Benefit Tracking (Non-Employee) Guide

new world ERP – Human Resources: Benefit Tracking (Non-Employee)

Contents

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INTRODUCTION

Welcome to the new world ERP Benefit Tracking (Non-Employee) Guide. This manual will guide you through both the setup and processing aspects of non-employees and the benefits attributed to them through the Benefit Tracking (Non-Employee) module.

Benefit Tracking (Non-Employee) is an enhancement to the Retiree Benefits module. It allows municipalities to track benefits such as Medical, Life and Disability insurance for people who are insured but who are not currently paid by the municipality. The Benefit Tracking (Non-Employee) module can be used to track information regarding all insured parties, process open enrollment, and bill premiums by interfacing with the Miscellaneous Billing module.

The guide is divided into two sections:

The **System Administrator's Guide** will focus on the setup components necessary to access and create new non-employees and benefit plans within new world ERP. This will include detailed information on "master files" that must be setup such as non-employee benefit plans and will also include the security settings which will be utilized to enable workflow and tailor user options to your needs.

The **End User's Guide** will describe the steps and workflow of how to maintain and update non-employee records in the Benefit Tracking (Non-Employee) module. It will demonstrate the proper sequence building benefit plans and applying them properly. Included in the section there will be a guide to the standard reports available in the software.

This document is available in Microsoft Word format to allow for customization to your agency's particular needs and procedures.

SYSTEM ADMINISTRATOR'S GUIDE

VALIDATION SETS

new world ERP has validation sets that will need to be setup to define values for multiple fields throughout the Benefit Tracking (Non-Employee) module of the Human Resources menu. All validation sets are numbered to help assist in the process of locating them efficiently.

Maintenance>new world ERP Suite>System>Validation Sets>Validation Set List

Validation Set List

35	Make	Make
36	Ship Via	Ship Via
37	Form Type	Form Type
38	Employee	Employee (Used when Payroll is ı
39	Employee Status	Employee Status
40	Employee Status Reason	Employee Status Reason
41	Operator License Type	Operator License Type
42	Position Inactive Reason	Position Inactive Reason
43	Position Miscellaneous	Position Miscellaneous
44	Ranking Description	Qualification Tier Ranking Descri
45	ACH File Format	ACH File Format
46	Holiday	Payroll Holidays
47	W9 Form	W9 Form
48	Page Break Level	Page Break Level
49	Job Posting Documentation	Job Posting Documentation
50	Job Posting Location	Job Posting Location

New | Delete | Refresh | Context | Values

New – This will create a new validation set

Delete – This will delete a selected validation set

Refresh – This will refresh any data that was manipulated

Context – Will display where the values are associated in new world ERP

Values – This will display all of the existing Values of the Validation Set

When creating non-employees and maintaining the benefit plans, there will be several validation sets used to hold commonly used values.

The Benefit Tracking (Non-Employee) module uses the following Validation Sets. Entries with an asterisk (*) are required when creating a new non-employee.

- Non-Employee Agency (301)
- Inactive Reason (267)
- *Employee Address Type (371)
- Employee Phone Type (370)
- **Employee Status (39)

Validation set number 39, Employee Status, controls the primary status of employees and is important here because an alternate value will need to be supplied here.

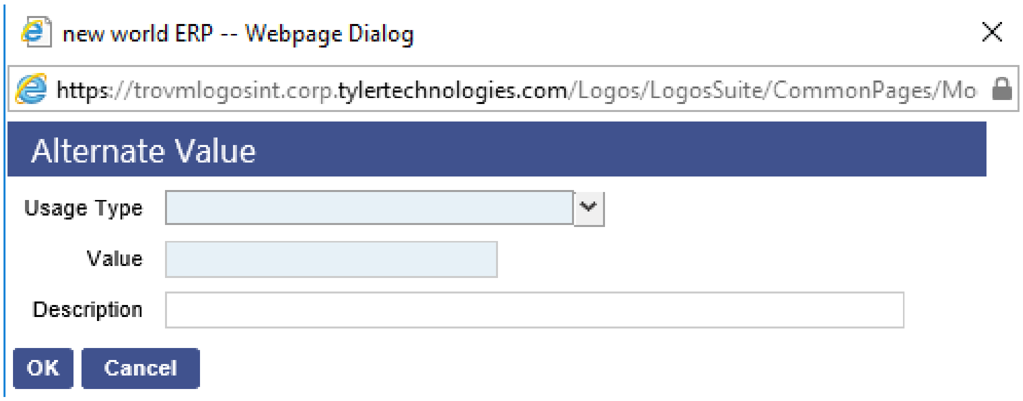
To define an employee status as “Retired,” an alternate value needs to be defined for the retired status. To define the alternate value,

Go to Maintenance > new world ERP Suite > System > Validation Sets > Validation Set List.

Select Validation Set ***39***, Employee Status.

Click the **Values** button, highlight the *Retirement* status and click the **Alternates** button.

Click **New** to add an alternate value. Complete the controls as follows:

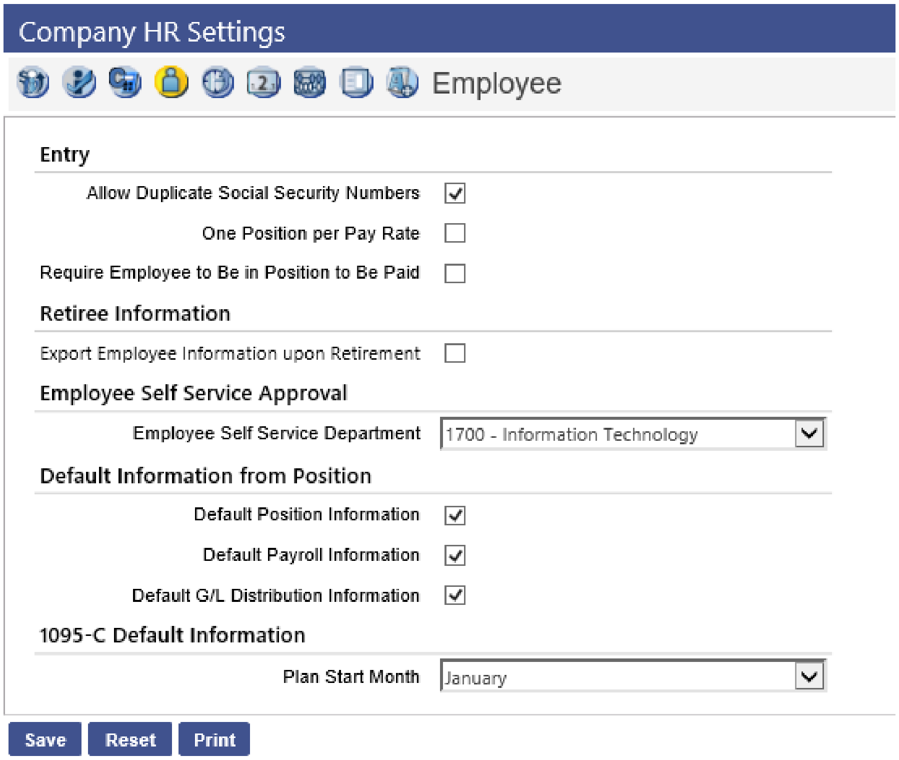


If the *Usage Type* control does not contain values, go to Validation Set 1, Validation Set Alternate Usage Type, to add them.

