



Department of Administrative Services
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Flexible Benefits Reporting Toolkit (FBRT) Overview for TeamWorks Entities

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Agenda

- Welcome and Introductions
- Training Objectives
- What is FBRT?
- Reports
- Systems, Timelines, and Process Flows
- An Employee's Journey
- HR and Payroll Scenarios
- The Entity Roadmap
- Payroll and Financial Scenarios
- Additional Resources

Introductions



Presenter
Monica Laws-Smith
Business Analyst Lead



Presenter
Marcie Akins
Benefits Specialist



Training Objectives

- Gain an understanding of the Flexible Benefits Reporting Toolkit and why it is valuable
- Learn key terms
- Receive an overview of timelines and data flows for employee deductions and premium payments
- Learn why Flexible Benefits payment accuracy is important
- Gain an understanding of why data variances occur
- Receive an overview of the Flexible Benefits process flows
- Introduce tools to ensure data is aligned in the HR/Payroll system for timely and accurate payments of premiums
- Review numerous scenarios to address current challenges for the entities and for DOAS Fiscal

Why is the Flexible Benefits Reporting Toolkit training important?

- To learn about Total Rewards
- To support employee recruiting and retention
- To meet regulatory compliance requirements
- To train employees (train the trainer)
- To understand the report enhancements
- To ensure accurate system processing
- To support financial controls for timely deduction payments



What is FBRT?

FBRT stands for the Flexible Benefits Reporting Toolkit.

The FBRT provides information that new and existing Entity Flexible Benefits Coordinators and Representatives in Human Resources, Payroll, and Finance can use to support ongoing business processes for managing employee and flexible benefits information.

The FBRT provides guidance on the following:

- How to determine the correct amount to pay, and
- When to submit the disbursement to Alight each month.



Key Terms

Term	Definition
Alight	The Flexible Benefits System Administrator for enrollment, eligibility, and premium payments, also referred to as GaBreeze.
DOAS Fiscal	The Department of Administrative Services – Fiscal supports entities by making the monthly premium payments to the vendors for Flexible Benefits coverage.
DOAS HRA	The Department of Administrative Services – Human Resources Administration manages various state HR programs including Flexible Benefits.
Enrollment Period	A 31-day period for new hires to enroll or employees to update Flexible Benefits due to a Qualifying Life Event (QLE). The New Hire period begins the day the GaBreeze Employee Enrollment Worksheet is mailed to the employee.

Key Terms

Term	Definition
GaBreeze Employee Portal	An online portal for eligible state employees and retirees to select and maintain their flexible benefits.
GaBreeze Employer Website	A website for authorized entity contacts to access employee flexible benefits reports and file layouts for their entity.
TeamWorks HCM	The State Accounting Office (SAO) TeamWorks Human Capital Management (HCM) System is used for HR records, transactions, and operations.
TeamWorks Entities	Automated Entities that send and receive data through an electronic file method.
Payroll Systems	The entity payroll systems, which maintain the Flexible Benefits deductions that are withheld from employee's paychecks.

Align Reports for TeamWorks Entities



HR Reports

- Bad Address
- FLX Pending Enrollment Status

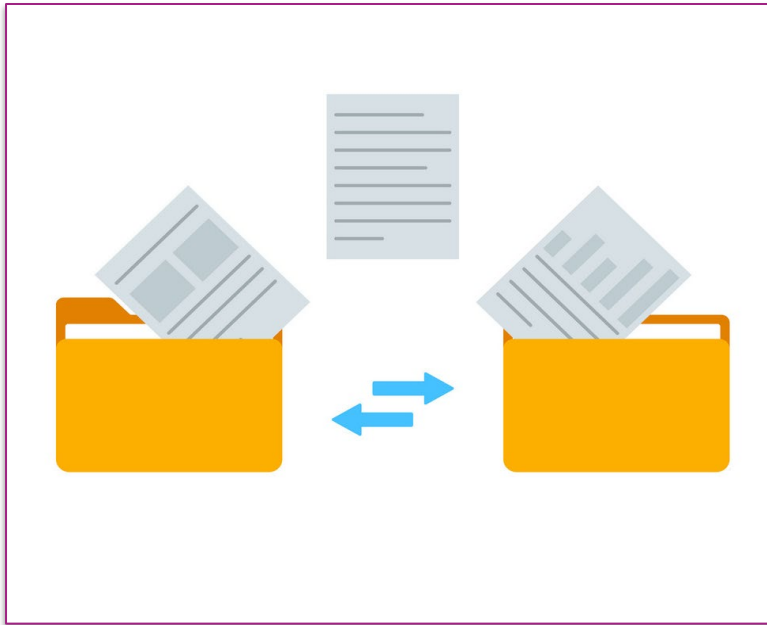
Payroll Reports

- FLX Benefit Deduction
- FLX SAO Imputed Income
- FLX Annual Benefit Deductions
- FLX SAO Annual Imputed Income
- FLX Annual Inactive Employee Imputed Income
- PS Retroactive Deduction

Financial Reports

- FLX Financial Manager Summary
- FLX Financial Manager Detail

Reporting Systems for TeamWorks Entities

A screenshot of the GaBreeze Employer Website login page. The header features the GaBreeze logo with the tagline "Direct, Easy Access to Your Benefits" and three diamond-shaped images showing a lighthouse, a city skyline, and a person sitting on a bench. The main section is titled "User Login ID" and contains a login form with fields for "User ID" and "Password". Below the form is a link for "I Forgot My User ID". A "Log On" button is located below the form. A note states: "Note: If your session is idle for more than 30 minutes, you'll be automatically logged off the Agency Secure Environment and any data not submitted will be lost." At the bottom, there are links for "Copyright Information", "Legal Information", and "Contact Us".

- Secured File Transfer Protocol (SFTP)

- GaBreeze Employer Website

Secure File Transfer Protocol (SFTP)

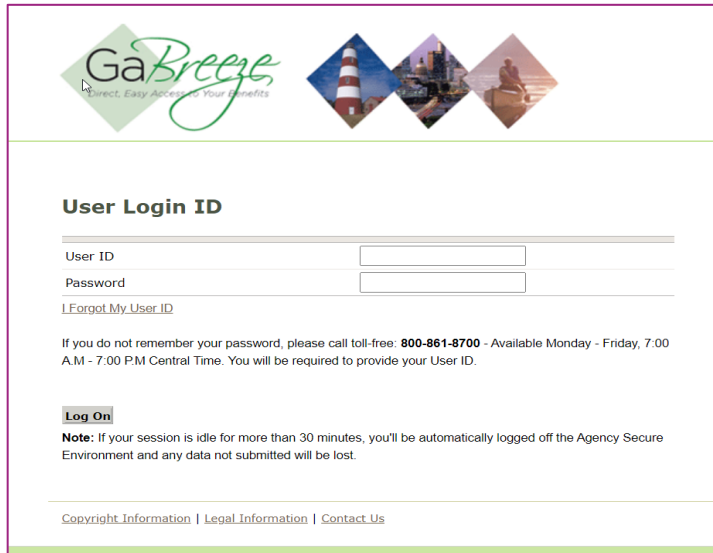


- FLX Benefit Deduction Report
- FLX Annual Benefit Deduction Report
- FLX SAO Imputed Income Report (*also available on the Employer Website)
- FLX SAO Annual Imputed Income Report (*also available on the Employer Website)

Downloading Flexible Benefits Reports

Go here to access reports:

digital.alight.com/gabreezeemployer/



The screenshot shows the GaBreeze Employer Login page. At the top, there is a logo for GaBreeze with the tagline "Direct, Easy Access to Your Benefits" and three diamond-shaped images: a lighthouse, an offshore oil rig, and a person sitting on a beach. Below the logo, the heading "User Login ID" is displayed. There are two input fields for "User ID" and "Password". A link "I Forgot My User ID" is provided below the password field. A note states: "If you do not remember your password, please call toll-free: 800-861-8700 - Available Monday - Friday, 7:00 A.M - 7:00 P.M Central Time. You will be required to provide your User ID." Below this, there is a "Log On" button. A "Note" states: "If your session is idle for more than 30 minutes, you'll be automatically logged off the Agency Secure Environment and any data not submitted will be lost." At the bottom, there are links for "Copyright Information", "Legal Information", and "Contact Us".

Follow these steps:

