Kentucky Employee Benefits Munis Processing Guide

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Disclaimer: In the following documentation, dates, screen captures and data are not necessarily reflective of the current year. Settings will vary by district.

Contents

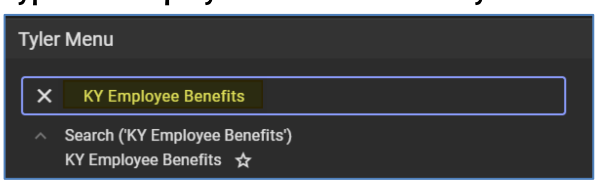
Introduction

This document provides instructions for importing and processing benefit transaction records created by the Department of Employee Insurance (DEI). Other processes outlined include updating employee deductions and generating employee termination files. It is critical that each district import transaction files to prevent discrepancies between the district health insurance information and KHRIS.

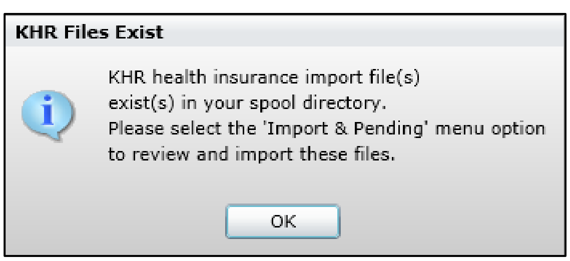
**NEW: KDE Munis Team/ Training Videos
Link (SharePoint) to the Training Videos folder. The training video for the Daily KHRIS File Import process is located within the folder:
[Training Videos]

Navigate to the Program

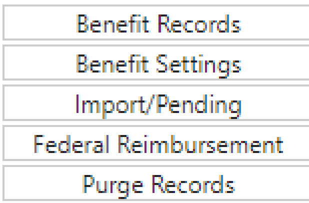
Human Capital Management >Payroll >State Specific >South >Kentucky >KY Employee Benefits
Or:
Type "KY Employee Benefits" in the Tyler Hub search box



When you select the KY Employee Benefits program, a message will appear if there are import files to process. Select **OK** then the main screen will load.



KY Employee Benefits Main Screen

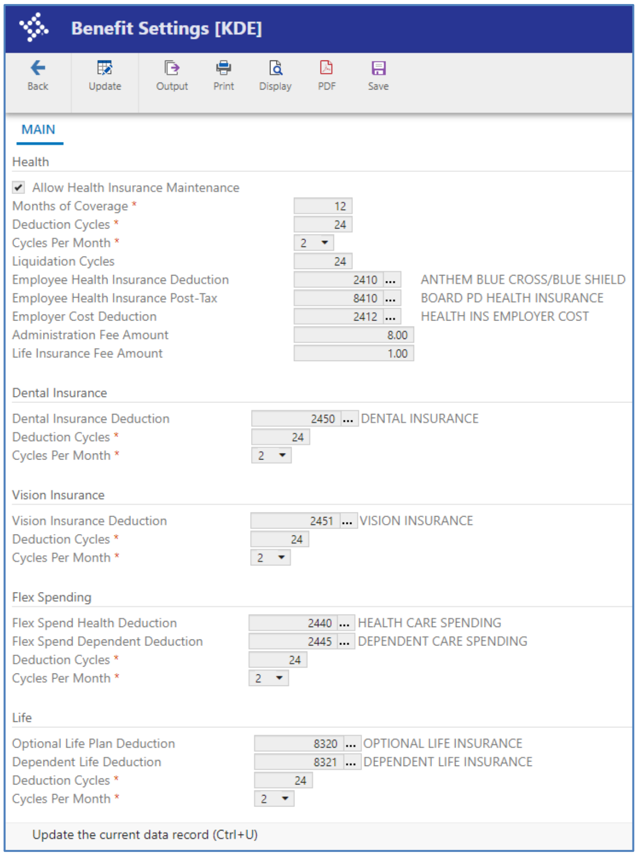


- Benefit Records – Contains all active benefit information.
- Benefit Settings – Holds the information necessary for the benefit costs to post properly to deductions and for federal reimbursement files.
- Import/Pending – Used to import the files prepared by the Department of Employee Insurance (DEI) and also serves as a "holding" place for records until the user is ready to make the records active.
- Federal Reimbursement – Used to generate and create the file for reimbursement of federal benefit costs.
- Purge Records – Used to purge active enrollment records. Records are to be kept for the current and prior fiscal years as well as the current and prior calendar years.

Benefit Settings

This screen is maintained manually by the user and contains information necessary for the benefits program to properly post costs to deduction codes as well as the federal reimbursement file. Enter the deduction codes appropriate to you district.

Note: **Deduction codes shown in the screenshot are for demonstration purposes only. Your deduction codes may differ from what is shown.**



The Benefit Settings screen will need to be updated any time the Administrative Fee or Life Insurance Fee amounts are changed. When the state paid amount changes, KDE will distribute an email to all Finance Officers. Select Update from the ribbon and make the necessary changes when needed.

<u>Notes:</u>

Make sure appropriate deduction codes, cycles and cycles per month have been entered into the Benefits Settings screen.

The Employee Health Insurance Post-Tax *deduction code field was added to the Benefit Settings screen with the December 2016 update of the program. Make sure the Post-Tax deduction code has been added to the screen prior to updating an employee's benefit record to "post-tax".*

Import/Pending

This area is used to import files and manage the files after they have been imported. Each benefit imports as a separate record and can be viewed before moving to active. From the Import & Pending screen, a user can choose to import additional records, view records that have been imported and move the imported records to active in order to complete the update deductions step. There is also an option to purge imported records that do not need to be moved to active. An example of this would be a district that receives a record on an employee who resigned from the district long ago. In this case, in addition to purging the record, it is suggested to also notify DEI so appropriate measures can be taken to correct the former employee's records on their end.

Importing records properly into the health insurance module requires the system to find an "Active" status employee for the social security number listed on the import file. The import process will import every record that's contained on the file. However, manual intervention will be required if employee records exist without the employee being active in Employee Master.

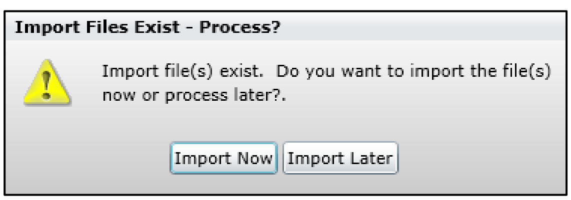
Importing Files

Perform the following steps in Munis to import transaction files.

1. Select *Import/Pending* from the KY Employee Benefits main screen and the following message will appear if there are files ready to be imported:

   Choose ***Import Now*** if you are ready to process a file.

   Note: If you do not wish to import records, select ***Import Later***.

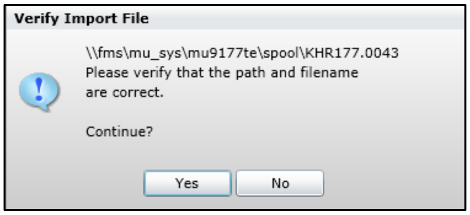


   Double click on the file that needs to be imported.

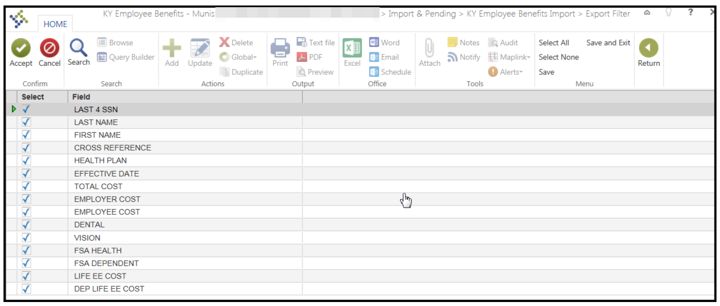
File #	File Path	Date	Time	Size(Bytes)
1	\\fms\mu_sys\mu9177te\spool\KHR177.0043	08/31/2016	12:54	34121
2	\\fms\mu_sys\mu9177te\spool\KHR177.0044	08/31/2016	12:54	34121
3	\\fms\mu_sys\mu9177te\spool\KHR177.0045	08/31/2016	12:54	34121
4	\\fms\mu_sys\mu9177te\spool\KHR177.0046	08/31/2016	12:54	34121
5	\\fms\mu_sys\mu9177te\spool\KHR177.0047	08/31/2016	12:54	34121
6	\\fms\mu_sys\mu9177te\spool\KHR177.0048	08/31/2016	12:54	34121
7	\\fms\mu_sys\mu9177te\spool\KHR177.0049	08/31/2016	12:54	34121

   Click **Accept**.

   Select **Load File** and choose **Yes** to the Verify Import File message.



2. Select Accept on the Export Filter Screen.

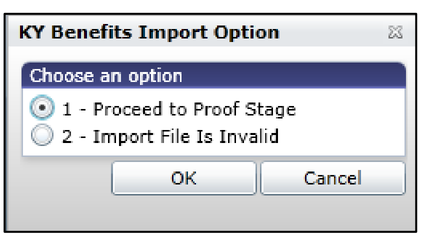


3. Select **Open** to view the report in Excel. Review the report that is generated during the output to determine if the file contains information for your employees.

<u>*Note:*</u> The following screenshot is an example. Your report will contain the last four digits of the employee's SSN as well as the full last and first name of each employee.

