

Created on: September 17, 2008  
Last Modified on: November 19, 2008

## **SR82341 Requirements 2009 Open Enrollment Changes - Payroll**

### **Objective:**

UC has a new flexible spending account (FSA) vendor called CONEXIS, and payroll processes must be modified to use the new GTN numbers and data elements. Going forward, the flexible spending accounts are to be referred to as Health FSA and DepCare FSA.

In addition, Blue Cross changed its name to Anthem Blue Cross as of 4/1/08. Changes must be made in the Payroll application to reflect this name change for Blue Cross Plus and Blue Cross PPO.

### **Project Type:**

This project involves modifications to the Payroll/Personnel application.

### **Requested by:**

HR&B Health & Welfare Policy and Planning

### **Analyst:**

Beth Burkart

### **Due Date(s):**

The requested modifications are Date Mandated.

The process that clears out the suspended balances associated with the SHPS GTNs (335 and 338) must be made available to campuses so they can install them prior to running their Calendar Year Periodic Maintenance to begin the new calendar year and quarter 1.

All other modifications must be made available to campuses so that they can install them after the Periodic Maintenance to begin the new calendar year and quarter 1, but before the Open Enrollment II activity is posted.

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## Background

Open Enrollment changes for 2009 include a change in flexible spending account vendors from SHPS to CONEXIS and a name change for the Blue Cross plans.

SR82311 requested that new GTNs be set up as follows:

- GTN 226: Health FSA
- GTN 227: DepCare FSA

SR82311 also requested modifications to the Code Translation Table (CTT) to include these new FSA plans.

This Service Request includes the remainder of the Payroll-related changes that will be needed as a result of the flexible spending account vendor change. Modifications should be made to screens, reports, interface files, and EDB maintenance processes to reflect both the new GTNs/data elements and the new names “Health FSA” and “DepCare FSA.”

The following health plan names should be changed for 2009:

- BC: change from Blue Cross Plus to Anthem Blue Cross Plus
- BP: change from Blue Cross PPO to Anthem Blue Cross PPO

These plan changes will require modifications to the Payroll/Personnel System.

## Current Process:

The flexible spending accounts are currently referred to as the Dependent Care Reimbursement Account (DepCare) and Health Care Reimbursement Account (HCRA).

Currently, GTN 335 is being used for the SHPS DepCare account and GTN 338 is being used for the SHPS HCRA account. There are a number of data elements that were created when these GTNs were set up. These data elements are specific to SHPS:

EDB0335 Dependent Care

- EDB6335G: gross-to-net deduction amount
- EDB6335Y: year-to-date deduction amount
- EDB6335Q: quarter-to-date deduction amount
- EDB6335U: annual amount
- EDB7335E: effective date

EDB0338 Health Care

- EDB6338G: gross-to-net deduction amount
- EDB6338Y: year-to-date deduction amount
- EDB6338U: annual amount
- EDB6338D: declining balance
- EDB7338E: effective date

Payroll processes are currently in place to maintain, display and pass these SHPS-specific items. In addition to appearing on various screens, PAN (Post Authorization Notification) notices, and reports, these elements are present on interface files, including the IVR/Web, CPS, and UCRS.

The termination date field names for the flexible spending accounts are: Health Care Reimbursement Account Termination Date for EDB0314 and Depcare Termination Date for EDB0315.

The current names for the Blue Cross health plans are:

- BC: Blue Cross Plus
- BP: Blue Cross PPO

## **Proposed Process:**

Going forward, the flexible spending accounts will be referred to as Health Flexible Spending Account (or Health FSA for short) and Dependent Care Flexible Spending Account (or DepCare FSA for short). The Payroll application will need to be modified to reflect these changes.

SR82311 established GTN 226 (for the CONEXIS Health Flexible Spending Account) and GTN 227 (for the CONEXIS Dependent Care Flexible Spending Account) along with their associated data elements. The following new data elements are specific to CONEXIS:

EDB0227 Dependent Care

- EDB6227G: gross-to-net deduction amount
- EDB6227Y: year-to-date deduction amount
- EDB6227Q: quarter-to-date deduction amount
- EDB6227U: annual amount
- EDB7227E: effective date

EDB0226 Health Care

- EDB6226G: gross-to-net deduction amount
- EDB6226Y: year-to-date deduction amount
- EDB6226U: annual amount
- EDB6226D: declining balance
- EDB7226E: effective date

Payroll processes should be modified to use the new GTNs 226 and 227 in place of the SHPS GTNs.

GTNs 335 and 338 that were set up for SHPS should be made inactive.

The same termination date data elements used for SHPS will be used for CONEXIS going forward (EDB0314 for the Health FSA and EDB0315 for the DepCare FSA).

The following PPS processes should be modified to reflect the new data items associated with the CONEXIS GTNs:

- CICS and web online screens should be modified to allow entry and display of the new data elements associated with GTNs 226 and 227. On-line help should be developed for the new data elements.
- EDB Explicit Maintenance should be modified to allow the update of the Health FSA and DepCare FSA data, and to perform the required edits on that data.
- The EDB Daily Maintenance process that accepts transactions from the Web/IVR applications should be modified to accept transactions to update the new Health FSA and DepCare FSA data elements.
- The EDB Monthly Maintenance process should be modified to clear out the Health FSA deduction when there is a Health FSA termination date.
- The EDB Monthly Maintenance process should be modified to clear out the DepCare FSA deduction when there is a DepCare FSA termination date.
- EDB Calendar Year End Maintenance should be modified to initialize the new Health FSA and DepCare FSA data elements
- EDB Calendar Year End Maintenance should be modified to clear out suspended balances associated with Health FSA and DepCare FSA GTNs.
- The CICS and web PAN formats should be modified to display the Health FSA and DepCare FSA data.
- The IDOC should be modified to display data for the new Health FSA and DepCare FSA.
- Interface files should be modified to include the new Health FSA and DepCare FSA data elements on the Web/IVR interface file, the CPS/BCS interface file, and the UCRS interface file.
- Rush Checks should be tested to make sure that the DepCare FSA Amount is correct, since the GTN has changed.
- The new GTNs should be added to the Data Element Table for history.

The termination date item names for the flexible spending accounts should be changed to reflect the new names Health Flexible Spending Account and DepCare Flexible Spending Account.

The Flexible Spending Account plan name change requires modifications to the System Messages Table.

The new names for the Blue Cross plans are:

- BC: Anthem Blue Cross Plus
- BP: Anthem Blue Cross PPO

Modifications should be made to the GTN table, the Code Translation Table, online help and data dictionary, and Benefits form UPAY 850 to reflect the new Blue Cross plan name.

# Change Requirements

## 1.0 Control Table Updates

### 1.1 Gross to Net (GTN)

The GTN Table should be modified to reflect the new Blue Cross plan names for the EDB elements 0292 and 0680 listed below:

<b>GTN</b>	<b><u>Current name</u></b>	<b><u>New Name</u></b>
302	BC PLUS	ATHM BC PLUS
303	BC PLUS CONT	ATHM PLUS CT
304	BC PPO	ATHM BC PPO
305	BC PPO CONT	ATHM PPO CT

Attachment A contains the GTN table form displaying the new plan names.

GTN numbers 335 and 338 should be made inactive. See attachment B for the GTN table form.

