

Benefits Setup (Standard) – Quick Guide

Overview – Hierarchical Benefits Setup

The way in which default Benefits are set up is hierarchical, with defaults set up a lower levels overriding those set up at higher levels. This allows for defaults to be set up en masse for groups of Employees, and exceptions to be set at lower levels.

Step 1: System Level Set Up of Benefit Components

First, the component(s) of Benefits must be set up. Benefits of all types, health or otherwise, must first be set up as Master Benefits, at the System level. If the Benefit has Plans and Plan Options, they can be set up via the Benefit and Deduction Plans and Benefit and Deduction Plan Options screens.

Once the components have been set up, they can be used to:

1. Set up default Benefits en masse at the Company, Job, Union and Trade level, which are inherited by the relevant Employees
2. Assign Benefits directly to Employees records at the Employee Level.

Master Benefits – Set Up Master Benefits for All Companies

The Benefits Master Maintenance screen is used to enter the set of Master Benefits for all Companies in the system, with the basic details of a Benefit defined. These Master Benefits are then used, as bases, to set up Benefits at the Company level, where further details are set up, such as Debit and Credit Accounts, and the frequency of payments. Also, at the Company level, an eligibility condition can be set up for a Benefit using a standard Eligibility Base (Base Wage, Hours Paid, or Hours Worked) and entering an Eligible Amount (user-defined Eligibility Bases can be set up using Extended Benefits, which are covered in the *Benefits Setup – Extended* quick guide).

If the Master Benefit has different benefit plans available, its plans are defined via the Benefit and Deduction Plans screen; and if a benefit plan has different plan options, they can be set up via the Benefit and Deduction Plan Options screen.

Benefit and Deduction Plans – Set Up Plans for Benefits

The Benefit and Deduction Plans screen is used to set up the Plans available for the Master Benefits defined in the Master Benefits screen.

Benefit and Deduction Plan Options – Set Up Plan Options for Benefit Plans

The Benefit and Deduction Plan Options screen is used to set up the Plan Options that are available under the Plans defined in the Benefit and Deductions Plans screen.

Step 2: Company Level Set Up of Defaults

Once the components of Benefits are set up at the System level, they can be used to create and define Benefits at the Company level. Then, Company level Benefits can be used to create customized versions at lower levels, with the higher level's defaults overridden by variant versions at a lower level, as exceptions..

Company Benefits

The Company Benefits Maintenance screen is used to set up the Benefits for a **Company, Pay Group** and **Pay Run** combination. Once a Master Benefit is selected via the **Benefit Code** field, its defaults are loaded, but they can be overridden with new values. The default Benefit Amount can be overridden on the **Pay Frequency** tab.

The following are some of the further details that define a Company level Benefit:

- Plan, Plan Option
- Start & End dates
- Debit & Credit Accounts
- Calculation Frequency, Benefit Amount
- Remittance Frequency, Remittance Amount, Vendor
- Base Benefit (complex Benefit set up using Base Benefits & Base Elements)
- Eligibility Base (Base Wage, Hours Paid, or Hours Worked) & Eligible Amount (e.g. if Eligibility Base set to "Base Wage" & Eligible Amount set to "1000", then Employee gets Benefit if Employee's pay for the Pay Period is at least \$1000)

Step 3: Job, Union & Trade Level Set Up of Defaults

Once the Benefits are set up at the Company level, they can be used to create default versions of them at the Job, Union, and Trade Level.

NOTE: It is not necessary to set up Benefit at this level in order to set up a version of it at the lower Employee level.

Job Benefits

The Job Benefits Maintenance screen is used to set up a customized version of a Company level Benefit for a particular **Pay Run**, a particular **Job**, a particular **Cost Code (Phase)** or all Cost Codes, a particular **Category** or all Categories, a particular **Employee** or all Employees, a particular **Trade** or all Trades, and finally, a particular **Pay Group** or all Pay Groups.

The screen allows for the override of the defaulted values for the **Amount, Effective Date, End Date**, and **Vendor** fields. The hierarchy for determining these values is as follows:

If an override value exists at the Employee level, that value is used, otherwise, the system checks if an override value exists at the Job level. If an override value exists at the Job level, that value is used, otherwise, the system checks if an override value exists at the Job level. If an override value exists at the Job level, that value is used, otherwise, the system uses the value set at the Company level.

