

Benefit & Deduction Master Rate Records Screen

This screen is used to enter and maintain amounts for benefit and deduction items that are based on a schedule of rates from a provider (a Financial Organization); for example, insurance, dues, etc. Other benefits or deductions are simply based on a choice made by the employee; for example, 403b deductions, charitable donations, etc. In this case, no schedule or table of rates applies.

The benefit and/or deduction amount is usually based on the type of coverage the employee receives and whether the employee receives benefits for family members as well. In this example, the MiCase HR/Payroll System uses the term *Plan Code* to designate the type or coverage of the benefit or deduction and the term *Level Code* to indicate the scope of the coverage (e.g. single, family, etc.)

The *Benefit & Deduction Master Rate Records Screen* allows you to set up schedules for any combination of Benefit or Deduction Code, Organization Code, Plan and Level Codes.

Then you may enter the appropriate *Plan* and *Level* Codes on the *Employee Benefits Screen* and/or the *Employee Elective Deduction Screens*. You only need to enter *Plan* and *Level* codes on the employee benefit and deduction items that you wish to be able to update in mass.

After the above two steps, you may update employee benefit or deduction amounts (as well as *Frequency* and *Remaining* fields) for all employees in a selected group with a single step. The *Operation, Mass Change of Employee Benefit or Deduction Records* does this.

Also, as in the *Personnel Module* on the *Salary Schedule Definition Screen*, you may keep rate schedules for as long as you wish, allowing you to review previous years from a single screen.

Mandatory Field at the beginning of a description indicates the system requires an entry in the field. You may not successfully save the data on this screen if the field is blank.

System-maintained Field at the beginning of a description informs you that the field is maintained by the system and cannot be updated by the user on the screen. The data in these fields is normally displayed in color (usually blue) to help you notice the difference between them and fields that you may change.

When you select **Modules & Payroll Module Administration & Benefit & Deduction Master Rate Screen** you will see the following:

Benefit & Deduction Master Rate Records											Payroll Administration Module	
Benefit or Deduction Master Rate Record												
Ben./Ded		Organ.		Plan		Level		Total		Employer	Employee	Pro
B/DCode	Code	Rate Period	Code	Code	Frq.	Rem.	Amount	Subsidy	Payment	rate		
B	INS		2004-2005	MESSA	FAMILY	1	0	339.00	225.00	114.00		
Browse List of Benefit & Deduction Master Rate Records (ALT+1/ALT+0 to enter/exit)												
*B/D	Ben/Ded	Organ.	Rate Period	Plan	Level	Frq.	Rem.	Total	Employer	Employee	P.R	
B	INS		2004-2005	MESSA	FAMILY	1		339.00	225.00	114.00		
B	HMED		2004-2005	IBA	SINGL	2	0	209.00	150.00	59.00	P	
B	DENT		2003-2004	MESSA	FAMILY	1	26	73.50	73.50	0.00		
B	HDEN		2004-2005	IBA	FAMILY	2		68.75	65.00	3.75		
D	DUES		2004-2005A	PEA	FTTCH	2		27.45	0.00	27.45		
D	DUES		2004-2005A	PEA	SUPT	2		22.10	0.00	22.10		
B	INS	BD	2004-2005	MESSA	FAMILY	1	26	339.00	226.00	113.00		
B	INS	41	2004-2005	MESSA	FAMILY	1	26	339.00	225.00	114.00		

Benefit & Deduction Master Rate Records Screen

Benefit & Deduction Master Rate Records Data Field Descriptions

B/D *Mandatory Field.* Enter the appropriate code for the rate record being added. “B” = Benefit item and “D” = Deduction item.

Ben./Ded Code *Mandatory Field.* Enter the appropriate benefit or deduction code – as defined in the Payroll Module Administration module – for the benefit or deduction to be updated using this screen. The code entered here must match the code as found on the employee’s benefit and/or deduction screen.

Organ. Code *Mandatory Field.* Enter the *Organization Code* for the benefit or deduction to be updated using this screen. The code entered here must match the code as found on the employee’s benefit and/or deduction screen.

Rate Period *Mandatory Field.* You may enter any meaningful code of your own definition, to indicate the period (year, contract, etc.). For benefit or deduction tables that may be revised during the span of a school, fiscal or calendar year, codes such as: 2004-2005A, 04-05Rev1, etc. may be useful. The field has a maximum of 10 characters.

Plan Code *Mandatory Field.* You may enter any meaningful code of your own definition, to indicate the plan or type of benefit or deduction that is to be updated using this screen. The typical use of this field would probably be for the plan name that the provider uses for this type of coverage. For example, insurance benefit plans provided could be named Choices or Supercare. Therefore, *Plan Codes* could be entered as “CHCES” or “SUPER”.

