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**SR82311 Requirements**  
**Create Semi-monthly files from Payroll for CONEXIS (FSA Vendor)**

**Objective:**

Provide a process for the campuses to create semi-monthly flexible spending account files containing enrollment and deduction information for participants. Campuses will send these files to UCOP for consolidation. UCOP will then provide the consolidated files to CONEXIS, the new vendor who will begin administering the health care and dependent care flexible spending accounts on January 1, 2009.

**Project Type:**

This project involves modifications to the Payroll/Personnel application.

**Requested by:**

HR&B Health & Welfare Policy and Planning

**Analyst:**

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**Due Date(s):**

The requested modifications are Date Mandated.

Modifications related to the new GTNs and data elements 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.

Modifications related to creating the new interface file must be made available to campuses so that they can produce the first 2009 semi-monthly file after the first compute for December earnings paid in January. These modifications should not be installed until after the S3DEC08 SHPS file has been produced.

CONEXIS will need test files containing all of the record types.

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## Background

The CONEXIS vendor has been chosen to administer the Health Care and Dependent Care flexible spending accounts as of 1/1/09. This vendor will need semi-monthly files with demographic information and deductions.

Modifications to the Payroll/Personnel System will be needed so that campuses produce files and deliver them to UCOP for consolidation.

Note: the flexible spending accounts are currently referred to as "HCRA" and "DepCare." Going forward, they 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 need for Open Enrollment and weekly files will be addressed in separate Service Requests.

## Current Process:

The Health Care and Dependent Care flexible spending accounts are currently being administered by SHPS. Campuses produce semi-monthly SHPS files and send them to UCOP for consolidation. UCOP currently provides SHPS with OE, semi-monthly and weekly files.

Semi-monthly files are currently made available to SHPS on the 3<sup>rd</sup> and the 18<sup>th</sup> of the month. Campuses currently send their semi-monthly files to UCOP on the 2<sup>nd</sup> and 17<sup>th</sup> day of the month. In December, there is a 3<sup>rd</sup> file that is produced so that the files will not span multiple plan years.

## Proposed Process:

Semi-monthly flexible spending account files should be produced by the campuses and transmitted to UCOP for consolidation. The processing and file transmission schedule should match the current SHPS file schedule.

The files should have a fixed width format. No column headings should be included.

In order to facilitate SHPS adjustments after the beginning of 2009, new GTN numbers must be set up for CONEXIS.

## Change Requirements

### 1.0 Control Table Updates

#### 1.1 Gross to Net (GTN)

Account Information: below are the GTN numbers and Liability account numbers for the new FSA plans. Please establish these GTNs in response to this Service Request.

<u>GTN</u>	<u>Plan</u>	<u>Liability Account</u>
226	Health FSA	115304
227	DepCare FSA	115305

Attachment A contains the GTN table form displaying the new plans.

## **2.0 Data Elements**

A group of data elements will be created when the new GTNs are set up.

The monthly Health FSA deduction amount will be stored as the G-balance of the new Health FSA GTN number (6226G), the year-to-date deduction amount will be stored as the Y-balance of the new Health FSA GTN number (6226Y), and the Health FSA effective date will be stored as the GTN effective date of the new Health FSA GTN number (7226E). It is suggested that the Health FSA Annual Amount could be stored as the 'U' balance (6226U). The Health FSA Annual Amount is needed to pass to CONEXIS so that claims can be paid based on the total amount of the agreement, not on what has been paid into the plan so far. A declining balance (6226D) will also be established which will initially be equal to the annual amount, and will be decremented as deductions are taken.

The monthly DepCare FSA deduction amount will be stored as the G-balance of the new DepCare FSA GTN number (6227G), the year-to-date deduction amount will be stored as the Y-balance of the new DepCare FSA GTN number (6227Y), and the DepCare FSA effective date will be stored as the GTN effective date of the new DepCare GTN number (7227E). It is suggested that the DepCare FSA Annual Amount could be stored as the 'U' balance (6227U) and the DepCare FSA quarter-to-date deduction amount be stored as the "Q" balance (6227Q).