Union Benefits

The Union Benefits Maintenance screen is used to set up a customized version of a Company level Benefit for a particular **Union** and **Pay Run**, for a particular **Work Location** or all Work Locations, and for a particular **Trade** or all Trades. The screen allows for the override of the defaulted **Benefit Amount, Effective Date** and **End Date** fields.

This screen also allows a Benefit to be designated as an Advanced Payment type. Advance Payment Benefits assume that a pre-payment has already been recorded on the Company's books in relation to this

Benefit. During payroll processing, the system will calculate the Benefit Amount for the pay period; and rather than crediting the accrued liability account specified by the Company level Benefit, the system will post a credit to the liability account specified by this screen's **Advanced Pay Account** field, for the specified **Amount** going to the Union.

The following are some of the fields that define a Union level Benefit:

- Company Level Benefit, Plan, Plan Option
- Start, Effective, & End dates
- Benefit Amount
- Advanced Pay Account
- Vendor

Prevailing Wage Benefits by Trade

The Prevailing Wage Benefit by Trade Maintenance screen is used to define the Pay Rates to be used in the calculation of prevailing wage benefits subject to specific trades on a Prevailing Wage Job. This is most commonly used for the Pension Trust benefit calculation on a Prevailing Wage Job. In this case, the rates that are used to determine the Pension Trust benefit for each trade under a prevailing wage are set by the government and are different from the actual Pay Rate, Charge Out Rate and Billing Rates.

In order for the proper calculation to be processed the job must be flagged as a prevailing wage job on the Job Work Locations Maintenance screen and the benefit has been flagged as a prevailing wage on the Benefits Master Maintenance screen. When the system processes this a Benefit of this type, it will use the rates as defined within the Benefits by Trade screen to calculate the amount.

Step 4: Employee Level Set Up of Defaults

The Employee level is the lowest level, at which defaults set up at higher levels automatically get added to Employee records as actual employee benefits, and at which Benefits can be directly added to Employee records. Being the lowest level, any Benefits added and set up at the Employee Level override the defaults set up at higher levels.

Employee Benefits

The Employee Benefits Maintenance screen is used to set up a customized version of a higher level Benefit for an Employee that is an exception. The screen allows for the override of the defaulted **Benefit Amount, Effective Date, End Date, and Vendor** fields.

The following are some of the fields that define an Employee level Benefit:

- Company Level Benefit, Plan, Plan Option
- Start, Effective, & End dates
- Benefit Amount
- Vendor

Step 1: System Level Set Up of Benefit Components

Master Benefits

BENEFIT MASTER MAINTENANCE Table Mode Save Exit ? ? ? ? ? ?

Enter Valid Reporting Group Code Or Select From List Of Values

BENEFIT MASTER MAINTENANCE Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

* Code: PEN7

* Description: Pension Benefit

* Short Description: Pension

Reporting Group: BEN Benefits

Prevailing Wage

* Type: Percentage

* Base Code: BASE Base Wage

Amount:

Paid in Cash Calculation Benefit

Job Allocation Work Location Allocation

Department Allocation * Calculate Overhead

Allocate Non Prevailing Wage Benefits to Prevailing Wage Jobs

Dependent Enrollment Allowed Exclude Without Wages

Process Separate Check For This Benefit Print Check Only

Create Voucher For Accounts Payable * Job Allocation Using User-Defined Base Code

* Job Allocation Based On: Hours Worked

Temporary Check Number:

* Calculation Sequence: 103200 View Used Seq

Effected Deduction:

Print Order: 1

Maximum Limit Group Code:

Pgm: PYBENFIT – Benefits Master Maintenance

The Benefits Master Maintenance screen is used to set up Master Benefits at the System level, including their defaults. These Master Benefits can then be used to create Company level Benefits, and its defaults can be overridden by the Company level Benefits.

Code

Code to identify Master Benefit being defined.

Description

Description for Master Benefit being defined.

Short Description

Short description for Master Benefit being defined, which will be used on screens, stubs and reports where space is prohibitive.

Reporting Group

Reporting group for Master Benefit being defined.

Reporting groups allow you to group different types of payroll benefits and deductions together for reporting purposes. This code must have been set up previously in the Reporting Group Maintenance screen (standard Treeview path: Payroll > Setup > Local Tables > Reporting Groups).