### 1.2 Code Translation Table

The Code Translation Table should be modified to reflect the Blue Cross plan name changes and the new flexible spending account GTNs:

CHANGE	EDB	0292	BC	18	ANTHEM BC PLUS
CHANGE	EDB	0292	BP	18	ANTHEM BC PPO
ADD	CTL	GTNDSC	302	20	ANTHEM BC PLUS
ADD	CTL	GTNDSC	303	20	ANTHEM BC PLUS CONT
ADD	CTL	GTNDSC	304	20	ANTHEM BC PPO
ADD	CTL	GTNDSC	305	20	ANTHEM BC PPO CONT
ADD	CTL	GTNLBL	226	24	HEALTH FSA
ADD	CTL	GTNLBL	227	24	DEPCARE FSA
ADD	CTL	GTNLBL	302	24	ANTHEM BLUE CROSS PLUS
ADD	CTL	GTNLBL	303	24	ANTHEM BC PLUS CONT
ADD	CTL	GTNLBL	304	24	ANTHEM BLUE CROSS PPO

ADD	CTL	GTNLBL	305	24	ANTHEM BC PPO CONT
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### 1.3 System Messages Table

The change in Flexible Spending Account names will require changes to the System Messages Table. The following messages should be updated:

Message	Old text	New text
RC-087	RUSH CHECK DEPCARE AMOUNT IS NOT NUMERIC	RUSH CHECK DEPCARE FSA AMOUNT IS NOT NUMERIC
08-308	DEPCARE ENROLLMENT BLOCKED DUE TO BELI INELIGIBILITY	DEPCARE FSA ENROLLMENT BLOCKED DUE TO BELI INELIGIBILITY
08-339	BELI INELIGIBLE FOR HCRA ENROLLMENT	BELI INELIGIBLE FOR HEALTH FSA ENROLLMENT
08-341	HCRA ANNUAL AMOUNT MAY NOT BE LESS THAN YEAR-TO-DATE AMOUNT	HEALTH FSA ANNUAL AMOUNT MAY NOT BE LESS THAN YEAR-TO-DATE AMOUNT
08-343	HCRA ANNUAL AMOUNT IS REQUIRED WITH HCRA DEDUCTION	HEALTH FSA ANNUAL AMOUNT IS REQUIRED WITH HEALTH FSA DEDUCTION
08-345	HCRA ANNUAL AMOUNT MUST BE GREATER THAN DECLINING BALANCE + YTD	HEALTH FSA ANNUAL AMOUNT MUST BE GREATER THAN DECLINING BAL + YTD
08-348	HCRA TERMINATION DATE MUST BE LATER THAN BEGIN DATE	HEALTH FSA TERMINATION DATE MUST BE LATER THAN BEGIN DATE
08-350	DEPCARE ANNUAL AMOUNT MAY NOT BE LESS THAN \$180	DEPCARE FSA ANNUAL AMOUNT MAY NOT BE LESS THAN \$180
08-355	HCRA ANNUAL AMOUNT MAY NOT BE LESS THAN \$180	HEALTH FSA ANNUAL AMOUNT MAY NOT BE LESS THAN \$180
08-357	HCRA ANNUAL AMOUNT MAY NOT EXCEED \$5000	HEALTH FSA ANNUAL AMOUNT MAY NOT EXCEED \$5000
08-600	DEPCARE ANNUAL AMOUNT MAY NOT EXCEED \$5000	DEPCARE FSA ANNUAL AMOUNT MAY NOT EXCEED \$5000
08-601	DEPCARE ANNUAL AMOUNT IS REQUIRED WITH DEPCARE DEDUCTION	DEPCARE FSA ANNUAL AMOUNT IS REQUIRED WITH DEPCARE DEDUCTION
08-603	DEPCARE TERMINATION MUST BE LATER THAN BEGIN DATE	DEPCARE FSA TERMINATION MUST BE LATER THAN BEGIN DATE
12-330	DEPCARE ENROLLMENT BLOCKED DUE TO BELI INELIGIBILITY	DEPCARE FSA ENROLLMENT BLOCKED DUE TO BELI INELIGIBILITY

12-339	BELI INELIGIBLE FOR HCRA ENROLLMENT	BELI INELIGIBLE FOR HEALTH FSA ENROLLMENT
12-341	HCRA ANNUAL AMOUNT MAY NOT BE LESS THAN YEAR-TO-DATE AMOUNT	HEALTH FSA ANNUAL AMOUNT MAY NOT BE LESS THAN YEAR-TO-DATE AMOUNT
12-343	HCRA ANNUAL AMOUNT IS REQUIRED WITH HCRA DEDUCTION	HEALTH FSA ANNUAL AMOUNT IS REQUIRED WITH HEALTH FSA DEDUCTION
12-345	HCRA ANNUAL AMOUNT MUST BE GREATER THAN DECLINING BALANCE + YTD	HEALTH FSA ANNUAL AMOUNT MUST BE GREATER THAN DECLINING BAL + YTD
12-348	HCRA TERMINATION DATE MUST BE LATER THAN BEGIN DATE	HEALTH FSA TERMINATION DATE MUST BE LATER THAN BEGIN DATE
12-350	DEPCARE ANNUAL AMOUNT MAY NOT BE LESS THAN \$180	DEPCARE FSA ANNUAL AMOUNT MAY NOT BE LESS THAN \$180
12-355	HCRA ANNUAL AMOUNT MAY NOT BE LESS THAN \$180	HEALTH FSA ANNUAL AMOUNT MAY NOT BE LESS THAN \$180
12-360	HCRA ANNUAL AMOUNT MAY NOT EXCEED \$5000	HEALTH FSA ANNUAL AMOUNT MAY NOT EXCEED \$5000
12-600	DEPCARE ANNUAL AMOUNT MAY NOT EXCEED \$5000	DEPCARE FSA ANNUAL AMOUNT MAY NOT EXCEED \$5000
12-601	DEPCARE ANNUAL AMOUNT IS REQUIRED WITH DEPCARE DEDUCTION	DEPCARE FSA ANNUAL AMOUNT IS REQUIRED WITH DEPCARE DEDUCTION
12-603	DEPCARE TERMINATION MUST BE LATER THAN BEGIN DATE	DEPCARE FSA TERMINATION MUST BE LATER THAN BEGIN DATE
13-024	DEPCARE ENROLLMENT BLOCKED DUE TO BELI INELIGIBILITY	DEPCARE FSA ENROLLMENT BLOCKED DUE TO BELI INELIGIBILITY
13-051	DEPCARE ENROLLMENT BLOCKED - ALREADY ENROLLED	DEPCARE FSA ENROLLMENT BLOCKED - ALREADY ENROLLED
13-063	HCRA ENROLLMENT BLOCKED - ALREADY ENROLLED	HEALTH FSA ENROLLMENT BLOCKED - ALREADY ENROLLED
13-064	HCRA ENROLLMENT BLOCKED DUE TO BELI INELIGIBILITY	HEALTH FSA ENROLLMENT BLOCKED DUE TO BELI INELIGIBILITY

The edits associated with these messages should be modified to use the new GTN numbers for the CONEXIS Flexible Spending Accounts (226 for Health FSA and 227 for DepCare FSA).

## 2.0 Data Elements

The data dictionary entries for data element numbers 0292 (“Medical Plan”) and 0680 (“Future Med Plan”) should be modified to reflect the new plan names of “Anthem Blue Cross Plus” for plan code BC and “Anthem Blue Cross PPO” for plan code BP. Updates are needed to the Code interpretation section of the PPS EDB Data Element Definition to change the plan names.

Data dictionary entries for the termination date item names for the flexible spending accounts should be changed to the following:

<b>EDB Item</b>	<b>Name</b>
EDB0314	HEALTH FLEXIBLE SPENDING ACCOUNT TERMINATION DATE
EDB0315	DEPCARE FLEXIBLE SPENDING ACCOUNT TERMINATION DATE

Updated EDB Data Element Definitions for EDB0314, the Health FSA Termination Date, EDB0315, the DepCare FSA Termination Date, EDB0292, the Medical Plan Code, and EDB0680, the Future Medical Plan Code are in Attachment C.

The Data Element Table for data element EDB0314 should be updated to reflect the name “Hlth FSA Trm Dt.” The Data Element Table for data element EDB0315 should be left as is, due to the 15-character limit.

Modifications should be made to the History Data Element table so that the new GTNs can be captured in history.

## 3.0 Screen Modifications

### 3.1 ERET Screen

The ERET screen will need to be modified to allow entry, update and display of the new Health FSA and DepCare FSA fields. Once these new fields are included on the ERET screen, entry of the old HCRA and DepCare items should be disallowed. It is not expected that both old and new fields would be displayed at the same time.

The ERET screen should use the new data elements associated with the new GTN numbers 226 and 227 that were set up for the CONEXIS Health FSA and DepCare FSA. Several fields on this screen currently reference the data elements associated with the SHPS GTN numbers, 335 (DepCare) and 338 (HCRA).

Data elements set up for the CONEXIS DepCare annual amount, monthly amount, and effective date should be utilized on the ERET screen. The termination date field does not need to be modified, as a new one is not being created as a result of this change in vendors. The termination date field is a separate EDB item that is not associated with the SHPS-specific GTN.

Data elements set up for the CONEXIS Health FSA annual amount, monthly amount, effective date, year-to-date amount and declining balance should be utilized on the ERET screen. As was true for DepCare, the Health FSA termination date field does not need to be modified, as it is not associated with a SHPS-specific GTN.

