

# GaBreeze/Alight Flexible Benefits Reports Purpose Statements

## July 2021

### SAO Teamworks Peoplesoft Agencies

#### Types of Reports

##### HR Reports

- **Bad Address Report** – A monthly report of employees with a bad address on file.
- **FLX Pending Enrollment Status Report** – Weekly report of New Eligible or Open Enrollment events pending that the agency may want to take action on to follow up with employees to make sure they enroll by the enrollment cut-off date. Note: This report becomes daily during the Open Enrollment election window.

##### Payroll Reports

- **FLX Benefit Deduction** – A daily report that only contains deductions that have been adjusted since the prior report. \*Note: This is an interface to SAO, Dekalb and Clayton. This is not on the Employer Website.
- **FLX Annual Benefit Deductions** – An annual report of all employee benefit deductions for the new plan year. \*Note: This is an interface to SAO, Dekalb and Clayton. This is not on the Employer Website.
- **FLX Annual Inactive Imputed Income** – Annual report of all employees who have had imputed income while they were inactive during the year (i.e., anyone on an unpaid leave who paid for Employee Life and/or Spouse Life on an after tax basis through the direct billing and payments process).
- **FLX SAO Imputed Income Report** – A daily report that consists of Employee and Spouse Life imputed income changes that have occurred since the prior report. \*Note: This is an interface to SAO. However, it is also posted to the Employer Website.
- **FLX SAO Annual Imputed Income Report** – An annual report of monthly taxable wages for Employee and Spouse Group Life Imputed Income following Open Enrollment. \*Note: This is an interface to SAO. However, it is also posted to the Employer Website.

##### Financial Reports

- **FLX Financial Manager Summary Report** – A monthly report summarizing coverages and premiums for the entity population.
- **FLX Financial Manager Detail Report** – A detailed monthly report of all employee coverages and premiums.
- **FLX Financial Reconciliation Report** – A monthly report of the variance between entity payroll and GaBreeze/Alight coverage amount per employee per option for those employees that have selected benefits as of the first of the month.
- **FLX PS Retroactive Deduction Report** – A weekly report to assist in identifying refunds or recoupments of premiums. This report includes those employees who have a start and/or stop date in a different month from the initial month the deduction is sent. (This report is only available to SAO Teamworks HCM entities – Dekalb County Public Schools & Clayton County Public Schools. SAO Hybrid agencies are excluded from this report.)

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### Frequency of Reports

#### Daily

- **Payroll Report - FLX Benefit Deduction** – A daily report that only contains deductions that have been adjusted since the prior report. \*Note: This is an interface to SAO, Dekalb and Clayton. This is not on the Employer Website.
- **Payroll Report - FLX SAO Imputed Income Report** – A daily report that consists of Employee and Spouse Life imputed income changes that have occurred since the prior report. \*Note: This is an interface to SAO. However, it is also posted to the Employer Website.

#### Weekly

- **HR Report - FLX Pending Enrollment Status Report** – A weekly report of New Eligible or Open Enrollment events pending that the agency may want to take action on to follow up with employees to make sure they enroll by the enrollment cut-off date. Note: This report becomes daily during the Open Enrollment election window.
- **Financial Report - FLX PS Retroactive Deduction Report** – A weekly report to assist in identifying refunds or recoupments of premiums. This report includes those employees who have a start and/or stop date in a different month from the initial month the deduction is sent. (This report is only available to SAO Teamworks HCM entities - Dekalb County Public Schools & Clayton County Public Schools. SAO Hybrid agencies are excluded from this report.)

#### Monthly

- **HR Report - Bad Address Report** – A monthly report of employees with a bad address on file.
- **Financial Report - FLX Financial Manager Summary Report** – A monthly report summarizing coverages and premiums for the entity population.
- **Financial Report - FLX Financial Manager Detail Report** – A detailed monthly report of all employee coverages and premiums.
- **Financial Report – FLX Financial Reconciliation Report** – A monthly report of the variance between entity payroll and GaBreeze/Alight coverage amount per employee per option for those employees that have selected benefits as of the first of the month.

#### Annual

- **Payroll Report - FLX Annual Benefit Deductions** – An annual report of all employee benefit deductions for the new plan year. \*Note: This is an interface to SAO, Dekalb and Clayton. This is not on the Employer Website.
- **Payroll Report - FLX SAO Annual Imputed Income Report** – An annual report of monthly taxable wages for Employee and Spouse Group Life Imputed Income following Open Enrollment. \*Note: This is an interface to SAO. However, it is also posted to the Employer Website.
- **Payroll Report - FLX Annual Inactive Employee Imputed Income** – Annual report of all employees who have had imputed income while they were inactive during the year (i.e., anyone on an unpaid leave who paid for Employee Life and/or Spouse Life on an after tax basis through the direct billing and payments process).

#### Note:

The HR Report - Agency Edit Report has been deactivated.