COMPANY HR SETTINGS

The Employee section of Company HR Settings includes a **Retiree Information** section:

Maintenance>Human Resources>Company HR Settings

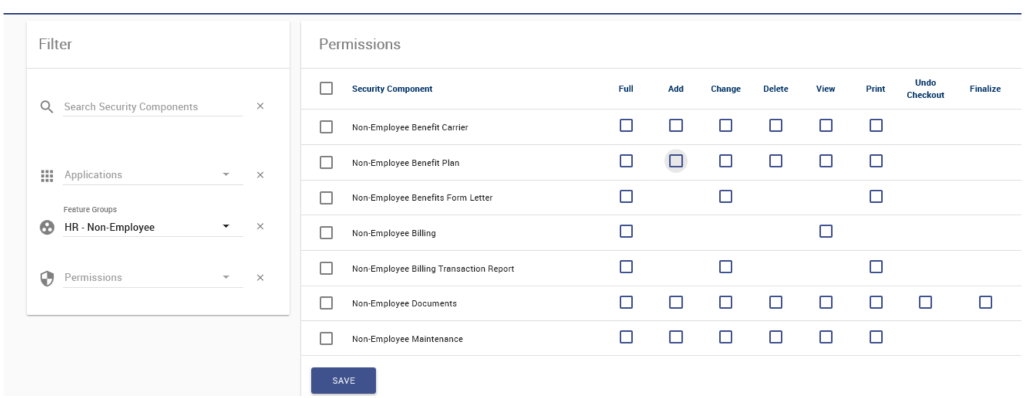


If the *Export Employee Information upon Retirement* flag is selected, retiree information will be automatically added to the system if an employee retires.

SECURITY

There are several security components that will need to be granted in order to have access to the non-employee benefits functionality. For each user that should have the ability to track non-employee benefits, grant them access to the security components shown below:

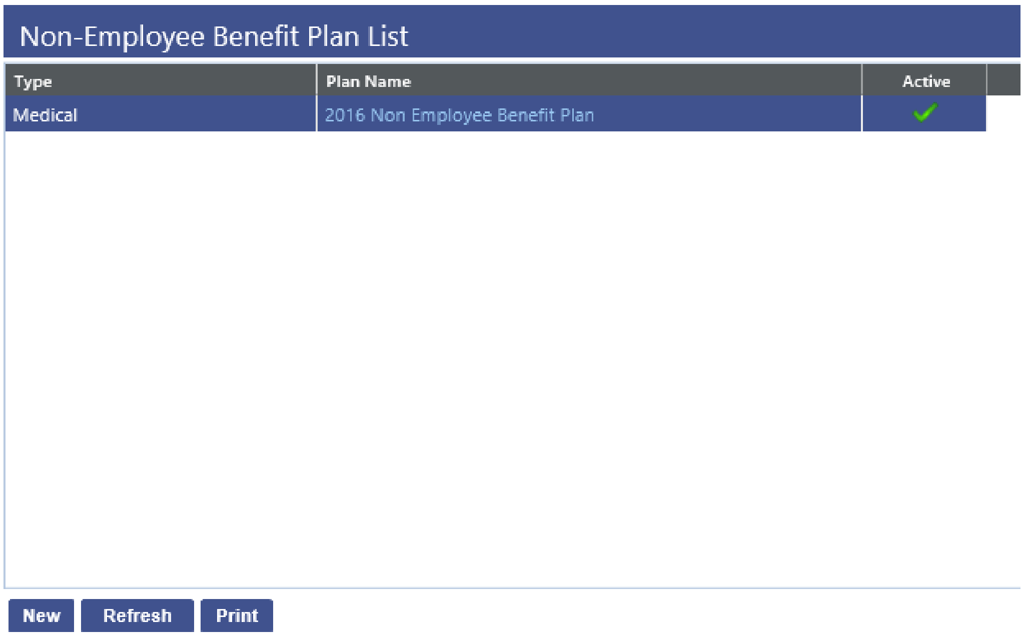
Maintenance>new world ERP Suite>Security>Security Templates



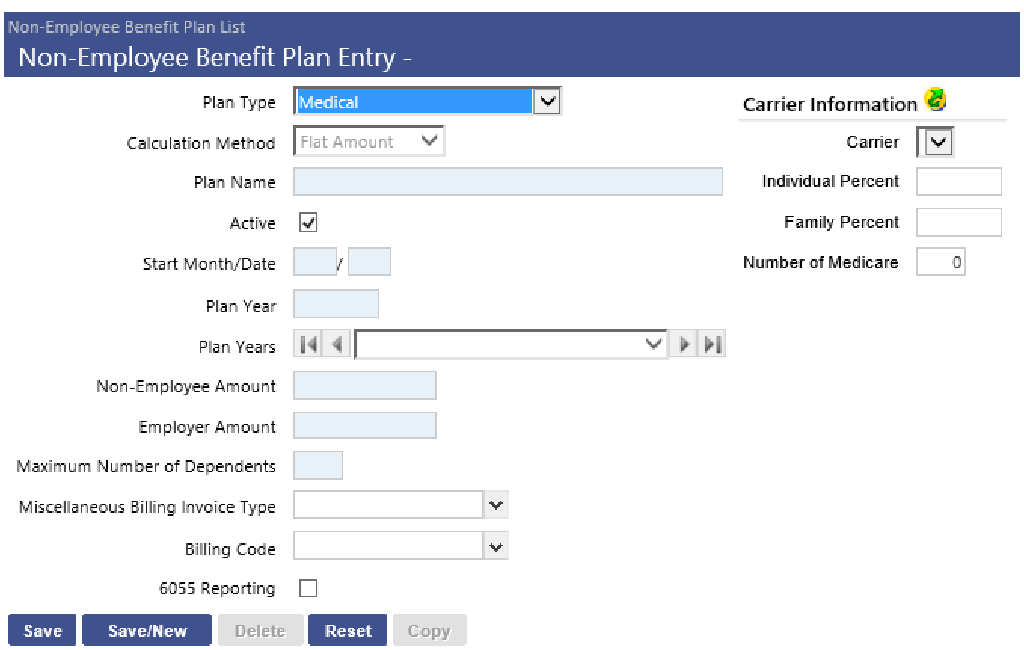
NON-EMPLOYEE BENEFIT PLAN LIST

The Non-Employee Benefit Plan List page displays the benefit plans for non-employees that have been defined in the system. Below is a screen shot of the Non-Employee Benefit Plan List.

Maintenance>Human Resources>Deductions and Benefits>Non-Employee Benefit Plans



To add a new non-employee benefit plan, click on the **New** button. You will see the following screen.



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Select a *Plan Type*. This control is required. The options are ***Medical***, ***Dental***, ***Vision***, ***Life***, ***Long-Term Disability***, ***Short-Term Disability***, and ***Accidental Death and Dismemberment***. ***Medical*** is the default value.

The *Calculation Method* options will depend on the *Plan Type* chosen. If the Plan Type value is Medical, Dental, or Vision, the Calculation Method is set to ***Flat Amount***, and the control is disabled. For all other plan types, the control is enabled, and a ***Rate Per Salary*** option is also available. Selecting Rate Per Salary will change the controls that appear on the screen.

The *Plan Name* is required. It may contain up to 64 characters. Enter a name that will clearly identify the plan you are creating.

The *Active* flag is selected by default. Deselect it only if you do not plan to start the plan at this time.

The *Start Month/Date* is required. Enter the numeric equivalent for the month and the date on which the plan should first be effective.

The *Plan Year* is required. Enter the four-digit year in which the plan begins.

The *Plan Years* control is disabled in ADD mode. It displays the start and end dates of all plan years.

The *Non-Employee Amount* control is displayed and required if the Calculation Type = Flat Amount. This is the amount of the benefit that will be paid by the non-employee. The acceptable range is $0.00 through $9,999,999.99. If the *Employer Amount* control is blank, this control must be populated. Once the plan is being used, this value will be displayed in view-only mode.

The *Employer Amount* control is displayed and required if the Calculation Type = Flat Amount. This is the amount of the benefit that will be paid by the employer. The acceptable range is $0.00 through $9,999,999.99. If the *Non-Employee Amount* control is blank, this control must be populated. Once the plan is being used, this value will be displayed in view-only mode.