Level Code	<i>Mandatory Field.</i> You may enter any meaningful code of your own definition, to indicate the level or scope of the benefit or deduction – within the Plan Code as defined above. The typical use of this field would probably be for the level, grade or other distinction that the provider uses for this type of coverage specified in the <i>Plan Code</i> . For example, insurance benefits provided could be specified as single, dual or family. Therefore, <i>Level Codes</i> could be entered as “SINGL” or “DUAL ” or “FAMILY”.
Frq.	<i>Mandatory Field.</i> Enter the code that you wish to have entered in the <i>Frequency</i> field on the <i>Employee Benefits Screen</i> or <i>Employee Elective Deductions Screen</i> when the <i>Operation, Mass Change of Employee Benefit or Deduction Records</i> is done. The frequency codes are as follows: 0 = Item is currently inactive 1 = 1 st payroll of the month 2 = 2 nd payroll of the month 3 = 1 st and 2 nd payrolls of the month 6 = all pays EXCEPT NO n SCHEDULED payroll runs 9 = all pays INCLUDING NO n SCHEDULED payroll runs
Rem.	<i>Mandatory Field.</i> Enter the code that you wish to have entered in the <i>Remaining</i> field on the <i>Employee Benefits Screen</i> or <i>Employee Elective Deductions Screen</i> when the <i>Operation, Mass Change of Employee Benefit or Deduction Records</i> is done. On the <i>Employee Benefits</i> and <i>Employee Elective Deductions</i> screens, the “Remaining” field may be used to limit the number of times a benefit/deduction is paid, before it is automatically stopped. When a new benefit/deduction item is added, the default value of the <i>Ben. Remaining/Ded. Remaining</i> field is set to –9, which means that the benefit/deduction will continue to be paid until otherwise revised. If you enter a number other than –9 in the field, the benefit/deduction will be paid that many times and then the system will stop paying the benefit/deduction.
Total Amount	<i>Mandatory Field.</i> Enter the total amount of the benefit or deduction being defined. That is, the actual payment that will be made to the vendor receiving the payment for the benefit or deduction. Some benefits have no matching employee contribution, while some deductions have no matching employer subsidy. In those cases, enter 0.00 in the <i>Employee Payment</i> or <i>Employer Subsidy</i> amounts, as needed. The system requires the <i>Total Amount</i> to be equal to the <i>Employer Subsidy</i> + <i>Employee Payment</i> , for all records entered on the screen.
Employer Subsidy	<i>Mandatory Field.</i> Enter the portion of the <i>Total Amount</i> that is paid by the employer and therefore appears on the <i>Employee Benefits Screen</i> . See the <i>Total Amount</i> field for the relationship between <i>Total Amount</i> , <i>Employer Subsidy</i> , and <i>Employee Payment</i> .
Employee	<i>Mandatory Field.</i> Enter the portion of the <i>Total Amount</i> that is paid by the

Payment employee and therefore appears on the *Employee Elective Deductions Screen*. See the *Total Amount* field for the relationship between *Total Amount*, *Employer Subsidy*, and *Employee Payment*.

Pro-rate This field enables the system to “pro-rate” the *Employer Subsidy* and *Employee Payment* amounts that are transferred to individual employee’s *Employee Benefits Screen* or *Employee Elective Deductions Screen* when the *Operation, Mass Change of Employee Benefit or Deduction Records* is done.

If a “P” is entered in this field, the following results occur:

When a benefit item (*B/D* = “B”) is transferred to employee benefit screens, the system calculates the pro-rated benefit amount by multiplying the *Employer Subsidy* field above by the *Contract %* field found on the *Payroll Contracts/Salaries Preparation Screen* in the *Personnel* module. Thus, employees who are less than 100% on the *Payroll Contracts/Salaries Preparation Screen* receive a proportionately smaller benefit.

When a deduction item (*B/D* = “D”) is transferred to employee deduction screens, the system calculates the pro-rated deduction amount by multiplying the *Employer Subsidy* field above by the *Contract %* field found on the *Payroll Contracts/Salaries Preparation Screen* in the *Personnel* module, as described above. Then, the system subtracts the pro-rated deduction amount from the *Total Amount* field and transfers that to the *Employee Elective Deductions Screen* when the *Operation, Mass Change of Employee Benefit or Deduction Records* is done. Thus, employees who are less than 100% on the *Payroll Contracts/Salaries Preparation Screen* receive a proportionately larger deduction, if any.

If the *Pro-rate* field is blank, no pro-rating occurs during the operation; *Employer Subsidy* or *Employee Payment* amounts are transferred as entered.

Using the Benefit & Deduction Master Rate Records Screen

First, analyze the benefits your district purchases on behalf of employees and the deductions that your district withholds from employees, as implemented in the MiCase HR/Payroll System.

Determine which benefits and deductions could be efficiently maintained by using this screen. Some good candidates are insurance benefits and deductions, union dues deductions, or any other items that are based on rate tables determined by the provider. Some benefits, such as FICA and MPSERS are calculated based on gross pay and therefore cannot be maintained this way. Deductions such as 403b and charitable contributions are also not good candidates, as they are determined solely by choices made by the individual employees.

Next, create the *Plan* and *Level* codes necessary for mass changes. Then, enter the records required, similarly to those shown in the example screen above.