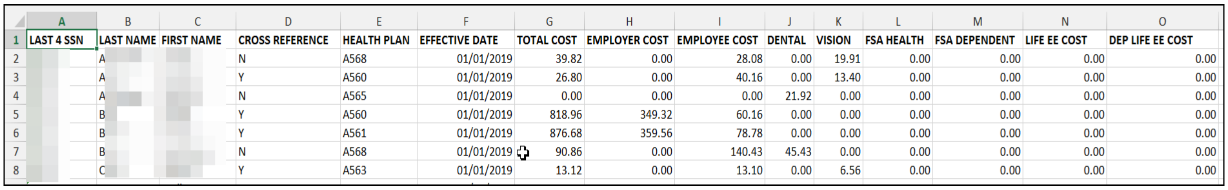
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	LAST 4 SSN	LAST NAME	FIRST NAME	CROSS REFERENCE	HEALTH PLAN	EFFECTIVE DATE	TOTAL COST	EMPLOYER COST	EMPLOYEE COST	DENTAL	VISION	FSA HEALTH	FSA DEPENDENT	LIFE EE COST	DEP LIFE EE COST	
2	[illegible]	M[illegible]	[illegible]	N	A560	01/01/2019	354.73	330.02	24.71	0.00	0.00	0.00	0.00	0.00	0.00	
3	[illegible]	M[illegible]	[illegible]	N	A560	01/01/2019	45.43	0.00	179.0[illegible]	45.43	0.00	0.00	0.00	0.00	0.00	
4	[illegible]	B[illegible]	[illegible]	Y	A560	01/01/2019	409.48	349.32	60.16	0.00	0.00	0.00	0.00	0.00	0.00	
5	[illegible]	Al[illegible]	[illegible]	Y	A560	01/01/2019	13.40	0.00	40.16	0.00	13.40	0.00	0.00	0.00	0.00	
6	[illegible]	M[illegible]	[illegible]	N	A560	01/01/2019	20.43	0.00	63.33	20.43	0.00	0.00	0.00	0.00	0.00	
7	[illegible]	M[illegible]	[illegible]	N	A560	01/01/2019	5.47	0.00	152.31	0.00	5.47	0.00	0.00	0.00	0.00	
8	[illegible]	Tu[illegible]	[illegible]	N	A561	01/01/2019	2.76	0.00	41.19	0.00	2.76	0.00	0.00	0.00	0.00	
9	[illegible]	D[illegible]	[illegible]	Y	A561	01/01/2019	438.34	359.56	78.78	0.00	0.00	52.08	42.00	0.00	0.00	
10	[illegible]	Va[illegible]	[illegible]	N	A561	01/01/2019	6.40	0.00	264.18	0.00	6.40	0.00	0.00	0.00	0.00	
11	[illegible]	Ja[illegible]	[illegible]	N	A561	01/01/2019	9.74	0.00	331.13	0.00	9.74	0.00	0.00	0.00	0.00	

4. There are two choices on the KY Benefits Import Option screen. Select the ***1-Proceed to Proof Stage*** option.



<u>*Note: Option 2 – Import File is Invalid* is to be used only if you receive an import file that does not contain any of your employees. This is not to be used to just remove a file from the import directory.</u>

5. Select *Option 1* if you are ready to proceed then select an Output method. The report generated during this step, *KY Employee Benefits Import Proof*, will include every employee the system is able to match from the import file to an active employee. The report will export in alphabetical order and looks similar to the *KY Benefits Import File* report but will include information regarding records that cannot be imported due to not having a record in the Employee Master.



LAST 4 SSN	LAST NAME	FIRST NAME	CROSS REFERENCE	HEALTH PLAN	EFFECTIVE DATE	TOTAL COST	EMPLOYER COST	EMPLOYEE COST	DENTAL	VISION	FSA HEALTH	FSA DEPENDENT	LIFE EE COST	DEP LIFE EE COST
	A		N	A568	01/01/2019	39.82	0.00	28.08	0.00	19.91	0.00	0.00	0.00	0.00
	A		Y	A560	01/01/2019	26.80	0.00	40.16	0.00	13.40	0.00	0.00	0.00	0.00
	A		N	A565	01/01/2019	0.00	0.00	0.00	21.92	0.00	0.00	0.00	0.00	0.00
	B		Y	A560	01/01/2019	818.96	349.32	60.16	0.00	0.00	0.00	0.00	0.00	0.00
	B		Y	A561	01/01/2019	876.68	359.56	78.78	0.00	0.00	0.00	0.00	0.00	0.00
	B		N	A568	01/01/2019	90.86	0.00	140.43	45.43	0.00	0.00	0.00	0.00	0.00
	C		Y	A563	01/01/2019	13.12	0.00	13.10	0.00	6.56	0.00	0.00	0.00	0.00

<u>Note:</u> The report will list the Munis Employee ID in the first column if an Employee Master record exists. If a master record does not exist, the last four of the SSN is listed in the first column. Employees without a master record will import into the pending area. However, they will import with an employee number of 0 (zero). If the person is an employee of the district, an Employee Master record will need to be added and then a Benefit Record containing the information found on the employee #0 record will need to be added manually. The employee #0 record can then be removed from the pending area.

If errors are encountered during the proof stage, you will be prompted to choose an output method. It is important to select an output type and *<u>review the KY Benefit Import Proof Error Report prior to proceeding with the import process</u>*. Errors can result from an employee not having a master record, the master record is marked Inactive or discrepancies exist such as a different SSN on the file for an employee than what is recorded in Munis.

6. There are two options if errors are received:

   a. Select ***Yes*** to the message, *Would you like to apply the import?*, if you choose to disregard the errors and not activate or add the employee(s) that are listed on the error report. This method *<u>is not recommended</u>*.

   <u>Files for inactive employees</u> will be imported and need to be dealt with on a case-by-case basis. If the employee is on leave and will return, the record will be moved to active. If the employee no longer works in the district and the record is not needed, the import record can be purged prior to processing the *Move to Active* step.

<u>*Files when an Employee Master record does not exist*</u> will be imported and show up with a "zero" employee number. If these records were valid and an employee master record should have been set up prior to importing the file, the information will have to be manually added to the Benefit Records screen. These records are imported to serve as another reminder that files existed without an employee master record. If they are not needed, process *Purge* to remove the files before the *Move to Active* step. If they are needed, review the information on each screen carefully so the information can be manually added as an active benefit record then purge the "zero" employee number record from the pending area.

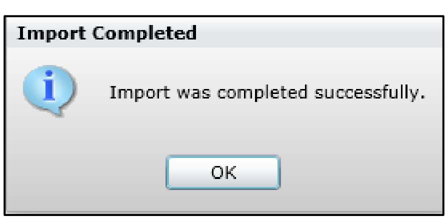
b. Select **No** to the message, *Would you like to apply the import?*. This will stop the process so the employee(s) can be activated and/or added to Employee Master. Go to Employee Master, update the employee's status (or add the new employee's record) then start the import process again.

7. When selecting ***Yes,*** the files will be imported.

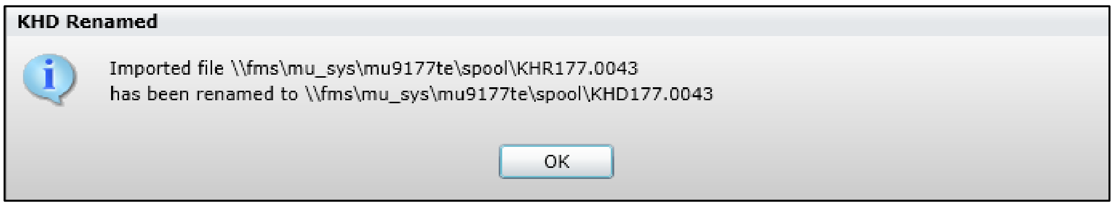
If there were import records for employees who do not exist in Employee Master or whose master record was set to inactive, the message shown below will appear. This message will be received if you selected Yes to the message, *Would you like to apply the import?*, but had employees not added to the master, employees that had an inactive status, employees whose SSNs on the import file did not match records in Munis or the employees on the error report are no longer employed in the district.

Select **OK** to the message below, choose an output method and review the information on the error report.

8. After the file has been imported, the message below will appear. Click **OK**.



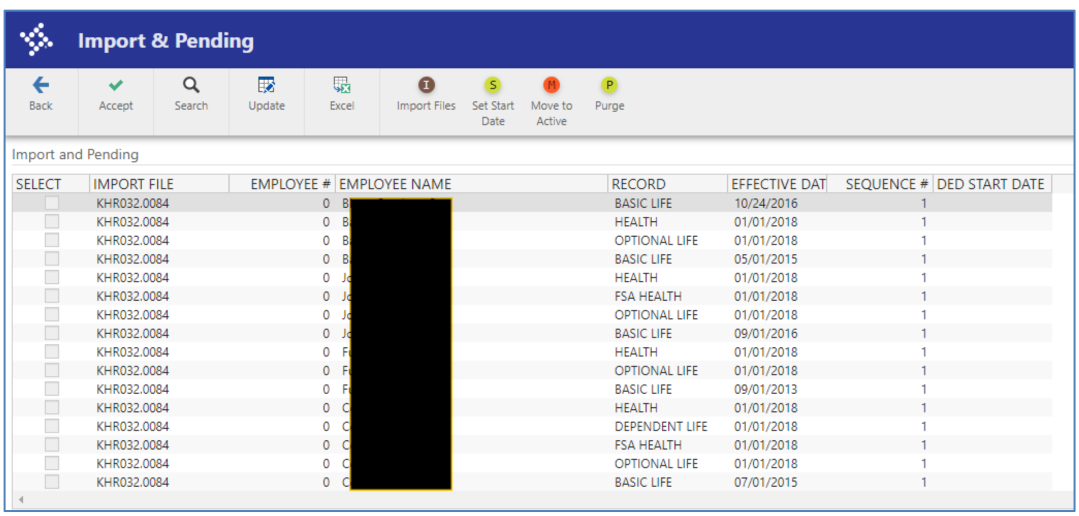
The next message gives the name of the file that was imported and shows what the file will be renamed to since the import process has been completed. The only change in the naming scheme is that KHR becomes KHD. These files remain in your spool directory.



9. When the import process is finished, click on Return to go back to the Pending Area.

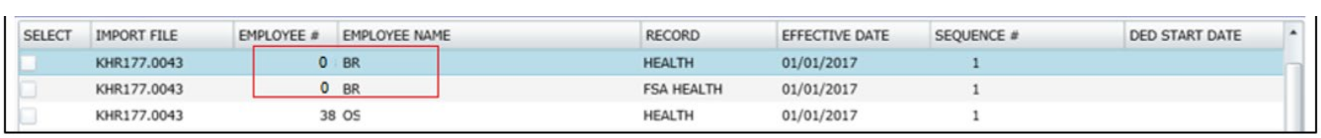
Viewing the Import Records

The screenshot below is an example only. The full employee name will be displayed on the screen.