The *Maximum Number of Dependents* is always displayed and required. The acceptable range is 0 through 99.

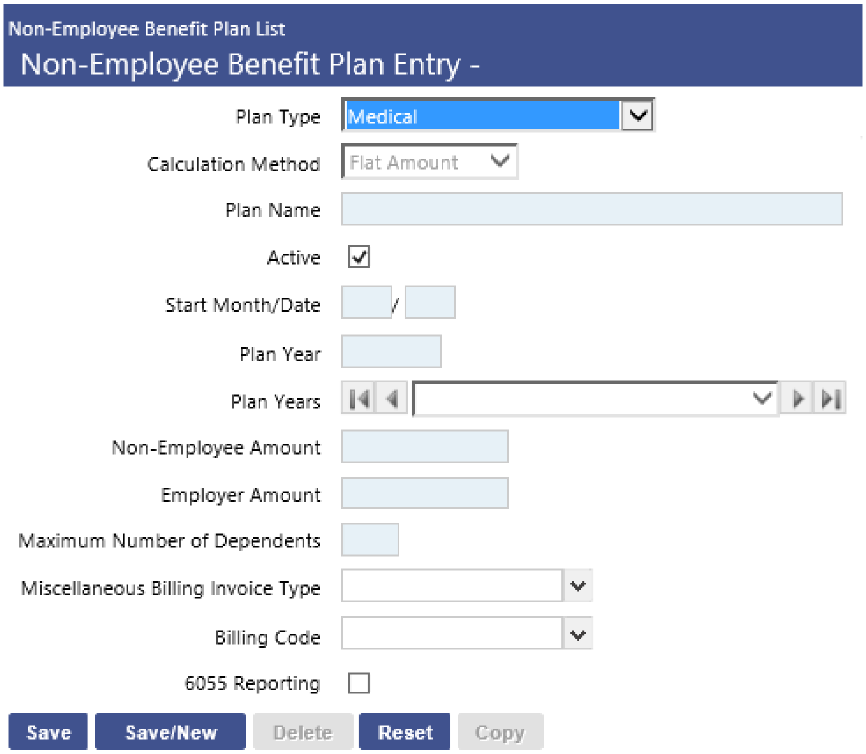
If you are billing through the Miscellaneous Billing module, the *Miscellaneous Billing Invoice Type* control is always displayed and required. It contains all invoice types that are available for the user signed on the system.

If you are billing through the Miscellaneous Billing module, the *Billing Code* control is always displayed and required. It is filtered based on the Miscellaneous Billing Invoice Type selected and displays only the billing codes that are valid for the selected Miscellaneous Billing Invoice Type. This value is optional.

The *6055 Reporting* checkbox is for ACA reporting.

Click **Save** to retain the entry.

If the Calculation Method = Rate Per Salary, several different controls will appear on the page.



The *Multiplier* control is required if no *Override Amount* is used. This value is multiplied by the salary to determine the insurance policy amount. The acceptable values are .01 through 999.99.

The *Minimum Amount* control is required if no Override Amount is used. This is the minimum policy amount. The acceptable values are $0.01 through $9,999,999.99.

The *Maximum Amount* control is required if no Override Amount is used. This is the maximum policy amount. The acceptable values are $0.01 through $9,999,999.99.

The *Override Amount* control is required if no Multiplier is used. This is the policy amount. The acceptable values are $0.01 through $9,999,999.99.

The *Round To* control indicates how the policy amount should be rounded. The default value is ***Closest Thousand***. The other options are ***Next Thousand***, ***Closest Dollar***, and ***Next Dollar***.

The *Cost Per Thousand* or *Cost Per Dollar* control displays based on whether rounding is being done to the Thousand or to the Dollar, respectively.

The *Additional Amount* control can be used if an extra amount should be added to the policy amount. The acceptable values are $0.01 through $9,999,999.99.

Complete the other controls as described above and click **Save** to retain the entry.

The **Copy** button is enabled if information for the next year does not exist for the plan. Use it to copy the plan information to the next year.

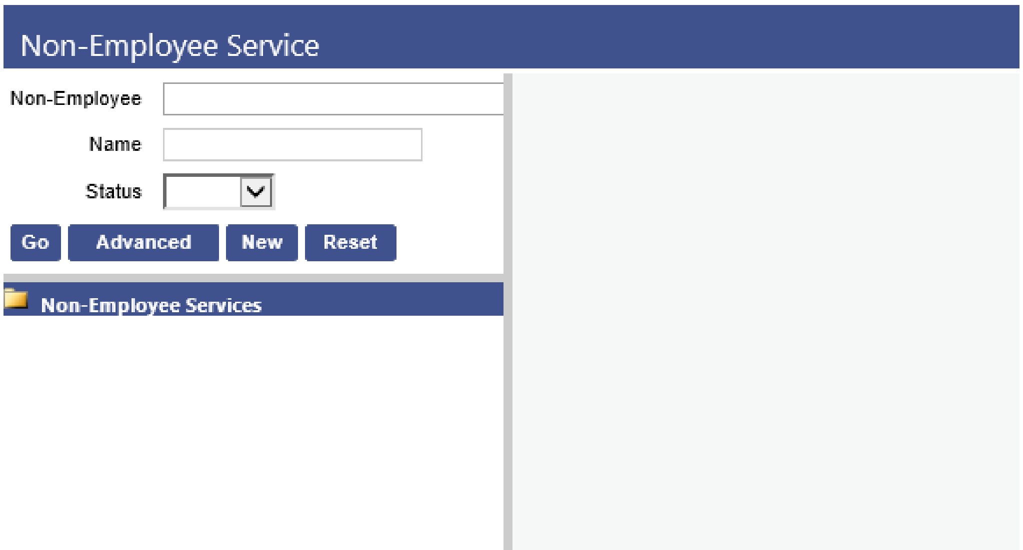
The user can generate a report of the non-employee benefit plans by clicking the **Print** button on the Non-Employee Benefit Plan List page.

END USER'S GUIDE

As part of the Benefit Tracking (Non-Employee) module, the Non-Employee Service page provides a single location where users can view information for non-employees. The page is broken into three panes: a search pane at the top left, a results pane below that, and an inquiry pane to the right.

NON-EMPLOYEE SERVICE

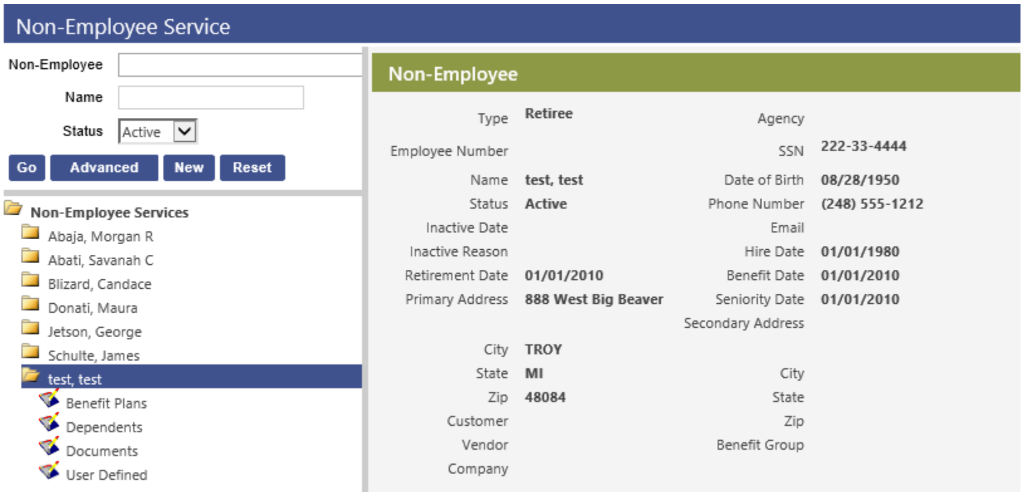
Human Resources > Non-Employee>Non-Employee Service