Prevailing Wage

Check this box if the Benefit being defined is subject to the Prevailing Wage Rule. The Benefit will only be used if the Job associated with the time is a Prevailing Wage Job.

The Prevailing Wage rule is a US requirement based on the Davis Bacon Act, whereby some government jobs are subject to minimum wage rates and mandatory benefits. Benefits which fall under this category must have this checkbox checked for appropriate calculations and reporting to occur.

Type

Select the appropriate benefit type for the Benefit that is being defined. The system allows you to select from one of the following types of benefits:

- **Lump Sum:** indicates Benefit is a flat amount, not based on any factors, such as the number of hours worked or wages earned for the pay period.
- **Percentage:** indicates Benefit is based on a percentage of wages earned.
- **Hourly:** indicates Benefit is based on the number of hours worked (most PW benefits are hourly).
- **Daily:** indicates Benefit is based on work days.
- **Percent of Union Pay Rate:** indicates Benefit is based on Union pay rate.

Base Code (Benefit Base)

This field is used to set what the Benefit's amount is based on, such as Base Wages, Hours Worked, Hours Paid, or customized Benefit Bases (set up via Benefit and Deduction Base Maintenance screen). The options available within this field's LOV depend on the benefit type selected via the **Type** field. Other than the **Lump Sum** type, each type has one or more standard options available, as well as any Benefit Bases that have been set up.

The following are the standard options available for each **Type**:

Benefit Type	Available Options	Details
Lump Sum	None	Indicates no Benefit Base is used, as no calculation is required for this Benefit Type, only an amount is specified via the Amount field
Percentage	Base Wage	Benefit's amount based on percentage of pay for pay period (salaried or waged); percentage entered in Amount field
	<i>customized Benefit Base</i> (advanced setup)	Benefit's amount based on percentage of customized Benefit Base (advanced Benefits setup)
Hourly	Hours Worked	Benefit's amount based on number of Hours Worked for pay period, for salaried or waged Employees; amount to multiply Hours Worked value by is entered in Amount field Hours Worked equals number of hours worked by Employee, salaried or waged, regardless of Hour Types (Normal, Overtime...) Example: if Employee worked 40 Normal Hours and 10 Overtime Hours, the Hours Worked value is simply 50

	Hours Paid	Benefit's amount based on number of Hours Paid for pay period, for salaried or waged Employees; amount to multiply number of Hours Paid by is entered in Amount field Hours Paid value is affected by Hour Types (Normal, Overtime...); Hours Paid equals sum of hours for each Hour Type, multiplied by their Rate Multiplier Example: if Employee worked 40 Normal Hours and 10 Overtime Hours, and Rate Multiplier for Overtime Hours is 1.5, then Hours Paid = 40 + 10 * 1.5 = 55
	<i>customized Benefit Base</i> (advanced setup)	Benefit's amount based on customized Benefit Base, which allows calculations to be based on different Hour Types and other more advanced options.
Daily	Daily	Benefit's amount based on number of Days Worked during pay period, for either salaried or waged Employees; amount to multiply number of Hours Paid by is entered in Amount field
	<i>customized Benefit Base</i> (advanced setup)	Benefit's amount based on customized Benefit Base, which allows for more advanced setups.
Percent of Union Pay Rate	Hours Worked	Benefit's amount based on a percentage of Employee's Union Pay Rate; if Union Pay Rate not found for Employee in Union Pay Rate Table, system uses highest Pay Rate set on Employee's Profile; percentage entered in Amount field Employee's Preferred Pay Rate must be set to Union
	<i>customized Benefit Base</i> (advanced setup)	Benefit's amount based on customized Benefit Base, which allows for more advanced setups

Amount

The field's value is a dollar amount or a percentage, depending on the type selected via the previous **Type** field.

This field may be left blank if it does not make sense to set a default amount for the Benefit at the System level. If a value is entered, and this Master Benefit is used to set up a Benefit at a lower different level (e.g. Company or Employee level), the value entered in this field will be overridden by the value set for lower level Benefit.

Paid in Cash

Check this checkbox if the Benefit being defined is a receivable benefit where the Employee will be paid monies directly. An example of this type of benefit would be a car allowance.

