

HR BENEFITS MANUAL

Reconciling the Benefits Premium Enrollment with the Deductions Register

Benefits Premiums are paid to the vendors by the Carrier Enrollment Services (CES) based on the enrollment in BOSS on the last Tuesday of the month that falls on or before the 27th of the month.

CES provides the Shared Services Center with two types of files that contain the summaries and details of the enrollments that were paid to the providers.

1. The Payroll Manager will run the reconciliation report listing employees whose benefit deductions do not reconcile with the Premium Enrollment report and send to HR by the 10th business day of the month
2. HR will determine what corrections need to be made and complete the corrections. If a correction needs to be made on an active employee – a Payroll Deduction Request form will be completed and submitted to payroll for entry on the next payroll. A copy of the request form will be placed in a benefit file so that it can be tracked to make sure the correction has been made properly. Attached to the forms must be any backup that is needed to show why correction must be made.
3. If an employee has not been billed correctly by CES then the required information must be placed on the USG Manual Adjustment form and forwarded to payroll for submission to CES for correction.
4. If an employee is placed on leave without pay their name will be placed on a Leave of Absence spreadsheet created by the HR specialist. Payment will be requested from the employee via letter. Employee will be given one week to respond or benefits will be terminated. Payment will be entered on the spreadsheet. See revenue recognition process.
5. If at the end of one week employee has failed to respond benefits are terminated and employees name submitted to collection agency

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