

# RECONCILIATIONS

WHY  
WHAT  
WHO  
HOW

## What is the purpose of reconciling the monthly Flexible Benefits invoice?

- To ensure that the correct amount is being remitted to DOAS for all eligible employees.
  
- To identify any discrepancies that may have occurred between payroll and coverage (GA Breeze).
  
- Timely HR/Payroll adjustments can be made in the subsequent period.
  - Ex. May invoice is for May coverage, adjustments would be made in May HR/Payroll which would be for June billing.
    - May coverage should be deducted through April payroll(s).



## What reports are available to help reconcile the monthly Flexible Benefits invoice?

- Benefit Deduction Report (process is automatic)
- Imputed Income Report (process is automatic)
- Edit Report (Error Report)
- Pending Enrollment Status Report
- FLX Financial Manager Summary Report
- FLX Financial Manager Detail Report
- FLX SPA Financial Reconciliation Report
- FLX PS Retroactive Deduction Report
  - Please see embedded link for additional information
  - <http://doas.ga.gov/StateLocal/HRA/Benefits/pages/home.aspx>
  - After opening link click on Employer Reference Materials to view help guides.

## Summary of what does each of these reports tell you?

- Benefit Deduction Report: (process is automatic)
  - New benefits deductions
  - Frequency: weekly (Friday morning)
- Imputed Income Report: (process is automatic)
  - Frequency: weekly
  - Only reports Employee and Spouse Life imputed income changes that have occurred since the prior week file.

## Reports continued...

- Edit (Error) Report:
  - Benefit code error identification report
  - Frequency: Daily
  
- Pending Enrollment Status Report:
  - Frequency: weekly
  - Pending events 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.

## Reports continued...

- Bad Address Report:
  - Frequency: Monthly
  - Employees appear on this report when mailed is returned to GA Breeze. The address should be verified and updated in HCM system. If the address is correct and no update is needed, please email [flex.reconciliations@doas.ga.gov](mailto:flex.reconciliations@doas.ga.gov) that the address is correct and it will be removed form the report.

## Reports continued...

- Financial Manager Summary Report:
  - Frequency: *See 2012 Report Availability Dates*
  - Summarizes coverage and premiums for the month that is selected. (Ex. May invoice is for May coverage)
  - Column Descriptions
    - Report Period represents coverage for the month stated.
      - Ex. December 2011 is coverage's employees have for December 2011

# Reports continued...

- Financial Manager Detail Report:
  - Frequency: *See 2012 Report Availability Dates*
  - Details all employees coverage and premiums for the month that is selected. (Ex. May invoice is for May coverage)
  - Column Descriptions
    - Report Period represents coverage for the month stated.
      - Ex. December 2011 is coverage's employees have for December 2011
    - Premium and Admin Fee represent current coverage for month stated in report period.
    - Premium and Admin Fee Adjustments represents prior months adjustments.
    - Amount represents the amount the agency owes to DOAS.



## Reports continued...

- FLX SPA Financial Reconciliation Report
  - Frequency: *See 2012 Report Availability Dates*
  - Displays the monthly variance between agency payroll and GA Breeze coverage amount per employee per option for those employees that have selected benefits as of the 1<sup>st</sup> of the month.
  - Example: employee has life insurance and payroll deducts \$5.00 and coverage (detail report) has \$5.00, then it would not appear on the report. If payroll has -0- and coverage has \$5.00 then it would appear on the report as a variance of \$5.00.

## Reports continued...

- FLX PS Retroactive Deduction Report
  - Frequency: *Every Friday*
  - Automated transactions are uploaded every month. Recoups and Refund remain a manual process and should be performed according. To help identify refund or recoups this report should be used. The start date is the month in which the deduction would start or be stopped. Ex. 12-01-2011 would mean start the deduction in December which would be for January coverage.

What to look for when reconciling:

Reconciling items

vs.

Discrepancies

# Reconciling Item

- (definition) occurs when an action needs to be done by the payroll and/or human resources area

## Examples

- New hire
- Termination
- LWOP
- Transfer
- Use of an incorrect code
- Qualifying Change in status

- \*\*Note: PeopleSoft HR agencies entry must be correct for GaBreeze to show the employee correctly.**

## Discrepancies

- (definition) Occurrence(s) that neither actions from payroll or human resources can resolve

### Examples

- An employee completely drops off the report but is still an active employee
- Rates have changed but no events have been entered on the employee in question

# Reconciliation Guide

- Reconcile FLX Detail report to payroll withholdings.
  - Take total of premium and admin columns in detail report and compare to payroll withholdings
  - Comparing premium and admin columns to payroll withholding give a current to current comparison for an easier reconciliation.

## Reconciliation Guide Continued

- The difference between payroll and premiums is the reconciliation amount.
  - Reconciling items include:
    - Refund and Recoups
- The FLX reconciliation can help identify any further reconciling items.



## Where can reports be found?

GaBreeze Employer Website:

<http://resources.hewitt.com/gabreezeemployer>



## When a Reconciling Item / Discrepancy is identified:

- Send an email to:

[flex.reconciliations@doas.ga.gov](mailto:flex.reconciliations@doas.ga.gov)

Please email reports to the above address for Financial Services instead of mailing them.

## ACH Payments

- If you would like information on how to set up payments using ACH, please send an email to [flex.reconciliations@doas.ga.gov](mailto:flex.reconciliations@doas.ga.gov).

## If You Have Questions:

- Send an email to: [flex.reconciliations@doas.ga.gov](mailto:flex.reconciliations@doas.ga.gov)
- Call 404-656-2730
  - Select Option 3 – State Benefits
    - Then Option 5 - Financials / Reconciliations
- or
- Call 1-888-968-0490
  - Select Option 3 – State Benefits
    - Then Option 5 – Financials / Reconciliations