Leave this box blank if this Benefit is non-receivable and the employer will pay a third party on behalf of the Employee. An example of this type of benefit would be a group life insurance policy.

Calculation Benefit

Check this checkbox if this Benefit is only used in the calculation of other Benefits. When this box is checked, this Benefit will not appear within the Employee History screen or on any reports.

Leave this box blank if this is a standard benefit that should be recorded within the Employee History table and reported on relevant reports.

Job Allocation

Check this box if this Benefit should be charged as payroll burden to the Job(s) on which the Employee is working during the Pay Periods for which this Benefit is calculated. An Employee's Job details are set up via the Employee Profile screen.

In regards to taxes, if this box is checked, the Benefit amount will be included in the Employee's taxable income within the Job's work location.

The payroll burden associated with this Benefit is pro-rated by the total wages calculated for the pay period. The calculated amount will be divided amongst the timesheet entry lines in relative proportion to the total wages represented on each line.

Leave this field blank if a Job allocation is not required for this benefit.

Work Location Allocation

Check this box if the Benefit being defined should be allocated to the Employee's work location, so that it will be included in the taxable income within that location, if applicable.

Leave this field blank if the Benefit should be included in the taxable income within the Employee's home location, if applicable, which is set via the **Geo Code** field on the **Tax** tab of an Employee Profile.

NOTE: This box only pertains to the appropriate allocation of benefits that are not Job allocated. When the Benefit is allocated to the Job, it is automatically allocated to the Job Work Location.

Department Allocation

Check this box if this Benefit should be charged as a payroll burden to the Department that was entered on an Employee's timesheet.

Leave this field blank if a Department allocation is not required for this benefit.

Calculate Overhead

If the flag is checked, Payroll Job Costing Overhead will be calculated.

Allocate Non Prevailing Wage Benefits to Prevailing Wage Jobs

To avoid setting up a Benefit twice, one as a prevailing wage benefit and the other as not a prevailing wage benefit, check this flag if the benefit is applicable to both types of Jobs.

This checkbox is only available if the Benefit is being defined with Job Allocation.

Dependent Enrollment Allowed

Check this box if dependents are allowed on this Benefit.

This field is used in conjunction with the Human Resources application. Please refer to the Human Resources reference guide for further details.

Exclude Without Wages

This checkbox is only applicable to Benefits of the **Lump Sum** type. If checked, the system will not calculate this Benefit for Employees with no wages (basic wage or paid leave) in the processing period.

Process Separate Check For This Benefit

Check this box if the benefit will be processed as a separate check. This option is only available if the Benefit is set up as a Lump Sum cash benefit, and it cannot be overridden at the Company or Employee level.

Print Check Only

This box is enabled if the **Process Separate Check for this Benefit** box is checked; and if this box is checked, a check will be printed regardless of the Employee's direct deposit setup.

Create Voucher for Accounts Payable

Check this box to have the Vouchers for this Benefit created through the Generate AP Voucher option in processing.

Job Allocation Using User-Defined Base Code

This box is enabled if the **Job Allocation** box is checked. When this box is checked, Job allocates only to transaction types + codes specified by user-defined Base Code (Benefit Base).

Include in Salary in GL Monitor (Forms Only)

If checked, system will automatically assign an Employee to a GC Employee Group linked with the Employee Department, if found.

Job Allocation Based On

This field is only relevant if you are using Extended Base Codes, and it works in conjunction with the **Base Code** field to set how the Benefit is calculated.

Temporary Check Number

A temporary check number is assigned to the Benefit that will be processed as a separate check; this number will be the user-defined check number for the benefit check. This temporary check number can be changed here, and it cannot be less than 100.

Calculation Sequence

Enter the Calculation Sequence for the benefit that is being defined. The calculation sequence number is shared with the deduction's calculation sequence number. The Calculation sequence number is a 38-digit number which indicates the numeric order of the benefit relative to all the other Benefits and Deductions. The system will use the sequence number of each Benefit and Deduction to determine the correct processing order for all the payroll calculations.

This can be critical when a benefit requires the prior calculation of another benefit or deduction to process its amount.

EXAMPLE: 401K benefit may be calculated on Base Wage plus the Benefit Car Allowance minus the deduction Union Dues. In this case, the 401K deduction must have a calculation sequence number larger than the Car Allowance benefit and the Union Dues deduction.

