

# Hot Off The Press

## FISCAL YEAR-END REMINDERS

### Priority: Active Budget Updating

It is very important that the budget records for employees entered **before** Insurance Initialization which is scheduled for **September 5, 2005**. This is due to the requirement that a budget record must exist for an employee to have his insurance records initialized in the Personnel File. If no budget record Exists, insurance records in the Personnel File will have their premiums set to **zero** and you will have to **manually update** Screen 106 after Insurance Initialization. Only premiums with insurance deduct code set to 1, 2, or 3 will have their premiums set to zero. Graduate students will not have their premiums set to zero if no budget record Exists. Error reports printed on Monday, August 29, will list your employees without budget records (see below for the list of reports).

➔ **The more up-to-date the new fiscal year Active Budget is, the more accurate your Insurance Initialization will be.**

### Insurance Enrollment for Employees, Current and New

Please continue to enter insurance enrollment data for current employees via the processor webpage through Sunday, September 4. For new employees you may enter insurance enrollment information directly into Personnel Maintenance (Screen 106). Fiscal Year-End Initialization is currently scheduled for **September 5, 2005**.

### Catching Up on Premiums

Employees who need to catch up on their premiums should **not** have their due date changed on the 106 screen. Deductions for August should be made by going through Payroll and issuing an extra deduct.

### Retiree Billing

Employees who are retiring at the end of August may have their deduction codes changed to enable the billing programs to select them for the automated retiree billing process. The automated retiree billing process is scheduled to process on September 5, 2005.

## ANNUAL ENROLLMENT - INSURANCE INITIALIZATION UPDATE

The next step in the Annual Enrollment - Initialization Process is to test the complete Insurance Initialization process. It has been rescheduled for **Monday, August 29**, from the earlier date of Wednesday, August 24. The final step, Insurance Initialization is still scheduled for September 5. The processor AE webpage remains active through the **close of business on September 4<sup>th</sup>**.

Confirmation letters and daily error reports continue to print for entries made through the processor AE webpage. Continue to distribute the letters and please continue to correct errors from the daily reports **as you receive them**. Those individuals with errors do not initialize correctly. Please contact [BPP-Help@tamu.edu](mailto:BPP-Help@tamu.edu) as needed for help in correcting these errors.

Testing the complete Insurance Initialization process is done to:

1. Send Annual Enrollment and August updates to the insurance carriers,
2. Catch errors in our programs, and
3. Give you a last chance to make corrections before the actual run that initializes the personnel files.

You receive a second set of End of Annual Enrollment reports from this test process. These are the last reports from which corrections can be made through the webpage. As with the first set of End of Annual Enrollment reports, individuals with errors not corrected before the **close of business on September 4** do not initialize properly and must be entered in BPP prior to the first payroll calculation on September 13. Descriptions of these reports, and instructions for correcting some errors shown on these reports, are at the end of this memo.

You also receive Insurance Initialization reports. Information about the Insurance Initialization reports is included with this memo. Please **review these reports** carefully, looking at the insurance changes that **should** have been made as well as the **premium amounts**. Make any necessary corrections through the AE Web page, BPP Personnel Maintenance Screens, or Budget Screens. This is your **last chance** to clean-up problems **before** we run Insurance Initialization on September 5th. The End of Annual Enrollment reports and Insurance Initialization reports should print at your location. If you see any information that looks incorrect or if you have any questions about this process, please e-mail me at [p-wolfe@tamu.edu](mailto:p-wolfe@tamu.edu).

**END OF ANNUAL ENROLLMENT REPORTS****Annual Enrollment Update** (FISYE101 / BP9224-01)

This report shows the old coverage and the new coverage for the changes entered into the Annual Enrollment (AE), via either the employee's or the processor's AE webpage. Only people entered into the AE pages appear on this report. The changes appearing here are applied to the personnel files when Insurance Initialization is run. The column headed U indicates the method used to enter the AE changes: P stands for web entry by the Processor, E stands for web entry by the Employee.