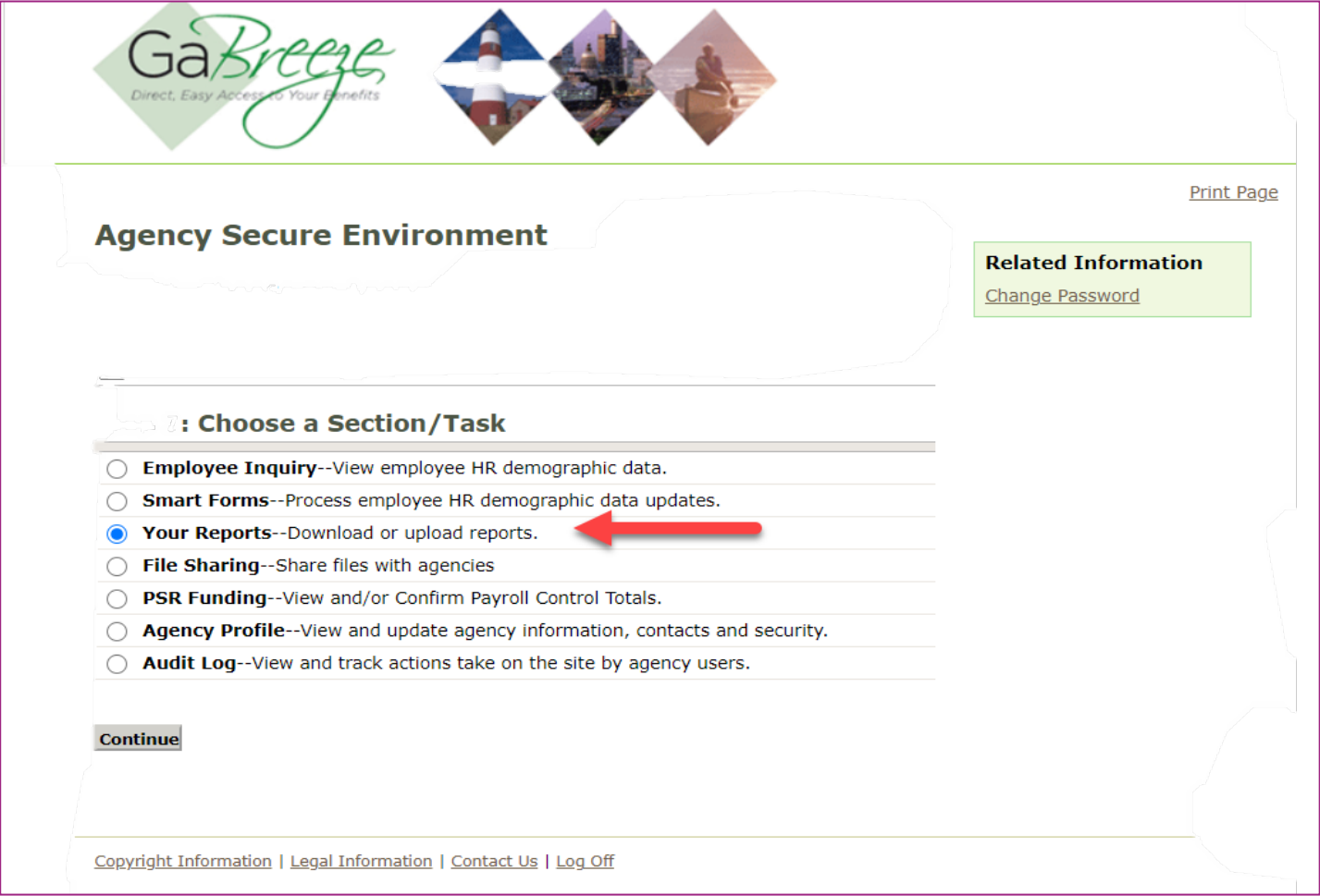
1. Select the **Your Reports** option and click **Continue**
2. Choose the **Report Type** from the drop-down menu
3. Select the **month** and **year** of the report to download
4. Select **Search**
5. Choose the report you would like to download from the **Search Results**
6. Click the **Download** option

Only Flexible Benefit Administrators can grant access to the GaBreeze Employer Website Reports.

Downloading Flexible Benefits Reports

Step 1: Select
“Your Reports”
from the
available options

Step 2: Click
Continue



The screenshot displays the GaBreeze web application interface. At the top, the GaBreeze logo is on the left, and three diamond-shaped images (a lighthouse, a city skyline, and a person on a beach) are on the right. Below the logo, the text 'Direct, Easy Access to Your Benefits' is visible. The main heading is 'Agency Secure Environment'. In the top right corner, there is a 'Print Page' link. On the right side, there is a 'Related Information' box containing a 'Change Password' link. The central area is titled 'Choose a Section/Task' and contains a list of options, each with a radio button:

- ☐ **Employee Inquiry**--View employee HR demographic data.
- ☐ **Smart Forms**--Process employee HR demographic data updates.
- ☒ **Your Reports**--Download or upload reports. (A red arrow points to this option.)
- ☐ **File Sharing**--Share files with agencies
- ☐ **PSR Funding**--View and/or Confirm Payroll Control Totals.
- ☐ **Agency Profile**--View and update agency information, contacts and security.
- ☐ **Audit Log**--View and track actions take on the site by agency users.

At the bottom of the list is a 'Continue' button. The footer contains links for 'Copyright Information', 'Legal Information', 'Contact Us', and 'Log Off'.

Downloading TeamWorks Entity Reports

Step 1: Select a Report from the available options

Step 2: Select a Month

Step 3: Select a Year

Step 4: Click Search

GaBreeze
Direct, Easy Access to Your Benefits

Home | Employee Inquiry | Smart Forms | **Your Reports** | File Sharing | PSR Funding | Agency Profile

Download Reports

Report Type
Month
Year

* Denotes a new report is available

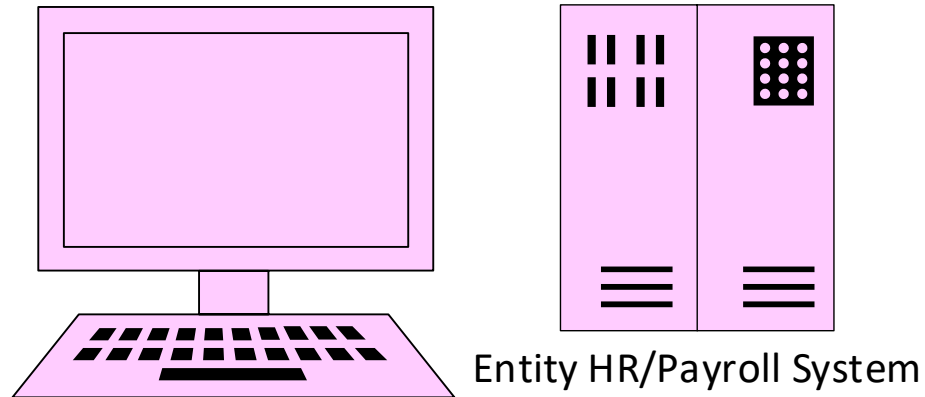
Search

-- Choose One --
-- Choose One --
Agency Edit Report
Bad Address Report
FLX Annual Benefit Deduction Report
FLX Annual Imputed Income Report
FLX Annual Inactive Employee Imputed Income Report *
FLX Benefit Deduction Report
FLX Financial Manager Detail Rpt *
FLX Financial Manager Summary Rpt *
FLX Imputed Income Report
FLX Pending Enrollment Status Report *
FLX PS Retroactive Deduction Report *
FLX Financial Reconciliation Report
FLX SAO Imputed Income Report *
FLX SAO Annual Imputed Income Report *

Frequency of Reports

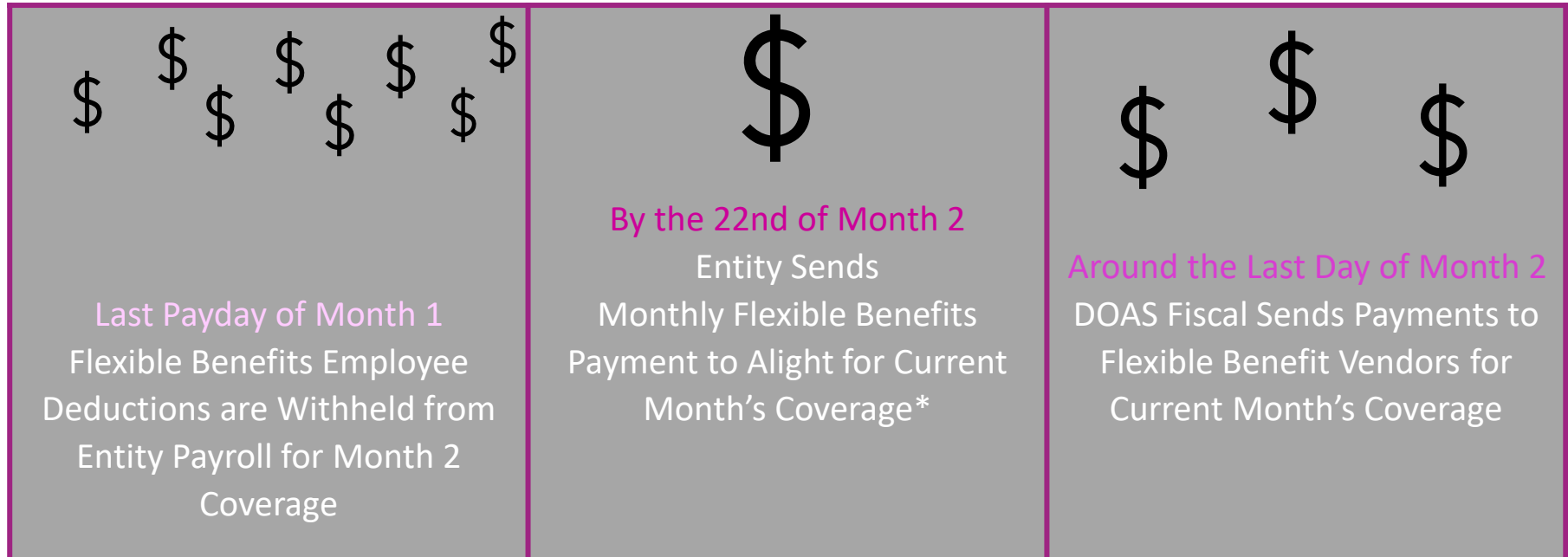
Report Name	Frequency
Bad Address	Posted on the 1 st business day of the month
FLX Pending Enrollment Status	Posted weekly ongoing and daily (M-F) during the Open Enrollment election period
FLX Benefit Deduction	Sent securely daily. Data is as of the previous file.
PS Retroactive Deduction Report	Posted once a week on Friday mornings. Data is as of Thursday
FLX SAO Imputed Income	Sent securely daily. Data is as of the previous file.
FLX Annual Benefit Deductions	Sent securely once a year after Open Enrollment has closed
FLX SAO Annual Imputed Income	Sent securely once a year after Open Enrollment has closed
FLX Annual Inactive Imputed Income	Sent securely once a year after Open Enrollment has closed around the 1 st week of December
FLX Financial Manager Summary	Posted monthly around the 15 th of each month. Data is as of the last day of the prior month
FLX Financial Manager Detail	Posted monthly around the 15 th of each month. Data is as of last day of the prior month