Effected Deduction

Enter the Effected Deduction for the benefit that is being defined. This field is only accessible if you have indicated that this Benefit is subject to the Prevailing Wage rule.

This field allows for a Benefit to be paired with a deduction for the purposes of calculating that deduction. When a deduction is assigned in this field, the system will exclude the amount of wages used for the Benefit being defined when calculating this deduction.

Take for example the situation where defining a prevailing wage benefit such as a Pension Trust. In this case, enter the 401K deduction into this field so that when that 401K deduction was calculated it would exclude the portion of wages that were used in the calculation of the Pension Trust benefit.

In dollar terms it would mean that if \$40 of a total \$100 week were earned working on a prevailing wage job, the associated 401K deduction would only be calculated on the remaining \$60.

Print Order

Enter the print order number for the Benefit that is being defined. The print order number is a 4-digit numeric field that determines the order of this Benefit on the Payroll Journal.

Maximum Limit Group Code

Enter the Maximum Limit Group Code. This will include the Benefit in that group when processing payroll.

Step 2: Company Level Set Up of Defaults

Company Benefits

COMPANY BENEFITS MAINTENANCE Table Mode Save Exit ? ? ? ? ? ?

SELECTION CRITERIA

* Company CCC CMiC Test Construction Company

Pay Group NONE No Groups

Pay Run CCCW CCC Weekly Pay Run

BENEFIT DETAILS

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

Basic Pay Frequency Advanced

* Benefit Code BEN5 BEN5 Cash

* Plan Code FAMILY Employee and Family

* Plan Option DEFAULT default

* Start Date 01/Feb/2014

End Date

* Benefit Type Lump Sum

Debit Dept. Code

* Debit Account Code 6400.550 Benefit DR

Credit Dept. Code

* Credit Account Code 6400.551 Benefit CR

Employee Job Tax Element

Benefit BEN5 BEN5

Pgm: PYCOMBEN – Company Benefits Maintenance

The Company Benefits Maintenance screen is used to set up the default Benefits for a particular **Company**, **Pay Group** and **Pay Run** combination.

A Company Benefit uses a Master Benefits as a base, and once a Master Benefit is selected via the **Benefit Code** field, its defaults are loaded, but they can be overridden with new values. The default Benefit Amount can be overridden on the **Pay Frequency** tab. Also, a Company Benefit is defined with further details, such as Debit and Credit Accounts, and the frequency of payments; and an eligibility condition can be set up for it via the **Advanced** tab.

Selection Criteria – Section

Company

Enter/Select the Company for which this Benefit will be defined.

Pay Group, Pay Run

These fields work in conjunction with each other. For the **Pay Group** field, the “ALL” and “NONE” codes have special meanings, and set whether the Benefit gets assigned to Employees of the selected **Pay Run** at this level (Company level) or at lower levels.

If “**ALL**” is selected, the Benefit is assigned to all Employees of the selected **Pay Run**, at this level.

If “**NONE**” is selected, no Employees of the **Pay Run** are assigned the Benefit at this level, and instead, the Benefit is only associated to the selected **Pay Run**. Actual assignments of the Benefit are made at lower levels.

The following subsection, *Assigning Benefits to Employees*, provides further details about how these two fields are used.

Assigning Benefits to Employees

The following provides further details about how Benefits are assigned at the Company level, and at lower levels.

Benefits Belonging to ALL or Most Employees in Pay Run

When defining a Company Benefit that applies to all or most Employees of a **Pay Run**, select “**ALL**” in the **Pay Group** field to not restrict the Benefit to a single Pay Group, and select the Pay Run via the **Pay Run** field.

If particular Employees within the Pay Run are not to receive the Company Benefit, create Employee Benefits for the Employees based on this Company Benefit and set the **Benefit Amount** field to zero. Similarly, if particular Employees within the Pay Run require particular values set for this Company Benefit to be overridden, create Employee Benefits for the Employees based on this Company Benefit and enter the override values.

Benefit Belonging to Some Employees in Pay Run

When defining a Company Benefit that only applies to some Employees of a **Pay Run**, select “**NONE**” for the **Pay Group** field to indicate that this Benefit is not to be assigned at this level, and select the Pay Run via the **Pay Run** field to only associate this Company Benefit to the Pay Run.