## **3.0 Semi-Monthly Flexible Spending Account Files**

The University is required make available to CONEXIS a file for initial enrollments and full-replacement files to update contributions collected and changes to the annual amount, demographic information (such as address) and enrollment status.

CONEXIS accepts various types of records in the same file. Action codes are used to indicate the type of data in the record. UC will create records with the following action codes:

- 60: FSA Enrollment
- 61: FSA Payroll Deduction Processing
- 67: FSA Coverage Termination
- 69: Participant Level Co-pay

Rather than sending information for only new participants on the files, UC will send a full file each time. There is no mechanism available for keeping track of which records were already sent or which participants' information changed.

### **3.1 File Format**

The semi-monthly files should be in a fixed width format, without column headings. See Attachment B for the file layout.

## 3.2 Selection Criteria

### *3.2.1 Action Code 60- FSA Enrollment*

The file should include all enrollees in the DepCare FSA and Health FSA programs as records with action code 60. If the employee either has an annual amount or a deduction taken, an action code 60 record should be created for that employee. An employee may be enrolled in either or both of the two programs.

For employees who have participated in the Health FSA during the plan year, the COBRA\_Eligible field should still be populated with “Y” for the remainder of the plan year, even if they terminate from the Health FSA.

It is noted that the plan coverage start date in the EDB is cleared out at some point after an employee’s coverage in that FSA terminates. Even after this happens, the plan coverage start date must still be populated. The CONEXIS file cannot contain a blank in this field, as it is a required field. It is suggested that this field be populated with 01/01 of the current plan year.

### *3.2.2 Action Code 61 – FSA Payroll Deduction Processing*

A record with action code 61 should be created for any employee with PAR activity for either plan (a deduction for GTN 226 or 227 indicating activity for one of the plans) since the last file was created.

If the employee has had more than one deduction for a given FSA since the last time the semi-monthly file was created, then the deduction amounts should be combined into a single record.

### *3.2.3 Action Code 67 – FSA Coverage Termination*

A record with action code 67 should be created for any employee with a value (not initial value) in the EDB0314 field. This record should contain the termination data for the Health FSA. The Qualifying\_Event\_Date is a required field and should be populated with the Plan\_Cov\_End1.

A separate record with action code 67 should be created for any employee with a value (not initial value) in the EDB0315 field. This record should contain the termination data for the DepCare FSA. The Qualifying\_Event\_Date is a required field and should be populated with the Plan\_Cov\_End2.

It is noted that the plan coverage start date in the EDB is cleared out at some point after an employee’s coverage in that FSA terminates. The first time an action code 67 record is sent for an employee, the employee’s real coverage start date is still available in the EDB and will be included on the record.

After the plan coverage start date has been cleared from the EDB, it is suggested that this field be populated with 01/01 of the current plan year on any subsequent action code 67 records sent to CONEXIS.

### *3.2.4 Action Code 69 – Participant Level Copay*

An action code 69 record should be created for any employee who is participating in the Health FSA and also enrolled in a medical, dental and/or vision plan. Any employee is considered to be participating in the Health FSA if he/she has an annual amount, year-to date amount or a deduction taken for Health FSA (GTN 226).

The medical, dental, and vision plan information should go into the PLAN\_NAME1, PLAN\_NAME2, and PLAN\_NAME3 fields. If the employee is enrolled in the DepCare FSA plan only, an action code 69 record should not be created.

The specific data items to be included in the file are as follows:

PLAN\_NAME1: Medical Plan Code (EDB0292)

PLAN\_NAME2: Dental Plan Code (EDB0272)

PLAN\_NAME3: Vision Plan Code (EDB0347)

There is a special group of medical, dental, and vision plan codes that are used for other processes and should not be included on the action code 69 record in the CONEXIS file.

The following is a list of the special medical, dental, and vision plan codes:

- P1
- P2
- P3
- P4
- P5
- DM
- DD
- DV
- XX
- XC
- XD

### 3.3 Special Formatting Requirements

PLAN\_NAME1 is used for different purposes depending on the action code of the record. For action code 60, 61, or 67, the plan year should be concatenated with the Health FSA plan name, (e.g., 2009HealthFSA) if the employee is enrolled in the Health FSA. This value will need to change every year because it contains the plan year constant. For action code 69, this field should be populated with the medical plan code (EDB0292) if the employee is enrolled in one of the UC medical plans.