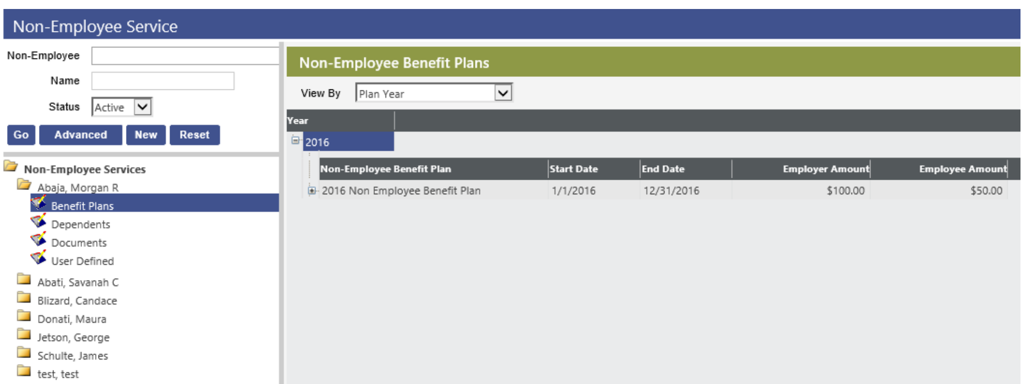
Any combination of the search controls may be populated to filter the results; at least one search control must have a value. When you click **Go**, the non-employees that match your search criteria will display in the results pane: Some information from this window will populate in the **Personal** tab of an employee record in Workforce Administration.

To display information for a non-employee, click on the folder icon next to the name. The folder will expand to show the four non-employee attributes, and non-employee identification information will display in the Inquiry pane.

To view the information for a specific attribute, click on the attribute. The information displayed for the attribute cannot be edited from that location, only from the **Edit** option on the Identification page.



The ***Benefit Plans*** option will display information as follows:

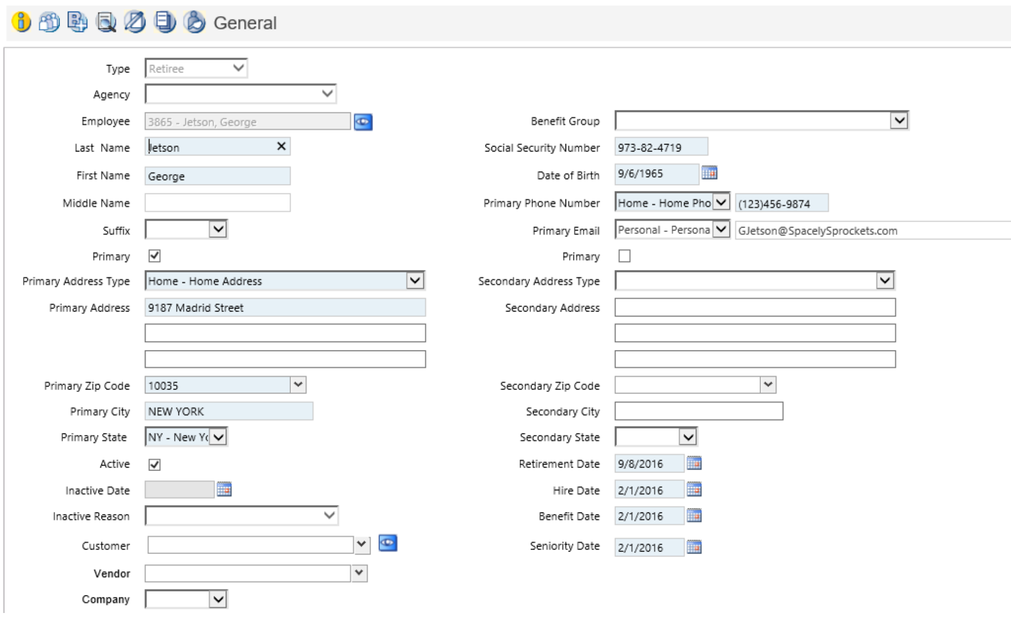


The ***Dependents*** option will list any dependents tied to the non-employee and their benefit plan information.

The ***Documents*** option displays the standard document processing control.

The ***User-Defined*** option displays any controls set up by the organization to record additional, miscellaneous, non-employee information.

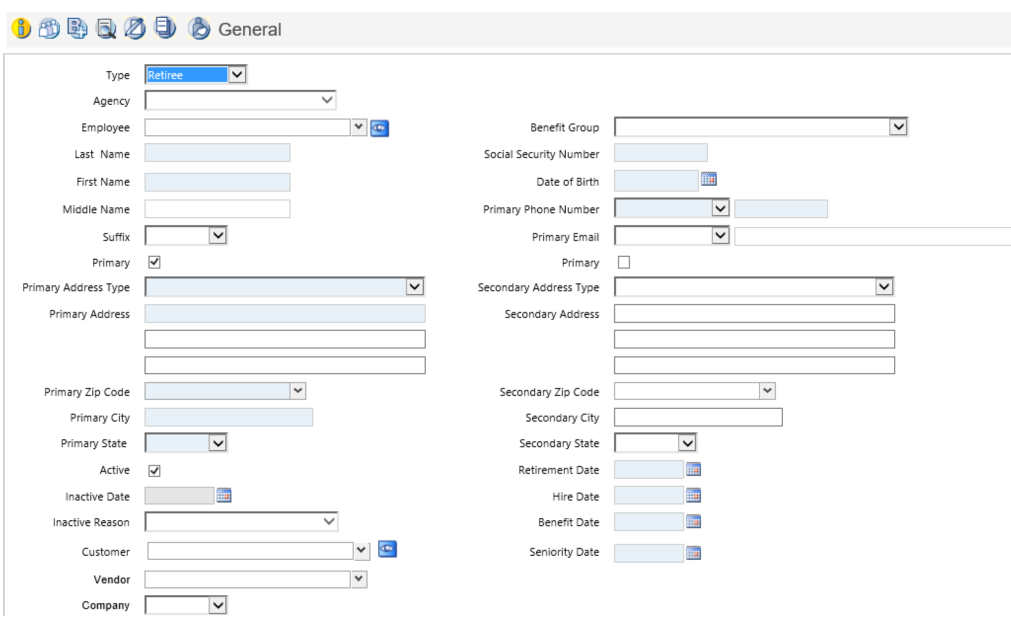
The Non-Employee header bar contains several icons for working with the non-employee information. To edit the non-employee information, click on the pencil icon. You will see the following screen:



ADD NON-EMPLOYEE

The Add Non-Employee workflow allows authorized users to create a non-employee that will be tracked through the Benefit Tracking (Non-Employee) module. When you select the **New** button from the Non-Employee Service page, you will see the following screen:

Human Resources > Non-Employee>Non-Employee Service>New



Select the *Type* of non-employee: ***Retiree*** or ***Outside Agency***.

If you select an Outside Agency for the Type, the Agency control will be enabled and required.

Enter or select the non-employee's name. If the non-employee already has been entered in the system, you can select the name using the *Employee* control. Selecting an Employee will populate the other controls on this page that already have values defined. Otherwise, the *Last Name* and *First Name* controls are required. Last Name can contain 50 characters, and First Name can contain 20 characters. A *Middle Name* of up to 20 characters can be entered and a name Suffix selected, if desired.

Enter the non-employee's *Home Address*. The first of the three lines provided is required; each line can contain up to 40 characters.

The non-employee's *Zip Code* is required. Zip codes are stored in the drop-down; as you type, the list gets filtered so that the value can be selected without typing the entire value. Selecting the Zip Code will populate the required *City* and *State* controls as well; these values can be overwritten, if necessary.
The *Active* flag is selected by default. If the non-employee is inactivated, values are required in the Inactive Date and Inactive Reason controls.