See the table below for field substitutions to be made on the ERET screen:

Screen Field	Old Data Item	New Data Item
DepCare Annual	EDB6335U	EDB6227U
DepCare Monthly	EDB6335G	EDB6227G
DepCare Effective Date	EDB7335E	EDB7227E
DepCare Term Date	EDB0315	EDB0315 (no change)
HCRA Annual	EDB6338U	EDB6226U
HCRA Monthly	EDB6338G	EDB6226G
HCRA Effective Date	EDB7338E	EDB7226E
HCRA Term Date	EDB0314	EDB0314 (no change)
HCRA Declining Balance	EDB6338D	EDB6226D
HCRA Year-to-Date Balance	EDB6338Y	EDB6226Y

In addition, due to the name changes for the flexible spending accounts, labels on the screen should be changed as follows:

- “DepCare Annual” should be changed to “DepCare FSA Annual”
- “HCRA Annual” should be changed to “Health FSA Annual”
- “HCRA Decl/YTD” should be changed to “Health FSA Decl/YTD”

It is suggested that fields and labels to the right of these fields be moved over to the right to accommodate these larger labels. To be consistent, the line containing “457B” should be realigned to line up with the line directly above it. See the mockup in Attachment D.

### 3.2 Web EDB Inquiry Benefits Page

The Health FSA and DepCare FSA Annual Amount, Monthly Amount, Effective Date and Termination Date are displayed on the Web EDB Inquiry Benefits Enrollment Information page. The annual amounts, monthly amounts and effective dates should be modified to use the new CONEXIS fields. (Changes to the Termination Date field should not be needed.)

Labels on the Web EDB Inquiry page should be updated to reflect the new names of the flexible spending accounts as follows:

Old Label	New Label
Dependent Care Account	DepCare FSA
Health Care Reimbursement Account	Health FSA

Refer to Attachment F for a mockup of the label changes on the EDB Web Inquiry Benefits screen.

### 3.3 IRTR Screen

The IRTR screen displays the Flexible Spending Account monthly deduction amount (G-balance) and year-to-date amount (Y-balance). Modifications should not be needed in order for the new data elements associated with GTNs 226 and 227 to appear; they should automatically be populated on this screen. This should be verified in testing.

### 3.4 IGTN Screen

The IGTN screen displays the Flexible Spending Account monthly deduction amount (G-balance) annual amount (U-balance) and declining balance (D-balance). Modifications should not be needed in order for the new data elements associated with GTNs 226 and 227 to appear; they should automatically be populated on this screen. This should be verified in testing. Note: the declining balance is not applicable to DepCare FSA.

### 3.5 IBN1 Screen

The History Inquiry Benefits Data 1 screen should be modified to display the new data elements for the Health FSA Annual Amount (EDB6226U), Health FSA Monthly Amount (EDB6226G), and Health FSA Effective Date (EDB7226E).

The History Inquiry Benefits Data 1 screen should be modified to display the new data elements for the DepCare FSA Annual Amount (EDB6227U), DepCare FSA Monthly Amount (EDB6227G), and DepCare FSA Effective Date (EDB7227E).

Screen labels should be updated to reflect the new names Health FSA and DepCare FSA. See Attachment E for a sample screen.

### 3.6 Online Help

Field-level help for EDB 0292 - Medical Plan Code - should be modified to be consistent with Attachment C. Plan names for BC and BP should be modified.

Field-level help for EDB 0680 – Future Medical Plan Code – should be modified to be consistent with Attachment C. Plan names for BC and BP should be modified.

Field-level help for the displayed data elements, “Health FSA Annual Amount”, “Health FSA Monthly Amount”, “Health FSA Effective Date,” “Health FSA Declining Balance” and “Health FSA Year-to-date Amount” should be created for the new data elements. Field-level help text should be modeled after the help text for the existing SHPS items, but should reflect the new name “Health FSA” in place of HCRA.

The existing field-level help for the HCRA Term Date should be updated to reflect the new name “Health FSA.”

On-line field-level help for the displayed data elements, “ DepCare FSA Annual Amount”, “DepCare FSA Monthly Amount”, “DepCare FSA Effective Date” and “DepCare FSA Year-to-date Amount” should be created for the new data elements. Field-level help text should be modeled after the help text for the existing SHPS items, but should reflect the new name “DepCare FSA” in place of DepCare.

The existing field-level help for the DepCare Term Date should be updated to reflect the new name “DepCare FSA.”

Wording for the help screens is shown below:

EDB6226U GTN Health FSA Annual Amount

Description: The annual amount elected by the employee to be deducted in a plan year for the Health Flexible Spending Account (FSA) salary reduction plan.

Format: nnnnn  
Code Interpretation: N/A

EDB6226 GTN Health FSA Deduction Amt

Description: The deduction associated with the employee's voluntary participation in the University's Health Flexible Spending Account (FSA) program.

Format: nnnnnnn.nn  
Code Translation: N/A

EDB7226 GTN Health FSA Effective Date

Description: The effective date for the deduction associated with the employee's voluntary participation in the University's Health Flexible Spending Account (FSA) program.

Format: MM/DD/YY - Inquiry Only; MMDDYY - Entry/Update  
Code Translation: N/A

EDB0314 HEALTH FSA TERMINATION DATE  
More: +  
PUBL: 11/08/02 "HEALTH FLEXIBLE SPENDING ACCOUNT (FSA) TERMINATION DATE"  
  
Description: The date on which the Health Flexible Spending Account (FSA) agreement ends for the employee. Claims may not be made for expenses incurred after this date.  
  
Format: MM/DD/YY - Inquiry Only; MMDDYY - Entry/Update  
Command ==>

EDB6226G Health FSA D and Y Balances  
More:  
Description: This group field contains the following data elements:  
1-#6226D - Health FSA Declining Balance  
2-#6226Y - Health FSA Year-to-Date Balance  
  
Place the cursor on the number of the data element for which help is desired and press F1.

EDB6226D GTN Health FSA Decl Bal  
  
Description: The declining balance for the deduction associated with the employee's voluntary participation in the University's Health Flexible Spending Account (FSA) program.  
  
Format: nnnnnnn.nn  
Code Translation: N/A

EDB6226Y GTN HEALTH FSA YTD BALANCE  
  
Description: The year-to-date balance for the deduction associated with the employee's voluntary participation in the University's Health Flexible Spending Account (FSA) program.  
  
Format: nnnnnnn.nn  
Code Translation: N/A

EDB6227U      GTN Depcare FSA Annual Amount  
More:  
PUBL: 06/18/03 "DEPCARE FSA ANNUAL AMOUNT"  
Description: The annual amount elected by the employee to be deducted in a plan year for the Depcare FSA salary reduction plan.  
  
Format: nnnnn  
Code Interpretation: N/A  
Command ===>

EDB6227      GTN Depcare FSA Deduction Amt  
More:  
Description: The deduction associated with the employee's voluntary participation in the University's DepCare Flexible Spending Account (FSA) program.  
  
Format: nnnnnnnn.nn  
Code Translation: N/A

EDB7227      GTN DepCare FSA Effective Date  
More: +  
Description: The effective date for the deduction associated with the employee's voluntary participation in the University's DepCare Flexible Spending Account (FSA) program.  
  
Format:      MM/DD/YY - Inquiry Only; MMDDYY - Entry/Update

EDB0315      Depcare FSA Termination Date  
More:  
PUBL: 06/18/03 "DEPCARE FSA TERMINATION DATE"  
  
Description: The date on which the DepCare FSA agreement ends for the employee. Claims may not be made for expenses incurred after this date.  
  
Format:      MM/DD/YY - Inquiry Only; MMDDYY - Entry/Update  
  
Code Interpr.: N/A

No changes to the screen-level help are required.

## 4.0 EDB Explicit Maintenance

### 4.1 Implied Maintenance

The new effective dates established for the purpose of the CONEXIS Health FSA (EDB7226E) and DepCare FSA (EDB7227E) should be treated the same way as the SHPS-related effective dates for HCRA (EDB7338E) and DepCare (EDB7335E) within the implied maintenance in terms of derivations. Currently with regard to SHPS, effective date derivations work as follows:

- The HCRA Effective Date is derived when the HCRA enrollment is first established.
- The derivation of the HCRA effective date is triggered by an update to the HCRA annual amount. When the prior value of the Annual Amount is zero, and the new amount is greater than zero, the HCRA Effective Date is set as follows:
  - If the actual current date is equal or prior to the 20th of the month, the HCRA Effective Date is set equal to the last day of the current month;
  - If the actual current date is later than the 20th of the month, the HCRA Effective Date is set equal to the last day of the month following the current month.
  - Note that if the Annual Amount is changed and the prior value is NOT zero, the HCRA Effective Date is NOT derived. Users may change the date if necessary.