SELECT	IMPORT FILE	EMPLOYEE #	EMPLOYEE NAME	RECORD	EFFECTIVE DAT	SEQUENCE #	DED START DATE
	KHR032.0084	0	[redacted]	BASIC LIFE	10/24/2016	1	
	KHR032.0084	0	[redacted]	HEALTH	01/01/2018	1	
	KHR032.0084	0	[redacted]	OPTIONAL LIFE	01/01/2018	1	
	KHR032.0084	0	[redacted]	BASIC LIFE	05/01/2015	1	
	KHR032.0084	0	[redacted]	HEALTH	01/01/2018	1	
	KHR032.0084	0	[redacted]	FSA HEALTH	01/01/2018	1	
	KHR032.0084	0	[redacted]	OPTIONAL LIFE	01/01/2018	1	
	KHR032.0084	0	[redacted]	BASIC LIFE	09/01/2016	1	
	KHR032.0084	0	[redacted]	HEALTH	01/01/2018	1	
	KHR032.0084	0	[redacted]	OPTIONAL LIFE	01/01/2018	1	
	KHR032.0084	0	[redacted]	BASIC LIFE	09/01/2013	1	
	KHR032.0084	0	[redacted]	HEALTH	01/01/2018	1	
	KHR032.0084	0	[redacted]	DEPENDENT LIFE	01/01/2018	1	
	KHR032.0084	0	[redacted]	FSA HEALTH	01/01/2018	1	
	KHR032.0084	0	[redacted]	OPTIONAL LIFE	01/01/2018	1	
	KHR032.0084	0	[redacted]	BASIC LIFE	07/01/2015	1	

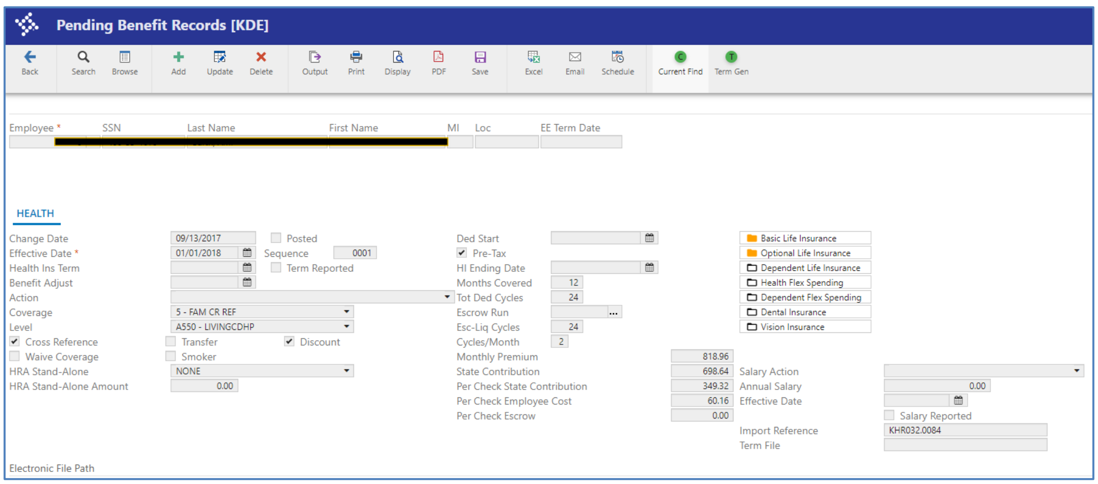
The screenshot below is an example of the Import & Pending screen when employees were imported without having an Employee Master record:



SELECT	IMPORT FILE	EMPLOYEE #	EMPLOYEE NAME	RECORD	EFFECTIVE DATE	SEQUENCE #	DED START DATE
	KHR177.0043	0	BR	HEALTH	01/01/2017	1	
	KHR177.0043	0	BR	FSA HEALTH	01/01/2017	1	
	KHR177.0043	38	OS	HEALTH	01/01/2017	1	

The “zero employee number” records should be reviewed prior to purging the records. If these records were valid and an employee master record should have been set up prior to importing the file, the information will have to be manually added to the *Benefit Records* screen. These records are imported to serve as a third reminder that files existed without an employee master record. If they are needed, review the information on each screen carefully so the information can be manually added as an active benefit record. Process *Purge* to remove the files before completing the *Move to Active* step and remember to add the records manually in the *Benefit Records* screen. You will add all records associated with the employee: health, basic life, optional life, dependent life, health FSA and dependent care FSA.

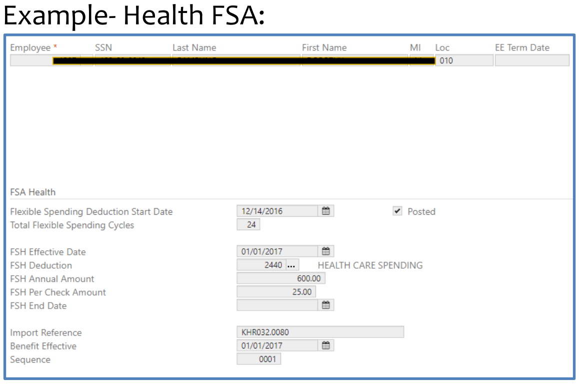
Records can be viewed by double-clicking on a record from the Import & Pending screen. The example below is a health record after double-clicking on the record from the Import & Pending screen:



The pending record screen looks the same as the active record screen with the exception of it being labeled, *Pending Benefit Records*. A record is not active at this point and further steps have to be taken to move the record to the active set in order to process other functions such as updating deductions.

User can also choose to view other types of records by double-clicking a record. A Find and Current Find can be performed in any of the benefit screens.

Example- Health FSA:



Note: **If there are less than a full calendar year's pay cycles remaining, you will need to update the *Total Flexible Spending* Cycles field to reflect the number of deductions left for the calendar year.** The *FSH Per*

Check Amount field will automatically calculate using the updated number in the *Total Flexible Spending Cycles* field. This can be done on the pending record prior to moving the benefit records to active.

Exporting Records to Excel

Records in the Import & Pending area can be exported to Excel by selecting the Excel icon at the top of the screen. User will then complete the Export Filter by choosing which fields are needed in the spreadsheet.

Sample Excel export:

	A	B	C	D	E	F	G	H	I	J	K	L
1	EMPLOYEE #	EMPLOYEE NAME	RECORD	EFFECTIVE DATE	SEQUENCE #	COVER	LEVEL	MONTHLY PREMIUM	OPT LIFE PER CHK	DEP LIFE PER CHK	FSH PER CHECK	FSD PER CHECK
2	2	A	HEALTH	01/01/2015	3	4	A520	795.64				
3	2	A	BASIC LIFE	01/01/2015	3							
4	2	A	OPTIONAL LIFER	01/01/2015	3				17.70			
5	2	A	DEPENDENT LIFE	01/01/2015	3					5.73		
6	2	A	HEALTH	01/01/2015	2	1	A520	689.28				
7	2	A	FSA HEALTH	01/01/2015	2						41.66	
8	9	A	HEALTH	01/01/2015	3	5	A520	795.64				
9	9	A	BASIC LIFE	01/01/2015	3							
10	9	A	OPTIONAL LIFER	01/01/2015	3				11.40			
11	9	A	DEPENDENT LIFE	01/01/2015	3					5.73		
12	9	A	HEALTH	01/01/2014	14	5	A518	0.00				

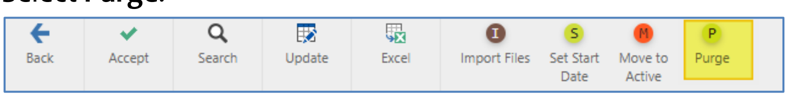
Purge Pending Records

Records can be purged from the *Pending* area prior to processing the *Move to Active* step. Valid reasons for purging records include the following:

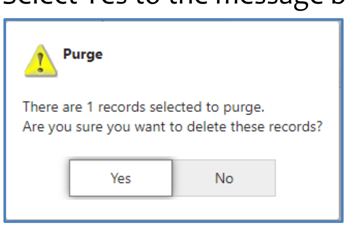
1. Record exists for a former employee and record is not needed.
2. Records were imported without having an Employee Master record. These files imported with an employee number of zero and need to be reviewed for manual entry into the Benefit Records and purged from the pending area.

Records can be purged by following the steps below:

1. Select **Update**.
2. Check the box(es) of the record(s) that need to be purged.
3. Press enter or click **Accept**.
4. Select **Purge**.



5. Select Yes to the message below if you are ready to purge the records:



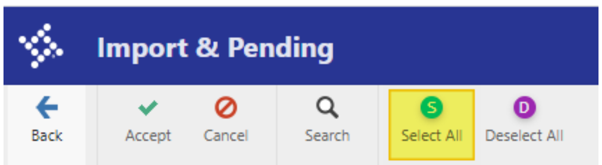
<u>*Note:*</u> You can also Find a particular employee whose records need to be purged from the pending area. After finding the employee, select the Update icon then click on *Select All* before selecting *Purge.*

Moving Records to Active

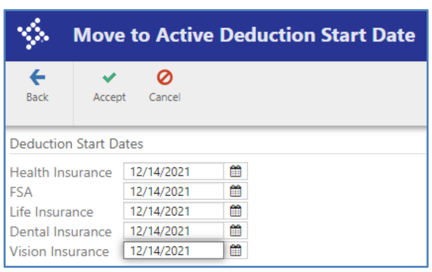
Records can remain in the Pending area until the user is ready to move the records to active. When records need to be moved, there are several ways to accomplish this task.