If the non-employee is tied to a miscellaneous billing customer, select the *Customer*.

The non-employee's *Social Security Number* and *Date of Birth* are also required, as is a *Phone Number*, including area code.

An *Email* address can also be specified as means of contacting the non-employee. This control can contain up to 128 characters.

If the non-employee's mailing address is different from the home address, complete the *Mailing Address* controls. The control limits are the same as for the home address controls.

If the non-employee Type is Retiree, the remaining dates on the page are all required. Enter the non-employee's *Retirement Date*, *Hire Date*, *Benefit Date*, and *Seniority Date*.

Click **Save** to retain the entries.

The information on the other workflow pages can now be entered. To work within the dependent information, click on the **Dependent** icon. You will see a screen like the following:

To add dependents, click the **New** button and complete the fields.

The *Dependent Name* is required. It can contain up to 50 characters.

Gender and *Date of Birth* are optional controls. Gender can be selected and a valid date of birth entered if desired.

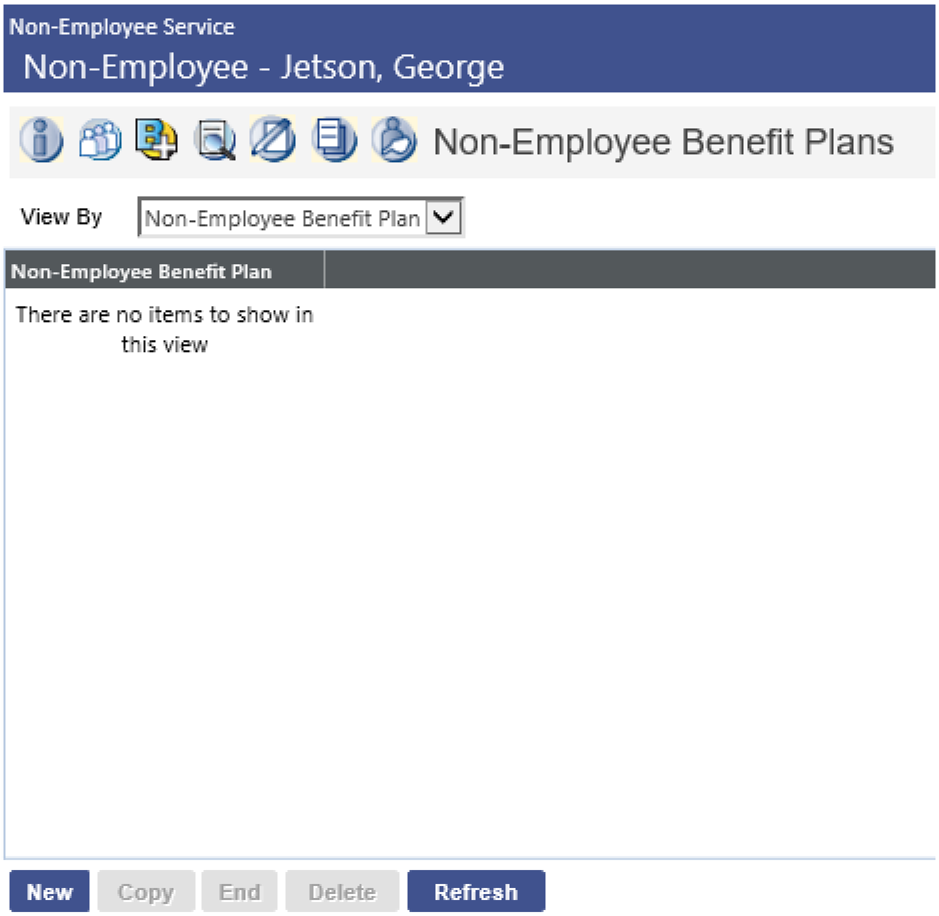
Relationship is a required control. The values are defined and maintained by your organization. Select the dependent's relationship to the non-employee.

The dependent's *Social Security Number* can be entered, if desired.

The *Active* flag is selected by default. Deselect it if the dependent is not currently receiving benefits through the non-employee.

Click **Save** to save the dependent's information.

If you need to maintain benefit plan information, click on the **Benefit** work flow icon. You will see a screen like the following:



To add a benefit plan, click on the **New** button and complete the fields.

Select a *Plan Year*. This will populate the *Non-Employee Benefit Plan* control with all available plans for the year selected.

Select a *Non-Employee Benefit Plan*. The combination of the Plan Year and the Non-Employee Benefit Plan will populate the *Start Date*, *End Date*, and *Available Dependents* controls.

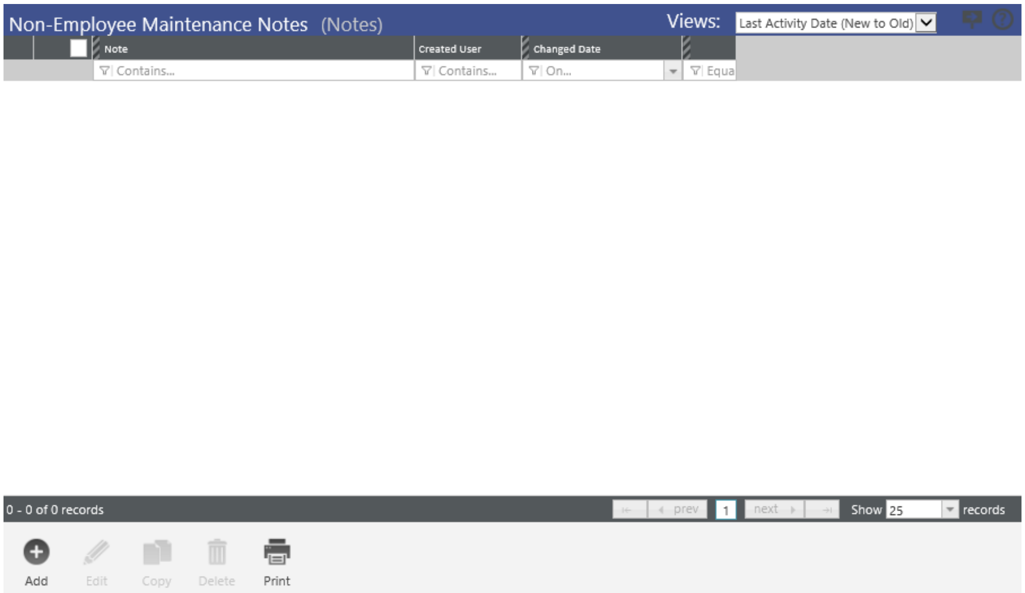
The *Start Date* and *End Dates* may be overwritten, if desired, but both controls are required.

Select any *Available Dependents* that should be included in the benefit plan. Dependents are not required, but only ones present in the *Included Dependents* control will be included in the benefit plan.

Note: If the plan selected uses a calculation method of Rate Per Salary, the Salary Amount control also will be displayed.

Click **OK** to save the entry.

If you need to add notes to the non-employee record, click on the **Notes** icon. You will see a pop up like the following:



Any notes that have already been entered will display on the left side of the page. Use the right side to enter a new note:

The *Subject* is required. Enter a subject for the note just as you would enter a subject for an email message. It may contain up to 32 characters.