The Health FSA declining balance associated with the CONEXIS GTN (EDB6226D) should be treated in the same way during implied maintenance as the SHPS-related declining balance (EDB6338D) is currently treated.

- The HCRA Declining Balance is derived when the HCRA Annual Amount is set.
- The derivation of the HCRA Declining Balance (6338D) is triggered by an update to the HCRA Annual Amount (6338U). When the HCRA Annual Amount is changed, the HCRA Declining Balance is set equal to the HCRA Annual Amount minus the HCRA Year-to-Date (6338Y) amount.

Separation from the University for any reason (including retirement) or on any leave without pay terminates the DepCare agreement. A DepCare Termination Date is established when the employee separates. The derivation is triggered when there is a change to the Separation Date and the employee is currently enrolled in DepCare (DepCare Annual Amount is greater than zero). This derivation should be changed to look at the new DepCare FSA Annual Amount, EDB6227U.

Separation from the University for any reason (including retirement) or on any leave without pay terminates the Health FSA agreement. A Health FSA Termination Date is established when the employee separates. The derivation is triggered when there is a change to the Separation Date and the employee is currently enrolled in Health FSA (Health FSA Annual Amount is greater than zero). This derivation should be changed to look at the new Health FSA Annual Amount, EDB6226U.

### 4.2 Edits

The following edits should be modified to use the new CONEXIS-related data elements rather than the SHPS-related data elements:

- The edit that checks to see if the employee is eligible for benefits at the time the Health FSA agreement is initially established is triggered by a change to the HCRA deduction amount (6338G). It should be modified to be triggered by a change to the Health FSA deduction amount (EDB6226G) rather than EDB6338G.

- The edit that checks to see if the employee is eligible for benefits at the time the DepCare FSA agreement is initially established is triggered by a change to the DepCare deduction amount (6335G). It should be modified to be triggered by a change to the DepCare FSA deduction amount (EDB6227G) rather than EDB6335G.
- The edit that checks to make sure that the HCRA annual amount is within the minimum and maximum allowed is triggered by a change to the HCRA Annual Amount (6338U). It should be modified to be triggered by a change to EDB6226U.
- The edit that checks to make sure that the DepCare annual amount is within the minimum and maximum allowed is triggered by a change to the DepCare Annual Amount (6335U). It should be modified to be triggered by a change to EDB6227U.
- There is an edit that ensures that the HCRA Annual Amount is not less than any existing HCRA Year-to-date Amount. This edit is currently triggered by a change to the HCRA Annual Amount. This edit needs to be modified so that it is triggered by a change to the Health FSA Annual Amount (EDB6226U) instead of the 6338U. This annual amount should be compared to the new Year-to-date amount (EDB6226Y) instead of 6338Y.
- There is an edit that ensures that the HCRA Annual Amount is not zero when there is an existing HCRA deduction amount. This edit is triggered by a change to the HCRA Annual Amount or HCRA Deduction Amount. This edit should be changed so that it references the new CONEXIS amounts EDB6226U (Annual Health FSA Amount) and EDB6226G (Health FSA Deduction) rather than EDB6338U and EDB6338G that were used for SHPS.
- There is an edit that ensures that the DepCare Annual Amount is not zero when there is an existing DepCare deduction amount. This edit is triggered by a change to the DepCare Annual Amount or DepCare Deduction Amount. This edit should be changed so that it references the new CONEXIS amounts EDB6227U (Annual DepCare Amount) and EDB6227G (DepCare FSA Deduction) rather than EDB6335U and EDB6335G that were used for SHPS.
- There is an edit that ensures that the DepCare Termination Date is not prior to the DepCare Effective Date. This edit is triggered by a change to the DepCare Termination Date or DepCare Effective Date. This edit should be modified to use the new CONEXIS DepCare Effective Date EDB7227E.
- There is an edit that ensures that the Health FSA Termination Date is not prior to the Health FSA Effective Date. This edit is triggered by a change to the Health FSA Termination Date or Health FSA Effective Date. This edit should be modified to use the new CONEXIS Health FSA Effective Date EDB7226E.

## **5.0 EDB Periodic Maintenance – Daily Transactions from IVR/Web**

### **5.1 Health FSA Processing**

EDB Daily Maintenance processes transactions from the IVR/Web applications and performs limited edits on the transaction data. The following additional transactions must be accepted by the process:

- X1 transaction for 6226U (Health FSA Annual Amount), 6226G (Health FSA Monthly deduction) and 7226E (Health FSA effective date)

Existing edits should be modified as follows:

- There is an existing edit that rejects the Health FSA transactions if the employee's Assigned BELI (EDB 0360) does not indicate eligibility for Health FSA participation. If the Assigned BELI is not '1', '2', '3', or '4', the transactions for the Health FSA Annual Amount, deduction amount, and effective date are blocked. A message with the text 'Health FSA Enrollment Blocked Due To BELI Ineligibility' and a severity level of Transaction Reject is issued. The transaction data is written to the benefits error report. It is not anticipated that there will be any change needed regarding this edit.
- There is an existing edit that rejects the Health FSA transactions if the employee is already enrolled in Health FSA. This edit should be updated to reflect the new data items. If the current value of the Health FSA Annual Amount (EDB6226U) is not initial values, the X1 transaction for the Health FSA Annual Amount, deduction amount, and effective date should be blocked. A message with the text 'Health FSA Enrollment Blocked – Already Enrolled' and a severity level of Transaction Reject should be issued. The transaction data should be written to the benefits error report as is currently done for SHPS transactions.
- If the Health FSA Enrollment transactions pass the edits, the Health FSA Declining Balance (EDB 6226D) should be set equal to the HCRA Annual Amount (EDB 6226U).

## 5.2 DepCare FSA Processing

EDB Daily Maintenance processes transactions from the Web/IVR applications and performs limited edits on the transaction data. The following additional transactions must be accepted by the process:

- X1 transaction for 6227U (DepCare FSA Annual Amount), 6227G (DepCare FSA Monthly deduction) and 7227E (DepCare FSA effective date)

Existing edits should be modified as follows:

- There is an existing edit that rejects the DepCare FSA transactions if the employee's Assigned BELI (EDB 0360) does not indicate eligibility for DepCare FSA participation. If the Assigned BELI is not '1', '2', '3', or '4', the transactions for the DepCare FSA Annual Amount, deduction amount, and effective date are blocked. A message with the text 'DepCare FSA Enrollment Blocked Due To BELI Ineligibility' and a severity level of Transaction Reject is issued. The transaction data is written to the benefits error report. It is not anticipated that there will be any change needed regarding this edit.
- There is an existing edit that rejects the DepCare FSA transactions if the employee is already enrolled in DepCare FSA. This edit should be updated to reflect the new data items. If the current value of the DepCare FSA Annual Amount (EDB6227U) is not initial values, the X1 transaction for the Health FSA Annual Amount, deduction amount, and effective date should be blocked. A message with the text 'DepCare FSA Enrollment Blocked – Already Enrolled' and a severity level of Transaction Reject should be issued. The transaction data should be written to the benefits error report as is currently done for SHPS transactions.

## **6.0 EDB Periodic Maintenance – Monthly**

The EDB monthly maintenance process must be modified to initialize the new Health FSA data elements when the Health FSA Termination Date has been achieved. If the Health FSA Termination Date is prior to the month being started by EDB Monthly Maintenance, the Health FSA Deduction Amount (EDB6226G) should be set to initial values, as is currently done with the SHPS data elements.

The EDB Monthly Maintenance process clears out the DepCare Deduction and DepCare Effective Date when there is a DepCare Termination Date. This process should be updated to reflect the new DepCare Deduction Amount (EDB6227G) and DepCare Effective Date (EDB7227E).

The EDB monthly maintenance process currently establishes a Health FSA termination date when it establishes a separation date due to I-4 separation. This process should not be modified.

The EDB monthly maintenance process currently establishes a DepCare Termination Date when it establishes a separation date due to I-4 separation. This process should not be modified.

## **7.0 EDB Periodic Maintenance - Calendar Year End**

Health FSA and DepCare FSA agreements expire at the end of the plan year (December 31) and must be renewed through a positive enrollment. At year's end, the current year's agreements must be removed prior to the recording of the upcoming year's agreements.