PLAN\_NAME2 is used for different purposes depending on the action code of the record. For action code 60, 61, or 67, the plan year should be concatenated with the DepCare FSA plan name, (e.g., 2009DepCareFSA) if the employee is enrolled in the DepCare FSA. This value will need to change every year because it contains the plan year constant. For action code 69, this field should be populated with the dental plan code (EDB0272) if the employee is enrolled in one of the UC dental plans.

To force a deduction at the earliest point, the Payroll System has been programmed to use the last day of the month as the effective date for Health FSA and DepCare FSA deductions (EDB7226E and EDB7227E are stored as the last day of the month). In fact, enrollment in the Health FSA and DepCare FSA is always the first of the month. PLAN\_COV\_START1 and PLAN\_COV\_START2 should be sent to CONEXIS as the first of the month following the Health FSA/DepCare FSA Effective Date, as is currently being done for the SHPS vendor.

PLAN\_COV\_END1 and PLAN\_COV\_END2 must be populated with the last day of the plan year if the plan coverage end date in the EDB is blank. This value will have to change every year.

PLAN\_RATE1 and PLAN\_RATE2 have different meanings depending on the action code in the record. For action code 60 the annual amount is needed; for action code 61, the payroll deduction amount is needed.

Testing with the vendor revealed that deduction records (action code 61) will reject from CONEXIS's system if the pay\_run\_date is prior to the employee's plan coverage start date. Since this is likely to happen both at the beginning of a plan year and as new hires enroll in flexible spending accounts during a plan year, special logic must be added to the PPS program so that UC's deduction records will properly load into CONEXIS's database. The coverage start dates for the two FSA plans are part of the enrollment record (action code 60) for each employee included on the semi-monthly file. As each action code 61 record is formed, the pay\_run\_date should be compared to both plan\_cov\_start1 and plan\_cov\_start2 in the action code 60 record for the same employee. If pay\_run\_date is earlier than either of these plan coverage start dates, then pay\_run\_date should be set to the later of the plan coverage start dates.



## Attachment B: Semi-monthly File Layout

CONEXIS Semi-monthly File Record Layout As of 12/12/08				
FSA Data Record				
Position	Length/ Format	Field Description	Data Element #	Comments
1 – 20	20	EMPLOYER_EIN		Value: 94-3067788 Required for all action codes
21-22	2	ACTION_CODE		Value: 60 for enrollment transactions; 61 for FSA Payroll Deduction Processing; 67 for FSA Coverage Termination; 69 for Participant Level Copay
23-42	20	LAST_NAME	EDB0252	Required if action code = 60, otherwise filler
43-62	20	FIRST_NAME	EDB0250	Required if action code = 60, otherwise filler
63	1	MIDDLE_INITIAL	EDB0251	Optional if action code = 60, otherwise filler
64-74	11 999999999	EMPLOYEE_SSN	EDB0111	EDB item is only 9 characters. Required for all action codes.
75-85	11	Filler		Leave blank
86-105	20	EMPLOYEE_NUMBE R		Employee number for action code 60, otherwise filler
106- 155	50	DIVISION		Required if action code = 60, otherwise filler. If location indicator = A then value = DANR. If location indicator = P then value = UCOP. Otherwise, use 2-character location code concatenated with 1-character department location indicator. If the Department location indicator is "M" this value should be appended to the location code. Otherwise, the value of "C" should be used for the Department location indicator. See table Attachment C for values and definitions.
156- 180	25	EMPLOYEE_CLASS		Required if action code = 60, otherwise filler