Select the user who should receive the note. Use the drop-down control to select a single user. If multiple users should receive the note, click on the icon. You will see the following control, which will allow you to select multiple recipients:

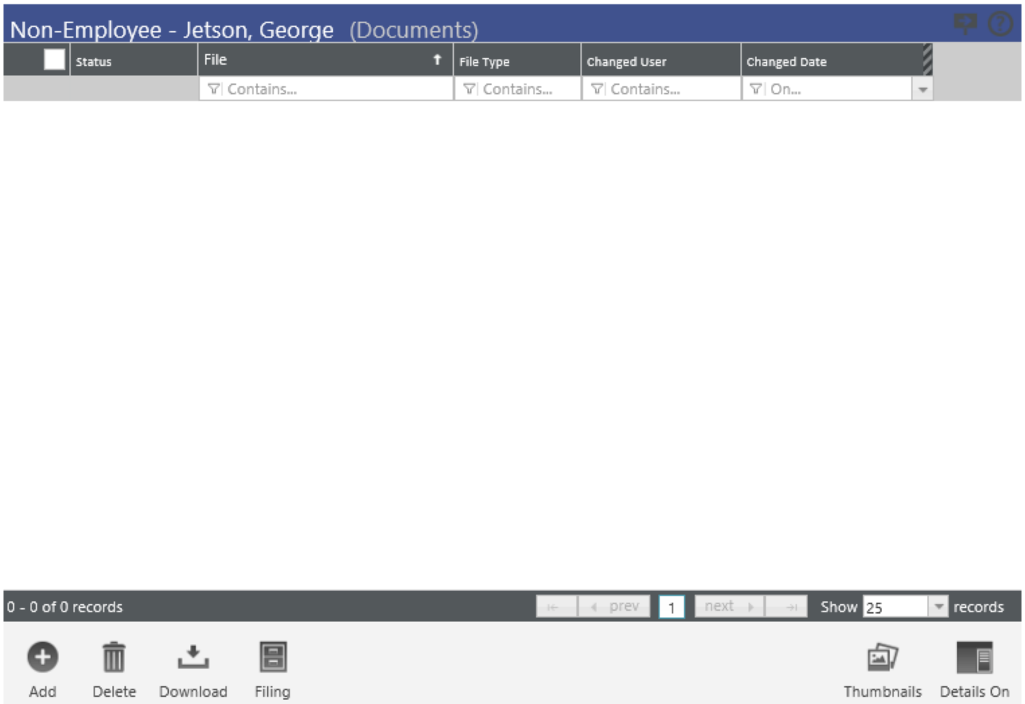
Enter a date on which the notification should be received.

The text of the note is required. Enter the information or task the user(s) should receive.

Click on the date entered, the note will appear under myCalendar on the home page for all users selected to receive notification.

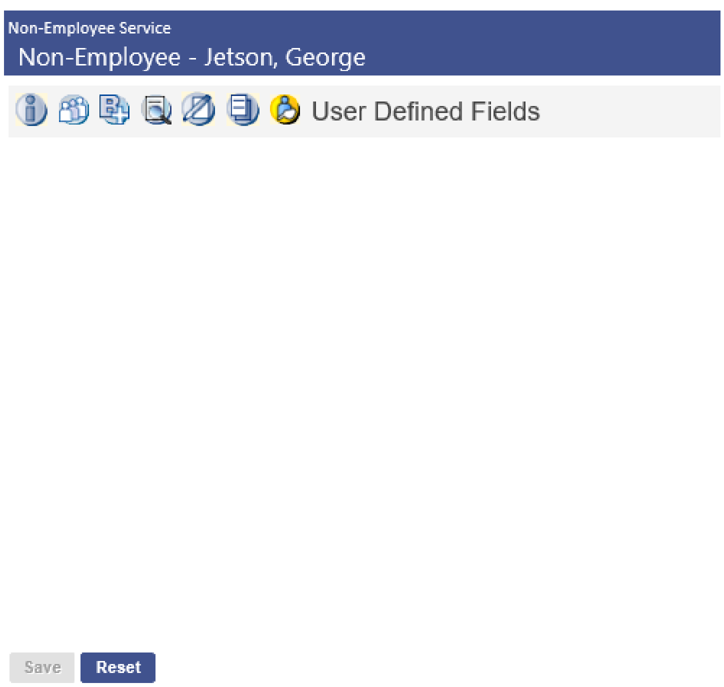
When the user clicks on the hyperlink, the note details will display as an activity.

If documents need to be added to the non-employee record, click on the **Document** icon. You will see a pop up like the following:



This is the standard document control used throughout the software.

The non-employee record can also include user-defined fields. When you click on the **User Defined Fields** icon, you will see the following screen:



User-defined fields can be set up as either required or not required. Fields and their possible values will be defined by your organization. Enter any required values and click **Save** to retain the values.

The non-employee record is now complete.

NON-EMPLOYEE BENEFITS OPEN ENROLLMENT

The Non-Employee Benefits Open Enrollment page allows users to enroll batches of non-employees into benefit plans. This is done using a workflow process.

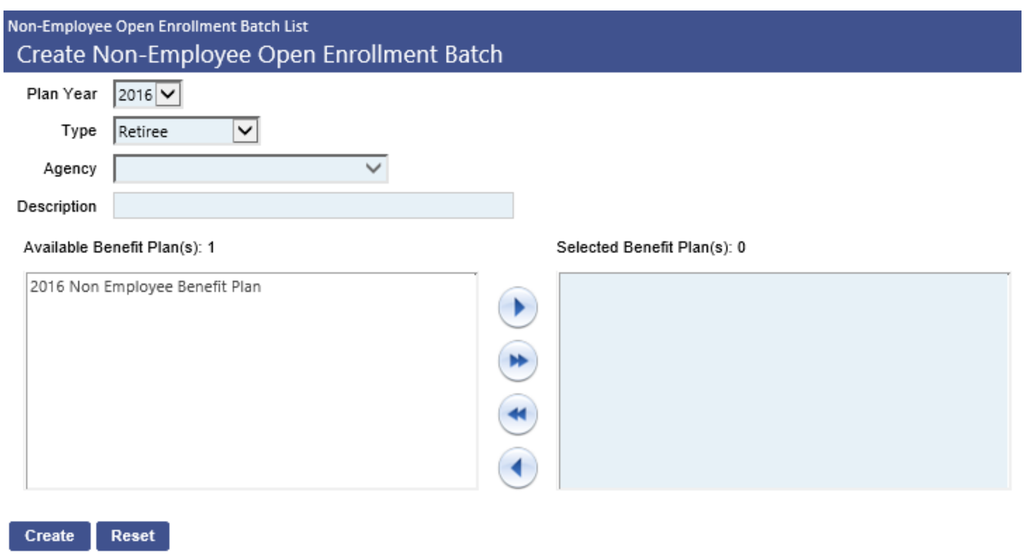
When you select Human Resources > Non-Employee > Non-Employee Benefits Open Enrollment, the system will take you to the Non-Employee Open Enrollment Batch List page. This page displays a list of all non-employee open enrollment batches in progress.

Human Resources > Non-Employee>Non-Employee Benefits Open Enrollment

CREATE OPEN ENROLLMENT BATCH

To create a new open enrollment batch, click **New**, you will see a screen like the following:

Human Resources > Non-Employee>Non-Employee Benefits Open Enrollment>New



Select the *Plan Year* for which enrollments should be created. This control is populated with all valid plan years in descending order.

Select the open enrollment *Type*, ***Retiree*** or ***Outside Agency***.

Selecting a Type of Outside Agency will enable the *Agency* control. Select the agency.

Type a *Description* of the open enrollment batch.

Select the applicable benefit plan(s) from the *Available Benefit Plan(s)* multi-select list box.

Click the **Create** button. This will create the open enrollment batch for the selected plan year. All active non-employees matching the selected Type and Agency will be included in the batch if they were enrolled in the previous year; they will be enrolled in the same benefit plan if it is defined for the current year.