Maintaining Employee Data Requires Manual Controls and Validation Processes



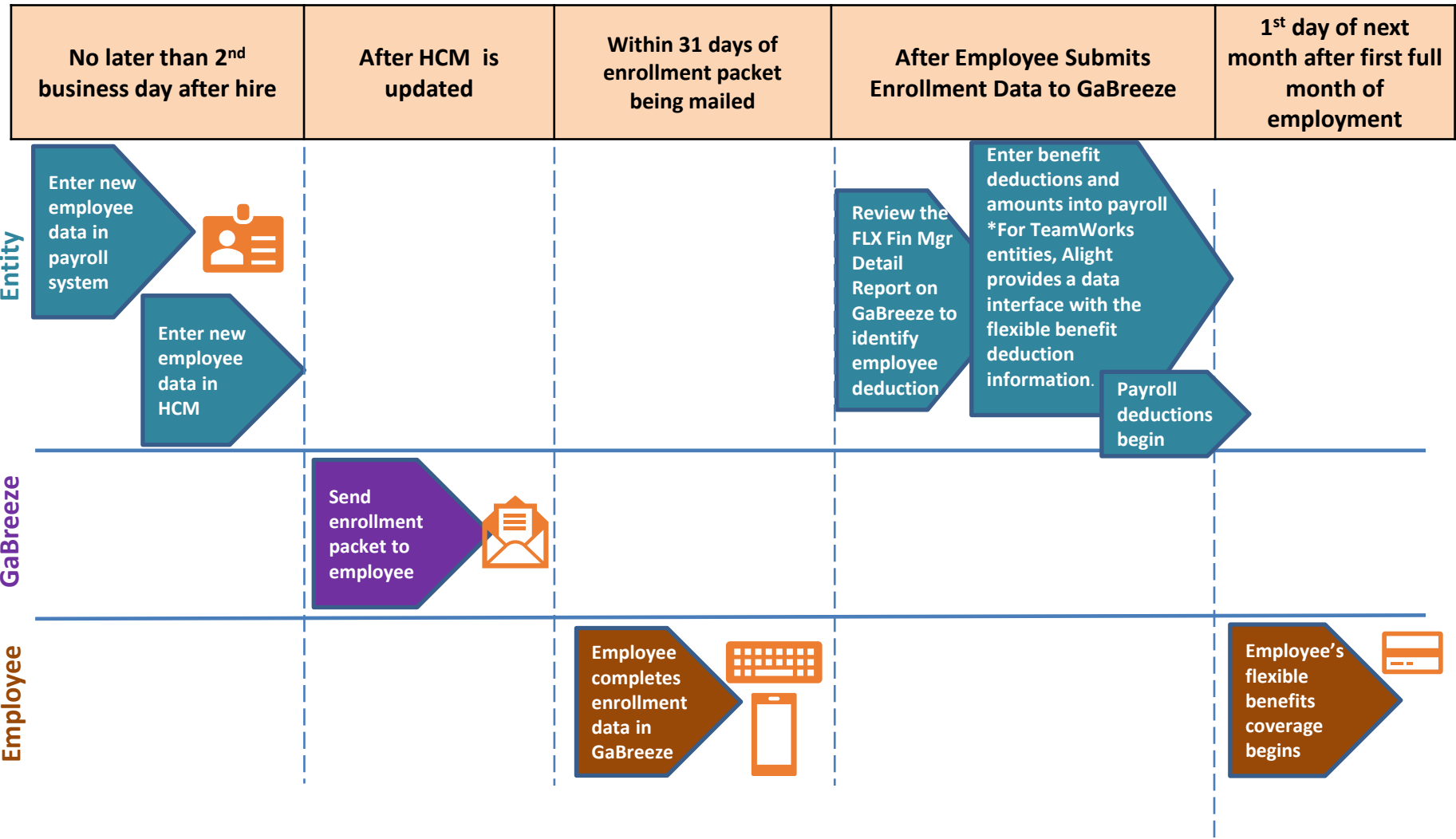
- The HR/Payroll system reports need to be compared to the Flexible Benefits reports.

The “Happy Path” Timeline – The Money

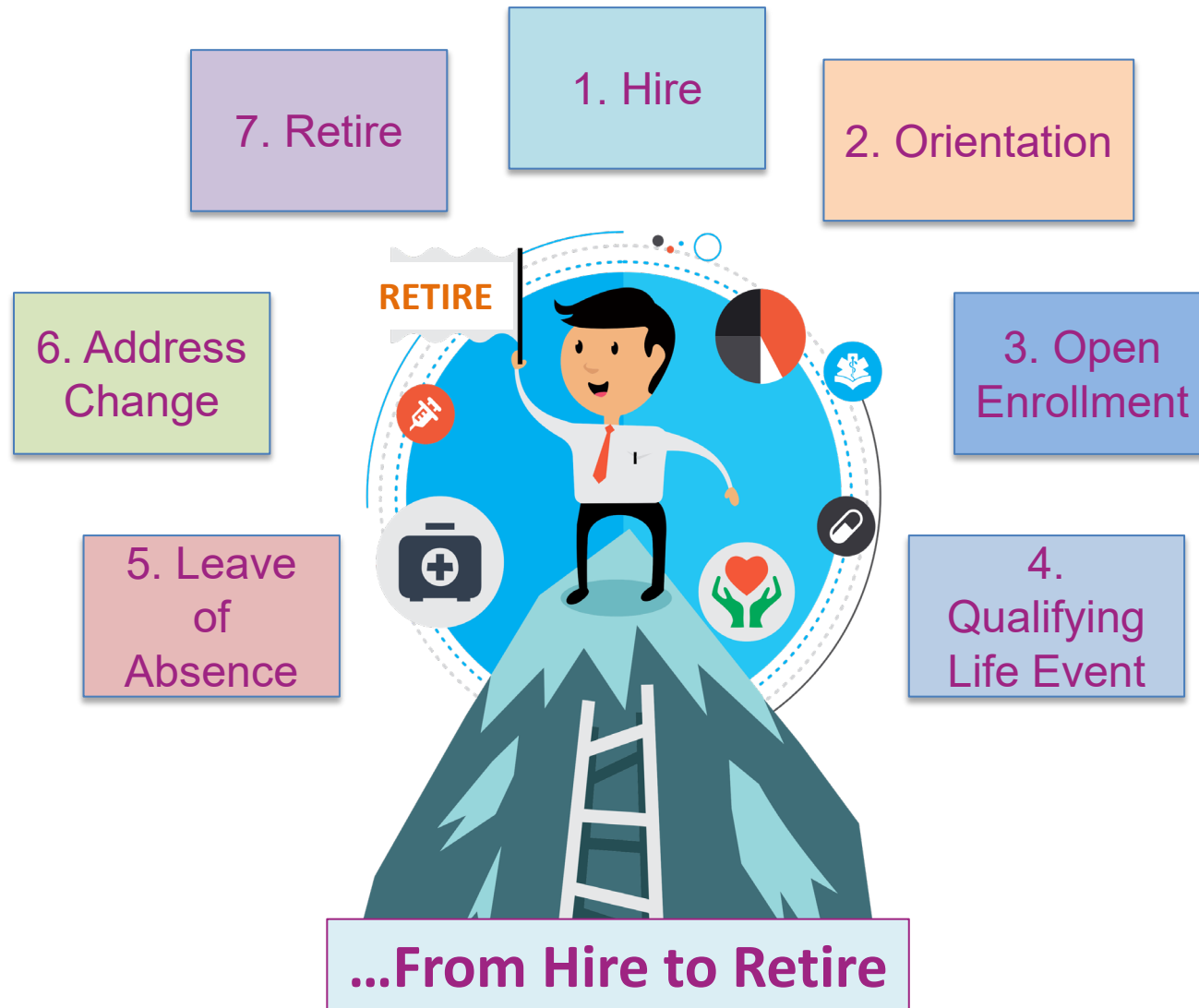


*Use the GaBreeze
“FLX Financial Manager Summary Report”
to determine the monthly amount due to Alight.

Flexible Benefits Enrollment Process Flow



An Employee's Journey...



Entity Roles Participating in the Flexible Benefits Process

- Flexible Benefits Coordinator
- Human Resources Director
- Payroll Representative
- Finance Representative
- Other Support Resources,
Example: Data Privacy/Security
Representative

HR Report Each Week

Scenario: New Hire Flexible Benefits Enrollment

Scenario:

The new hire started employment on the first of the month. As full-time, the employee is eligible for flexible benefits the first day of the following month. The employee has 31-days from the date GaBreeze mails the enrollment packet to enroll. It is the 25th day of the month and the employee has not enrolled yet.

Possible Reasons Why This Happened:

- The employee did not receive their enrollment packet in the mail.
- The employee was hired and not added to HR/Payroll system.
- The employee has not made elections in GaBreeze online or via phone timely.

Consequences if Not Corrected:

The new hire will miss their ability to enroll in benefits until the next open enrollment.

How to Verify:

To ensure the employee enrolls within 31-days, the HR or Benefits Representative needs to monitor enrollment status.

How to Resolve It:

- The Flexible Benefits Coordinator reviews the Flex Pending Enrollment Status Report to identify the ending date of enrollment.
- If elections have not been made, the Flexible Benefits Coordinator should contact the employee to remind him/her of his/her enrollment closing date.
- Once enrolled in benefits the payroll deductions can be setup to be timely and accurate.
- A make-up payroll deduction may be needed depending on when the employee enrolls.

How often do you review the Pending Enrollment Status Report for New Hires?



HR

FLX Pending Enrollment Status Report

FLX-Pending-Enrollment-Status-Report-PendEnrl-06242021								
Agency/Gp ID	Department Code	Mail Drop	Employee ID	Employee Name	Social Security Number	Activity Type	Eligibility Date	Default Date
361	361	832-010001	00885062	DOE374123214 SR., JANA B.	XXX-X2-3214	NEW HIRE	06/01/2021	05/20/2021
361	361	832-010001	00885061	DOE364123214 SR., JANA H.	XXX-X2-3214	NEW HIRE	06/01/2021	05/16/2021

Purpose

- A **weekly** report of New Eligible or Open Enrollment events pending that the agency/entity 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.

Scenario

- New Hire Flexible Benefits Enrollment

HR Report Each Month

Scenario: Employee Did Not Receive Enrollment Packet

Scenario:

Employee complained he/she did not receive his/her new hire enrollment packet from GaBreeze in the mail.

Possible Reasons Why This Happened:

There was a data entry error.