**CONEXIS Semi-monthly File Record Layout  
As of 12/12/08**

**FSA Data Record**

<b>Position</b>	<b>Length/ Format</b>	<b>Field Description</b>	<b>Data Element #</b>	<b>Comments</b>
				Populate with 2-character Employee Benefit Eligibility Unit Code (EDB 0445) concatenated with 1-character Employee Benefit Representation Code (EDB 0446), for example "TXC".
181	1	RELATIONSHIP		Required if action code = 60, otherwise filler.  Value: E
182	1	GENDER	EDB0108	Required if action code = 60, otherwise filler.
183-192	10 MM/DD/YYYY	HIRE_DATE	EDB0113	Required if action code = 60, otherwise filler.  Populate with most recent hire date
193-202	10 MM/DD/YYYY	BIRTH_DATE	EDB0107	Required if action code = 60, otherwise filler.
203-252	50	ADDRESS_1	EDB0204	Required if action code = 60, otherwise filler.
253-302	50	ADDRESS_2	EDB0205	Optional if action code = 60, otherwise filler.
303-322	20	CITY	EDB0206	Required if action code = 60, otherwise filler.  UC item is 21 characters; there will be a truncation.
323-324	2	STATE	EDB0207	Required if action code = 60, otherwise filler.
325-334	10 99999 or 99999-9999	ZIP		Required if action code = 60, otherwise filler. EDB0208 for domestic addresses. EDB1119 (foreign postal code) for foreign addresses.
335-344	10	COUNTRY	EDB1118	Optional if action code = 60, otherwise filler. Mailing Country (if not USA).

**CONEXIS Semi-monthly File Record Layout  
As of 12/12/08**

**FSA Data Record**

<b>Position</b>	<b>Length/ Format</b>	<b>Field Description</b>	<b>Data Element #</b>	<b>Comments</b>
				EDB item is 2 char foreign country code.
345	1	Filler		Leave blank
346	1	COBRA_ELIGIBLE		Required if action code = 60, otherwise filler.  If participant is enrolled in Health FSA or both Health FSA and DepCare FSA, then "Y" else "N"  Y = Yes N = No C = Use Loaded Coverage to determine
347-532	186	Filler		Leave blank
533-542	10	QUALIFYING_EVENT_DATE		Required for action code 67 records.  If this is a Health FSA termination, populate with the Plan_Cov_End1.  If this is a DepCare FSA termination, populate with the Plan_Cov_End2.
543-687	145	Filler		Leave blank
688-737	50	PLAN_NAME1		This is used for a different purpose depending on the record type.  Required for all action codes.  For action code 60, 61, or 67, concatenate Plan year with Health FSA plan name, (e.g., 2009HealthFSA) if the employee is enrolled in the Health FSA.

**CONEXIS Semi-monthly File Record Layout  
As of 12/12/08**

**FSA Data Record**

<b>Position</b>	<b>Length/ Format</b>	<b>Field Description</b>	<b>Data Element #</b>	<b>Comments</b>
				For action code 69, populate with the medical plan code (EDB0292) if the employee is enrolled in one of the UC medical plans.
738-739	2	PLAN_COV_CODE1		Required for action codes 60, 61, and 67 if the employee is enrolled in the Health FSA, otherwise filler.  Value: 98 (Individually rated)
740-749	10 MM/DD/YYYY	PLAN_COV_START1	EDB7226E	Required for action code "60" and "67," otherwise filler.  Use EDB7226E for Health FSA if the employee is enrolled in the Health FSA.  Note: need to send as the first day of the next month, as is currently being done for SHPS.
750-759	10 MM/DD/YYYY	PLAN_COV_END1	EDB0314	Required for action code "60" and "67," otherwise filler.  Populate if the employee is enrolled in the Health FSA.  If blank, fill with the last day of the plan year. Otherwise use EDB0314.
760	1	SIGN		Value = '-' if Plan_Rate1 is a negative number, otherwise blank.
761-769	9 ZZZZZZ.99	PLAN_RATE1	EDB6226U	This is used for a different purpose depending on the record type.  Required for action codes 60, 61, otherwise filler.

