

# Benefits Administration Bulletin #1

## New Features

### Scheduling Process is Automated

The process that PERS runs to move your events from BAS activity to your agency schedule has been set up as an automated process. It is scheduled to run on the hour and the ½ hour 24 hours a day, 7 days a week. As a result of automating this process, there is new step that you will need to follow when running the schedule for your agency.

1. Enter your Schedule ID and tab out of the field. The Run Control should look like this. Press the yellow RUN button.

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Schedule and Chkpt Restart Participant Lists OE/Snapshot Passive Event Processing

Run Control ID: 192em [Report Manager](#) [Process Monitor](#) [Run](#)

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Process Date: 10/05/2004

\*Schedule ID: 192EM Public Employees Retire System

\*EM Process Mode: Process Existing Events Only

BAS Type: E Event Maintenance

Company: ND State of North Dakota

BAS Group ID: 192 Public Employees Retire System

Restart/Debug Information		Restart Position	
Chk Point Interval in Minutes:	0	Benefit Program:	Passive Event Id:
BAS Processing Phase:	R Ready	Event Date:	
<input type="checkbox"/> Record Eligibility Results		EmpID:	Ben Rcd#: 0
		Event ID:	<a href="#">Clear</a>

[Save](#) [Add](#) [Update/Display](#)

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2. On the next screen, you will need to select the Benefits Administration PSPBARUN process by clicking on the box as shown below. (This is the new step. If you do not select the last process in the list, your schedule will not process). Click on ok.

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**Process Scheduler Request**

User ID: sschiern Run Control ID: 192em

Server Name: PSNT Run Date: 10/05/2004

Recurrence: Run Time: 12:37:26PM

Time Zone: [Reset to Current Date/Time](#)

Select	Description	Process Name	Process Type	*Type	*Format
<input type="checkbox"/>	Automate Benefits	NDSBAJOB	PSJob	(None)	(None)
<input type="checkbox"/>	NDSBARUN	NDSBARUN	SQR Process	Web	PDF
<input type="checkbox"/>	Benefits Administration	PSPBARUN	COBOL SQL	(None)	(None)
<input checked="" type="checkbox"/>	Benefits Administration	PSPBARUN	COBOL SQL	(None)	(None)

OK Cancel

### **Agencies can set up Manual Events**

In training, we showed you BAS activity, which is a page where all the events are listed until the ben admin process is run to move them into each agency's schedule. This is also the page where events that are not triggered by some action in the job record can be entered (manual events). We were unable to set up security on this page so that agencies can only view events for their employees, so programming was completed to set up a new menu option to use for setting up manual events.

***What is a manual event?*** Manual events are used when a change needs to be made to an employee's benefits "just because". In other words, nothing changed on the employee's job record which makes them newly eligible or ineligible for benefits and there has not been a family status change (which is also recorded on the job record) or an address change. The most common types of manual events are for adding, changing or stopping a deferred comp deduction or provider, dropping insurance coverage when premiums are not being pre-taxed, late enrollments, and switching from the defined benefit retirement plan to the defined contribution plan.

There are two types of manual events, one for enrollments (PRN) and one for terminations (PRT). It is very important that you only use manual events where appropriate. Exercises for setting up and processing manual events are attached.

### **Benefits Administration Manuals on OMB Website**

The benefits administration training manual and exercises are available on OMB's website in the same location as the payroll manuals and checklists. The link is <http://www.state.nd.us/fiscal/payrollindex.html> . The Benefit Administration Bulletins will also be saved out to the website.

## Tips, Tricks & Traps

**Action Reason Codes:** Whenever you insert a new row in the job record you are required to enter in an action code, however, reason code is optional. Always fill in the reason code. We have come across instances where Benefits Administration will not process the event correctly if the reason code is not entered.

**Address Changes:** If the state or zip code in an employee's home address changes, it will trigger a benefits administration event. Ben admin will determine if the employee is newly eligible/ineligible for the Dakota Plan/EPO or Heart of America HMO.

**Beneficiaries:** Savings bond beneficiaries are still maintained in base benefits. The navigation is Home>Compensate Employees>Administer Base Benefits>Use>Dependent/Beneficiary. You will continue to use this page to add/change savings bond beneficiaries, not 'Administer Automated Benefits'.

**Closing events:** Do not manually change the event status from Open to Closed. Events need to be closed by running the benefits administration process. Although ben admin allows you to manually change the status of an event from open to closed, there is a very high likelihood that the event will automatically open again in the future, thus creating more work. If you are not sure how to close events properly, please contact the ITD help desk at 328-4470 so your question can be referred to the PERS Benefits Administration Team.

**FlexComp:** When an employee is enrolling in FlexComp, only enter in the annual pledge. Do not enter anything in the 'Employee Contribution Override' field. Using the override can result in the wrong pledge amount being withheld from the employee's paycheck.

**Supplemental Life Insurance Coverage Amount:** Remember to subtract out the \$1300 basic life insurance when entering in the coverage amount for supplemental/flex supplemental life insurance coverage amount. The life insurance premium will not calculate correctly if the \$1300 is not subtracted out.

## Upcoming Changes

**FlexComp inside mail and direct deposit:** Programming changes are being made to allow agencies to enter the inside mail and direct deposit payment options through benefits administration. Details will be sent out once this feature is available. Until then, continue to contact the NDPERS Ben Admin staff through the ITD help desk for assistance at this time.

**Monthly checklists:** We have received feedback that a checklist should be developed for agencies to follow to help manage the processing of events each month. We will work on developing a checklist, however, please reference the exercises that have been developed for the different type of events being processed until then.