Consequences if Not Corrected:

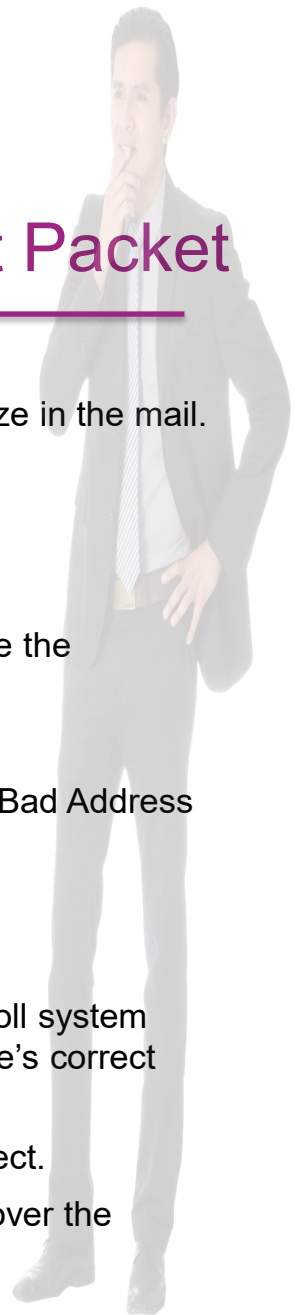
If the employee's address is not correct in the HR/Payroll system, the employee will not receive the enrollment kit.

How to Verify:

Log into the HR/Payroll systems to verify the data is accurate. On a monthly basis, review the Bad Address report and verify the data is accurate.

How to Resolve It:

- Ensure the new hire is updated in the HR/Payroll system within 2 days of the hire date.
- Compare the employee's address on the Bad Address report to the address in the HR/Payroll system and their new hire paperwork. Then update the Team Works HCM system with the employee's correct personal mailing address if needed.
- The Flexible Benefits Coordinator should contact the employee to verify the address is correct.
- If the address is accurate, ask the employee to call GaBreeze to enroll in Flexible Benefits over the phone within the 31-day election period.



HR

Bad Address Report

Bad-Address-Report-PSRBadAddr-06172021								
Agency/Gp ID	Department Code	Mail Drop	Employee Id	Employee Name	Social Security Number	Address Line1	Address Line2	
441	4411400843	441-140402	01002490	DOE428010031, JOHN A	XXX-X1-0031	Do Not Mail		
City	State	Zip Code	Country Code	Address Effective Date	Employment Status	Employment Status Effective Date	Bad Address Since Date	Has PSR Balance
LUMPKIN	GA	31815	USA	01/24/2021	ACTIVE	05/16/2019	01/24/2021	Y

Purpose

- A **monthly** report of employees with a bad address on file.

Scenario

- Employee Did Not Receive Enrollment Packet

Payroll Report Each Week

Scenario: Identifying Make-up Deductions

Scenario:

An employee experienced a Qualifying Life Event (QLE), adopted a child after open enrollment and the coverage is effective December.

Possible Reasons Why This Happened:

The employee QLE generated a deduction start date of 11/01/22 however, the employee's agency has already received a deduction start date of 12/01/22 for the open enrollment elections.

Consequences if Not Corrected:

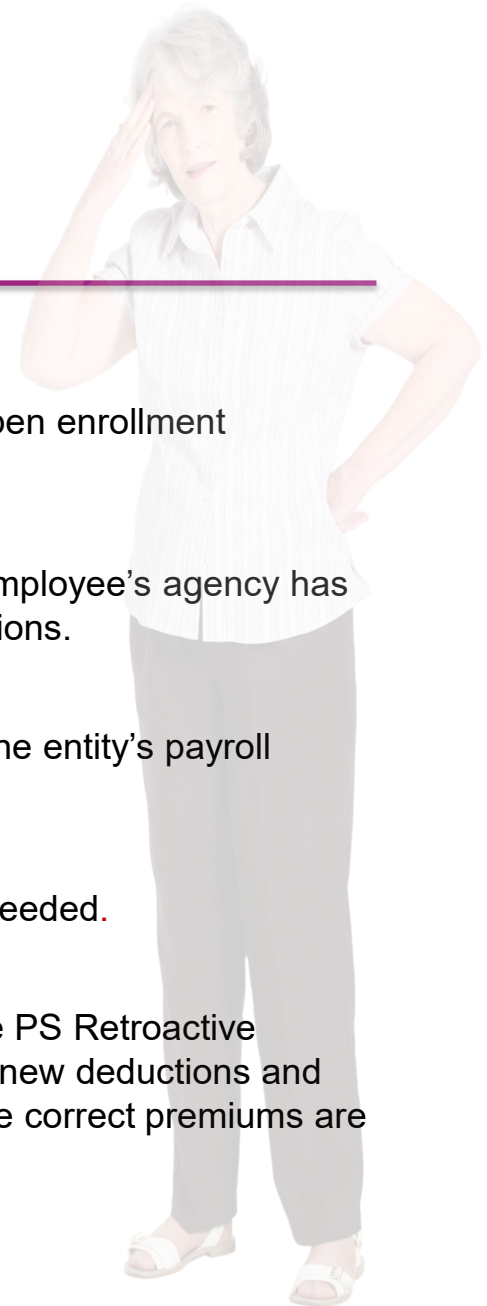
- Employee will have incorrect premiums deducted until the data is updated in the entity's payroll system.

How to Verify:

Review the PS Retroactive Deduction report to verify if a make-up deduction is needed.

How to Resolve It:

- The Benefit Coordinator/Payroll Representative will collaborate and review the PS Retroactive Deduction Report to identify the change in premiums and the start date of the new deductions and amounts. The Benefit Coordinator should coordinate with payroll to ensure the correct premiums are deducted.



Payroll

PS Retroactive Deduction Report

FLX-PS-Retroactive-Deduction-Report-RetroDed-06232021											
Agency/Group ID	Record Type	Employee ID	Employee Name	SSN	Employee Record	Product Code	Tax Type	Deduction Start Date	Deduction Amount	FSA Goal Amount	Employee Life Coverage Amount
427	02	00888639	DOE336500049, JOHN A	XXX-X0-0049	000	XST+SS	A	05/01/2021	\$0.00	\$0.00	\$0.00
427	02	00888639	DOE336500049, JOHN A	XXX-X0-0049	000	XLTSSA	A	05/01/2021	\$0.00	\$0.00	\$0.00

Purpose

- 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 Teamworks Entities – Dekalb County Public Schools & Clayton County Public Schools. Hybrid agencies are excluded from this report.)

Scenarios

- Identifying Make-up Deductions

Payroll Report Each Year

Scenario: Open Enrollment Has Ended

Scenario:

Open Enrollment has ended. GaBreeze has the Flexible Benefits premiums for the new plan year. The employee deductions need to be updated in the Payroll system.

Possible Reasons Why This Happened:

A “passive enrollment” process was used for OE, which means existing benefits will carry over into the new year, if no changes to elections are made, except for Flexible Spending Accounts. Employees make changes each year.

Consequences if Not Corrected:

Each year in December, Alight provides a complete listing of all employee’s benefit deductions that need to be setup and withheld in the payroll system. If the new deductions are not setup in the Payroll system, the employee will not be paying their correct premiums due.

- For TeamWorks entities, Alight provides a data interface with the flexible benefit deduction information.

How to Verify:

Review the FLX Annual Benefit Deduction report to determine which employees have Flexible Benefit deduction changes for the new plan year.

How to Resolve It:

- The deductions are setup to be withheld for the last pay day in December since the premiums are paid in advance, the month before the coverage is effective.
- Once the new deductions are in place, use the FLX Annual Benefit Deduction report to update the payroll deductions as needed in the payroll system throughout the plan year.

Payroll

FLX Annual Benefit Deduction Report

Report Id: BEN507X

01BNFT DED INTF 20211113								
RECORD TYPE	SSN	EMPLOYEE ID	EMPLOYEE RECORD	INSTRUCTION CODE	TAX TYPE	DEDUCTION START DATE	EARNINGS AMOUNT	COVERAGE AMOUNT
02	123-45-6789	11111111	000	XLEGP4	A	20211201	0001090	000000000
02	123-45-6789	11111111	000	XSSSI2	A	20211201	0002509	000000000
02	123-45-6789	11111111	000	XDPRE4	B	20211201	0005913	000000000
02	123-45-6789	11111111	000	XST-SS	A	20211201	0002198	000000000
02	123-45-6789	11111111	000	XLFX8B	B	20211201	0007350	000000000
02	123-45-6789	11111111	000	XLS150	A	20211201	0001720	000000000
02	123-45-6789	11111111	000	XLC020	A	20211201	0000218	000000000
02	123-45-6789	11111111	000	XSIS50	A	20211201	0002783	000000000
02	123-45-6789	11111111	000	XADD7X	B	20211201	0001330	000000000
02	123-45-6789	11111111	000	XVISB4	B	20211201	0001690	000000000
02	123-45-6789	11111111	000	XLTRB3	A	20211201	0001036	000000000
02	987-65-4321	22222222	000	XST-S7	A	20211201	0002571	000000000
02	987-65-4321	22222222	000	XLTRB3	A	20211201	0002668	000000000
02	111-22-3333	33333333	000	XDPRE1	B	20211201	0002195	000000000
02	111-22-3333	33333333	000	XST-S7	A	20211201	0002051	000000000
02	111-22-3333	33333333	000	XLFX4B	B	20211201	0003654	000000000
02	111-22-3333	33333333	000	XADD4X	B	20211201	0000294	000000000
02	111-22-3333	33333333	000	XVISB5	B	20211201	0000969	000000000
02	111-22-3333	33333333	000	XLTRB3	A	20211201	0001510	000000000
03	0000021							

Note: This header row is not on the interface sent to TeamWorks.

Purpose

- An **annual** report of all employee benefit deductions for the new plan year.

Scenarios

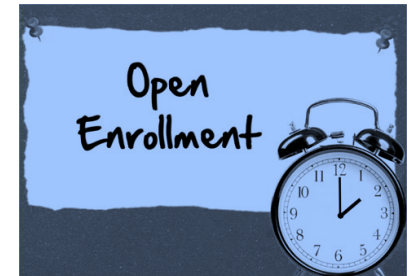
- Open Enrollment has ended.