As elsewhere in the HR/Payroll System, to add a new record, select *New* from the menu bar or press the F9 key. Then, enter the desired data in the fields and select *Save* from the menu bar or

press the F4 key. To edit an existing record, type the new data in the fields you wish to change and select *Save* from the menu bar or press the F4 key. On this screen, the system considers a record to be defined by a unique combination of *B/D*, *Ben./Ded. Code*, *Organ. Code*, *Rate Period*, *Plan Code* and *Level Code*. Therefore, if you change any of those fields to a combination that does not currently exist and select *Save*, the system will add a new record. In other words, the only fields you may change on an existing record are *Frq.*, *Rem.*, *Total Amount*, *Employer Subsidy*, *Employee Payment* or *Pro-rate*.

Then, enter the appropriate *Plan* and *Level* codes on the individual *Employee Benefits Screen* or *Employee Elective Deductions Screen*, as required. Note that you only have to enter *Plan* and *Level* codes for the particular benefits and deductions that you wish to mass change via this screen.

At any time, you may request the *Reports, Benefit and Deduction Master Rate Records Report*, to review the records already entered.

Finally, when you wish to mass change benefit or deduction amounts for a particular group of employees, select the appropriate record on the screen and make sure it appears on the top portion of the screen in the *Benefit or Deduction Master Rate Record* area. Select *Operations, Mass Change of Employee Benefit or Deduction Records* and proceed as directed by the system.

Operations

Mass Change of Employee Benefit or Deduction Records

All employees whose benefit or deduction code, *Organization*, *Plan Code* and *Level Code* match the codes shown in the *Benefit or Deduction Master Rate Record* area will have their new amount, *Frequency* and *Remaining* fields updated as described on the operation screen seen below.

Prepare to mass change employee benefit or deduction records.

This Operation does the following:

All active employees will have their benefit or deduction records updated with New Amounts, based on the data below:

Ben./Ded	Organ.	Plan	Level	Total	Employer	Employee	Pro			
B/DCode	Code	Rate Period	Code	Code	Frq.Amount	Subsidy	Payment	rate		
B	DENTB	DELTA	09-10	DN02	NA	1	77.76	77.76	0.00	0

For benefit items [B/D = B], all employees who have a record on their Employee Benefit Screen with Benefit Code, Organization Code, Plan Code and Level Code matching the fields shown above will have the New Amount updated with the Employer Subsidy amount shown above and the Ben. Frequency will be replaced with the Frq. value above.

For elective deduction items [B/D = D], all employees who have a record on their Employee Elective Deduction Screen with Deduction Code, Organization Code, Plan Code and Level Code matching the fields shown above will have the New Amount updated with the Employee Payment amount shown above and the Ded. Frequency will be replaced with the Frq. value shown above.

Proceed with the Operation?

Reports

Benefit and Deduction Master Rate Records Report

Prints a listing of the records currently entered on the screen.

Benefit & Deduction Master Rate Record Overview

B/D	Code	Organ	Period	Plan	Level	Frq.	Rem	Total	Empler	Employee	P.R.
B	DENTB	DELTA	08-09	DN02	SINGL	1	-9	72.45	72.45	0	
B	HLTHA	MESSA	08-09	HL01	FAMLY	1		1218.00	1000.00	218.00	
B	HLTHA	MESSA	08-09	HL02	DUO	1	-9	1400.00	1400.00	0	P
D	PSFSA	MESSA	08-09	HL01	FAMLY	3	-9	52.95	0	52.95	
D	PSFSA	MESSA	08-09	HL02	SINGL	3		45.00	7.00	38.00	
D	PSFSA	MESSA	08-09	HL03	DUO	3	-9	1465.00	1400.00	65.00	P

-----GROUP IDENTIFICATION SECTION-----||-----CHANGE VALUE SECTION-----

Group Identification Section – These six fields allow you to determine which employees’ dollar amounts, frequency, and remaining counts to change. These values are set in the Employee Benefits or Elective Deductions screens. You can use the Payroll Module Control Screen – Pre-payroll Balance Reports – Employee Benefits/Deductions Balance Lists to preview the Organization code, Plan code, and Level code based on the deduction or benefit.

Change Value Section – This section lets you set the values you want for the frequency and Remaining fields on the employee’s benefit or deduction screen, plus it allows you to set the benefit or deduction new amounts based on the total benefit/deduction, the employer/employee share and whether or not it is pro-rated for part time employees.

P.R. (Pro-rate): If set to P to pro-rate and the item is a benefit, it multiplies the Employer side by the Contract % found in the Payroll Contract/Salaries Preparation screen in the Personnel module. Thus, employees who are less than 100% would get a smaller benefit.

On the benefit above, for someone rated at 50%, the Employer benefit would only be 50% of 1400.00 or 700.00 on their benefit screen.

If the pro-rate is set to P and the item is a deduction, it multiplies the Employer side by the Contract % as above, then subtracts the pro-rated benefit from the Total amount and transfers that to the Employee Deduction amount. Thus, employees who are less than 100% receive a larger deduction, if any.

On the deduction above, for someone rated at 50%, then Employee deduction would be 50% of 1400.00 (700.00) subtracted from the total of 1465.00 or 765.00 on their deduction screen.

PLAN/LEVEL Codes: If you wish to create new plan or level codes, you should place entries containing them in the Benefit & Deduction Master Rate screen first.