Then, this Benefit can be defined at the Employee level for the Employees of the Pay Run that are to be assigned the Benefit.

Benefits Belonging to Specific Pay Group

To assign a Company Benefit to all of the Employees of a specific Pay Group, select the Pay Group via the **Pay Group** field and select the relevant **Pay Run**.

To assign this Company Benefit to Employees outside of the Pay Group, or to override the values set at this level, versions of this Benefit can be created at the Employee level.

Benefits Belonging to Unions, Jobs, or Trades

When defining a Company Benefit that only applies to the Employees of a particular Union, Job, or Trade, select “**NONE**” for the **Pay Group** to indicate that this Benefit is not to be assigned at this level; and select the relevant Pay Run via the **Pay Run** field to only associate this Company Benefit to the Pay Run.

Then, this Benefit can be defined at the Union, Job, or Trade level to assign the Benefit to the appropriate Employees.

Benefits Connected to Plans and Options

When defining a Company Benefit that has different Plans and Plan Options to choose from, select “**NONE**” for the **Pay Group** to indicate that this Benefit is not to be assigned at this level; and select the relevant Pay Run via the **Pay Run** field to only associate this Company Benefit to the Pay Run.

Then, this Benefit can be defined at the Employee level, using the Plan and Plan Options selected by the Employees.

Basic – Tab

COMPANY BENEFITS MAINTENANCE Table Mode Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA

* Company CCC CMIC Test Construction Company

Pay Group NONE No Groups

Pay Run CCCW CCC Weekly Pay Run

BENEFIT DETAILS

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

Basic Pay Frequency Advanced

* Benefit Code PWB Prewailing Wage Benefit Cash

* Plan Code SINGLE Single

* Plan Option T-FREE Tobacco Free

* Start Date 01/Jan/2010

End Date 31/Dec/2012

* Benefit Type Hourly

Debit Dept. Code 00 Company Level

* Debit Account Code 6401.100 PW Benefit DR

Credit Dept. Code 00 Company Level

* Credit Account Code 6402.100 PW Benefit CR

Employee Job Tax Element

Benefit

Pgm: PYCOMBEN – Company Benefits Maintenance – **Basic** tab

Benefit Code

Enter/Select the Master Benefit to use in creating this Company level version.

Cash – Checkbox

The display-only checkbox's state is defaulted from the Master Benefit that this Company Benefit is based on (cannot be changed at this level).

If checked, this Benefit is a receivable benefit where the Employee will be paid monies directly. An example of this type of benefit would be a car allowance.

If unchecked, this Benefit is non-receivable and the employer will pay a third party on behalf of the Employee. An example of this type of benefit would be a group life insurance policy.

Plan Code

Select the Plan associated with the Benefit.

The **Plan Code** field will automatically default to “**DEFAULT**” when a Company Benefit is defined under a specific **Pay Group** or if “**ALL**” is select for the **Pay Group**. When defining a Benefit under the Pay Group “**NONE**”, you may select from the available list of Plan Codes. Only those Plan Codes previously defined within the Plan Code Maintenance screen can be used within this field. Please refer to the Benefit And Deduction Plans Maintenance for further details.

Plan Option

Enter the Plan Option associated with the Plan set in the previous field.

This field will automatically default with the code '**DEFAULT**' when a Company Benefit is defined under a specific Pay Group or the Pay Group '**ALL**'. When defining a Benefit under the Pay Group "**NONE**", you may select a Plan via the **Plan Code** field. Only those options defined within the Plan Options Maintenance screen will be available within this field.

Start Date

Enter the Start Date that the Benefit becomes active. During payroll processing, this Benefit will only calculate if the Pay Period's Processing Date is on or after this date.

End Date

Enter the end date after which the Benefit will cease to be active. During payroll processing, this Benefit will only calculate if the Pay Period's Processing Date is on or before this date.

To leave this Benefit active indefinitely, leave this field blank.

Benefit Type

The Benefit Type defaults from the Benefit Master File and cannot be changed at the Company level.

The system allows for the following types of benefits; Lump Sum, Percentage and Hourly.

- **Lump Sum** indicates that the Benefit will be a flat amount no matter how much the Employee earns or how many hours were worked during the Pay Period.
- **Hourly** indicates that the Benefit is based on the number of hours worked.
- **Percentage** indicates that the Benefit is based on a percentage of wages earned.