Entity Roadmap



Each Month

- Use FLX Financial Manager Summary Report to determine the amount to disburse Alight Solutions.
- Use FLX Financial Manager Detail Report to ensure the GaBreeze and the HR/Payroll system is in sync.
- Use Bad Address Report to determine which employees need to have their address information updated in the HR/Payroll system to ensure they will receive communications.



Entity Roadmap

Each Week

- Use FLX Pending Enrollment Status Report to remind new hires to enroll in coverage.
- Use PS Retroactive Deduction Report to identify make-up deductions to update in the Payroll system.

Open
Enrollment

Annually

Monthly

Weekly

Daily

Each Day

- Use FLX Benefit Deduction Report to update employee deductions in the Payroll system.
- Use FLX SAO Imputed Income Report to update employee taxable income in the Payroll system.

Payroll Report Each Week

Scenario: Employee Terminated

Scenario:

An employee terminated employment. The employee continued to have Flexible Benefits coverage after termination.

Possible Reasons Why This Happened:

The HR/Payroll system was not updated with the termination. The HR/Payroll and GaBreeze reports were not reviewed.

Consequences if Not Corrected:

- When an employee is terminated, but not updated in HR/Payroll system, the employee will continue to have coverage even though they are not having deductions withheld because they are no longer receiving paychecks.
- When the entity pays the monthly premium to Alight for the Flexible Benefit providers premiums, the Entity will cover the cost of the premiums due to the error.

How to Verify:

Review the FLX Financial Manager Detail Report. This will help to determine if the entity is paying Flexible Benefits for terminated employees.

How to Resolve It:

- The Benefit Coordinator needs to terminate the employee in the HR/Payroll system timely.
- Compare the daily FLX Benefit Deduction reports with the Payroll Deductions report to determine which premiums were not taken or taken in error in payroll. The report provides the date a payroll deduction should be stopped.
- If deductions were not taken, the HR/Payroll system needs to be updated so COBRA Notifications are accurate.
- The Benefit Coordinator/Payroll Representative will coordinate and review the FLX Benefit Deduction Report to identify the stop date for payroll deductions to be withheld and to ensure deductions are stopped in a timely manner.

What controls do you have to ensure a terminated employee has been terminated in your HR/Payroll systems?

Payroll Report Each Week

Scenario: Employee Transfer

Scenario:

An employee transferred from another entity. The monthly premium payment to Alight was not accurate.

Possible Reasons Why This Happened:

The employee was entered into the new entity's payroll system. The transfer was not updated in the HR/Payroll system and payroll deductions for Flexible Benefits were not setup.

Consequences if Not Corrected:

When an employee transfers in/out from an entity and is not terminated from the entity payroll system GaBreeze is not updated, then GaBreeze will not have the employee associated with the correct entity and premium totals will not be correct on reports used by entity to determine the premium total to send to Alight.

How to Verify:

Review the FLX Benefit Deduction report to confirm the start date of the deduction.

How to Resolve It:

- Contact the entity the employee transferred from to ensure they terminated the employee from their system with a transfer reason.
- Once the HR/Payroll system has been updated with the transfer details, then the FLX Benefit Deduction report will have the correct amounts so, the payroll system will have the correct deductions.
- The Benefit Coordinator/Payroll Representative will collaborate and review the Flex Benefit Deduction Report to identify the start date for the payroll deductions.
- The entity the employee transferred into should work with the employee's former entity to ensure the termination of employment was processed timely so the employee can be transferred into the new entity.

Payroll Report Each Week

Scenario: Employee Retires, Entity Payment Amount Not Accurate

Scenario:

An employee has retired. Their dental premiums are being automatically deducted from their monthly pension payment. The premium sent to Aight was not accurate.

Possible Reasons Why This Happened:

When the employee retired from employment, the employee's termination status was not entered into the entity HR/Payroll system with a reason code for retirement.

Consequences if Not Corrected:

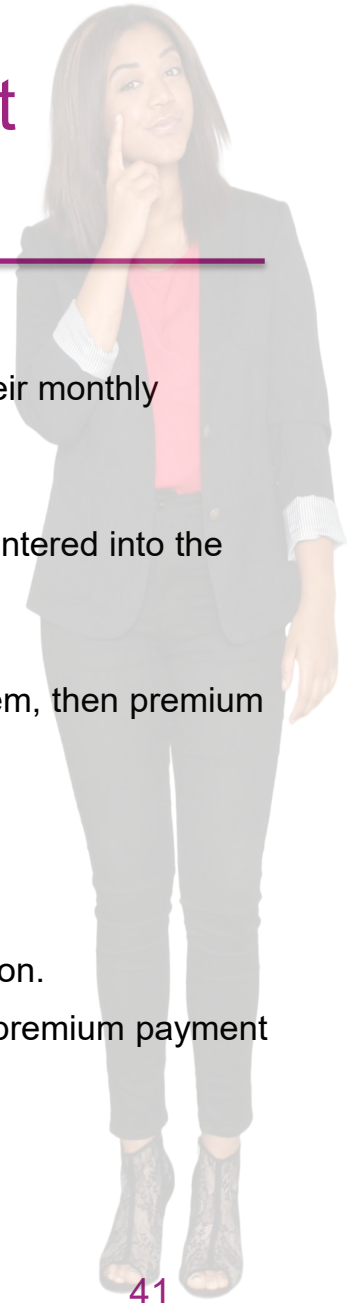
When an employee retires from an entity and is not terminated from the entity payroll system, then premium totals will not be correct on reports used by entity to determine the premium total to Aight.

How to Verify:

Review the FLX Benefit Deduction report to determine the stop date of the deduction.

How to Resolve It:

- The entity will update the HR/Payroll system with the retiree's termination date and reason.
- The FLX Financial Manager Detail Report will provide an accurate total for the monthly premium payment to Aight.



Payroll Report Each Week

Scenario: Employee is Rehired

Scenario:

An employee terminated employment and was rehired in the same entity within 30-days of the termination date. The Flexible Benefits coverage was not changed. Payroll deductions for premiums were not withheld.

Possible Reasons Why This Happened:

The employee did not receive a paycheck when the Flexible Benefits premiums were withheld for other employees.

Consequences if Not Corrected:

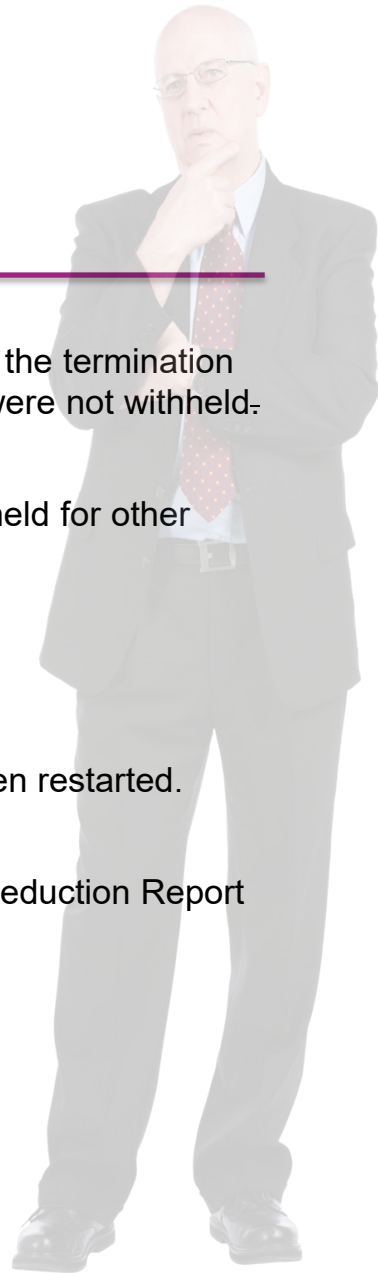
The rehired employee may lose benefits coverage in error.

How to Verify:

Review the FLX Benefit Deduction report to ensure benefits coverage was stopped and then restarted.

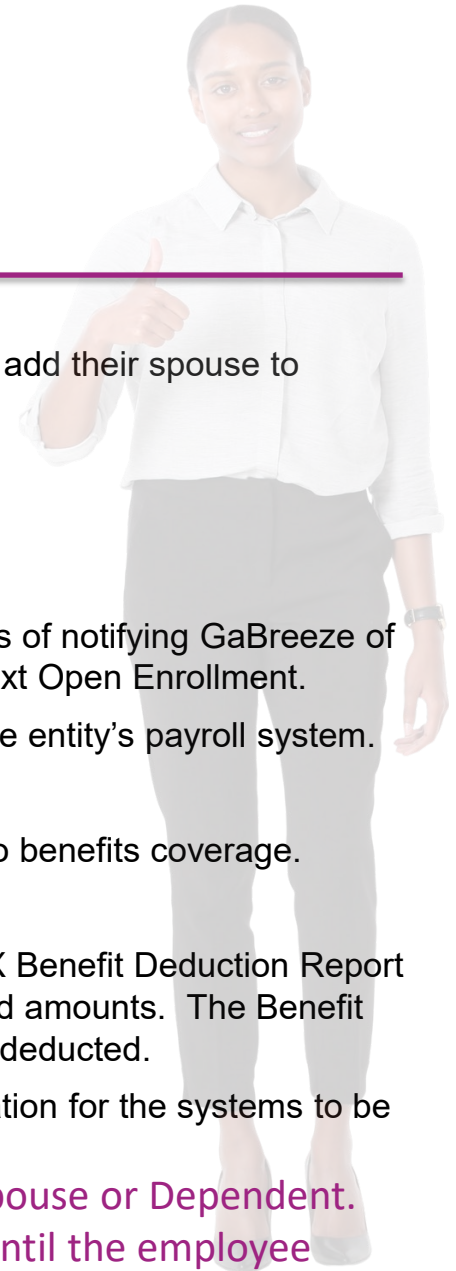
How to Resolve It:

- The Benefit Coordinator/Payroll Representative collaborate and review the FLX Benefit Deduction Report to identify the change in premiums and the start date of the new deductions and amounts.
- Make-up deductions may be required.



Payroll Report Each Week

Scenario: Employee Gets Married



Scenario:

Employee experienced a Qualifying Life Event (QLE), got married, and wanted to add their spouse to flexible benefits.