**Annual Enrollment Update Error Report** (FISYE101 / BP9224-04)

This report shows people as their coverage will be after Initialization, with discrepancies between the number covered on the 106 (BE) screen and the number of dependents shown with coverage on the 115 (DD) screen. If you have any of this type of error appearing on your report please investigate and correct the situation, as this affects the premiums charged to the employee. If these errors are not corrected, then the number covered according to the dependent screen is used during Insurance Initialization to determine the premium charged. Some of these may be due to the dependent UIN problem shown on the AE Daily Error Report. The Update Error Report also shows those people who have a retirement date but whose SGIP-ELIG code is not **R** or **4** or **W**. If they are a working retiree and they want their insurance premiums deducted from their paycheck, then a **4** deduct code should be used.

This report also shows any changes attempted in the AE system that have already been recorded on BPP. These errors should be corrected on the AE webpage.

And this report shows where the spending account direct deposit flag has been turned off due to no bank information (ACH) on screen 101.

**Annual Enrollment SGIP Change Report** (FISYE101 / BP9224-05)

This report shows those people whose SGIP-ELIG code is changed to **N** by the Insurance Initialization process. The SGIP code is set to an **N** if they have a termination date and their SGIP code is not currently an **N**, **R** or **W**. The SGIP code is also set to an **N** if their insurance deduct code is either **S**, **D**, or **T**.

**Annual Enrollment Pending Coverage Dropped Report** (FISYE101 / BP9224-06)

This report shows those people whose action codes in the AE files were still "Pending" (Codes **P** and **E**). This list alerts you to the fact that the coverage is not added for the person during Insurance Initialization.

**Annual Enrollment Priority Code Report** (FISYE101 / BP9224-04)

Please research the individuals on this report to verify that the priority codes have been set correctly. This report only includes individuals in the AE files whose priority codes may be in question. The DEN, VIS, and ADD priority codes are always set to "On" to use the state money (SGIP) when the employee has certified other medical coverage. The employee does not have the option of having the priority set to **N** when they have certified other. The report also includes those with active priority codes and active employee status codes whose SGIP-ELIG code is set to **N**, **E**, or **?**. People whose Basic Life or Medical priority code is set to **N** are also shown.

**UIN Error Report** (FISYE101 / BP9224-07)

This report identifies new dependents added during the Annual Enrollment period who could not be assigned a UIN. Dependents shown on the report have to be manually added to the 115 Screen after Initialization along with their Annual Enrollment changes.

## INSURANCE INITIALIZATION REPORTS

### **Multiple PINs** (FISYE102 / BP9202)

This report shows people that are in more than one PIN in the Active budget. These employees cannot be initialized by the program and will have to be done manually once we have completed the normal Insurance Initialization process. Contact and coordinate with your agencies/institutions Budget or Payroll Offices to reconcile these issues. Individuals with Multiple PINs may qualify for full SGIP (SGIP Rate flag equal to F). The SGIP Rate flag on the 106 screen should be modified manually if the percent effort for both pins equals 100 percent.

### **Insurance Initialization Report** (FISYE103 / BP9203)

This report shows the employee's updated insurance selections after combining the annual enrollment data, their current insurances from the Personnel file, and the Active Budget file for the new fiscal year.

### **Insurance Initialization Error Report** (FISYE103 / BP9203)

The error report shows any discrepancies or problems found with the person's insurance and/or budget information. The error messages you may see from this report are described on the next page.

**INSURANCE INITIALIZATION ERROR REPORT  
ERROR MESSAGES**

These messages come from BPP job FISYE103, program BP9203.

**Working Retiree Ineligible For 65 Plus; Prem Set To Zero**

This message is new this year. It is shown when a person with a 4 or R deduct code on the BlueCross/BlueShield 65-Plus plan is budgeted for nine months or more in the new fiscal year. Since they hold a position of nine months or more, they need to select another plan.

