

A decorative graphic on the left side of the slide consisting of several overlapping squares in various shades of blue and purple, arranged in a stepped pattern that descends from the top left towards the bottom left.

Base Benefits

INTRODUCTION AND OVERVIEW

January 2009

Agenda

- Base Benefits Overview
- Your Base Benefits Pages
 - Health Benefit Elections
 - Savings Plan Elections
 - Spending Accounts
 - Personal Leave Plans
- Understanding HR Direct: Online Tutorials & More
- Questions

Base Benefits Overview

Key Changes

- Conversion of some general deductions to benefit plans
- Redefinition of 2% Deduction Code
- Consolidation of Leave Plans with FTE

Your Base Benefits Pages

Maintaining Employee Base Benefits Data

Administering Benefits

- Enrolling an Employee in a Benefit Plan
- Entering Dependent and Beneficiary Information
- Entering Employee Health Benefits Information
- Updating Employee Life and Accidental Death/Dismemberment (AD/D) Benefits Information
- Enrolling in Spending Account Plans
- Enrolling in Leave Plans
- Enrolling in Savings Benefit Plans
- Enrolling in Public Employees Retirement Program

Administering FMLA

- Entering FMLA Leave

Your Base Benefits Pages

Understanding the Ben Record Number

- If you hire an employee into a new job and he or she has an existing Benefits program that will remain the same, you should use that Ben Record Number.
- The system looks to see if it has to do anything different. It looks for variables. The only time you would change the benefit record is when you need to enroll the employee in a different benefit program.

Your Base Benefits Pages

Health Benefit Elections

Health Benefit Elections

Vito Corleone Employee ID: 18887777 Benefit Rcd Nbr: 0

Plan Type Find | View All First

'Plan Type:

Coverage Find | View All First

'Coverage Begin Date: 'Deduction Begin Date:

Coverage Election: Elect Waive Terminate 'Election Date:

Benefit Program: A_NUP

Benefit Plan: Option Code:

Coverage Code:

Health Provider ID: Previously Seen

Employee Status: Active

Enroll All Dependents

Dependent/Beneficiaries Customize | 1 of 1

ID	Name	Relationship	Health Provider ID	Prev Seen	Covered Person Type	Age Limit Flg
<input type="text"/>			<input type="text"/>	<input type="checkbox"/>		

Health Benefit Elections

All Non-Unit Dental plans will now be entered on this page.

Your Base Benefits Pages

Savings Plan Elections

Savings Plan Elections

Judy Garlander Employee ID: 10107847 Benefit Rcd Nbr: 0

Highly Compensated

Plan Type Find | View All First 1 of 1 Last

'Plan Type:

Coverage Find | View All First 1 of 1 Last

'Coverage Begin Date:

'Deduction Begin Date:

Participation Election: Elect Waive Terminate

'Election Date:

Benefit Program: A_AFSCME

Benefit Plan:

Option Code:

Before Tax Investment

Flat Amount:

Percent of Earnings:

Annual Excess Credits:

After Tax Investment

Flat Amount:

Percent of Earnings:

Payroll Status: Active

Dependent/Beneficiaries Customize | Find |

ID	Name	Relationship	Beneficiary Percentage	Flat Amount	Excess C
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Primary Percent:

Total Contingent Percent:

Investments Customize | 1 of 1

Savings Plan Elections

You will be able to view an employee's Savings Plan Deductions on this page.

Your Base Benefits Pages

Spending Accounts

Spending Accounts
 Spending Accounts and Healthcare Fee information will now be recorded on this page.



Spending Accounts


Judy Garlander Employee ID: 10107847


Plan Type Find | View All

*Plan Type:

Coverage Find | View All


*Coverage Begin Date:  

*Deduction Begin Date: 

Coverage Election: Elect Waive Terminate 

*Election Date:

Benefit Program: AFSCME

Benefit Plan: 

Option Code:

Contribution Level	
Annual Pledge:	<input type="text" value="\$0.00"/>
Credit Rollover Included in Pledge:	<input type="text"/>
Empl Contribution Override:	<input type="text"/>

Account Information	
FSA Account Status:	Active
Contributions YTD:	\$0.00
Employee Status:	Active

Your Base Benefits Pages

Personal Leave Plans

- Introduction of new automation that calculates leave awards based on the full time accrual of hours/days.
 - Reduces the number of personal leave plans
 - Reduces the number of entries to the run control panel done by UITS on a biweekly basis.
 - Eliminates manually adjusting leave accruals based on FTE percentages for New Hire/Rehire leave plan awards throughout the year.

Understanding HR Direct: Online Tutorials & More

- You will have access to the following training tools:
 - Training Courses (Classroom)
 - Online Tutorials
 - Job Aids
 - Direct help within the HR Direct Application, click the Help link.

Questions