Possible Reasons Why This Happened:

Spouse may not have other benefits coverage elsewhere.

Consequences if Not Corrected:

- If the employee does not make a change to their flexible benefits within 31 days of notifying GaBreeze of the marriage, the spouse will not be eligible for any flexible benefits until the next Open Enrollment.
- Employee will have incorrect premiums deducted until the data is updated in the entity's payroll system.

How to Verify:

Review the FLX Benefit Deduction report to ensure the spouse has been added to benefits coverage.

How to Resolve It:

- The Benefit Coordinator/Payroll Representative collaborate and review the FLX Benefit Deduction Report to identify the change in premiums and the start date of the new deductions and amounts. The Benefit Coordinator should coordinate with payroll to ensure the correct premiums are deducted.
- The HR/Payroll system needs to be updated with the correct employee information for the systems to be in sync.

Note: Other QLE scenarios include Divorce, Birth of a Child, Loss of a Spouse or Dependent.

For a divorce, Flexible Benefits will not be removed from GaBreeze until the employee makes an election change.

Payroll FLX Benefit Deduction Report

Report Id: BEN507X

01BNFT DED INTF 20220916								
RECORD TYPE	SSN	EMPLOYEE ID	EMPLOYEE RECORD	INSTRUCTION CODE	TAX TYPE	DEDUCTION START DATE	EARNINGS AMOUNT	COVERAGE AMOUNT
02	123-45-6789	11111111	000	XLEGP1	A	20220901	0000875	000000000
02	123-45-6789	11111111	000	XST-S7	A	20220901	0003939	000000000
02	123-45-6789	11111111	000	XLFB3XB	A	20220901	0002761	000000000
02	123-45-6789	11111111	000	XLTRB2	A	20220901	0004302	000000000
02	987-65-4321	22222222	000	XST-S7	A	20220901	0000000	000000000
02	987-65-4321	22222222	000	XLTRB2	A	20220901	0000000	000000000
02	111-22-3333	33333333	000	XST-S7	A	20220901	0003057	000000000
02	222-33-4444	44444444	000	XLEGP1	A	20220901	0000875	000000000
02	222-33-4444	44444444	000	XSIS05	A	20220901	0002556	000000000
02	222-33-4444	44444444	000	XDPSP1	B	20220901	0004448	000000000
02	222-33-4444	44444444	000	XADD0X	B	20220901	0000824	000000000
02	222-33-4444	44444444	000	XVISB5	B	20220901	0000969	000000000
02	555-66-7777	55555555	000	XLTRB2	A	20220901	0001699	000000000
02	666-77-8888	66666666	000	XLTRB2	A	20220901	0000000	000000000
02	777-88-9999	77777777	000	XST-SS	A	20220901	0001748	000000000
02	888-99-0000	88888888	000	XDPRE1	B	20220901	0000000	000000000
02	888-99-0000	88888888	000	XST-S7	A	20220901	0000000	000000000
02	888-99-0000	88888888	000	XLFB3XB	A	20220901	0000000	000000000
02	888-99-0000	88888888	000	XLS030	A	20220901	0000000	000000000
02	888-99-0000	88888888	000	XVISB5	B	20220901	0000000	000000000
02	888-99-0000	88888888	000	XLTRB3	A	20220901	0000000	000000000
02	999-00-1111	99999999	000	XST-S7	A	20220901	0005979	000000000
02	000-11-2222	01010101	000	XST-S7	A	20220901	0000000	000000000
02	000-11-2222	01010101	000	XLFB2XB	B	20220901	0001214	000000000
02	000-11-2222	01010101	000	XLFB2XB	A	20220901	0000000	000000000
02	000-11-2222	01010101	000	XDPSP1	B	20220901	0004448	000000000
02	000-11-2222	01010101	000	XVISB5	B	20220901	0000969	000000000
02	000-11-2222	01010101	000	XLTRB3	A	20220901	0000000	000000000
03	0000030							

Note: This header row is not on the interface sent to TeamWorks.

Purpose

- A **daily** report that only contains deductions that have been adjusted since the previous report.

Scenarios

- Employee Enrolls Near End of 31-Day Enrollment Period
- Employee Terminated and the Report Totals Do Not Match
- Qualifying Life Event, For Example: Employee Transfer. Employee Gets Married, Employee Retires, Employee is Rehired
- Other QLE's: Divorce, Birth of a Child, Loss of a Spouse or Dependent.

Payroll Report Each Week

Scenario: Employee Adds Spouse to Life Insurance

Scenario:

Employee got married and added the new spouse to Flexible Benefits, including life insurance, and now needs to pay more taxes on imputed income.

Possible Reasons Why This Happened:

The employee's new life insurance coverage was over \$50,000. Taxing the additional imputed income due to the additional life insurance for the spouse in the Payroll system was required.

Consequences if Not Corrected:

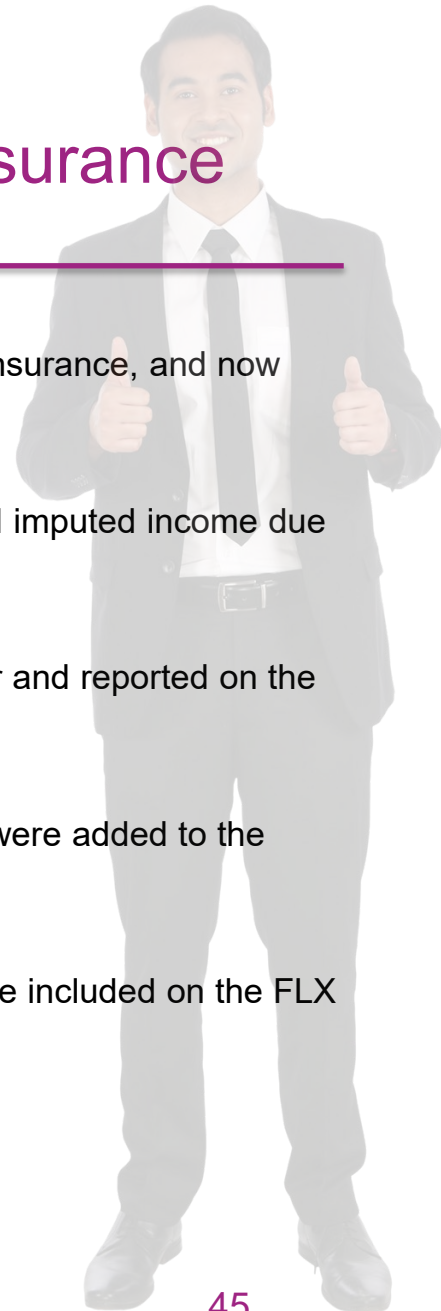
The employee will not have the appropriate wages and taxes withheld during the year and reported on the annual W-2 Form.

How to Verify:

Review the Payroll system to ensure the additional imputed income (taxable wages) were added to the system.

How to Resolve It:

Ensure the taxable income in the payroll system is increased by the amount GaBreeze included on the FLX Imputed Income report.



Payroll

SAO FLX Imputed Income Report

01IMPT INCM INTF 20220916							
RECORD TYPE	SSN	EMPLOYEE ID	EMPLOYEE RECORD	INSTRUCTION CODE	DEDUCTION START DATE	EARNINGS AMOUNT	COVERAGE AMOUNT
02	111-22-3333	1234567	000	SPLFII	20220901	00000751	00000000
02	222-33-4444	9876543	000	EELFII	20220901	00001052	00001000
03	0000004						

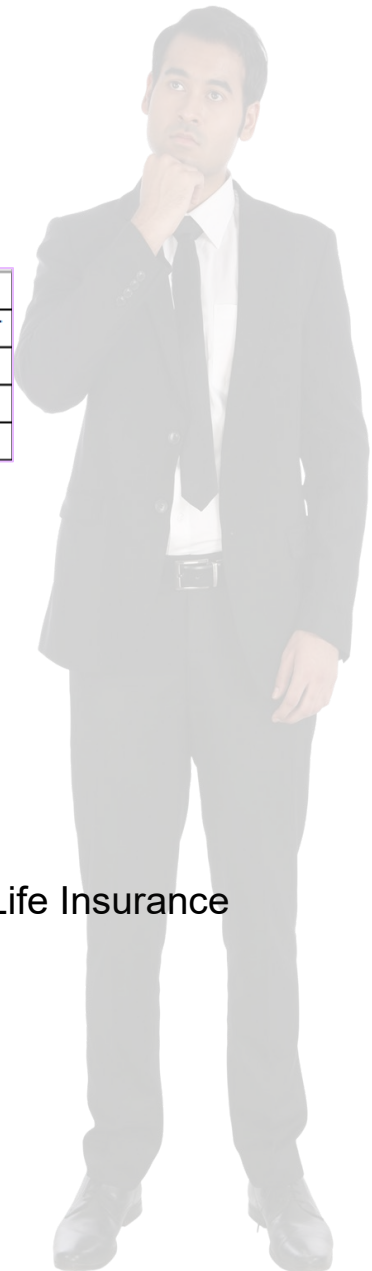
Note: This header row is not on the interface sent to TeamWorks.

Purpose

- A **daily** report that consists of Employee and Spouse Life imputed income changes that have occurred since the previous report.

Scenarios

- Employee Adds Spouse to Life Insurance



Payroll Report Each Year

Scenario: Payroll Taxable Wage Adjustments

Scenario:

Employee enrolled in Employee Life. During the plan year the employee was on leave without pay from May 15, 2021, thru July 31, 2021. While on Leave Without Pay the employee made direct bill payments. The employee had imputed income for the group term life insurance.

Possible Reasons Why This Happened:

When the employee was on an unpaid leave of absence they made their life insurance premium payments through the Direct Bill process to Alight, and the life insurance coverage was applicable for imputed income.

Consequences if Not Corrected:

The employee will not have the appropriate wages and taxes withheld during the year and reported on the annual W-2 Form.

How to Verify:

Track employees on an unpaid leave of absence with employee and spouse life insurance that may have imputed income during the leave period.

