

# GaBreeze/Alight Flexible Benefits Reports Purpose Statements

## July 2021

### Manual Entities

### Types of Reports

#### HR Reports

- **Bad Address Report** – A monthly report of employees with a bad address on file.
- **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.

#### Payroll Reports

- **FLX Benefit Deduction** – A weekly report that only contains deductions that have been adjusted since the prior week's report.
- **FLX Imputed Income** – A weekly report that consists of Employee and Spouse Life imputed income changes that have occurred since the prior week's report.
- **FLX Annual Benefit Deductions** – An annual report of all employee benefit deductions for the new plan year.
- **FLX Annual Imputed Income** – An annual report of monthly taxable wages for Employee and Spouse Group Life Imputed Income following Open Enrollment.
- **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).

#### 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.

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### Frequency of Reports

#### 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.
- **Payroll Report - FLX Benefit Deduction** – A weekly report that only contains deductions that have been adjusted since the prior week's report.
- **Payroll Report - FLX Imputed Income** – A weekly report that consists of Employee and Spouse Life imputed income changes that have occurred since the prior week's 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.

#### Annual

- **Payroll Report - FLX Annual Benefit Deductions** – An annual report of all employee benefit deductions for the new plan year.
- **Payroll Report - FLX Annual Imputed Income** – An annual report of monthly taxable wages for Employee and Spouse Group Life Imputed Income following Open Enrollment.
- **Payroll Report - FLX Annual Inactive Employee Imputed Income** – An annual report of all employees who had group term life imputed income while they were inactive during the year.

#### Note:

The HR Report - Agency Edit Report has been deactivated.