The Health FSA Effective Date (EDB 7226E), Health FSA Annual Amount (EDB 6226U), Health FSA Monthly Amount (EDB 6226G), and Health FSA Declining Balance (EDB 6226D) should be set to initial values. In addition, any suspended balances associated with GTN 226 and GTN 227 should be cleared out. Note: since the same Health FSA Termination Date data element is being used for CONEXIS and SHPS, no changes should be needed to the termination date processing at calendar-year end.

The DepCare FSA Effective Date (EDB 7227E), DepCare FSA Annual Amount (EDB 6227U), and DepCare FSA Monthly Amount (EDB 6227G) should be set to initial values. Note: since the same DepCare FSA Termination Date data element is being used for CONEXIS and SHPS, no changes should be needed to the termination date processing at calendar-year end.

It is noted that campuses are still required to clear out data for the existing SHPS GTNs at calendar year-end in 2008. The calendar year-end process run in the end of 2008 still must support the process to clear out the old SHPS data.

For 2008 only, suspended balances associated with SHPS GTNs 335 and 338 should be cleared out during Calendar Year Periodic Maintenance.

## **8.0 PAN**

### **8.1 Trigger PAN Event**

A change to the Health FSA or DepCare FSA Annual Amount, Deduction Amount, Effective Date or Termination Date currently triggers the Benefits (BENE) PAN event. These triggers must be updated to take into account the new CONEXIS data elements for the Annual Amount, Deduction Amount or Effective Date. No change should be needed regarding the Termination Date.

## 8.2 CICS Benefits PAN

Data on the CICS PAN that are related to Health FSA and DepCare FSA must be modified to reference the new CONEXIS elements. The labels should be modified to read “DepCare FSA – Annual Amt” and “Health FSA–Annual Amt.” The data to be displayed on the PAN is as follows:

- DepCare FSA Annual Amt: EDB6227U
- DepCare FSA Monthly Amt: EDB6227G
- Health FSA – Annual Amt: EDB6226U
- Health FSA – Monthly Amt: EDB6226G

See Attachment G for a mockup showing the changes to the CICS PAN.

## 8.3 Web Benefits PAN

Data on the Web PAN that are related to Health FSA and DepCare FSA must be modified to reference the new CONEXIS elements. Labels should be modified to read “DepCare Flexible Spending Account” and “Health Flexible Spending Account.” The following elements should now be displayed on the Web PAN:

Health FSA:

- Annual Amount: EDB6226U
- Monthly Amount: EDB6226G
- Effective Date: EDB7226E

DepCare FSA:

- Annual Amount: EDB6227U
- Monthly Amount: EDB6227G
- Effective Date: EDB7227E

Health FSA and DepCare FSA termination dates should continue to be displayed on the Web PAN as is currently done.

See Attachment H for a mockup showing the changes to the Web PAN.

## 9.0 Employee Documents (IDOC)

On the Benefits Employee Document, the labels should be updated to reflect the new names “Health Flexible Spending Account” and “Dependent Care Flexible Spending Account.” In addition, the annual amount, monthly contribution and coverage effective date fields should reflect the data associated with the new GTNs set up for CONEXIS as follows:

Health FSA:

- Annual Amount: EDB6226U
- Monthly Amount: EDB6226G
- Effective Date: EDB7226E

DepCare FSA:

- Annual Amount: EDB6227U
- Monthly Amount: EDB6227G

- Effective Date: EDB7227E

There should be no change to the coverage end date displayed on the IDOC.

See Attachment I for a sample of this portion of the Employee Document.

## **10.0 Compute**

Processing in the compute that deals with Health FSA or DepCare FSA must be updated to use the new CONEXIS data elements.

The compute currently recognizes an employee who is on leave without pay (other than a FMLA leave) and has insufficient earnings to take the Health FSA deduction. In this case, the employee's Health FSA agreement is terminated and any temporary suspense that is created is cleared out. This process should continue going forward.

For employees who meet all the following criteria, the Health FSA termination date is set equal to the last day of the month of the compute's pay period end date:

- The employee has a HCRA deduction (EDB 6338G not = zero)
- The Employment Status (EDB 0144) is "N" (Leave Without Pay)
- The Leave of Absence Type Code (EDB 0139) is not "15" (FMLA)
- There are insufficient funds for the deduction

This processing should be modified to reference the new Health FSA deduction EDB6226G instead of EDB6338G.

The compute recognizes an employee who is on leave without pay and has insufficient earnings to take the DepCare deduction. In the case, the employee's DepCare agreement is terminated, and any temporary suspense that is created is cleared out. This process should continue going forward.

For employees who meet the following criteria, the DepCare Termination Date is set equal to the last day of the month of the compute's Pay Period End Date:

- The employee has a DepCare Deduction (EDB6335G not = zero)
- The Employment Status (EDB0144) is "N" (Leave without pay)
- There are insufficient funds for the deduction

This processing should be modified reference the new DepCare FSA deduction EDB6227G instead of EDB6335G.

## **11.0 Interface Files for UCOP**

### **11.1 IVR/WEB Interface File**

The IVR/Web interface file must be modified to include the data for the new CONEXIS data elements instead of the SHPS data elements.

The new Annual Amount should be added to the employee record in place of the SHPS data elements. No change should be needed to the termination date.

Changes to IVR/Web Extract File Record Layout (Employee Record) are as follows:

<b>Position</b>	<b>Current Description</b>	<b>Current Data Element #</b>	<b>New Description</b>	<b>New Data Element #</b>
289 – 293	HCRA Annual Amount	EDB6338U	Health FSA Annual Amount	EDB6226U
294-303	HCRA Termination Date	EDB0314	Health FSA Termination Date	EDB0314 (no change)
396 – 400	DepCare Annual Amount	EDB6335U	DepCare FSA Annual Amount	EDB6227U
401-410	DepCare Termination Date	EDB0315	DepCare FSA Termination Date	EDB0315 (no change)

The G-balance, Y-balance, and effective date for the new CONEXIS data elements should be included on the deduction record in group 9. Changes to IVR/Web Extract File Record Layout (Deduction Record) are as follows:

- The GTN Number, GTN G-balance (EDB6226G), GTN Y-balance (EDB6226Y) and the GTN Effective Date should be sent for GTN 226 (Health FSA)
- The GTN Number, GTN G-balance (EDB6227G), GTN Y-balance (EDB6227Y) and the GTN Effective Date should be sent for GTN 227 (DepCare FSA)

See Attachment J for the updated IVR/Web Interface File Record Layout.

## 11.2 CPS Monthly file

The Employee record of the Corporate Personnel System (CPS) file contains the YTD DepCare Deduction (EDB6335Y) DepCare Annual Amount (EDB6335U), HCRA Year-To-Date deductions, (EDB6338Y), and HCRA Annual Amount (EDB6338U). The following changes should be made:

<b>Position</b>	<b>Current Description</b>	<b>Current Data Element #</b>	<b>New Description</b>	<b>New Data Element #</b>
490-498	YTD Depcare Deduction	EDB6335Y	Depcare FSA Year-to-Date	EDB6227Y
722-726	HCRA Annual Amount	EDB6338U	Health FSA Annual Amount	EDB6226U
727-732	HCRA Termination Date	EDB0314	Health FSA Termination Date	EDB0314 (no change)

733-741	HCRA Year-To-Date deductions	EDB6338Y	Health FSA Year-To-Date	EDB6226Y
742-746	DepCare Annual Amount	EDB6335U	DepCare FSA Annual Amount	EDB6227U
747-752	DepCare Termination Date	EDB0315	DepCare FSA Termination Date	EDB0315 (no change)

In addition, there is a Health Care Reimbursement Account Indicator that is derived based on the value of 6338G. The logic to derive this is: if 6338G is greater than zero, then 'Y' otherwise 'N'. This derivation should be modified to use 6226G.

There is also a Depcare Participation Indicator that is derived based on GTN #335. The logic is: if 6335G has a deduction in it, then 'Y' if no deduction then 'N'. This derivation should be modified to use 6227G.

See Attachment K for the updated CPS Interface File Record Layout.

### 11.3 UCRS Monthly file

Plan Code 51 has been established for Health FSA deductions. The deductions associated with PPS GTN 338 are included on the UCRS file contribution record, associated with Plan 51.

Plan Code 60 has been established for DepCare FSA deductions. The deductions associated with PPS GTN 335 are included on the UCRS file contribution record, associated with Plan 60.

These mappings must be modified so that Plan Code 51 is mapped to the new GTN 226 that is being established for the new CONEXIS Health FSA plan and Plan Code 60 is mapped to the new GTN 227 that is being established for the new CONEXIS DepCare FSA plan.