Moving all pending records to active

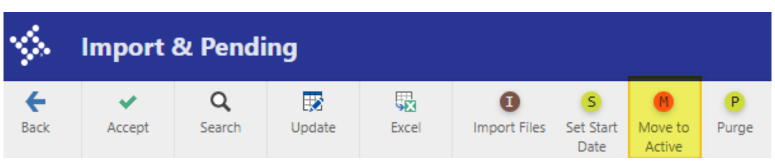
1. From the Import & Pending screen, select **Update** and choose ***Select All*** from the ribbon then click **Accept**:



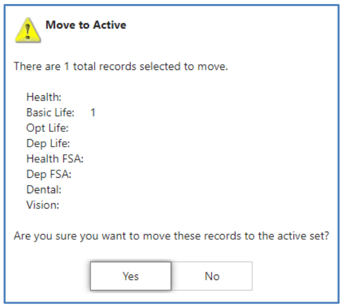
2. The next step is to choose ***Set Start Date***. You will enter the deduction start date for each deduction type into the screen:



Select ***Move to Active***:

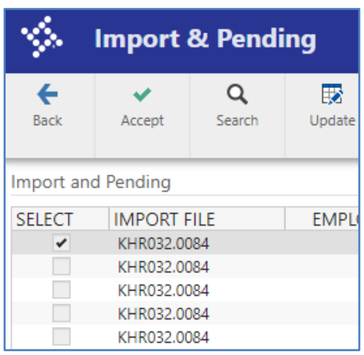


3. Select **Yes** if you are ready to move the selected records to active:



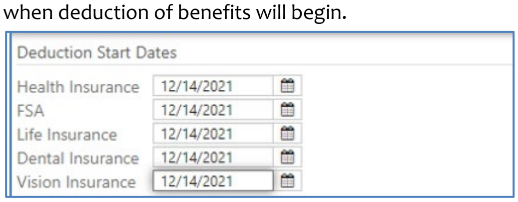
Moving a select amount of records

1. From the Import & Pending screen, select **Update** then choose the records you want to move to active by checking the box.

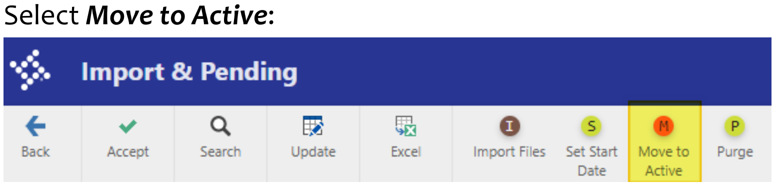


Click **Accept** after you've checked the boxes of each employee's record you want to move to active.

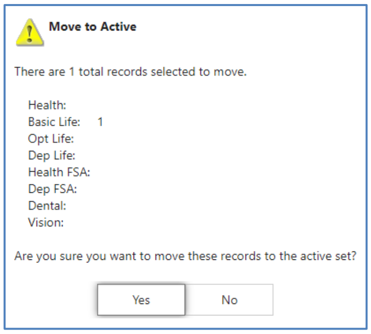
2. Choose ***Set Start Date*** and enter the deduction start date for each of the benefit types:
Example screen shot only-These dates are determined by each district, but should be a date within the payroll date range of the payroll when deduction of benefits will begin.



3. Select ***Move to Active***:



4. Select **Yes** if you are ready to move the selected records to active:

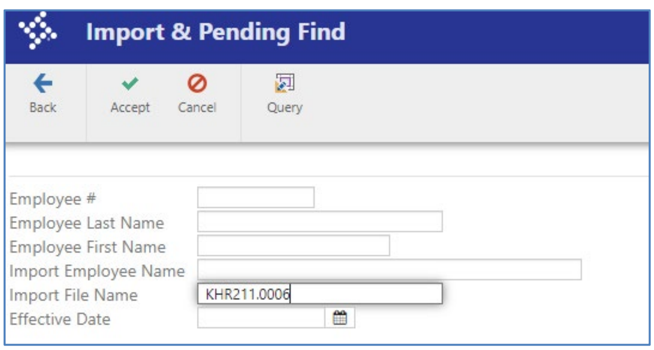


Find a Set of Records to Move to Active

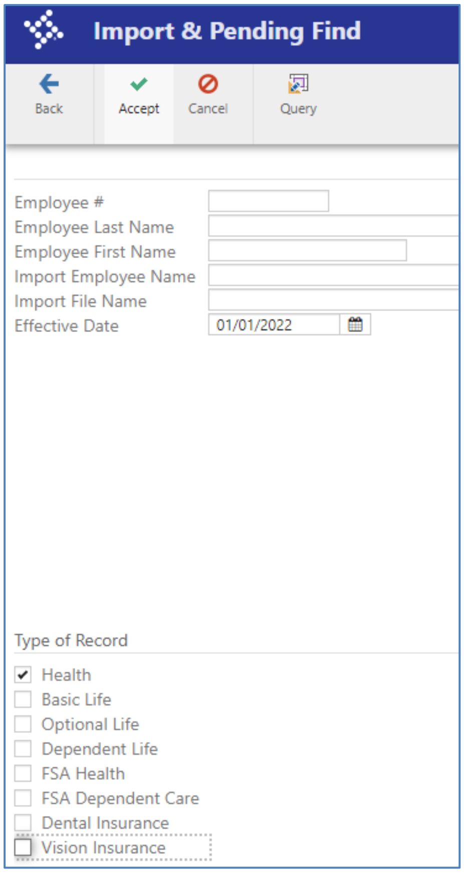
If you have a large number of import records and need to find a particular Import File number or an effective date, a Search can be performed from the Import & Pending screen. Any combination of criteria can be entered into the Search screen.

Examples of Search Criteria:

Based on the criteria entered into this screenshot, only the pending records that are associated with import file number KHR211.0006 will be found:



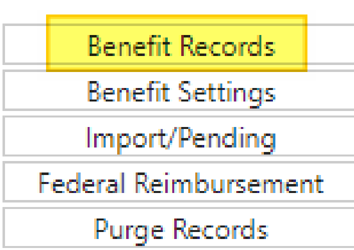
Based on the criteria entered into this screenshot, only health records with the effective date of 01/01/2022 will be found:



After records have been selected, you will then select *Set Start Date* to enter the deduction start date for each benefit type and then choose *Move to Active*.

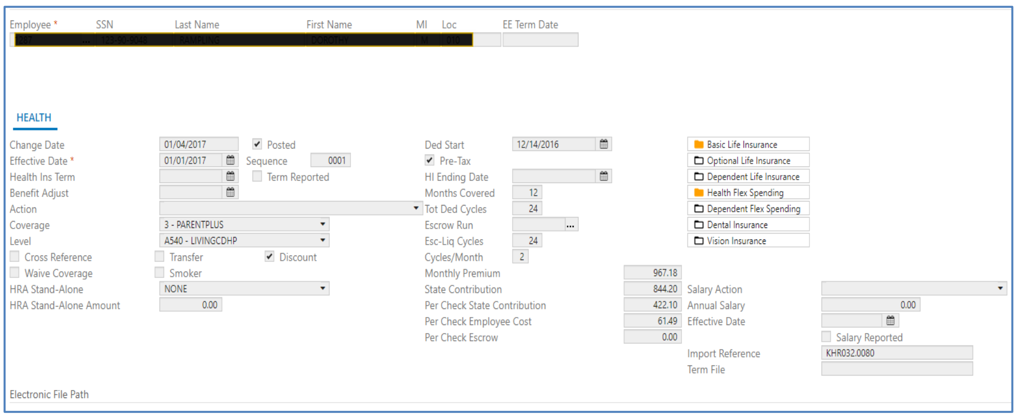
Benefit Records

Select ***Benefit Records*** from the KY Employee Benefits main screen.



Important to Note:

1. This portion of the KY Employee Benefits program contains records that have been moved from the pending area and are either ready for the update deductions step or have already had that step processed.
2. All pieces of the health insurance record are available on one screen.
3. Other benefit information such as life and flexible spending accounts are available by selecting the folder on the employee's health insurance record.
4. If a folder is yellow, that indicates the employee has that type of benefit.
5. If the employee does not have the benefit, the folder will be gray. In the example shown below, this employee has health care flex spending in addition to a health record and basic life.



Current Find

Selecting **Current Find** will produce the most recent record for each employee in the benefit records program based on effective date and sequence number.

Global Copy

This option creates a new set of records based on a found set. This option would be used in a situation such as the new-year import files were processed and deductions updated prior to all December payrolls being completed. **Global Copy** would take a pre-defined set of enrollment records and copy them so a user could process update deductions to correct the error of processing the open enrollment file too early.

Term Gen

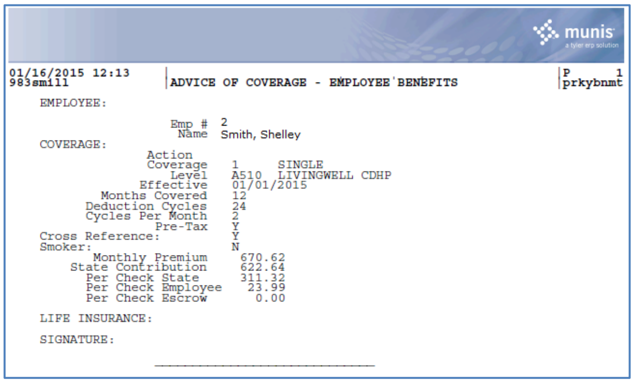
This option generates the terminated employee file. Instructions for the termination file are provided in the *Creating the Term File* section of this document.

Update Deds

This option creates and updates employee deductions from the active set. The process for updating deductions is found in the *Updating Deductions* section of this document.

Advice

Prints employee coverage advices. Find the employee(s) whose advice needs to be printed or displayed and select Advice from the Benefit Records screen.



```
01/16/2015 12:13     ADVICE OF COVERAGE - EMPLOYEE BENEFITS     P        1
983smill                                                        prkybnmt
    EMPLOYEE:
                  Emp #  2
                   Name  Smith, Shelley
    COVERAGE:
                 Action
               Coverage   1     SINGLE
                  Level   A510  LIVINGWELL CDHP
              Effective   01/01/2015
         Months Covered   12
       Deduction Cycles   24
       Cycles Per Month   2
                Pre-Tax   Y
    Cross Reference:      Y
    Smoker:               N
        Monthly Premium    670.62
     State Contribution    622.64
        Per Check State    311.32
        Per Check Employee  23.99
        Per Check Escrow     0.00

    LIFE INSURANCE:

    SIGNATURE:
               ______________________________
```

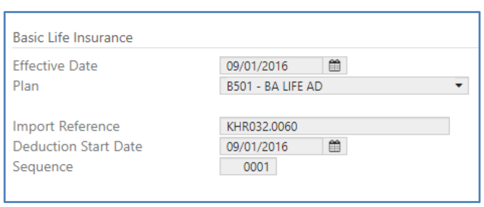
Additional Benefits

Life & FSA Benefit Records

Additional benefits information is contained on separate screens on the benefit record. A yellow folder on the benefit record indicates the employee has that benefit. When a folder is selected, the information for that particular benefit will be displayed.