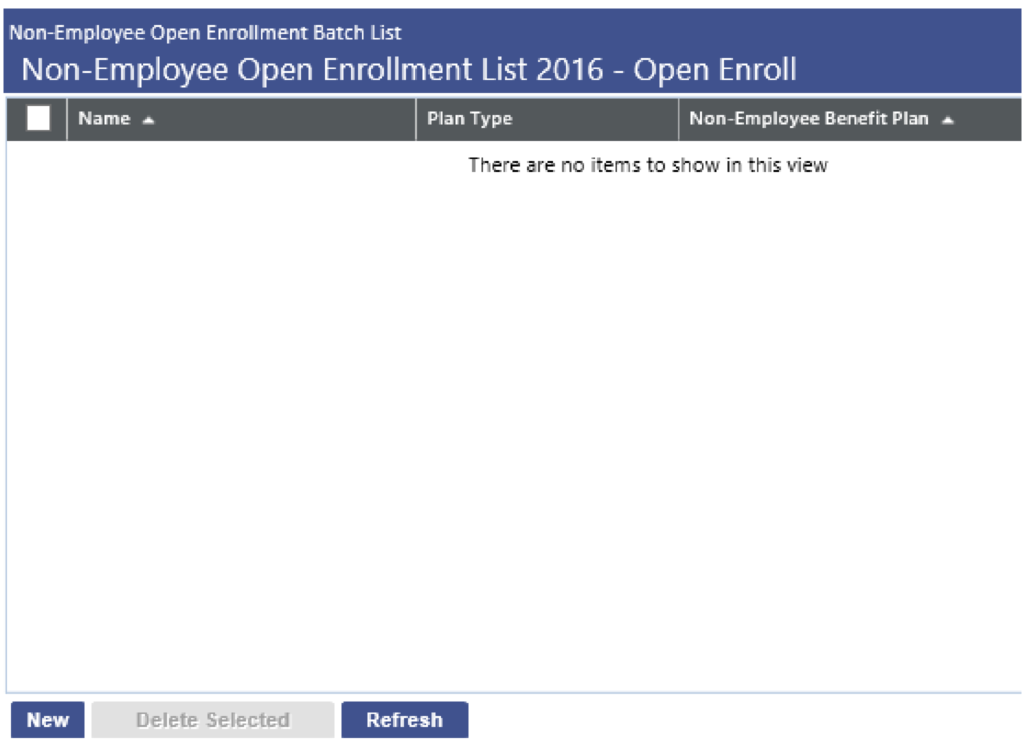
To view the details of an open enrollment batch, click the *Description* link in the grid. The "Create Non-Employee Open Enrollment Batch" page will be opened.

The information on this page, once saved, may not be edited. If information needs to be edited, you will need to delete the non-employee open enrollment batch and recreate it. To delete a batch, select it in the grid and click the **Delete** button.

ADD NON-EMPLOYEE TO OPEN ENROLLMENT LIST

To add a non-employee to the open enrollment list for an existing batch, select the batch, and click **Maintain Results**. The "Non-Employee Open Enrollment List" page will be opened.

The Non-Employee Benefit Entry dialog lets you enter a salary amount when enrolling a non-employee in a benefit plan with a *Calculation Method* of ***Rate per Salary.***



Click **New**. The "Non-Employee Benefit Plan Enrollment" page will be opened.

Non-Employee Name is required. Open the Non-Employee Name drop box and select from the list of available non-employees.

Non-Employee Benefit Plan is required. Open the Non-Employee Benefit Plan drop box and select from the list of available benefit plans.

To save your selections, click **Save**. The "Non-Employee Open Enrollment List" page will be reopened, with the newly added non-employee included in the open enrollment list.

DELETE NON-EMPLOYEE FROM OPEN ENROLLMENT LIST

To delete a non-employee from the open enrollment list, select the check box corresponding with the non-employee. You may select multiple check boxes. (If you want to delete all non-employees from the list, select the check box in the column header.)

Click **Delete Selected**.

PRINT EDIT & ERROR LISTING

The Print Edit & Error Listing workflow page allows the user to determine the print output for the open enrollment batch. When you select the **Print Edit & Error Listing** icon, you will see the following screen.

To select the amount of detail and the sort order of the edit/error listing, click the *Show Preferences* link near the upper-right corner of the page.

Select the *Listing Detail Level* that you want to see on the listing. The options are ***Full Detail*** and ***Summary***. Full Detail is the default value.

Select the *Sort Order* for the listing output. The options are ***Non-Employee***, ***Plan***; and ***Plan Type, Plan, Non-Employee***. Non-Employee, Plan is the default value.

Once all of the preferences are selected, click **Submit** to run the listing. The output can be viewed from the SSRS popup report.

POST NON-EMPLOYEE BENEFITS OPEN ENROLLMENT BATCH

Once the batch has been printed, it can be posted. When you select the **Post** icon, you will see a screen like the following:

To select the amount of detail and the sort order of the post listing, click the *Show Preferences* link near the top-right corner of the page.

Select the *Listing Detail Level* that should appear on the post listing. ***Full Detail*** is the default value. ***Summary*** is the other option.

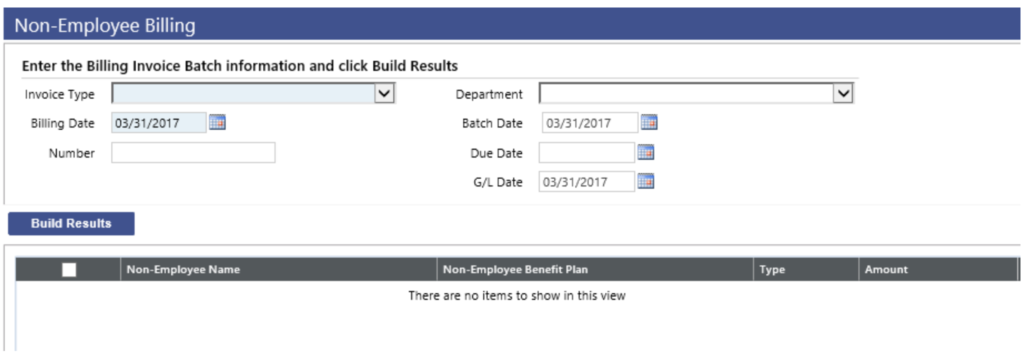
Select the *Sort Order* in which the report should be generated. ***Non-Employee, Plan*** is the default; the other option is ***Plan Type, Plan, Non-Employee***.

Once all of the preferences are selected, click **Submit** to post the batch and submit the post listing. The output can be viewed from the SSRS popup report.

NON-EMPLOYEE BILLING

The page, accessed from Human Resources > Non-Employee > Non-Employee Billing, allows authorized users to enter data that will be used to create a Miscellaneous Billing Invoice Batch, select non-employees for whom bills will be generated, and then create the Miscellaneous Billing batches, which are then processed in Miscellaneous Billing.

Human Resources > Non-Employee>Non-Employee Billing



Select the Miscellaneous Billing *Invoice Type* that should be used to create non-employee bills. This control is required. It contains invoice types that are selected on non-employee benefit plans.

Enter the *Billing Date*. This control is required; it is used to calculate the *Due Date*. The default is the current system date.

The *Number* is optional. Enter the billing invoice batch number, if desired. It may contain up to 13 digits. If you leave this control blank, the system will assign the next available number.

The *Department* control contains the department within the organization that is responsible for the invoice batch. It is blank by default. Select a department, if desired.

The *Batch Date* entered is the batch was created; it helps identify the batch. The default is the current system date.

The *Due Date* will print on the invoice as the date that payment is expected. This control is blank by default. It will populate once an Invoice Type is selected. Then it will add the *Number of Days Until Due* value on the Invoice Type record to the Billing Date to obtain the Due Date.

G/L Date contains the date that the G/L hits will be made on the system. The default is the current system date.

Once all the necessary controls are populated, click **Build Results**. The results will display in the list at the bottom of the page. The value in the *Amount* column is the employee amount.

To select non-employees for whom bills will be created, click on the check-box at the far left of the row. To select all non-employees, click in the checkbox inside the first column header. Then click **Create Bills**.

