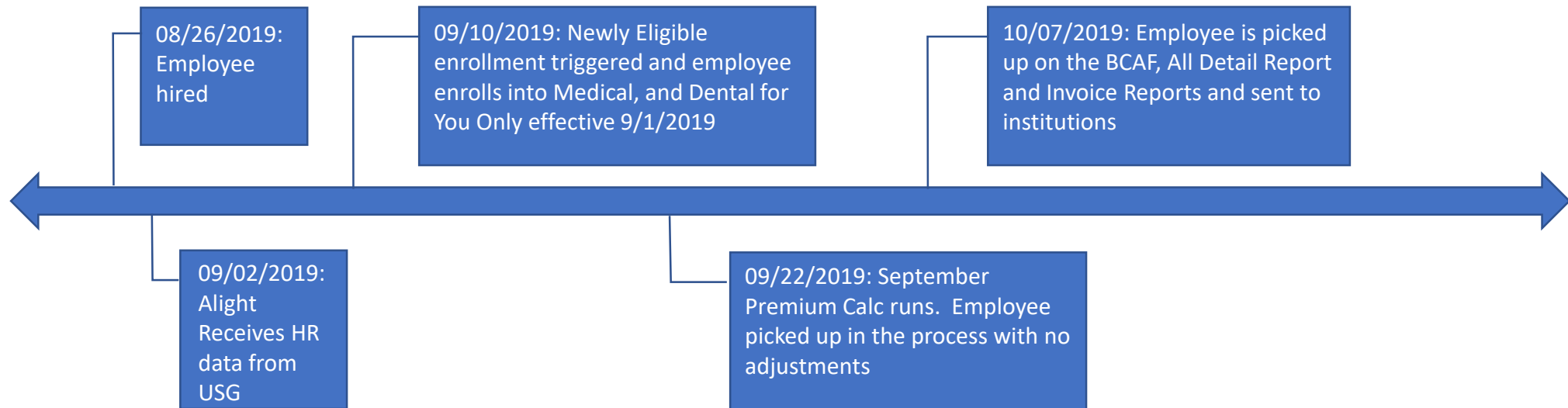
Orange: USG Fin Recon

Red = Critical Milestone



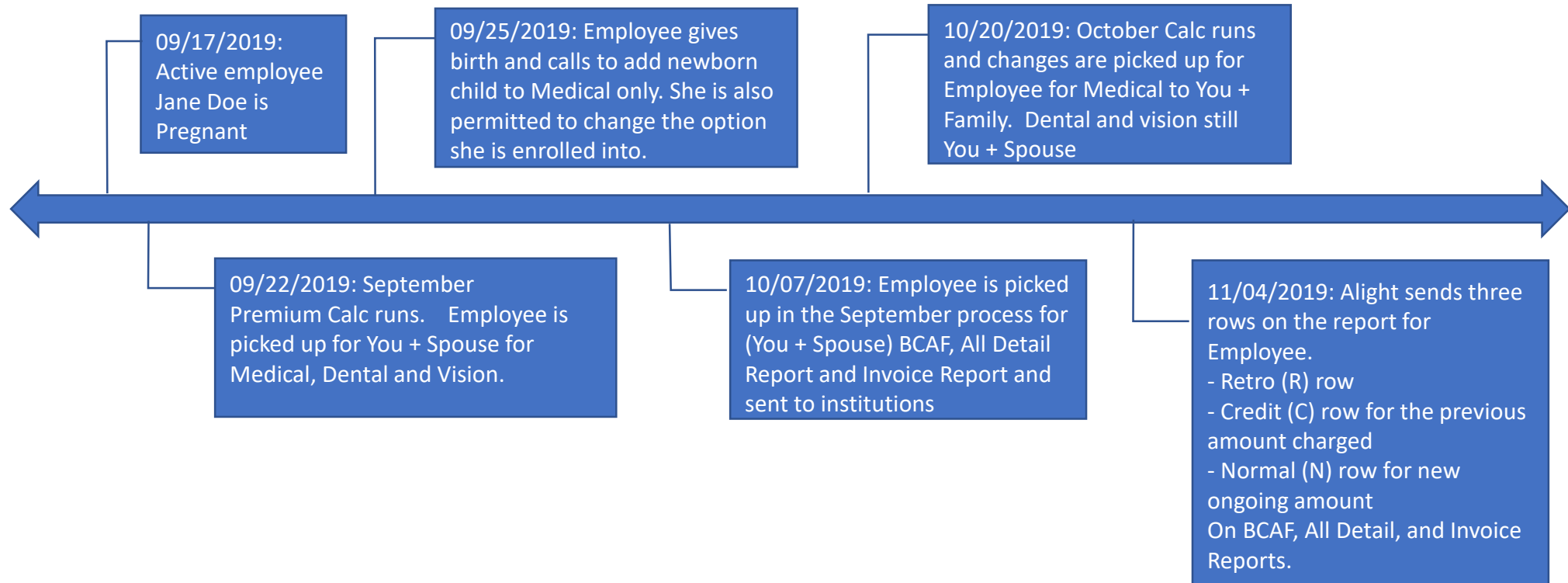
Premium Example – Newly Eligible

Example Description – Active/Eligible employee has no adjustments on their account for the month of September and the Premium Calc runs on the Sunday after the 3rd Saturday of the month, September 22nd 2019.



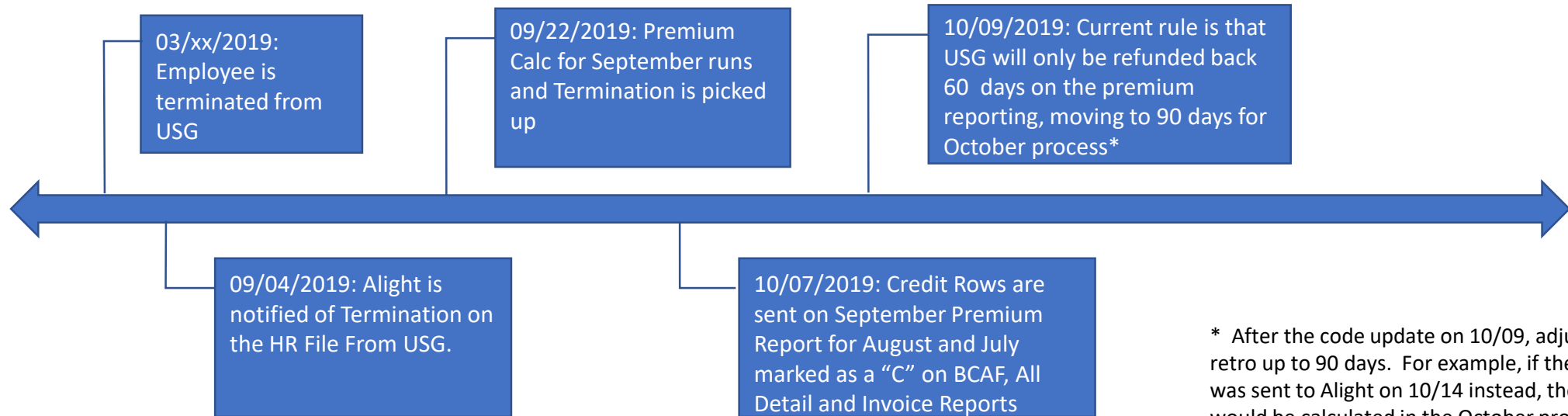
Premium Example – QSC Birth

Example Description – Active has an adjustment that is processed on Wednesday the 25th, after the Premium Calc is run.



Premium Example – Late Termination

Example Description – Active employee was retroactive termed from a University back in March of 2019 without notification to Alight of this termination until September 12th. As this is a late notice termination greater than 60 days, it will not flow through the normal premium process.