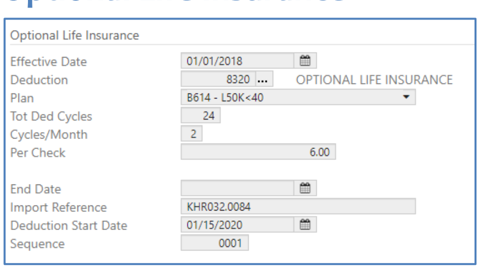
Examples of benefit records are shown in this section.

Basic Life Insurance



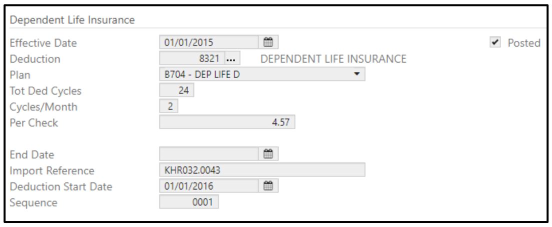
Basic Life Insurance	
Effective Date	09/01/2016
Plan	B501 - BA LIFE AD
Import Reference	KHR032.0060
Deduction Start Date	09/01/2016
Sequence	0001

Optional Life Insurance

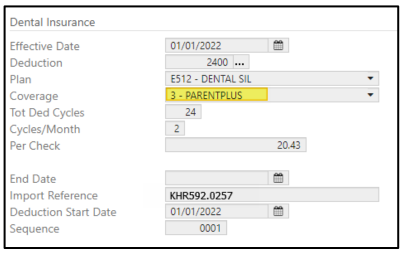


Optional Life Insurance	
Effective Date	01/01/2018
Deduction	8320 OPTIONAL LIFE INSURANCE
Plan	B614 - L50K<40
Tot Ded Cycles	24
Cycles/Month	2
Per Check	6.00
End Date	
Import Reference	KHR032.0084
Deduction Start Date	01/15/2020
Sequence	0001

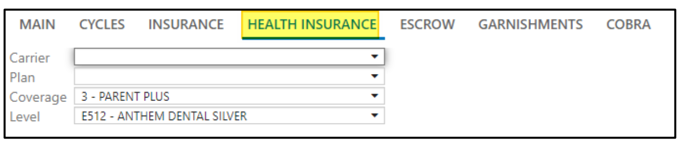
Dependent Life



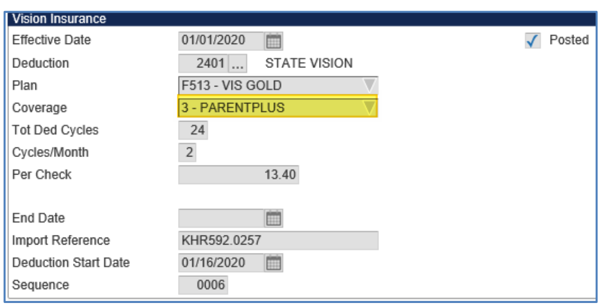
Dental Insurance



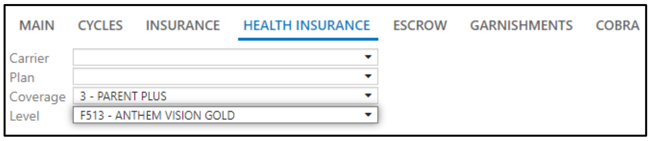
NOTE: The Dental Insurance benefit record now contains a “Coverage” field. The Coverage field information and the Level of Coverage (Plan) may also be found in the employee’s “Employee Deductions” record under the “Health Insurance” tab.



Vision Insurance

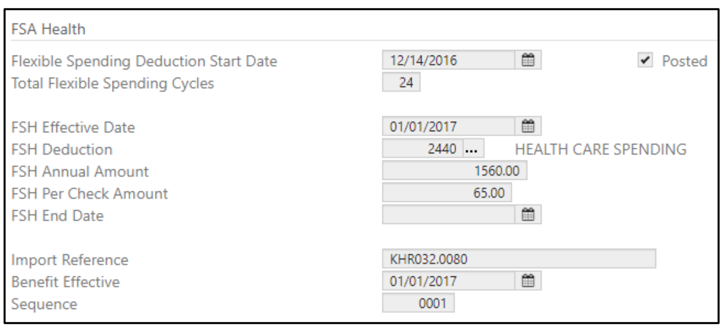


NOTE: The Vision Insurance benefit record now contains a “Coverage” field. The Coverage field information and the Level of Coverage (Plan) may also be found in the employee’s “Employee Deductions” record under the “Health Insurance” tab.



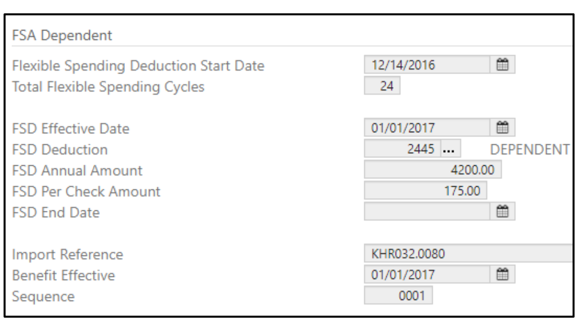
Flexible Spending Account – Health

This screen contains the information related to an employee's Health FSA which is pulled from the import file. **If there are less than a full calendar year's pay cycles remaining, the *Total Flexible Spending Cycles* field will need to be updated to reflect the number of deductions left for the calendar year.** The *FSH Per Check Amount* field will automatically calculate using the updated number in the *Total Flexible Spending Cycles* field. The update can be performed on the pending record prior to moving the benefit records to active. However, if the information was not updated prior to moving the record to active, the update must take place prior to updating deductions.



Flexible Spending Account – Dependent Care

This screen contains the information related to an employee's Dependent Care FSA which is pulled from the import file. If there are less than a full calendar year's pay cycles remaining, the *Total Flexible Spending Cycles* field will need to be updated to reflect the number of deductions left for the calendar year. The *FSH Per Check Amount* field will automatically calculate using the updated number in the *Total Flexible Spending Cycles* field. The update can be performed on the pending record prior to moving the benefit records to active. However, if the information was not updated prior to moving the record to active, the update must take place prior to updating deductions.



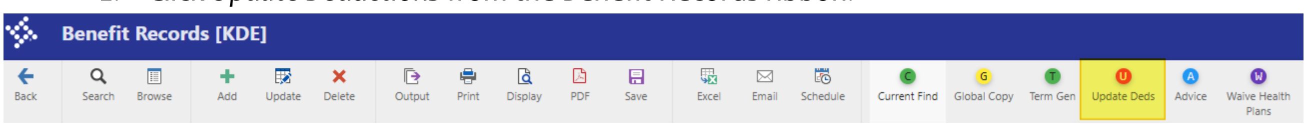
Post Tax Deductions

Health insurance records are posted to employee deductions as pre-tax deductions unless the Pre-Tax box on the employee's Benefit Record is "unchecked". Follow the steps below for each employee who should have a Post-Tax health insurance deduction:

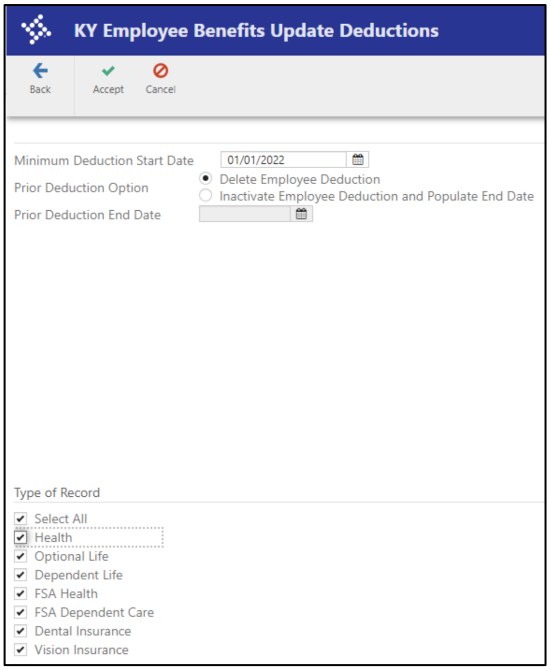
1. Make sure the Post-Tax deduction code has been entered into the Benefit Settings screen of the KY Employee Benefits program prior to updating the "Pre-Tax" box on the benefit record.
2. Find the employee's health insurance Benefit Record.
3. Click Update and "uncheck" the Pre-Tax box.
4. Click Accept.
   Note: After Update Deds is processed, go to Employee Deductions to verify that the Post-Tax deduction posted. If the employee had a previous pre-tax health deduction, manually delete the pre-tax health deduction leaving only the post-tax deduction in the employee's deduction records.

Updating Deductions

1. Perform a Current Find or find the record(s) that need to be processed.
2. Click *Update Deductions* from the Benefit Records ribbon.



3. Select **Define**.
   a. Enter a **Minimum Deduction Start Date.** Only benefit records with a Deduction Start Date as of that date or later will be processed during the Update Deduction process. Any unposted records with a Deduction Start Date that falls before this date will be ignored.



There are two options to choose from when updating deductions.

- Delete Employee Deduction – ***This is the most common option used by districts.*** This option will delete the existing employee deductions for health, life and FSA and replace with the new amounts. When selecting Delete Employee Deduction, no Prior Deduction End Date is entered.
- Inactivate Employee Deduction and Populate End Date – This option will keep the existing employee deduction records and establish an end date based on the date that is entered into the Prior Deduction End Date field.

Choose an option to proceed then click **Accept**. Again, the most commonly used option **is *Delete Employee Deduction***.

