

# Hot Off The Press

## **NEW REPORT FOR SPOUSES WITH DUAL INSURANCE COVERAGE**

Effective immediately, a new report, BP7030N, will be produced at month-end to show employees who are providing insurance coverage for their spouse when that spouse is also covered as an employee. The report lists the employee on the first line and shows the values for the dependent flags for Medical, Dental, Vision, Dependent life and Long-term care. The second line shows the coverage the spouse has on their 106 screen for the same types of insurance. In some cases the dependent flags have been left "on" (set to Y) even though the employee has dropped the coverage. In that case, you will just need to change the dependent flag to N and enter the correct stop date for that dependent coverage.

The line showing the spouse coverage also shows the start date for each type of insurance. In some cases the double coverage is because the spouse is a new employee who has added coverage with a future effective date. In that case, no correction is needed at this time, but one of the coverages will eventually need to be canceled.

If the spouse is enrolled in their own coverage and also enrolled as a dependent, you will need to verify with the employee which person should be carrying the coverage and then correct the appropriate record. This report has been created to catch double-coverage errors, because the 115 screen no longer checks for double-coverage before allowing the addition of new coverage. That edit caused problems for new employees enrolling in coverage who were currently covered as a dependent on their spouse's record.

## **SCREEN 404, FORM 500 PROCESSING, CHANGES**

Effective 11/17/2004, a new column, 'Total EPA Count', has been added to Screen 404 to track the number of electronic payroll actions (EPA) separately. The 'Total F500 Count' column reflects the number of 500's entered through the BPP Active Budget 3270 screens. Prior to this change, all 500's entered, either through EPA or BPP, are reflected in the 'Total F500 Count' column.

## **UNIVERSAL ID NUMBER (UIN) REPLACES SSN IN THE INSURANCE BILLING SYSTEM**

Effective December 1, 2004, the Insurance Billing System will use UIN rather than SSN. UIN will be printed on bills, registers, and reports, and displayed on billing screens. Lookup on screens may be either by UIN or SSN but only UIN will be displayed.

## **BILLS TO BE PRINTED ON LASER FORMS**

Also effective December 1, 2004, the insurance bills will be printed at the BPP Operations Center on laser forms. Each form is a single sheet of standard 8-1/2 x 11 letter sized pre-printed paper. One sheet will contain one bill. Each bill has two perforated lines that divide it into three parts: 1) the top portion, retained as the employer copy; 2) the middle section, kept by the employee as their receipt; and 3) the lower portion, returned by the employee as the remittance copy with their payment.

Upon receiving the printed bills, remove and retain the employer copy (the top portion) for your records. Fold the remaining two sections at the perforated line. Insert into an envelope. If using window envelopes, be sure the employee's address is showing in the window. For those workstations which receive labels used to send bills, this may be a good time to convert to window envelopes.

If you have questions or comments, please e-mail them to [BPP-help@tamu.edu](mailto:BPP-help@tamu.edu).