* After the code update on 10/09, adjustments will be retro up to 90 days. For example, if the late termination was sent to Alight on 10/14 instead, the retro adjustments would be calculated in the October process for the months of July, August and September .

Underlying Factors & Challenges

Data Entry
HR Job Data
HRID

Timing
Retro Adjustments

Pay – Deduction
Panels

PIF Files

Payroll – Alight
Process Timing

Impacting HR Data Fields /Alight

***** IMPORTANT:** any data changes that will impact Alight, will not feed through the HRID file if performed in Correction Mode.

- First Name <= 20 characters
- Birthdate & Gender
- SSN
- Address Type, Address, ST & Zip
- Citizenship Data
- Organizational Relationship
- Action Reason Codes for rehired retirees
- Primary Job Indicator
- Intent to Retire

- Job Codes (GRA & REH RET)
- Reg/Temp
- Standard Hours / Combined FTE
- ABBR
- Benefits Program / EFFDT
- Grandfathered SUPL Plans
- REH RET Flag

✓ (Changes made in Correction Mode should be Promptly communicated to the Benefits Team)

Timing



- ❖ BCAF generates around the 3rd weekend of the month.
- ❖ Alight files are loaded on the 5th business day of the month.
- ❖ Reconciliation processes are 30 days behind.
- ❖ If there is data conflict, ticket timing will delay your recon further.
- ❖ BCAF, DBP or TPA adjustments must be requested to FM by the 12th of the month for adjustments to be included on the next reconciliation month.
- ❖ Retroactive rule will change to 90 days (i.e. EE termed 5/31/2019, HR creates term row 8/16/2019).
- ❖ Participant /EE election timing – New Hire Effective Coverage Date.

Timing Examples...

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 DBPF & RCAGE EFTs delivered to USG - 3 rd bus day, from prior month	4	5
6 Ongoing DBP Bills creation	7 BCAF, All Detail Reports, and BOR Select delivered - 5 th bus day, from prior month	8 Reconciliation needs to begin	9 DBP Funding sent to USG - 7 th bus day	10	11 Cutoff for submission of adjustment requests from USG by EOB - Fri 2 wk prior to Calc	12
13	14	15	16	17	18	19
20 Premium Calc runs	21	22	23	24	25	26 Financial Reconciliation files creation
27	28	29	30	31		

Work Location ? Find First **1 of 1** Last Go To Row

Effective Date **04/13/2019**
 Effective Sequence 0
 HR Status Inactive
 Payroll Status Terminated

Action Termination
 Reason Resignation
 Job Indicator Primary Job

Current ?

Company 530 University of North Georgia
 Position Number 10044203 Systems Engineer
 Position Entry Date 12/19/2016
 Position Management Record

Regulatory Region USA United States
 Business Unit 53000 University of North Georgia
 Department 2011000 IT Academic Computing
 Department Entry Date 05/07/2016
 Location DAH DAH Dahlonega Campus
 Establishment ID 530 University of North Georgia **Date Created 07/19/2019**

Last Start Date 08/03/2015 Termination Date 04/13/2019
 Expected Job End Date
 Override Last Date Worked

Last Date Worked **04/12/2019**

Job Data Employment Data Earnings Distribution Benefits Program Participation

Panels & Files

- ❑ General Deduction panels → If practitioners make manual changes to panels and carrier (Alight) updates the panel, Alight file will supersede.
- ❑ ABBR - Impacted by Merit and Position changes. Generally updated by Alight in PIF Files
- ❑ PIF Files → Updated every Monday and on Day 1 of monthly pay run.

