

# Benefits Reconciliation

## HR Data Fields for Alight

- 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)

## USG Financial Manager Mailbox

- [usgfinancialmanager@alight.com](mailto:usgfinancialmanager@alight.com)
  - Recon inquiries
  - Premium charges
  - Adjustments for BCAAF, DBP Fil, TPA an Aging File

## OneUSG Connect Escalations

- [oneusg.connect.escalations@alight.com](mailto: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.servicenow.com/navpage.do>) ticket and you will be directed accordingly.

## ONEUSG CONNECT – BENEFIT RESOURCES

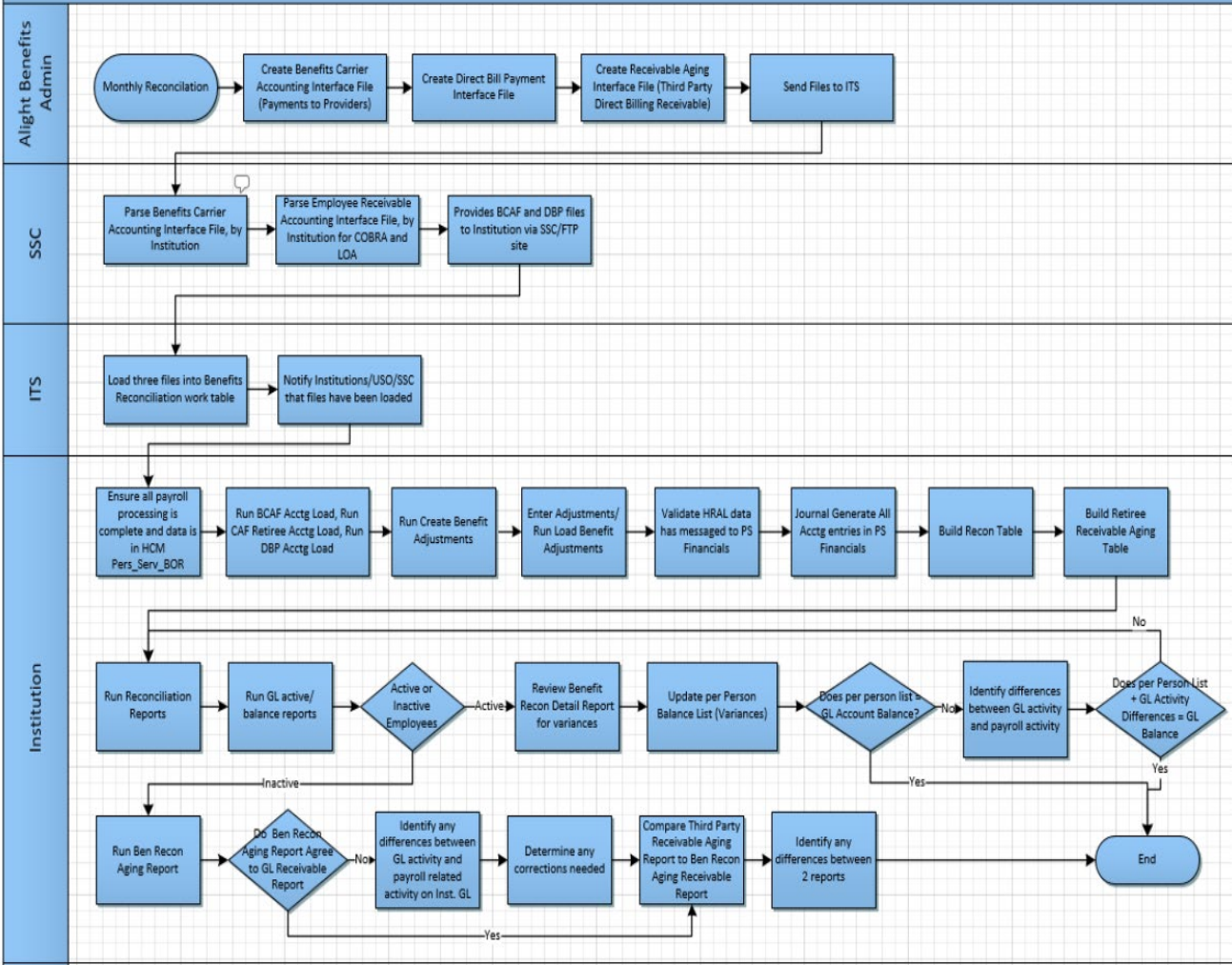
- [https://www.usg.edu/oneusg\\_connect/practitioner\\_services/benefits](https://www.usg.edu/oneusg_connect/practitioner_services/benefits)
- OneUSG Benefit Reconciliation User's Guide
- Benefits Reconciliation Task List
- USG 2019 Alight Payment Schedule

## 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

# Benefits Reconciliation

## BENEFIT ACCOUNTING PROCESS FLOW



Green = Previous Month  
 Blue = Current Month  
 Orange: USG Fin Recon  
 Red = Critical Milestone

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