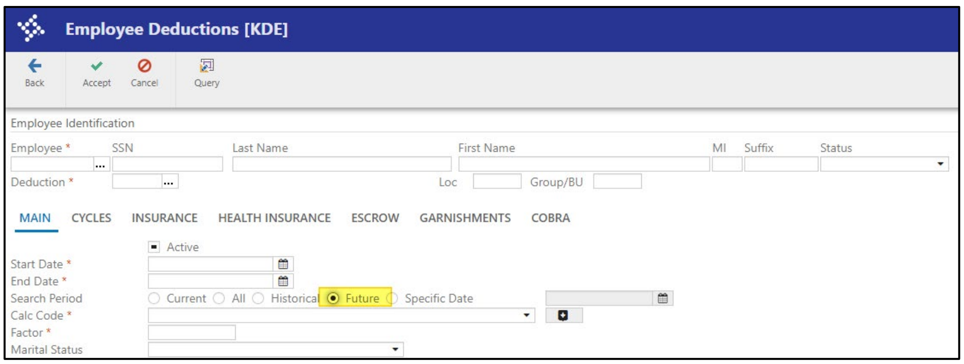
NOTE: New for 2020-Districts now have the option to choose which type of deductions are being updated. You may also choose "Select All."

NOTE** When choosing "Select All" be sure all boxes show check marks.

5. Select ***Output-Post*** and choose an output method. Review the report to make sure the information was correct. There should be both an employee and employer deduction code listed for each employee with health insurance.
6. Select ***Yes*** to the *Update Employee Deductions Records?* message if you are ready to post.

Note: Review employee deduction records to make sure information posted correctly. Each employee should have employee and employer paid health premiums including employees who waive coverage.

Note: New feature- if searching for "Future" deductions in the Employee Deductions program, which are deductions that will begin at a future date, be sure to choose "Future." The program defaults to "Current" deductions, so you will need to choose "Search" and mark "Future" when searching for an employee's deductions beginning at a later date.



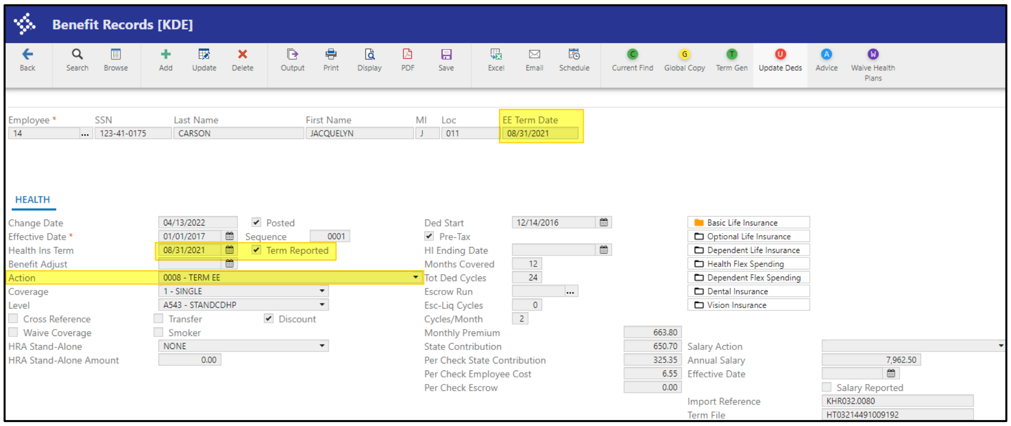
Creating the Term File

Prior to processing the steps on the Benefit Records screen, ensure a termination date has been entered on the Employee Master record. This process can be done at any time. There is no certain day of the week or month to process term files. They should be processed as soon as possible following the employee's termination. Note: There are a few exceptions to using Munis for term files. Some of these include LWOP and death of an employee. Follow the steps below to create the file:

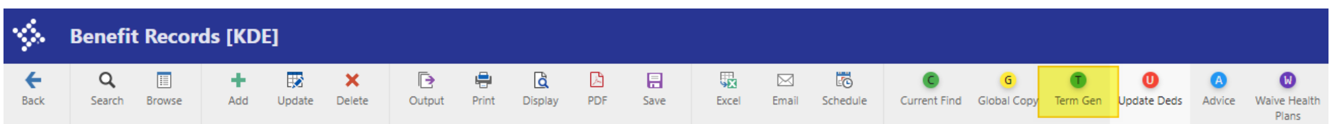
1. Find the employee's record in Benefit Records screen.
2. Enter the Health Ins Term Date-***Informational only for Munis processing and not used by DEI***.
3. Select the appropriate action code.
    a. 0008 – TERM EE
    b. 0051 - All plans end 07/31
    c. 0053 - All plans end 08/31
    **Please note summer term action codes have changed in FY 2020. Action codes 0050 and 0052 are no longer valid action codes and may not be used.

    Also as a reminder the MUNIS 0008 code should NOT be used for beginning Leave Without Pay. In order to end benefits in KHRIS for LWOP, please follow the instructions in the Benefits Administration User Guide, page 102.

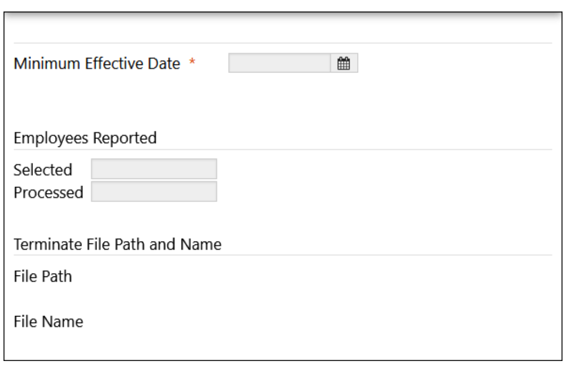
Example screen:



4. Select ***Term Gen*** from the Benefit Records screen.

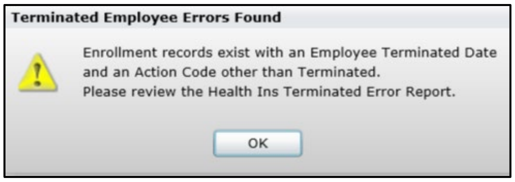


5. Select ***Define*** and enter an effective date. This date is the effective date that is found on the benefit enrollment record. For example, 01/01/2022. Typically, this would be January 1 of the current calendar year.

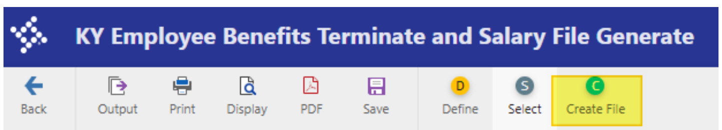


6. Choose ***Select.*** This process pulls the records that need to be reported on the Term file to DEI.

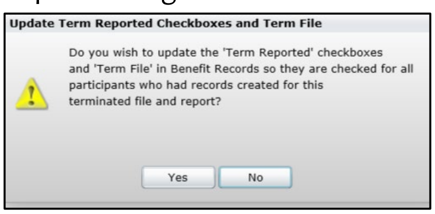
7. An error message may display. If an error is received, select OK to the message shown below then choose a report output method and review the report to view the employees in error. **<u>You can still generate a termination file for the employees who do not have an error.</u>**



8. Review the termination file report by selecting a report output method (example: Display). Select whether or not to include SSN then review the report for accuracy.
9. Select ***Create File.***

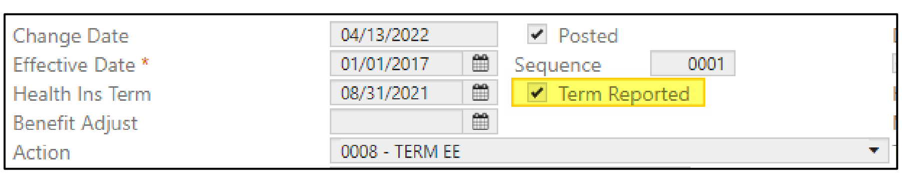


10. Select **Yes** to flag the employees as term reported then OK to the next message, Update Term Reported Flag.



11. The term file name will be displayed at the bottom of the screen:

12. The Term Reported box will now be checked on the employee's benefit record:



Federal Reimbursement File

The Kentucky Department of Education pays the employer portion of health insurance, life insurance, HRA costs and an administrative fee on behalf of school district employees. Districts are required to reimburse KDE for classified employees whose base pay is fully or partially paid from a federal grant and for certified employees whose base and extended day pay are fully or partially paid from a federal grant. After the final payroll for the month has been completed the federal reimbursement file must be generated and submitted to KDE along with payment.

Note: Extra earnings are not considered when calculating the federal portion of health insurance, administrative fee and life insurance. However, payroll must be processed using the appropriate object codes for the process to work properly. Supplemental earnings for classified employees should be paid using object code 0131 (Other Classified Pay) or 0132 (Classified Salaries Extra Pay). Supplemental earnings for certified employees should be paid using object code 0112 (Extra Duty-Contract); 0113 (Other Certified-Not part of contract); or 0114 (National Board Teacher Certification).

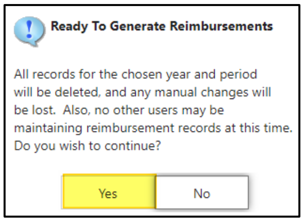
Generating the Federal Reimbursement File

1. Select ***Federal Reimbursements*** from the KY Employee Benefits main screen.
2. Select ***Define***.
3. Enter report criteria as follows:

Define Fields	Field Description
Billing Year	This is the calendar year for the file.
Billing Month	Select the month for the file.
Payroll Date Range	This range is based on a calendar month. If generating a file for October 2016, the date range would be 10/01/2016-10/31/2016.
Excluded Payrolls	This section is used to exclude payrolls that aren't needed to do the calculation for the month's federal reimbursement file. It is generally used to exclude payrolls for reimbursements processed during the summer. **Example:** If six payrolls are done in June that cover June, July and August for summer payrolls health insurance, you would exclude the payrolls not needed for each month's calculation. For instance, July's federal reimbursement file wouldn't use June and August payrolls so the warrants for June and August would be entered into the Excluded Payrolls section.

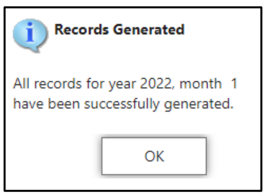
Select **Accept** after criteria has been entered.

4. Select ***Execute*** then select ***Yes*** to the following message if you are ready to generate the reimbursement records:



Note: Just as the warning states, proceeding with the execute step will delete previously generated records for the defined Billing Year/Month.