Company 530 University of North Georgia

General Deduction Find | View All First 3 of 7 Last

*Deduction Code 01CHSA Consumer Choice HSA

Deduction Details Find | View All First 1 of 1 Last

*Effective Date 05/02/2019 Take on all Paygroups

*Calculation Routine Flat Amount Ded stopped by Self Serv User

Deduction End Date Deduction Rate or %

Loan Interest % Flat/Addl Amount

Goal Amount Current Goal Balance

Reference

This data was last updated by Supplier Deduction File Data last updated on 07/29/2019

Save Return to Search Notify Refresh Update/Display Include History Correct History

General Deduction Panel example

Benefit Recon Overview

1. BCAF Accounting Load/CES Accounting entries → HRAL → Journal Generate (PS Financials)
2. Benefit Adjustments: Create → Enter → Validate/Execute → Load → Print → Journal Generate (PS Financials).
3. BCAF Retiree Accounting Load / RB Accounting entries → HRAL → Journal Generate (PS Financials).
4. DBP Accounting Load / SP Accounting entries → HRAL → Journal Generate (PS Financials).
5. Create Benefits Reporting Table (**note: Run status will say “Warning”, this is expected).
6. Build Retiree Receivable Aging Data.
7. Download/Save Reconciliation Detail and Third Party Receivable Aging.

*** Always compare HRAL rows and data feeds, through both HCM and PS Financials after each Accounting load process.

*** Verify your accounting entries in PSB by trans type: E%, SP%, R% respectively.

*** Print/download and save your PSB data to support your CES, RB and SP journals.

Tips

- Never key in a manual journal to a benefit payroll liability or receivable.
- If “Correction Mode” is used, data will not feed to the HRID Aight.
- Avoid “Correction Mode” unless instructed to do so by SSC.
- Auditing requires institutions to reconcile payroll liability accounts and benefit receivables every month.
- All payroll interfaces and benefit adjustments for the recon month must be posted before benefit recon processes may begin.
- The Create Benefit Reporting table may be run multiple times and for any available month in HCM.
- **The Reconciliation Detail Query** (step 38 on Task list) is all you need to reconcile active employee population.

Tips (Continued)...

- Old ADP balances on liability and receivables should be gone now. If not, they are losses and need to be removed from your accounts.
- LOA/Retirement billing timing – EE status on 1st of the month determines if DB or Institution needs to deduct.
- Reconciliation is a 3 way tie out for receivable account to general ledger to Alight's Third Party Receivable Aging data – this is an audit regulation.
- Cobra Admin Fees are included in the Alight Third Party Receivable Aging data but not in the 129230 COBRA receivable account. You will need to account for these differences when reconciling 129230.
- When a direct bill participant passes away the BCAF transaction will have an employee status = D. When the BCAF transactions with employee status = D are processed they post to the 226xxx & 235xxx payroll liability accounts and will need to be moved to the appropriate receivable with a benefit adjustment.
- Employee status (D, R, A, L, RS) on BCAF is what determines what accounts premium charges will hit.

Who to contact

USG Financial Manager Mailbox

- usgfinancialmanager@alight.com
 - Recon inquiries
 - Premium charges
 - Adjustments for BCAF, DBP Fil, TPA an Aging File

OneUSG Connect Escalations

- oneusg.connect.escalations@alight.com
 - Payroll or DBP Item. Charge to employee or retiree.
 - Immediate resolution, due to urgent medical need.

*** When in doubt, submit a ServiceNow (<https://usg.service-now.com/navpage.do>) ticket and you will be directed accordingly.

When contacting Alight, please **do not** specific ADP terminology such as:

- Data dump file (BCAF)
- Supplier Deduction File (PIF)

Also note that “terminated” employee status does not apply to “transferred to affiliate” employees.

Resources

ONEUSG CONNECT – BENEFIT RESOURCES

- https://www.usg.edu/oneusg_connect/practitioner_services/benefits
- OneUSG Benefit Reconciliation User's Guide
- Benefits Reconciliation Task List
- USG 2019 Alight Payment Schedule

HELPFUL QUERIES

- BOR_BN_PIF
- BOR_PY_NEW_HIRE_REPORT
- BOR_HR_FUTURE_DATED_ACTIONS
- BOR_BN_PAYGROUP_CHG
- BOR_HR_TERM_EES
- BOR_BN_HRID
- BOR_BN_RET_HRID

Questions & Answers