**Ineligible For 65plus; Check Birthdates & Ded Codes; Prem Set To Zero**

This message has been reworded. Both the employee and the spouse must be 65 within 31 days of signing up for 65 plus or the Medicare flag must be set to Y or A, B, C, or D. Message may also be received if the deduct code is not an R, S, or T. Change the plan number for their medical coverage.

**No Budget Rcd - Insurance Premiums Set To Zero**

Shown when there is no budget record for individuals with insurance deduct code set to 1, 2 or 3. You will not get this message for graduate students. If a graduate student is not in the budget his premium will remain set and benefits will be based on the budget from the previous fiscal year.

Graduate students are identified based on the faculty rank code on the title code table. Individuals receiving the NO BUDGET RCD error message need to be entered into the new fiscal year budget before Insurance Initialization. Otherwise, individuals not entered in the budget at the time of Initialization have their premiums set to zero and must be manually updated before the first regular biweekly pay calculation on September 13, 2005.

**XXX Due Date Prior To 9/1. XXX Premiums Set To Zero**

XXX will refer to a specific insurance coverage (MED for example). A due date prior to September 1st, for someone with active insurance coverage indicates that a past premium was not collected. These employees will have the specified premium set to zero. A payroll correction will most likely need to be made to collect the past due premiums. The catch-up feature cannot be used since the premiums will change for the new fiscal year. The due date and premiums on the 106 screen and will have to be manually updated before the first regular biweekly pay calculation on **September 13, 2005**.

**SGIP Rate Changed From X To X**

The SGIP Rate flag was previously set to an F or P and because of the change in percent effort from the new Active BUDGET the field was changed. No action is necessary unless the new rate is incorrect.

**LWOP - Not Eligible For SGIP**

If any of the individual's insurance deduct codes have been set to L, the above message will be shown informing you that the individual is not entitled to the state contribution. The SGIP ELIG flag will be set to N and the priority flags for his insurance coverage will be set to N, regardless of what the priority code currently is in the Personnel Maintenance Screen (106).

**Less Than 50% Time, Not Eligible For SGIP, Prty And SGIP Set To N**

Regardless of what is shown on the Screen 106, if the new budgeted percent effort is less than 50 percent, then the SGIP ELIG flag will be set to N and the priority codes will be set to N.

**Warning - Retiree On Budget - Retained Retiree Status On Med, BL**

If the Retiree is budgeted, the retiree (R) deduct code will remain on each of the insurance coverages. This may happen when the active budget is not updated to reflect the recent employee retirements. Verify the employment status for these individuals.

**AD&D Coverage Amount Reduced To 60,000 - Retiree Now 70**

Once a retiree reaches the age of 70, his maximum coverage amount for Accidental Death and Dismemberment coverage is reduced from 200,000 to 60,000. The age to determine eligibility for the coverage amount is calculated as of September 1. This means that if a retiree will turn 70 in November he will still be able to maintain the maximum coverage amount of 200,000 until the next year.

**DL Prens & Cvrg Set To 0 - Ded Code Not The Same As OL**

This message is usually seen when a person has dropped Optional Life Coverage during Annual Enrollment but did not drop Dependent Life. It will only be given if the Dependent Life Plan is A. They must either drop dependent life coverage or convert to plan B.

**Warning---AD&D Cvrg Amt Reduced To 10 X Salary**

The new benefit salary is calculated from the Active Budget and is multiplied by 10 and compared to the ADD coverage amount given in the Annual Enrollment file. If the coverage amount requested in annual enrollment is more than 10 times the new benefit salary, then the program will reduce the coverage and give a warning.

**Bad Spending Account Ded For Less Than 12 Month Empl**

This message will appear when an employee budgeted for less than 12 month has signed-up for a spending account deduction to be taken for 12 months (2 deduct code rather than 1). Employees who work for less than 12 months may only have Health-Care spending accounts deducted for 9-months. The program does not automatically make this change. You will have to update the Annual Enrollment Web page (through Sunday, September 4, 2005) or the Personnel Maintenance Screen 106 (after September 5, 2005) to make this correction.