Debit Dept. Code, Debit Account Code

Enter the Department and Account that the system will debit when this Benefit is processed for this Company. Typically, enter the expense account associated with the Benefit being defined within this field. If the **Debit Dept. Code** field is left blank, the system will use the Employee's Department.

If the **Job Allocation** checkbox was checked for this Benefit's Master Benefit base, the system will debit the Job/Cost Code/Category Department and Account as entered on the Timesheet entry line.

Credit Dept. Code, Credit Account Code

Enter the Department and Account that the system will credit when this Benefit is processed for this Company. Typically, enter the accrued liability account associated with the Benefit being defined within this field. If the **Credit Dept. Code** field is blank, the system will use the Employee's Department.

Leave this field blank if the **Cash** checkbox has been checked for this Benefit (checked when Master Benefit was created), as the system will credit a cash benefit to the Cash/Bank Account defined by the Pay Group associated with the Employee for the amount of the receivable benefit.

[Employee] – Button

This button's launched popup displays all Employees who are applicable for the Benefit/Deduction, at the Company level.

[Jobs] – Button

This button launches the Job Benefits/Deductions Maintenance screens to allow users to add Benefits or Deductions by Jobs.

[Tax Elements] – Button

This button's launched popup is used for assigning Taxes to the Benefit, if they are required.

Pay Frequency – Tab

The screenshot displays the 'COMPANY BENEFITS MAINTENANCE' application. At the top, there is a 'Table Mode' button and several utility icons (Save, Exit, Help, etc.). Below this is the 'SELECTION CRITERIA' section with three dropdown menus: 'Company' set to 'CCC' (CMIC Test Construction Company), 'Pay Group' set to 'NONE' (No Groups), and 'Pay Run' set to 'CCCW' (CCC Weekly Pay Run). The 'BENEFIT DETAILS' section has a toolbar with 'Search', 'Insert', 'Delete', 'Previous', 'Next', 'Workflows', 'Report Options', 'ECM Documents', and 'User Extensions'. The 'Pay Frequency' tab is active, showing fields for: '* Calculation Frequency' (Weekly), 'Amount' (0.000), '* Remittance Frequency' (Weekly), 'Remittance Amount', 'Vendor', and 'Comments'. A checkbox 'Create AP Voucher From Remittance Total Amount' is at the bottom.

Pgm: PYCOMBEN – Company Benefits Maintenance – Pay Frequency tab

Calculation Frequency

Verify/Modify the frequency with which this Benefit will calculate. The Calculation Frequency field's value defaults from the selected **Pay Run**, but it can be changed to a frequency different from the one associated to the **Pay Run**.

Amount

Verify/Modify the amount for the Benefit that is being defined, which defaults in from the Master Benefit. You may change it to an appropriate value for the Company, Pay Group and Pay Run being defined.

The field's value is a dollar amount or a percentage, depending on the type selected via the **Benefit Type** field on the **Basic** tab.

NOTE: This amount must be ZERO if using the Remittance Amount and Frequency to define the payments for this Benefit, or if the Benefit will be defined at the Employee/Union levels.

Remittance Frequency

Specify the frequency for which payments will be made to the Vendor for this Benefit.

Remittance Amount

Specify the optional Remittance amount to be paid to the Vendor based on the Remittance Frequency. This is typically used in cases where the payment is a fixed amount per period.

NOTE: This amount will be ZERO if the Benefit will be defined at the Employee/Union levels.

Vendor

Enter the Vendor that represents the Benefit being defined, if the Master Benefit has the **Create Voucher For Accounts Payable** checkbox checked.

Comments

Enter a comment here if you wish for it to be printed on the AP Check stub (format permitting).

Create AP Voucher From Remittance Total Amount

Any Benefit or Deduction of the Lump Sum type can be set up against Pay Group 'NONE' to create a Voucher for Accounts Payable. The Master Benefit must also have been flagged for this function. In order to use this flag, the **Amount** field must be entered as zero and the **Remittance Frequency** set different than **Calculation Frequency**, with a **Remittance Amount** entered. Also, the Vendor must have been entered and be a valid AP Vendor in order for the Vouchers to be created. If required, turn off the Create Voucher function within a specific Company.