5. Select OK to the next message that appears:



6. Updating/Deleting/Adding Federal Reimbursement Records:

Updating a Record

Manual changes can be made by selecting ***Maintain*** from the *Federal Reimbursement* screen ribbon. Scroll through the records until you get to the one that needs to be modified. Update the field(s) on the record(s).

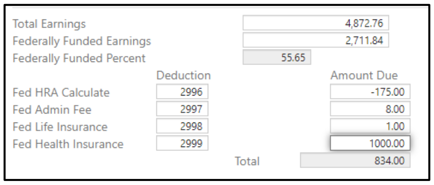
Scroll through the records to find the record that needs to be modified (or view in Browse format and select the record you want to update).

Listed below are some examples of records that would need to be modified after they are generated:

- Employee should have been listed on the prior month's file but employee wasn't processed as a federal employee until the current month. Update all fields by adding the prior month's premium to the current month's record.

- Employee was reported in the previous month as having waived coverage with HRA but should have been reported as having health insurance coverage. Update the *Fed HRA Calculate* field by inserting the amount with a negative sign in front of the number. Then update the *Fed Health Insurance* field to reflect the total of the previous month and current month's federal health

insurance cost (example below uses $500 per month as employer health insurance cost).
Example:



	Deduction		Amount Due
Total Earnings		4,872.76	
Federally Funded Earnings		2,711.84	
Federally Funded Percent		55.65	
Fed HRA Calculate	2996		-175.00
Fed Admin Fee	2997		8.00
Fed Life Insurance	2998		1.00
Fed Health Insurance	2999		1000.00
		Total	834.00

<u>Deleting a Record</u>
Listed below are a couple of examples for when an employee's record would need to be deleted before submitting the federal reimbursement file:

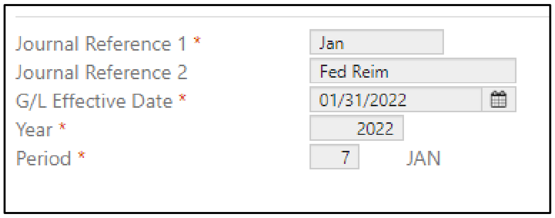
- Occasionally, an employee is inadvertently paid with federal funds and the federal reimbursement record needs to be deleted prior to creating the file.
- If your district's first paycheck for teachers, for example, is August 31st but the August federal reimbursement for those staff members was already processed earlier in the summer, the teacher's federal reimbursement records would need to be deleted prior to creating the file. Failing to delete the records would result in double payment of the reimbursement.

To delete a federal reimbursement record, select *Maintain* from the *Federal Reimbursement* screen after the records have been generated. Scroll to the employee's record that needs to be removed and select the red X at the top of the screen. This will delete that employee's federal reimbursement record.

<u>Adding a Record</u> – In order to add an employee to the file, federal earnings history must exist within the past 12 months. Select the green plus (+) sign at the top of the screen and add the employee's information along with the reimbursement amounts.

7. After the records have been reviewed and no additional changes are needed, close the *Maintain* screen.
8. Make sure the screen reflects the correct Billing Year, Billing Month and Payroll Date Range. If the correct information is not displayed, select Define then enter the criteria. (Do not select Execute again as all manual changes will be lost.)
9. Select ***G/L Post***.

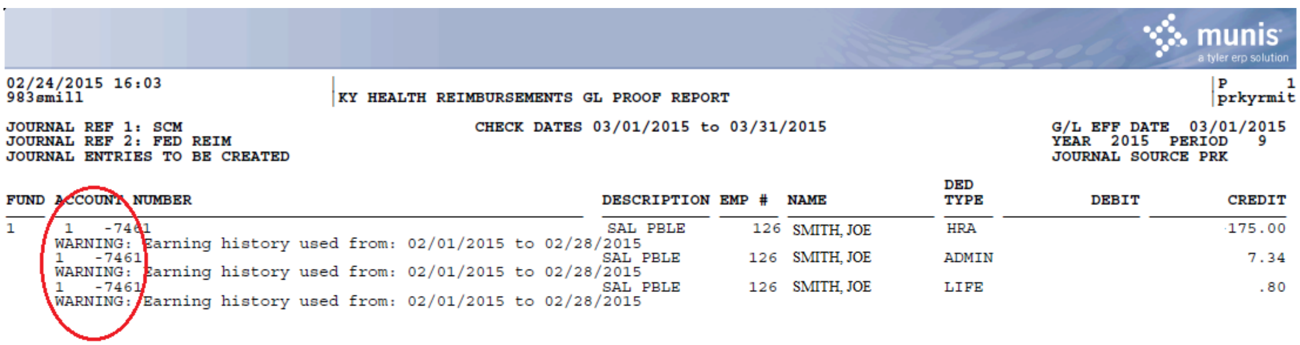
10. Select ***Define***, enter criteria into the screen then select *Output-Post*. This step creates a journal with a source code of PRK.



Journal Reference 1 *	Jan	
Journal Reference 2	Fed Reim	
G/L Effective Date *	01/31/2022	
Year *	2022	
Period *	7	JAN

Notes:

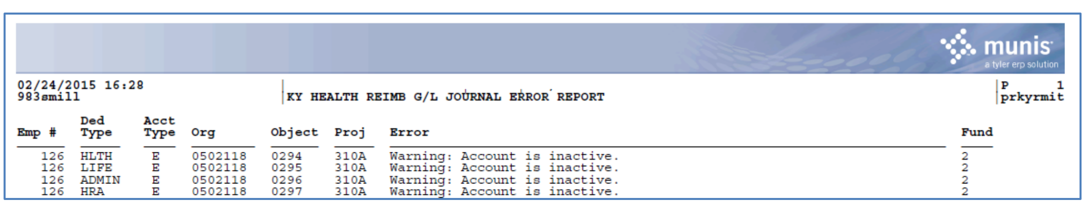
Adding records when no current month federal earnings history exists: If an employee has been added but has no current month federal earnings history but does have federal earnings history within the past 12 months, a warning will appear on the G/L Proof report that will show the timeframe of earnings history that was used when posting the reimbursement amounts. Example:



```
02/24/2015 16:03                                                                              P        1
983smill                    KY HEALTH REIMBURSEMENTS GL PROOF REPORT                         prkyrmit

JOURNAL REF 1: SCM                   CHECK DATES 03/01/2015 to 03/31/2015         G/L EFF DATE  03/01/2015
JOURNAL REF 2: FED REIM                                                           YEAR  2015  PERIOD   9
JOURNAL ENTRIES TO BE CREATED                                                     JOURNAL SOURCE PRK

                                                                          DED
FUND ACCOUNT NUMBER                         DESCRIPTION EMP #  NAME        TYPE        DEBIT       CREDIT
1      1    -7461                            SAL PBLE    126   SMITH, JOE  HRA                     175.00
     WARNING: Earning history used from: 02/01/2015 to 02/28/2015
     1    -7461                              SAL PBLE    126   SMITH, JOE  ADMIN                     7.34
     WARNING: Earning history used from: 02/01/2015 to 02/28/2015
     1    -7461                              SAL PBLE    126   SMITH, JOE  LIFE                       .80
     WARNING: Earning history used from: 02/01/2015 to 02/28/2015
```

Posting to Inactive or Closed G/L Accounts : If an employee is added to the file but the account number is not active or does not exist, you will receive an error message during the G/L Post process.

Select ***Yes*** to the message and review the error listing. Example:



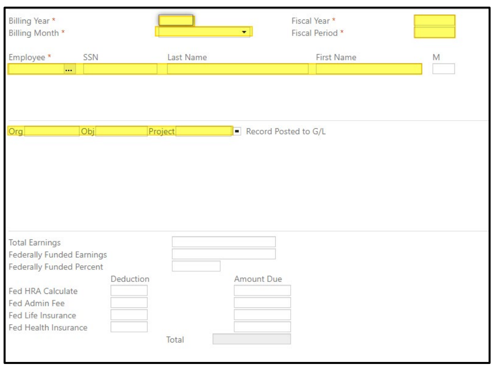
```
02/24/2015 16:28                                                                  P        1
983smill                    KY HEALTH REIMB G/L JOURNAL ERROR REPORT             prkyrmit

         Ded    Acct
Emp #    Type   Type  Org       Object  Proj   Error                              Fund
   126   HLTH    E    0502118   0294    310A   Warning: Account is inactive.      2
   126   LIFE    E    0502118   0295    310A   Warning: Account is inactive.      2
   126   ADMIN   E    0502118   0296    310A   Warning: Account is inactive.      2
   126   HRA     E    0502118   0297    310A   Warning: Account is inactive.      2
```

Consult with someone in the finance department to see if the accounts need to be activated or if different accounts should be used when posting. If different accounts should be used, select ***Fix*** then update the account numbers on each record.

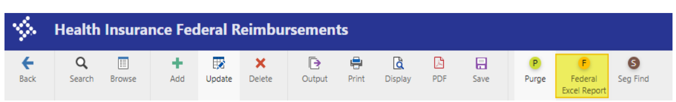
Federal Excel Reimbursement Report

Districts are required to provide detailed information on each expenditure code that appears on various financial reports for certain grants. This includes salary and benefit information, federal health insurance, HRA, admin and life fees. Additional fields were added to the Federal Reimbursement Maintain screen and ribbon allowing districts to search for and export this information to Excel for reporting purposes.