The deductions associated with PPS GTN 226 and 227 should be included in the UCRS file contribution record.

The new GTNs, 226 and 227, should be included on the list of GTN numbers for voluntary plans for the purpose of this UCRS monthly file.

See Attachment L for the updated UCRS Interface File Record Layout.

## 12.0 Forms

The Enrollment, Change, Cancellation, or Opt Out form, UPAY 850, will be updated by HR & Benefits.







# Attachment C: Data Element Definitions

[ [Payroll Home Page](#) | [Search Page](#) | [EDB Index](#) ]

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*System Number: EDB0314*

*User Access Name: 0314-8*

*Programming Name: HCRA\_TERM\_DATE IN PPPBEN*

*Revised Date: 12/02/04*

*Comments*

Location(s): HBN 4548 - Health Care Reimbursement Account Termination Date - HBN in HDB

*Name: HEALTH FLEXIBLE SPENDING ACCOUNT TERMINATION DATE*

*Type: NUMERIC*

*Length: 6*

*Format*

MM/DD/YY - Inquiry only, MMDDYY - Entry/Update

*General Description*

The date on which the Health Flexible Spending Account agreement ends for the employee. Claims cannot be made for expenses incurred after this date.

*Code Interpretation*

N/A

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*System Number: EDB0315*

*User Access Name: 0315-1*

*Programming Name: DEPCARE\_TERM\_DATE IN PPPBEN*

*Revised Date: 12/02/04*

*Comments*

Location(s): HEN 4552 - DepCare Termination Date - HEN in HDB

*Name: DEPCARE FLEXIBLE SPENDING ACCOUNT TERMINATION DATE*

*Type: NUMERIC*

*Length: 6*

*Format*

MM/DD/YY - Inquiry only, MMDDYY - Entry/Update

*General Description*

The date on which the DepCare FSA agreement ends for the employee. Claims cannot be made for expenses incurred after this date.

*Code Interpretation*

N/A

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**System Number: EDB0292**

**User Access Name: 0292-1**

**Programming Name: HLTH\_PLAN IN PPPBEN**

**Revision Date: 11/02/07**

**Comments**

Location(s):    HBN 4532 - Medical Plan Code-HBN in HDB  
                  APS 0953 - Primary Health Plan Code  
                  BCS 0953 - Primary Health Plan Code  
                  CPS 0953 - Primary Health Plan Code  
                  IPS 0953 - Primary Health Plan Code  
                  OPP 0953 - Primary Health Plan Code

**Name: MEDICAL PLAN CODE-EDB**

**Type: ALPHANUMERIC**

**Length: 2**

**Format**

N/A

**General Description**

Code indicating the medical insurance plan in which the individual is enrolled.

**Code Interpretation**

BC     - Anthem Blue Cross Plus  
BP     - Anthem Blue Cross PPO  
CG     - CIGNA Choice Fund  
CM     - Core Major Medical (Blue Cross)  
HE     - Health Net Primary EPO  
HN     - Health Net HMO  
KN     - Kaiser North  
KS     - Kaiser South  
KU     - Kaiser Umbrella  
KW     - Kaiser MidAtlantic  
P1     - PSBP Medical HMO  
P2     - PSBP Medical PPO  
WH     - Western Health Advantage  
DM     - Medical plan not yet selected by the employee  
XX     - Opted out of medical  
XC     - Cancelled medical

XD - De-enrolled - suspension of  
premiums or ineligible dependent

#### EDB 0292 -- MEDICAL INSURANCE PLAN CODE Previously Valid Codes

BH - High Option (Blue Cross)  
DH - Definity Health (UCSF and UCSB only)  
FN - Foundation  
FP - PacifiCare  
HA - Heals  
HG - FHP Health Care  
NA - PruNet  
NH - Blue Premier HMO New Mexico  
PH - Prudential High Option  
PN - PacifiCare Nevada  
SE - UnitedHealthcare Select EPO  
UC - UC Care

**System Number: EDB0680**

**User Access Name: 0680-4**

**Programming Name: FCB\_HEALTH\_PLAN IN PPPFCB**

**Revision Date: 11/02/07**

**Comments**

Location(s):

**Name: FUTURE MEDICAL PLAN CODE**

**Type: ALPHANUMERIC**

**Length: 2**

**Format**

N/A

**General Description**

Code indicating the future medical insurance plan in which the individual will be enrolled.

**Code Interpretation**

BC - Anthem Blue Cross Plus  
BP - Anthem Blue Cross PPO  
CG - CIGNA Choice Fund  
CM - Core Major Medical (Blue Cross)  
HE - Health Net Primary EPO  
HN - Health Net HMO  
KN - Kaiser North  
KS - Kaiser South  
KU - Kaiser Umbrella  
KW - Kaiser MidAtlantic  
P1 - PSBP Medical HMO  
P2 - PSBP Medical PPO  
WH - Western Health Advantage  
DM - Medical plan not yet selected by the employee  
XX - Opted out of medical  
XC - Cancelled medical

XD - De-enrolled - suspension of  
premiums or ineligible dependent

EDB 0680 -- FUTURE MEDICAL INSURANCE PLAN CODE Previously Valid Codes

BH - High Option (Blue Cross)  
DH - Definity Health (UCSF and UCSB only)  
FN - Foundation  
FP - PacifiCare  
HA - Heals  
HG - FHP Health Care  
NA - PruNet  
NH - Blue Premier HMO New Mexico  
PH - Prudential High Option  
PN - PacifiCare Nevada  
SE - UnitedHealthcare Select EPO  
UC - UC Care

## Attachment D: ERET Screen

PPERETO-E1754	EDB Entry/Update	09/23/08 11:17:23
09/19/08 14:38:22	Retirement Information	Userid: PAYEEB
ID: 333333039 Name: AARDVARK, FRANCIS	Emp Stat: A	Pri Pay: MO
Retirement System Code: B	FICA Eligibility Code: E	Ret FICA Derive: Y
Covered Comp Limit Cd : N	DCP Plan Code: Y	
DepCare FSA Annual: 5000	Monthly: 450.00	Eff Date: 093008 Term Date:
Health FSA Annual :	Monthly:	Eff Date: Term Date:
Health FSA Decl/YTD: 0.00/	0.00 403b Lmt: 15500	MAC Change: 01/01/08
	457b Lmt: 15500	MAC Change: 01/01/08
Voluntary Contribution		
Deduction Num	Description	Amount/Percent Decl Balance Eff Date
283	DCP HAPC GTN	10.20
Next Func: ID: Name: SSN:		
==>		
F: 1-Help	3-PrevMenu	4-Print 5-Update
F:	9-Jump	12-Exit



# Attachment F: Web EDB Inquiry Screen

## Payroll/Personnel System - EDB Inquiry

Userid: PAYEEB                      Date: 09/22/08                      Time: 11:30:30  
 Name: CARTER, HELENA BONHAM                      ID: 000050001  
 SSN: 552-14-2012                      Status: Active  
 Home Dept: CHAN OFFICE                      Pay Sched: Monthly

### Benefits Enrollment Information

**Assigned BEL:** P - PSBP Benefits                      **Derived BEL:** P - PSBP Benefits  
**Benefit Eligibility Codes:** 99 / U                      **Benefit Derivation Indicator:** Y

Benefit	Plan	Coverage Level	Coverage Eff Date	Coverage End Date	Employee Cost	UC Contribution
Medical	KN - Kaiser North	UA - W/Adult	09/01/05	07/31/06	128.06	646.17
Dental	D1 - Delta Dental PPO	UA - W/Adult	09/01/05	07/31/06	0.00	70.79
Vision	V1 - Vision Services	UA - W/Adult	01/01/05	07/31/06	0.00	13.45
Legal	J2 - ARAG Legal Plan	UA - W/Adult	01/01/05		13.78	0.00

**Contribution Base-Current Year 107**    **Contribution Base-Next Year 107**

**Are there future enrollments?** No  
**Insurance Reduction Code (TIP):** N - Not enrolled

#### Currently Enrolled Family Members

No.	Family Member Name	Relationship	Plans
01	CARTER, JEFFREY	S - Spouse	Legal

[View Detailed Family Member Information.](#)

Insurance Type	Coverage	Salary Base/ Coverage Amt.	Effective Date	Employee Cost
Short Term Disability	A - Covered			0.00
Supplemental Disability	Not Enrolled			
Basic Life	Enrolled	50,000	02/01/91	0.00
Supplemental Life	4 - 4 X Annual	107,000	01/01/05	469.09
Dependent Life Insurance	Not Enrolled			
AD&D Insurance	S - Self Only	100,000	01/01/05	1.60