Advanced – Tab

The screenshot shows the 'COMPANY BENEFITS MAINTENANCE' window with the 'Advanced' tab selected. The 'SELECTION CRITERIA' section includes dropdowns for Company (CCC), Pay Group (NONE), and Pay Run (CCCW). The 'BENEFIT DETAILS' section has tabs for Basic, Pay Frequency, and Advanced. Under the Advanced tab, there are fields for Base Code, Eligible Base (Hours Worked), and Eligible Amount (40). There are also checkboxes for Benefits Print Flag, Benefits Secure Flag, and Calculate Only On First Check.

Pgm: PYCOMBEN – Company Benefits Maintenance – Advanced tab

The **Advanced** tab is used to set up an eligibility condition for the Benefit, so that before a Benefit is granted to an Employee, the system checks if the Employee is eligible for the Benefit based on the eligibility condition. It also contains flags to control additional options.

Base Code

This field is used in conjunction with the **Eligible Amount** field to create an eligibility condition that must be satisfied in order for the Benefit to be granted.

This field is used instead of the **Eligible Base** field if a non-standard, user-defined eligibility base is required (i.e. eligibility base other than Hours Worked, Hours Paid, or Base Wage). Otherwise, the **Eligible Base** field is used, which contains the standard bases.

The Base Code must have been defined previously within the Benefit and Deduction Base Elements screen.

Eligible Base

This field is also used in conjunction with the **Eligible Amount** field to create an eligibility condition that must be satisfied in order for the Benefit to be granted, and it is used instead of the **Base Code** field if a standard eligibility base is required (Hours Worked, Hours Paid, or Base Wage). Otherwise, the Base Code field is used instead to select a user-defined eligibility base.

The Eligible Base allows for you to select one of the following options: Base Amount, Hours Worked, and Hours Paid. The value that you enter in this field is based on the previously selected Base Code.

- If you have selected the **Base amount**, the Eligible Amount would be the minimum gross wages earned before this benefit would be calculated.

- If you have selected the **Hours Worked**, or **Hours Paid** base amount, the Eligible Amount would be the minimum number of hours worked before this benefit would be calculated.

Eligible Amount

This field is used in conjunction with either the **Base Code** or **Eligible Base** field to define an eligibility condition to check against before granting the Benefit. The amount entered in this field is the minimum amount required to satisfy the eligibility condition.

Example 1: If “**Hours Worked**” is selected via the **Eligible Base** field, and this field is set to 40, then an Employee will receive the Benefit if the Employee worked at least 40 Hours Worked hours during the Pay Period.

Example 2: If “**Base Wage**” is selected via the **Eligible Base** field, and this field is set to 1000, then an Employee will receive the Benefit if the Employee was paid at least \$1000 for the Pay Period.

Benefits Print Flag

If checked, this Benefit will appear on the relevant payroll reports.

Leave this box unchecked if this Benefit is used for calculation purposes, and should not be reported on relevant payroll reports.

Benefits Secure Flag

If checked, this Benefit will appear in relevant queries.

Leave this box unchecked if this Benefit is used for calculation purposes and/or should not be reported in relevant payroll queries.

Calculate Only On First Check

Check this flag if the benefit being defined should only be calculated and processed once per Pay Period, regardless of how many checks are processed for the Employee during the Pay Run. For example, if your Benefit is for GTL, you would check this box. This option only applies when the benefit type is Percentage or Hourly.

Benefits Upkeep

ACA Compliance Reporting via Greenshades

The system is capable of automatically generating ACA compliance data, on a monthly basis, for each full-time Employee. This data can then be exported to Greenshades in order to file Form 1095-C for each Employee to the IRS.

For the system to correctly produced ACA compliance data, the following information must accurately be maintained:

- Health Plan's start and end dates each year
- Employee start and end dates within each year
- Administrators **MUST** not change rates for Plans without ending and re-starting the Benefits
- Employee hire, termination and other dates relevant to ACA compliance, such as those tied to spouses and dependents
- Union status and union status change dates
- Administrators must properly maintain eligibility rules for Benefits (available in HR module), in order for system to correctly generate monthly ACA compliance data for Employees

For details, please refer to the *ACA Compliance (1095-C, 1094-C) Reporting Setup* section of the Greenshades reference guide.