How to Resolve It:

- Review the FLX Annual Inactive Employee Imputed Income report.
- Make a payroll adjustment to increase the taxable wages.
- Withhold Social Security/Medicare, Federal and State taxes if possible before the end of the calendar year so the W-2 Form will be correct for applicable employees.

Payroll

FLX Annual Inactive Employee Imputed Income Report

FLX-Annual-Inactive-Employee-Imputed-Income-Report-AnInacII-12032021									
Agency/Gp ID	Department Code	Mail Drop	Employee ID	Employee Name	Social Security Number	Product Code	Earnings Amount	Employee Inactive Date	
123456	123456	118	12345678	DOE, JANE 1	XXX-X1-2345	DBPIMP	\$127.68	01/01/2022	
123456	123456	120	11111111	DOE, JANE 2	XXX-X2-3456	DBPIMP	\$2.40	10/01/2021	
123456	123456	185	22222222	DOE, JANE 3	XXX-X3-4567	DBPIMP	\$6.00	11/01/2021	
123456	123456	315	33333333	DOE, JANE 4	XXX-X4-5678	DBPIMP	\$87.60	12/01/2021	
123456	123456	370	44444444	DOE, JANE 5	XXX-X5-6789	DBPIMP	\$70.80	12/01/2021	
123456	123456	498	55555555	DOE, JOHN 1	XXX-X6-7890	DBPIMP	\$10.80	01/01/2022	
123456	123456	498	66666666	DOE, JOHN 2	XXX-X7-8901	DBPIMP	\$70.80	12/01/2021	
123456	123456	522	77777777	DOE, JOHN 3	XXX-X1-1111	DBPIMP	\$42.00	01/01/2022	
123456	123456	529	88888888	DOE, JOHN 4	XXX-X2-2222	DBPIMP	\$39.60	01/01/2022	
123456	123456	529	99999999	DOE, JOHN 5	XXX-X3-3333	DBPIMP	\$1,077.60	12/01/2021	

Note: This header row is not on the interface sent to TeamWorks.

Purpose

- An **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).

Scenarios

- Payroll Taxable Wage Adjustments

Financial Report Each Month

Scenario: Employee Takes an Unpaid Leave of Absence

Scenario:

Employee Takes an Unpaid Leave of Absence and did not want to lose Flexible Benefits coverage while on leave.

Possible Reasons Why This Happened:

HR received notification that an employee will be taking unpaid time off. The employee wanted to keep their Flexible Benefits while on unpaid leave. Direct Billing was set up for the employee to pay premiums to Aflac. The entity payroll system did not take deductions.

Consequences if Not Corrected:

If the Direct Billing is not setup timely and the employee does not make timely payments to GaBreeze, the Flexible Benefits coverage may be terminated.

How to Verify:

- The Benefits Coordinator should review the FLX Benefit Deduction Report to confirm the stop date of the deduction.
- Review the FLX Financial Manager Detail Report to ensure the change of status to an unpaid leave of absence is reflected appropriately on the report because it has been submitted to the HR/Payroll system.

How to Resolve It:

- An employee is on the GaBreeze Report but not on the Payroll Report. Payroll deductions are not taken from the employee.
- The Benefit Coordinator reviews the Flex Financial Manager Detail Report to identify the coverage, premiums, and fees for each employee. The Benefit Coordinator/Payroll Representative will collaborate and review the report to ensure the correct premiums are deducted for each employee.
- The entity should not pay the premiums for the employee because GaBreeze will obtain the payment from the employee.

What are your controls for an employee who takes an Unpaid Leave of Absence?



Financial

FLX Financial Manager Detail Report

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	FLX-Financial-Manager-Detail-Rpt-FMDTL-06122019												
2	Agency/Gp ID	Agency Description	Department Code	Mail Drop	Report Period	Social Security Number	Employee ID	First Name	Last Name	Pay Frequency	Coverage Type	Carrier	Option
3	441	BEHAV HLTH/DEV	4411200640	441-070049	2019-06-01	123-45-6789	00878430	Jane	Doe	S	Dental	Delta Dental	Delta Dental Select Plus
4	441	BEHAV HLTH/DEV	4411200640	441-070049	2019-06-01	123-45-6789	00878430	Jane	Doe	S	Vision	Anthem BCBS	Anthem BCBS Vision-Select Plus
5	441	BEHAV HLTH/DEV	4411200640	441-070049	2019-06-01	123-45-6789	00878430	Jane	Doe	S	Employee Life	MetLife	EE LIFE 4x Benefit Salary
6	441	BEHAV HLTH/DEV	4411200640	441-070049	2019-06-01	123-45-6789	00878430	Jane	Doe	S	AD&D	MetLife	AD&D 4x Benefit Salary
7	441	BEHAV HLTH/DEV	4411200640	441-070049	2019-06-01	123-45-6789	00878430	Jane	Doe	S	STD	Standard	STD - 7 Day Waiting Period
8	441	BEHAV HLTH/DEV	4411200640	441-070049	2019-06-01	123-45-6789	00878430	Jane	Doe	S	Dental	Delta Dental	Delta Dental Select Plus
9	441	N	O	P	Q	R	S	T	U	V	W	X	
10	441												
	Coverage Tier	Age Band	Payroll Deduction Code	Coverage Volume	Premium	Premium Adjustment	Administrative Fee	Administrative Fee Adjustment	Total Cost	Subsidy - EE Contribution	Amount Due		
	You Only	None	XDPS1	\$0.00	\$41.31	\$0.00	\$0.70	\$0.00	\$42.01	\$0.00	\$42.01		
	You Only	None	XVISB5	\$0.00	\$8.79	\$0.00	\$0.70	\$0.00	\$9.49	\$0.00	\$9.49		
	None	50 to 54	XLF4XA	\$123,000.00	\$24.60	\$0.00	\$0.70	\$0.00	\$25.30	\$0.00	\$25.30		
	None	None	XADD4X	\$123,000.00	\$2.46	\$0.00	\$0.70	\$0.00	\$3.16	\$0.00	\$3.16		
	None	50 to 54	XST+S7	\$0.00	\$18.66	\$0.00	\$0.70	\$0.00	\$19.36	\$0.00	\$19.36		
	You Only	None	XDPS1	\$0.00	\$0.00	\$41.31	\$0.00	\$0.70	\$42.01	\$0.00	\$42.01		
	You Only	None	XVISB5	\$0.00	\$0.00	\$8.79	\$0.00	\$0.70	\$9.49	\$0.00	\$9.49		
	None	50 to 54	XLF4XA	\$0.00	\$0.00	\$24.60	\$0.00	\$0.70	\$25.30	\$0.00	\$25.30		

Purpose

- A detailed **monthly** report of all employee coverages and premiums.

Scenarios

- Employee Takes an Unpaid Leave of Absence

Financial Report Each Month

Scenario: Entity Pays Monthly Premiums

Scenario:

Entity paid monthly Flexible Benefits premiums to Aight based on the payroll deduction amounts withheld. The amounts paid were not correct.

Possible Reasons Why This Happened:

Entity withheld the Flexible Benefits payroll deductions in advance, the last pay period of the prior month. Entity paid Aight by the 22nd of the month for coverage. DOAS Fiscal paid the Flexible Benefits vendors by the last day of the coverage month.

Consequences if Not Corrected:

If the entity does not make their monthly payments to Aight accurately and timely, the entity has not met their obligation to participate in the program.

How to Verify:

Compare the FLX Financial Manager Summary report totals to the Payroll Deduction report totals to ensure they balance.

How to Resolve It:

- Even if the entity's Payroll Deduction Report premium total does not match the FLX Financial Manager Summary Report premium total, the entity will pay Aight the amount on the report by the invoice due date.
- The entity will review the Payroll and GaBreeze reports to determine the changes and adjustments that may be needed to employee records for the systems to be in sync.

Financial

FLX Financial Manager Summary Report

FLX-Financial-Manager-Summary-Rpt-FMSMRY-06122019

Agency/Gp ID	Agency Description	Department Code	Mail Drop	Report Period	Pay Frequency	Coverage Type	Coverage Type Code	Carrier
365	COBB CSB	365	365-000000	2019-06-01	S	AD&D	ADD	MetLife
365	COBB CSB	365	365-000000	2019-06-01	S	Child Life	CHL	MetLife
365	COBB CSB	365	365-000000	2019-06-01	S	Critical Illness	SPI	Aflac
365	COBB CSB	365	365-000000	2019-06-01	S	Dental	DNT	Cigna
365	COBB CSB	365	365-000000	2019-06-01	S	Dental	DNT	Dental
365	COBB CSB	365	365-000000	2019-06-01	S	Employee Life	EML	MetLife
365	COBB CSB	365	365-000000	2019-06-01	S	HC Spending Account	HCS	SHS
365	COBB CSB	365	365-000000	2019-06-01	S	Legal	LGL	Hyp

Coverage Count	Premium	Premium Adjustment	Administrative Fee	Administrative Fee Adjustment	Total Cost	Subsidy - EE Contribution	Amount Due
12	\$40.48	\$1.26	\$8.40	\$0.00	\$50.14	\$0.00	\$50.14
7	\$9.32	\$0.00	\$4.90	\$0.00	\$14.22	\$0.00	\$14.22
3	\$92.58	\$0.00	\$2.10	\$0.00	\$94.68	\$0.00	\$94.68
7	\$285.06	\$36.81	\$4.90	\$0.00	\$326.77	\$0.00	\$326.77
19	\$674.58	\$0.00	\$13.30	\$0.00	\$687.88	\$0.00	\$687.88
17	\$236.03	\$0.00	\$11.90	\$0.00	\$247.93	\$0.00	\$247.93
4	\$366.00	\$0.00	\$12.80	\$0.00	\$378.80	\$0.00	\$378.80
10	\$73.03	\$0.00	\$7.00	\$0.00	\$80.03	\$0.00	\$80.03

Purpose

- A **monthly** report summarizing coverages and premiums for the entity population.

Scenarios

- Entity Pays Monthly Premiums

Payroll Report Annual Report

Scenario: Open Enrollment Life Insurance

Scenario:

Group Term Life Insurance changed due to Open Enrollment elections, which impacted imputed income.