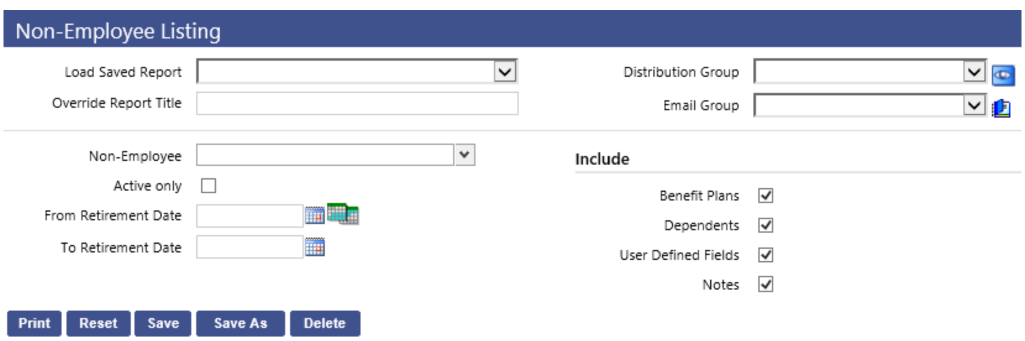
If the bills are created successfully, you will see an “Invoices have been successfully generated” message at the top of the list. The invoices can now be processed in Miscellaneous Billing.

NON-EMPLOYEE REPORTS

NON-EMPLOYEE LISTING

The Non-Employee Listing allows users to print a report of non-employees in the system. The report provides multiple ways to filter the non-employees that will appear on the report and allows the user to select attributes of the non-employee record. When you select Human Resources > Reports > Non-Employee Reports > Non-Employee Listing or click the **Print** option on the non-employee header bar on the Non-Employee Service page, you will see a screen like the following:

Human Resources >Reports>Non-Employee Reports>Non-Employee Listing



The Non-Employee control is blank by default. If it is left blank, it will return information for all non-employees. If a name is selected, report results will be returned only for the non-employee selected.

The *Active Only* flag is deselected by default. If it is selected, only active non-employee records will be included in the results.

The *From Retirement Date* and *To Retirement Date* controls are blank by default. If a date range is entered, only non-employees who retired within the date range will be included in the report. It is also possible to enter only one date.

The checkboxes for the non-employee attributes (benefit plans, dependents, user-defined information, and notes) allow the user to select any or all information.

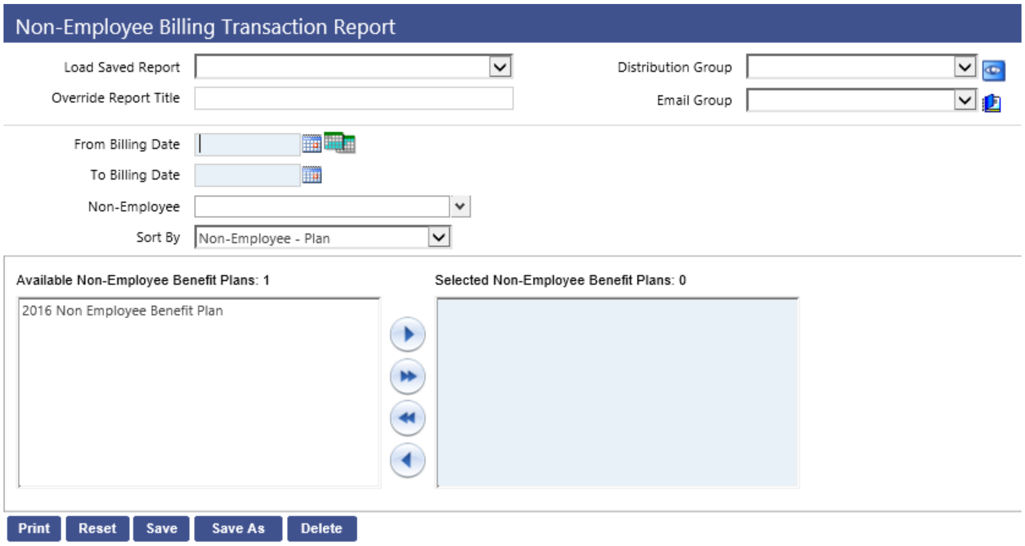
Click **Print** to trigger the popup SSRS report.

NON-EMPLOYEE BILLING TRANSACTION REPORT

The Non-Employee Billing Transaction Report provides users with several variables for printing a listing of non-employees who have been billed for their benefit plan participation. When you select Human

Resources > Reports > Non-Employee Reports > Non-Employee Billing Transaction Report, you will see a screen like the following:

Human Resources >Reports>Non-Employee Reports>Non-Employee Billing Transaction Report



The date range is required. Enter a *From Billing Date* and a *To Billing Date*.

The *Non-Employee control* is blank by default. If it is left blank, it will return information for all non-employees. If a name is selected, report results will be returned only for the non-employee selected.

The default *Sort By* value is ***Non-Employee - Plan***. Output can also be sorted by ***Invoice Batch - Non-Employee - Plan***.

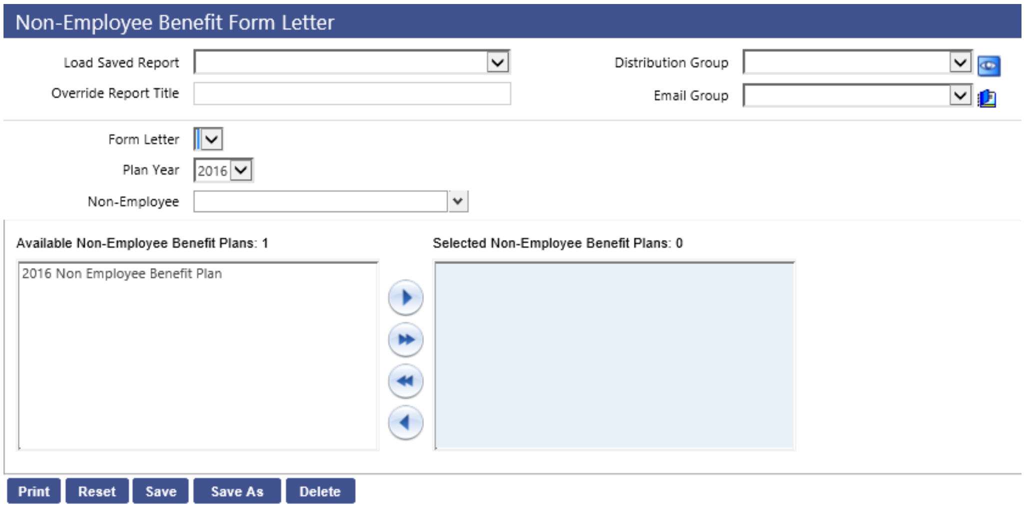
There must be at least one value in the *Selected Non-Employee Benefit Plans* control. Select all benefit plans that should be included in the listing.

Click **Print** to trigger the popup SSRS report.

NON-EMPLOYEE BENEFIT FORM LETTER

The Non-Employee Benefit Form Letter allows users to generate a letter to non-employees in specific benefit plans. When you select Human Resources > Reports > Non-Employee Reports > Non-Employee Benefit Form Letter, you will see a screen like the following:

Human Resources >Reports>Non-Employee Reports>Non-Employee Benefit Form Letter



Select a *Form Letter* from the options defined in Mail Merge Templates.

The current plan year will default in the *Plan Year* control. Any other plan year defined can be selected.

The *Non-Employee* control is blank by default. If it is left blank, it will return information for all non-employees. If a name is selected, report results will be returned only for the non-employee selected.

There must be at least one value in the *Selected Non-Employee Benefit Plans* control. Select all benefit plans that should be included in the listing.

Click **Print** to send the listing to myReports. When you go to myReports and click on the *Non-Employee Benefit Form Letter* link, you will be prompted to download the file.

Click on the **Download File** button. You will see the File Download message box that allows you to either open the file or save it to your computer. If you open it, you will see output file.