**DepCare FSA**    **Annual Amount:** 0    **Monthly Amount:** 0.00    **Effective Date:**    **Termination Date:**

**Health FSA**    **Annual Amount:** 0    **Monthly Amount:** 0.00    **Effective Date:**    **Termination Date:**

[Return to top of page](#)

As of Release 1735  
 /1834



11) Pay Category: REG-REGULAR            \$5,416.66 Monthly            St:  
at 100.00% Fixed    Time, effective 01/01/08, with an end date of 12/31/07  
from account 3-404918-    -19900-            -1

Action:  
20) 1100    PROFESSOR - ACADEMIC YEAR            Dept:                            FLSA: Exempt  
Term of Service: 01/01/08 to Indefinite    % Time: 1.00 Grade:            TUC: A3 LV: F  
Personnel Program: Academic    Appt Type: Academic            Basis:            Paid Over:

```
----- List of Reviewers -----  
Name                            UserID or e-mail                            -Type-    -Status-  
  
REVIEWER PAYBENE                PAYBENE                                    M            N  
KATHY TAYLOR                    PAYCLK                                    M            N  
PAUL WEHAN                        PAYPCW                                    R            N  
                                  elizabeth.burkart@ucop.edu                F            N
```

# Attachment H: Web Post Authorization (PAN)

Home Dept	804918-CHANCELLORS OFFICE		
Employment Status	A-Active	Employee Relations Code	C-Supervisor
Hire Date	01/01/02	Employee Relations Unit	99-No Bargaining Unit
		Employee Unit Code	A3-Academic Senate - UCD
		Employee Rep Code	S-Supervisor
Student Status	1-Not Registered	BELI	1-Full Benefits
Registered Units	0.0	Derived BELI	1-Full Benefits
Retirement	B-UCRP	BELI Effective Date	01/01/02
FICA Eligibility	E-OASDI & Medicare	Status Qualifier 1/2	
Ret/FICA Derivation Ind	Y-Elig Auto Derive		
Citizenship	C-U.S. Citizen	Next Salary Review Type	
Visa Type		Next Salary Review Date	
Work Permit End Date		Probationary End Date	
UC W-8BEN Date			
Date of Entry			
Separation Date		LOA Begin Date	
Last Day on Pay Status		LOA Return Date	
Destination		LOA Reason	
Separation Reason			

## Benefits

Medical	Deenrolled-suspension of Premiums or ineligible dependent	Eff Dt	03/01/06	End Dt		Cov	
Dental	Delta Dental PPO	Eff Dt	01/01/03	End Dt		Cov	W/Adult
Vision	Vision Services	Eff Dt	01/01/03	End Dt		Cov	W/Adult
Legal	ARAG Legal Plan	Eff Dt	01/01/04	End Dt		Cov	W/Adult
Contribution Base	36						
Medical Opt Out	D	Dental Opt Out		Vision Opt Out			
Supplemental Life		Salary Base		Cov. Eff Date			
Dependent Life				Cov. Eff Date			
Supplemental Disability		Salary Base		Cov. Eff Date			
AD&D Plan		Principal Sum		Cov. Eff Date			
TIP Code							
Executive Life Change Code		Change Eff Date					

DepCare Flexible Spending Account			
Annual Amount: 5000	Monthly Amount: 450.00	Effective Date: 09/30/08	Termination Date:
Health Flexible Spending Account			
Annual Amount: 2400<< 0>>	Monthly Amount: 200.00<< 0.00>>	Effective Date: 07/30/08<<none>>	Termination Date:

## Appointments and Distributions

<b>Appointment 10</b>	POLICE OFFICER	Department	CHAN OFFICE	
Action(s)		Department Code	804918	Sub Location MD
Title Code	5323	FLSA	0-nonexempt	Grade
Begin Date	01/01/08	Ann/Hr Rate	\$65,000.00	Program 1-Prof/Staff
End Date	12/31/07	Rate Code	A-Annually	Type 2-Career
Duration		Basis/Paid Over		Leave Accrual A-15 days vacation/12 days sick
TUC	PA-Police Officers	% Time	1.00	Pay Schedule MO-Monthly
AREP	S-Uncovered	Fixed/Variable	F-Fixed	Time Code E-Exception

### Appointment 10 Distribution(s)

Dist #	Full Accounting Unit	Begin Date	End Date	Dist%	FTE	Rate	DOS	Step	O/A	Work Study Program
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11 CHANCELLOR'S OFFICE

3 404918 19900 1 01/01/08 12/31/07 1.0000 1.00 \$5,416.66 REG

**Appointment 20**PROFESSOR - ACADEMIC YEARDepartment

Action(s)		Department Code		Sub Location	
Title Code	1100	FLSA	1-exempt	Grade	
Begin Date	01/01/08	Ann/Hr Rate		Program	A-Academic
End Date	99/99/99	Rate Code	A-Annually	Type	5-Academic
Duration	I-Indefinite	Basis/Paid Over		Leave Accrual	F-No vacation/12 days sick
TUC	A3-Academic Senate-UCD	% Time	1.00	Pay Schedule	MO-Monthly
AREP	S-Uncovered	Fixed/Variable	F-Fixed	Time Code	E-Exception

**List of Reviewers**

Name	Email	Phone	Type	Status
elizabeth.burkart@ucop.edu			Forwarded from Reviewer	Unread
REVIEWER PAYBENE			Mandatory Reviewer	Unread
KATHY TAYLOR	<a href="mailto:KATHLEEN.TAYLOR@UCOP.EDU">KATHLEEN.TAYLOR@UCOP.EDU</a>	(510) 9870397	Mandatory Reviewer	Unread
PAUL WEHAN	<a href="mailto:PAUL.WEHAN@UCOP.EDU">PAUL.WEHAN@UCOP.EDU</a>		Non-Mandatory Reviewer	Unread

## Attachment I: Employee Documents (IDOC)

(It is your responsibility to ensure that all family members meet UC eligibility requirements. Contact your campus Benefit Representative for more information.)

Additionally, you are enrolled in the following:

- \* Short Term Disability Insurance
- \* Basic Life Insurance in the amount of \$ 50,000.00
- \* **Dependent Care Assistance Program** **Change label to "Dependent Care Flexible Spending Account"**

You have signed up for a \$ 5000.00 annual payment

Your monthly pre-tax contribution is: \$ 450.00

Coverage Effective Date: 09/30/08 Coverage End Date:

- \* **Health Care Reimbursement Account** **Change label to "Health Flexible Spending Account"**

You have signed up for a \$ 2400 annual amount

Your monthly pre-tax contribution is: \$ 200.00

Coverage Effective Date: 07/30/08 Coverage End Date:

You are participating in the Tax Savings on Insurance Premium (TIP) Plan. Any premiums you pay as an employee for health will be on a pre-tax basis.

## Attachment J: IVR/Web Interface File Changes

IVR/Web Extract File Record Layout (PPIIVR) SR82341 Employee Record				
Position	Length/ Format	Field Description	Data Element #	Comments
258 – 267	10 mm/dd/yyyy	Supplemental Disability CED	EDB023 3	
268	1	Electronic W-2 Indicator	EDB116 6	
269	1	Block W-2 Data to 3rd Party Indicator	EDB116 7	
270 – 271	2	Employee Benefit Eligibility Unit Code	EDB044 5	
272	1	Employee Benefit Eligibility Representation Code	EDB044 6	
273	1	Employee Benefit Eligibility Derivation Indicator	EDB044 7	
274 – 275	02	Dental Plan Code	EDB027 2	
276 – 278	03	Dental Plan Coverage Code	EDB027 3	
279 – 288	10 mm/dd/yyyy	Dental Plan PCED	EDB027 4	
289 – 293	5	Health FSA Annual Amount	EDB622 6U	
294 – 303	10 mm/dd/yyyy	Health FSA Termination Date	EDB031 4	
304	1	Department Location indicator		From Home Department Table
305 – 310	06	Supplemental Life Ins Salary Base	EDB027 5	
311	01	Supplemental Life Ins Plan Code	EDB027 6	

