



FLX PS Retroactive Deduction Report Instructions

Purpose of Report

- To assist automated agencies in reconciling flexible benefits to payroll deductions.
- When automated flex deductions are sent to be uploaded, a manual entry process is needed to properly reflect flex deductions that begin or end in a prior month.
 - Ex. Life deduction sent on file 08-01-2011 with a start date of 07-01-2011. Since the 07-31-2011 payroll has already been processed a retro deduction would have to be manually done for the 07-31-2011 pay period.
- The report identifies employees who have a start and/or stop date in a different month from the initial month the flex benefit deduction is sent.

Purpose of Report Continued

- Deductions could also be missed when uploads are sent after the confirmation has occurred.
 - Ex. Flex deductions sent on 09-27-2011 and the confirmation was on 09-26-2011. Since the confirmation occurred during an off-cycle payroll check process, the update will NOT be done automatically. A manual entry would have to occur for the retro deduction to be posted for the 09-30-2011 pay period.

When is the manual entry process to be done?

- A manual entry process for a missed deduction or a refund should be done on the next payroll cycle.
 - Employee should be notified as soon as possible to avoid confusion.

Reconciling Notes:

- Reconciling items for flex deductions and/or refunds will occur due to the aforementioned process above.
- If a deduction and/or refund is missed, then the reconciliation report will capture this timing difference. Once the manual entry process occurs, the reconciling item will be corrected for the timing difference.

Reconciling Notes Continued:

- Ex. A life deduction is sent on 09-27-11 and no payroll deduction has occurred. When the October reconciliation report runs, coverage will be shown but no payroll deduction (October report is coverage for October represented by September payroll deductions). Manual entry is required in October for the life flex deduction for the 09-30-2011 paycheck. The November reconciliation report will show coverage for one month and payroll deductions for two months. The total transactions for the October and November reports will net to -0- once the manual entry has been completed timely.

Additional Tools

- Two reports that can assist agencies in reconciling their flex benefits are available thru document direct.
- BNXXX05A7 (Daily Update Report)
 - Daily update report will show what has been started/stopped for employees.
- BNXXX05B7 (Daily Exception Report)
 - Identifies errors that occurred during automatic upload.

If You Have Questions:

- Send an email to: 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