Possible Reasons Why This Happened:

After Open Enrollment ended, GaBreeze notified the entity of the taxable income that needed to be added to the employee's payroll so the appropriate Social Security/Medicare, Federal, and State taxes were withheld from the applicable employee's paychecks throughout the year. Due to the calculation formula, the GaBreeze report reduced the taxable income by the after-tax premiums for applicable employees.

Consequences if Not Corrected:

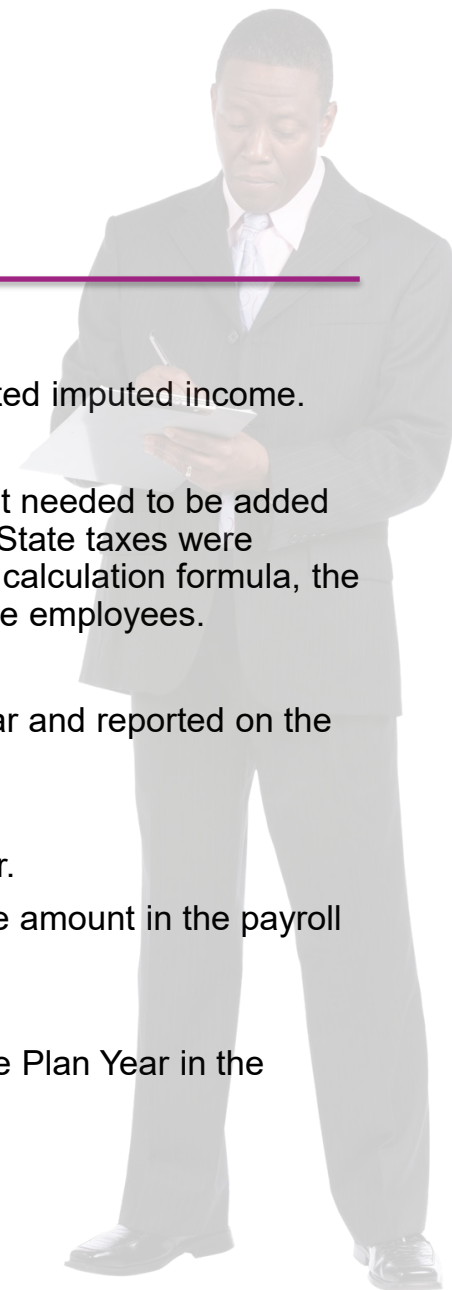
The employee will not have the appropriate wages and taxes withheld during the year and reported on the annual W-2 Form.

How to Verify:

- Ensure the appropriate salary amount was provided to GaBreeze for the plan year.
- Review the FLX Annual Imputed Income report to determine if the imputed income amount in the payroll system needs to be updated.

How to Resolve It:

- GaBreeze uses the Annual Benefits Base Rate (ABBR) from October 1 prior to the Plan Year in the calculation.
- Each entity provides the ABBR salary rates each year.
- The entity will setup the taxable income as imputed income.



Payroll

FLX SAO Annual Imputed Income Report

01IMPT INCM INTF 20211113							
RECORD TYPE	SSN	EMPLOYEE ID	EMPLOYEE RECORD	INSTRUCTION CODE	DEDUCTION START DATE	EARNINGS AMOUNT	COVERAGE AMOUNT
02	111-22-3333	1234567	000	EELFII	20211201	00076500	56000000
02	111-22-3333	1234567	000	SPLFII	20211201	00005300	00000000
02	222-33-4444	2345678	000	EELFII	20211201	00026660	11200000
02	555-66-7777	3456789	000	EELFII	20211201	00083030	41100000
02	888-99-0000	4567890	000	EELFII	20211201	00007380	13200000
02	123-45-6788	5678901	000	EELFII	20211201	00009460	07200000
02	987-65-4321	6789012	000	EELFII	20211201	00001900	06900000
02	333-44-5555	7890123	000	EELFII	20211201	00000700	05700000
02	000-11-2222	8901234	000	EELFII	20211201	00056330	18100000
02	000-11-2222	8901234	000	SPLFII	20211201	00003500	00000000
02	345-67-8901	9012345	000	EELFII	20211201	00000900	05600000
02	123-78-9000	0123456	000	EELFII	20211201	00006800	11800000

Note: This header row is not on the interface sent to TeamWorks.

Purpose

- An **annual** report of monthly taxable wages for Employee and Spouse Group Life Imputed Income following Open Enrollment

Scenarios

- Open Enrollment Life Insurance

Resolving Discrepancies

- A Discrepancy is an event that is identified by an agency/entity, on the financial reports that they are unable to reconcile for the week/month in question.
- If your entity cannot determine why discrepancies exist or how to resolve them, contact HRA Flexible Benefits for assistance at:
hra.flexbenefits@doas.ga.gov.



Correspondence to HRA should include:

1. Employee's name
2. Last 4-digits of the Social Security Number
3. The corresponding month of the report in question
4. The adjustment(s) that needs clarification

Resources

GaBreeze Employer Website

- Report Samples and Purpose Statements

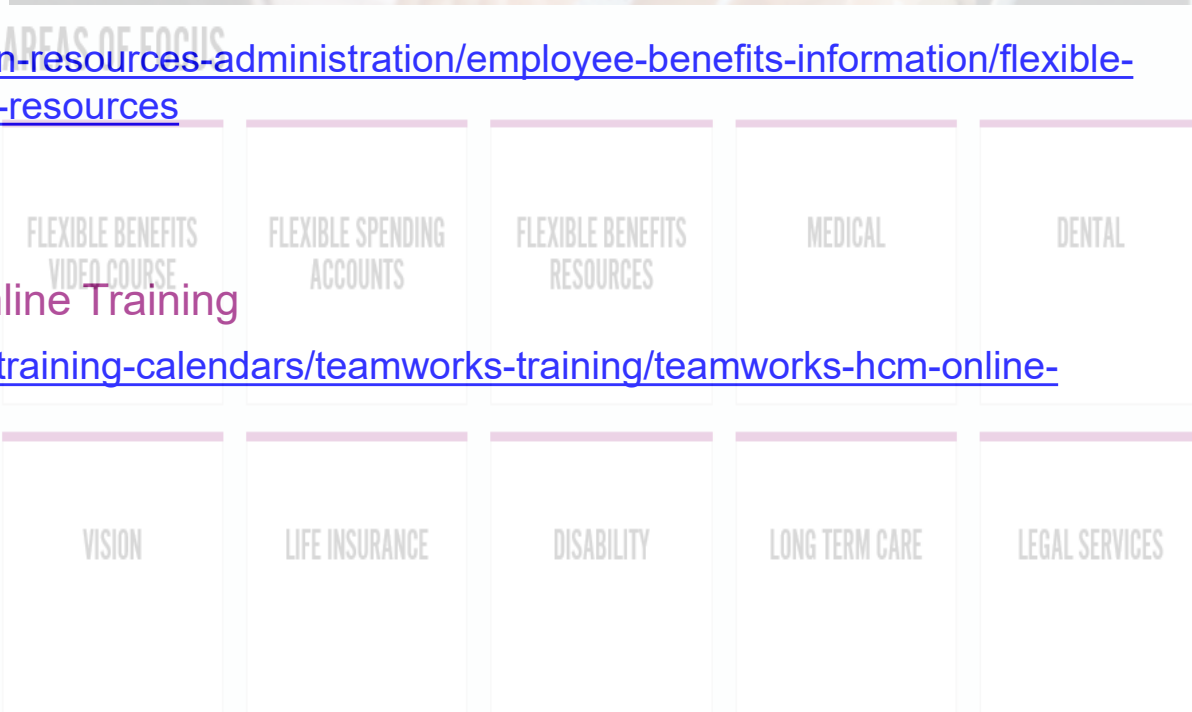
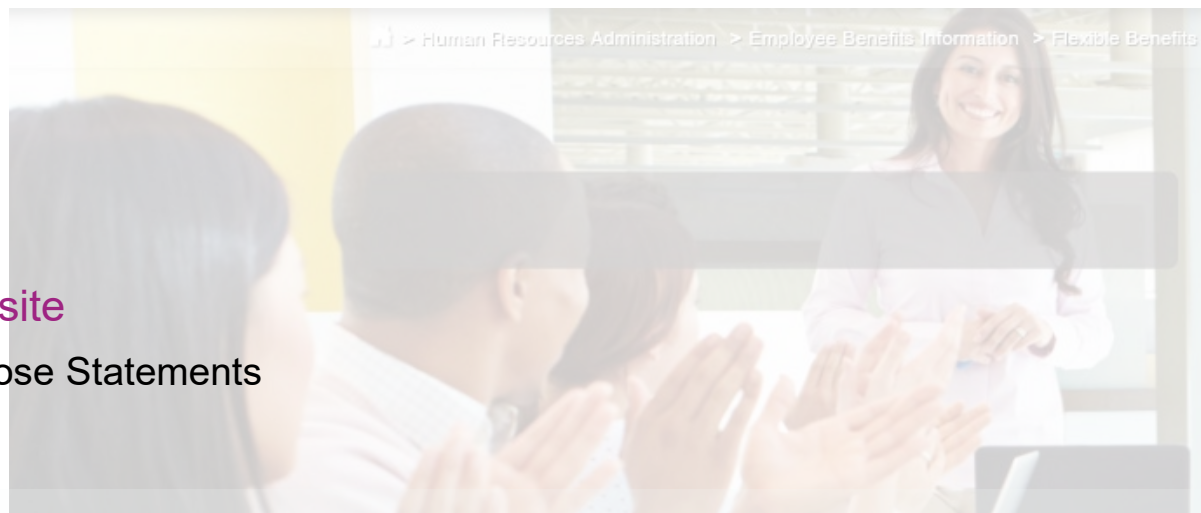
Flexible Benefits Website

<http://doas.ga.gov/human-resources-administration/employee-benefits-information/flexible-benefits/flexible-benefits-resources>

State Accounting Office

TeamWorks HCM Online Training

<https://sao.georgia.gov/training-calendars/teamworks-training/teamworks-hcm-online-training>







Human Resources Administration

hra.flexbenefits@doas.ga.gov