312 – 321	10 mm/dd/yyyy y	Supplemental Life Ins CED	EDB027 7	
322 – 328	07	Supplemental Life Ins Amount	n/a	The amount of Life Insurance is calculated, or looked up on the Benefits Rates Table.
329 – 336	08	Filler		<b>Previous value:</b> Supplemental Life Insurance Premium
337	01	Dep Life Ins Plan Code	EDB027 8	
338 – 347	10 mm/dd/yyyy y	Dep Life CED	EDB018 8	
348 – 355	08	Filler		<b>Previous value:</b> Dependent Life Insurance Premium
356 – 361	06	Accidental Death and Dismemberment Principal Sum	EDB028 0	
362	01	Accidental Death and Dismemberment Coverage Code	EDB028 1	
363 – 372	10 mm/dd/yyyy y	Accidental Death and Dismemberment CED	EDB028 2	
373 – 380	08	Filler		<b>Previous value:</b> Accidental Death and Dismemberment Premium
381 – 382	02	Medical Plan Code	EDB029 2	
383 – 385	03	Medical Plan Coverage Code	EDB029 3	
386 – 395	10 mm/dd/yyyy y	Medical Plan PCED	EDB029 4	
396 – 400	5	DepCare FSA Annual Amount	EDB622 7U	
401 – 410	10 mm/dd/yyyy y	DepCare FSA Termination Date	EDB031 5	
411	1	Employee Without Salary Indicator	EDB077 8	
412 – 417	06	UC Paid Life Insurance	EDB033 0	

## IVR/Web Deduction Record Data

GROSS-TO-NET DATA		Group Code
PERS Buyback PERS Buyback Balance	6034G 6034D	7
PERS Additional	6033G	7
PERS Survivor	6026G	7
403(b) total YTD 403(b) MAC (6008U) - put in extract in 'D' field	6008Y 6008D	9
DepCare FSA Deduction Amount DepCare FSA Effective Date DepCare FSA Year-To-Date	6227G 7227E 6227Y	9
Health FSA Deduction Amount Health FSA Effective Date Health FSA Year-To-Date	6226G 7226E 6226Y	9
Additional Federal Tax Withholding	6010G 6010Y	9
Additional CA State Tax Withholding	6011G 6011Y	9
Additional Federal Tax Withholding for Nonresident Aliens	6301G 6301Y	9
ScholarShare	6600G 6600Y	9

## Attachment K: CPS Interface File Changes

Corporate Personnel System (CPS) PPP711 SR82341				
Employee Record Layout				
364-366	3	Medical Contribution Base – Next Year	EDB029 0	
367-368	2	START Reduction Percentage	EDB049 5	
369	1	War/Campaign/Expedition Veteran Status Code	EDB034 5	
370	1	Vietnam Era Veteran Status Code	EDB035 0	
371	1	Veteran Disability Status Code	EDB035 1	
372	1	Handicapped Status Code	EDB035 2	
373	1	Insurance Reduction Code	EDB029 9	
374-375	2	Employee Unit Code	EDB025 5	
376	1	Employee Special Handling Code	EDB025 6	
377	1	Employee Distribution Unit Code	EDB025 7	
378	1	Employee Representation Code	EDB029 5	
379-384	6 (yymmdd)	Executive Life Insurance Effective Date	EDB045 2	
385-390	6 (yymmdd)	Original Hire Date	EDB070 4	
391	1	DepCare FSA Participation Indicator		Derived from GTN #227 if 6227G has a deduction in it, then 'Y' if no deduction then 'N'.
392-399	8	Filler		
400	1	FCP Select Flag		
401-402	2	Dental Plan Code	EDB027 2	
403-405	3	Dental Coverage Code	EDB027 3	

**Corporate Personnel System (CPS) PPP711  
SR82341**

**Employee Record Layout**

455-458	4 (yyymm)	Benefits Eligibility Level Indicator Conflict Date	EDB037 6	
459	1	Medical Insurance Opt Out Code	EDB037 7	
460	1	Dental Insurance Opt Out Code	EDB037 8	
461	1	Vision Insurance Opt Out Code	EDB037 9	
462-465	4	Average Hours Worked Per Week	EDB513 2	
466-471	6 (yyymmdd)	Dependent Life Coverage Effective Date	EDB018 8	
472-480	9	Total Gross YTD	EDB550 1	
481-489	9	Federal Withholding Tax Gross YTD	EDB550 2	
490-498	9	DepCare FSA Year-To-Date	EDB622 7Y	
499-507	9	Hours Toward Career Status Eligibility – Total	EDB042 6	
508-516	9	Hours Toward Benefits Eligibility – Total	EDB514 2	
517-522	6	Last Day On Pay Status	EDB018 9	
523-525	3	SLCG Grade Level	EDB038 8	
526-531	6 (yyymmdd)	SLCG Effective Date	EDB038 9	
532-606	75	Filler		
607	1	Supplemental Disability Indicator		
608-610	3	Supplemental Disability Waiting Period	EDB023 1	
611-615	5	Supplemental Disability Salary Base	EDB023 2	
616-621	6 (yyymmdd)	Supplemental Disability Coverage Effective Date	EDB023 3	
622-625	4	Primary Title Code	EDB046 0	

**Corporate Personnel System (CPS) PPP711  
SR82341**

**Employee Record Layout**

626-631	6	START Begin Date	EDB049 6	
632-637	6	START End Date	EDB049 7	
638-643	6 (yymmdd)	Short Term Disability Coverage Effective Date	EDB045 3	
644-652	9	Federal Withholding Tax Gross – FYTD	EDB554 5	
653-658	6	Home Department Code	EDB011 4	
659-688	30	Home Department Name	EDB011 4	From the Home Department Table
689-690	2	Country of Residency Code	EDB014 3	
691-720	30	Country of Residency	EDB014 3	From the Foreign Country Table
721	1	Health FSA Reimbursement Account Indicator		Derived from GTN #226 if 6226G is greater than zero, then 'Y' otherwise 'N'.
722-726	5	Health FSA Annual Amount	EDB622 6U	
727-732	6 (yymmdd)	Health FSA Termination Date	EDB031 4	
733-741	9 9(07)V99	Health FSA Year-To-Date	EDB622 6Y	
742-746	5	DepCare FSA Annual Amount	EDB622 7U	
747-752	6 (yymmdd)	DepCare FSA Termination Date	EDB031 5	
753	1	Foreign Address Indicator	EDB029 1	
754-768	15	Foreign Address – Province	EDB112 0	
769-778	10	Foreign Address – Postal Code	EDB111 9	
779-808	30	Foreign Address – Country	EDB111 8	
809-900	92	Filler		

## Attachment L: UCRS Interface File Changes

UCRS Plan Codes and PPS GTNs		
UCRS Plan Code	GTN Number	GTN Description
49 (memo plan)	349 ( <b>Inactive – R1635</b> )	SSDCP Balanced Growth
50	225	Dep Care (2002 and prior)
51	226	Health Flexible Spending Account (FSA)
52 (memo plan)	388 ( <b>Inactive – R1635</b> )	SSDCP Savings
53	252 ( <b>Inactive – R1635</b> )	Multi-Asset-Non-Tax Deferred
54	228 ( <b>Inactive – R1635</b> )	Multi-Asset Tax Deferred
	229 ( <b>Inactive – R1635</b> )	Multi-Asset-Percent
55 (memo plan)	389 ( <b>Inactive – R1635</b> )	SSDCP Equity
56 (memo plan)	390 ( <b>Inactive – R1635</b> )	SSDCP Bond
57 (memo plan)	391 ( <b>Inactive – R1635</b> )	SSDCP Insurance Company Contract
58 (memo plan)	392 ( <b>Inactive – R1635</b> )	SSDCP Money Market
59 (memo plan)	393 ( <b>Inactive – R1635</b> )	SSDCP Multi Asset
60	227	DepCare Flexible Spending Account (FSA) (2008 and later)
61 (memo plan)	381 ( <b>Inactive – R1635</b> )	SSDCP Savings-employer contribution
62 (memo plan)	382 ( <b>Inactive – R1635</b> )	SSDCP Equity-employer contribution
63 (memo plan)	383 ( <b>Inactive – R1635</b> )	SSDCP Bond-employer contribution
64 (memo plan)	384 ( <b>Inactive – R1635</b> )	SSDCP Insurance Company Contract-employer contribution
65 (memo plan)	385 ( <b>Inactive – R1635</b> )	SSDCP Money Market-employer contribution
66 (memo plan)	386 ( <b>Inactive – R1635</b> )	SSDCP Multi Asset-employer contribution
67 (memo plan)	395 ( <b>Inactive – R1635</b> )	SSDCP Balanced Growth-employer contribution