**CONEXIS Semi-monthly File Record Layout  
As of 12/12/08**

**FSA Data Record**

<b>Position</b>	<b>Length/ Format</b>	<b>Field Description</b>	<b>Data Element #</b>	<b>Comments</b>
				<p>Include the decimal point, suppress leading zeros.</p> <p>Action code 60: Populate with the annual amount (EDB6226U) if the employee is enrolled in the Health FSA.</p> <p>Action code 61: Populate with the payroll deduction taken if the employee is enrolled in the Health FSA (GTN 226).</p>
770-807	38	Filler		Leave blank
808-857	50	PLAN_NAME2		<p>This is used for a different purpose depending on the record type.</p> <p>Required for all action codes.</p> <p>For action code 60, 61, or 67, Concatenate plan year with DepCare FSA plan name, (e.g., 2009DepCareFSA) if the employee is enrolled in the DepCare FSA.</p> <p>For action code 69, populate with the dental plan code (EDB0272), e.g., D1, D3.</p>
858-859	2	PLAN_COV_CODE2		<p>Required for action codes 60, 61, and 67 if the employee is enrolled in DepCare FSA, otherwise filler.</p> <p>Value: 98 (Individually rated)</p>
860-869	10 MM/DD/YYYY	PLAN_COV_START2	EDB7227E	Use EDB7227E for action code "60" and "67" if the employee is enrolled in DepCare FSA, otherwise filler.

**CONEXIS Semi-monthly File Record Layout  
As of 12/12/08**

**FSA Data Record**

<b>Position</b>	<b>Length/ Format</b>	<b>Field Description</b>	<b>Data Element #</b>	<b>Comments</b>
				<b>Note: need to send as the first day of the next month, as is currently being done for SHPS.</b>
870-879	10 MM/DD/YYYY	PLAN_COV_END2	EDB0315	Required for action code "60" and "67" if the employee is enrolled in DepCare FSA, otherwise filler.  If blank, fill with the last day of the plan year. Otherwise use EDB0315.
880	1	SIGN		Value = '-' if Plan_Rate2 is a negative number, otherwise blank.
881-889	9 ZZZZZZ.99	PLAN_RATE2	EDB6227U	This is used for a different purpose depending on the record type.  Required for action codes "60" and "61," otherwise filler.  Include the decimal point, suppress leading zeros.  Populate this field if the employee is enrolled in DepCare FSA.  Action code 60: populate with the annual amount (EDB6227U).  Action code 61: populate with the payroll deduction taken for the DepCare FSA (GTN 227).
890-927	38	Filler		Leave blank
928-977	50	PLAN_NAME3	EDB0347	For action code 69, populate with the vision plan code if the employee is enrolled in a vision

**CONEXIS Semi-monthly File Record Layout  
As of 12/12/08**

**FSA Data Record**

<b>Position</b>	<b>Length/ Format</b>	<b>Field Description</b>	<b>Data Element #</b>	<b>Comments</b>
				plan, otherwise filler.
978-1307	330	Filler		Leave blank
1308-1317	10 MM/DD/YYYY	PAY_RUN_DATE		<p>Required for action code 61; otherwise filler.</p> <p>If this file contains payroll deductions for an FSA plan, the pay run date that corresponds to those deductions.</p> <p>Populate with the date the semi-monthly file is being created.</p> <p>Note: if pay_run_date on the action code 61 record is earlier than either plan_cov_start1 or plan_cov_start2 on the employee's action code 60 record, set pay_run_date to the later of plan_cov_start1 and plan_cov_start2.</p>
1318-1342	25	PAY_SCHEDULE		<p>Required for action codes 60, 61, and 67; otherwise filler.</p> <p>D=Daily W=Weekly B=Bi-weekly S=Semi-Monthly M=Monthly</p> <p>Value = "D"</p>
1343-1472	130	Filler		Leave blank

## Attachment C: Division Table

	University of California
Division	
01C	Berkeley Campus
02C	San Francisco Campus
02M	San Francisco Medical Center
03C	Davis Campus
03M	Davis Medical Center
04C	Los Angeles Campus
04M	Los Angeles Medical Center
05C	Riverside Campus
06C	San Diego Campus
06M	San Diego Medical Center
07C	Santa Cruz Campus
08C	Santa Barbara Campus
09C	Irvine Campus
09M	Irvine Medical Center
10C	Merced Campus
94	LBNL
97C	ASUCLA Campus
98C	Hastings Campus
DANR	Div of Agr & Natural Resources
UCOP	Office of the President