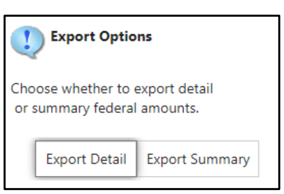
1. **Maintain** Screen:
   a. Districts may search by any of the fields highlighted in yellow. This includes:
      i. Billing Year/Month
      ii. Fiscal Year/Period
      iii. Employee Name
      iv. SSN
      v. Employee Number
      vi. GL Account String



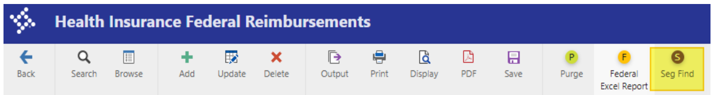
   b. Districts may also search for a series of years or months/periods using Munis search symbols.
   c. Once the search fields are chosen, click "Accept" and then choose "**Federal Excel Report"** on the ***Maintain*** Screen ribbon**.**



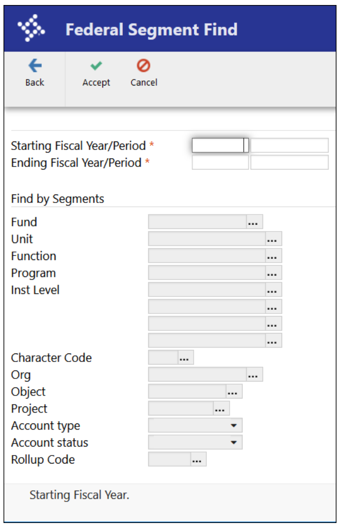
   d. You will choose either **Export Detail** or **Export Summary** for the report.
      i. Export Detail will provide information for each GL account string on separate lines for each employee.
      ii. Export Summary will combine all GL account strings into one summarized line for each employee.



2. **Segment Find:**
   a. Districts may also search using the **Seg Find** feature on the **Maintain** ribbon:



   b. When you choose **Seg Find**, this screen appears:



   c. Districts may search GL segments based on Fiscal Year/Period beginning and end dates and choose **Federal Excel Report** on the **Maintain ribbon** to view the results.

Example of Federal Excel Report (**Export Detail**):

	A	B	C	D	E	F	G	H	I	J	K
1	Employee	Name	Billing Year	Billing Month	Fiscal Year	Fiscal Month	Org	Object	Project	Posted	Total Earnings
2	1	DOE, JOHN	2018	8	2019	2	0132121	0110	337D	N	2,644.21
3	1	DOE, JOHN	2018	8	2019	2	0132121	0110	337E	N	2,644.21
4	1	DOE, JOHN	2018	9	2019	3	0132121	0110	337E	N	5,288.42
5	1	DOE, JOHN	2018	8	2019	2	0002052	0110	320EE	N	5,222.76
6	1	DOE, JOHN	2018	8	2019	2	0002052	0111	320EE	N	1,271.14
7	1	DOE, JOHN	2018	9	2019	3	0002052	0110	320EE	N	5,222.76
8	1	DOE, JOHN	2018	9	2019	3	0002052	0111	320EE	N	1,271.14
9	2	SMITH, JANE	2018	8	2019	2	0002227	0110	320EE	N	5,471.00
10	2	SMITH, JANE	2018	8	2019	2	0002227	0111	320EE	N	1,476.30
11	2	SMITH, JANE	2018	9	2019	3	0002227	0110	320EE	N	5,471.00
12	2	SMITH, JANE	2018	9	2019	3	0002227	0111	320EE	N	1,476.30

	L	M	N	O	P	Q	R	S	T	U	V
1	Federal Earning	Federal Percent	HRA	HRA Amount	Admin	Admin Amount	Life Ins	Life Ins Amount	Health I	Health Ins Amount	Total Amount
2	2,644.21	50.000	0297	0.00	0296	4.14	0295	0.50	0294	330.02	334.66
3	2,644.21	50.000	0297	0.00	0296	4.14	0295	0.50	0294	330.02	334.66
4	5,288.42	100.000	0297	0.00	0296	8.28	0295	1.00	0294	660.04	669.32
5	5,222.76	80.430	0297	0.00	0296	6.66	0295	0.80	0294	594.09	601.55
6	1,271.14	19.570	0297	0.00	0296	1.62	0295	0.20	0294	144.55	146.37
7	5,222.76	80.430	0297	0.00	0296	6.66	0295	0.80	0294	594.09	601.55
8	1,271.14	19.570	0297	0.00	0296	1.62	0295	0.20	0294	144.55	146.37
9	5,471.00	78.750	0297	0.00	0296	6.52	0295	0.79	0294	509.48	516.79
10	1,476.30	21.250	0297	0.00	0296	1.76	0295	0.21	0294	137.48	139.45
11	5,471.00	78.750	0297	0.00	0296	6.52	0295	0.79	0294	509.48	516.79
12	1,476.30	21.250	0297	0.00	0296	1.76	0295	0.21	0294	137.48	139.45

Example of Federal Excel Report (**Export Summary**):

	A	B	C	D	E	F	G	H	I	J
1	Employee	Name	Billing Year	Billing Month	Fiscal Year	Fiscal Month	Posted	Total Earnings	Federal Earnings	Federal Percent
2	1	Doe, John	2018	7	2019	1	N	6,493.90	6,493.90	100.000
3	2	Smith, Jane	2018	7	2019	1	N	6,947.30	6,947.30	100.000

	K	L	M	N	O	P	Q	R	S
1	HRA	HRA Amount	Admin	Admin Amount	Life Ins	Life Ins Amount	Health Ins	Health Ins Amount	Total Amount
2	0297	0.00	0296	8.28	0295	1.00	0294	738.64	747.92
3	0297	0.00	0296	8.28	0295	1.00	0294	646.96	656.24

Note: All districts are **required to have all 4 objects codes (0294-0297) set up in Munis.** If you are missing any of the object codes in Munis, this reporting process will not work correctly.

Submitting the Federal Reimbursement File

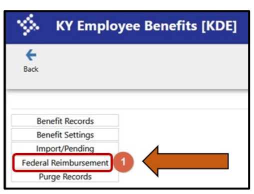
In January 2023, the Kentucky Department of Education (KDE), Division of District Support created a **NEW** report submission process. With this process the districts will be exporting and uploading a specific report generated from Munis into a KDE SharePoint site. Below are the instructions that each district will follow to export this specific report and to upload that report to the SharePoint site each month.

Note: This process is separate from the payment process.

Steps to Create the Federal Reimbursement File

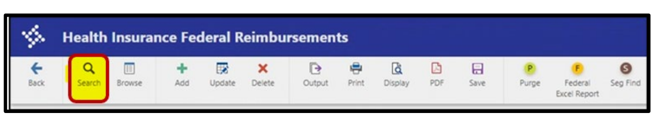
NOTE: The steps below detail generating a report that does not contain employee social security numbers. The report below is different from the report that was submitted in years past. Districts must submit this new report. **Any submissions of the old report/electronic fille will not be accepted.**

1. Each month you will generate the Federal Reimbursement File according to the "KY Employee Benefits Munis Processing Guide".
   NOTE: This process has not changed.
2. Once you have generated the Federal Reimbursement File (step #1), follow the steps below to generate the **Federal Excel Report.** In Munis from the **KY Employee Benefits** main screen, select **Federal Reimbursement.**



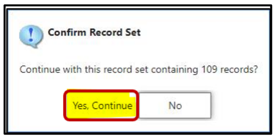
3. On the **Federal Reimbursement** screen ribbon select the **"Maintain"** button.

4. On the **Maintain** screen select the **"Search"** button.

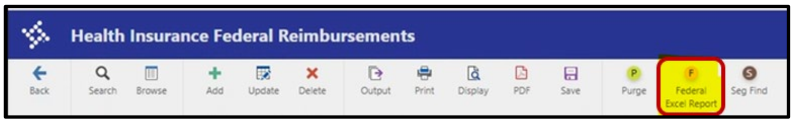


5. In **Search** enter the details to generate the report for a specific month and year. Choose ***either*** Billing Year & Billing Month ***or*** Fiscal Year & Fiscal Period. Once the search fields are chosen, click on **"Accept"**.

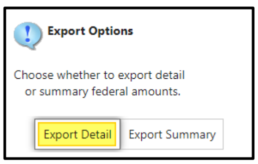
6. A popup box will appear, just click on "**Yes, Continue**".



7. Now click on the "**Federal Excel Report"** button.



8. You will get a pop-up box with 2 options, choose the "**Export Detail**" option. Once the report has opened you will need to save the report to your computer for submission to KDE.



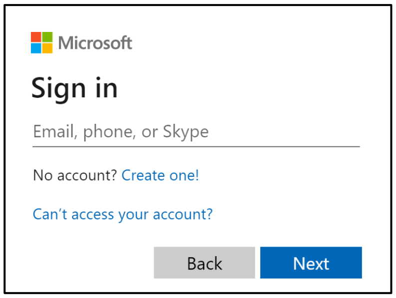
9. When saving the file and to help prevent files from being overwritten please save the file with the naming feature FR0123001org. If you are uploading a revised file, please indicate that in the file name by adding rev. **Failure to follow these steps could cause the loss of critical data.**
   - FR – Federal Reimbursement
   - 01 – Billing Month
   - 23 – Billing Year
   - 001 – District number
   - Org or Rev – Original or Revised

10. Below is an example of the "**Federal Excel Report**" (Export Details).

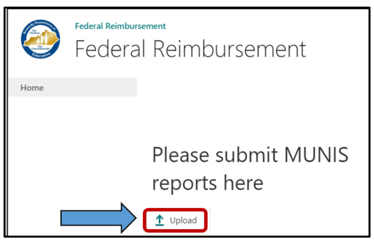
Employee	Name	Billing Year	Billing Month	Fiscal Year	Fiscal Month	Org	Object	Project	Posted	Total Earnings	Federal Earnings	Federal Percent	HRA	HRA Amount	Admin	Admin Amount	Life Ins	Life Ins Amount	Health Ins	Health Ins Amount	Total Amount
1001	DICK, TOM	2022	5	2022	11	0702203	0130	672G	Y	2,419.98	2,419.98	100.000	0297	175.00	0296	8.00	0295	1.00	0294	0.00	184.00
1015	DOE, JOHN	2022	5	2022	11	0802012	0130	310I	Y	1,532.02	1,532.02	100.000	0297	175.00	0296	8.00	0295	1.00	0294	0.00	184.00
2012	FANCY, NANCY	2022	5	2022	11	0702203	0130	672G	Y	727.02	727.02	100.000	0297	0.00	0296	8.00	0295	1.00	0294	0.00	9.00
2000	GOOSEY, LUCY	2022	5	2022	11	0002121	0110	337I	Y	4,881.42	4,881.42	100.000	0297	0.00	0296	8.00	0295	1.00	0294	899.34	908.34
1020	HARRY, TOM	2022	5	2022	11	0051037	0130	9649A	Y	135.10	0.00	0.000	0297	0.00	0296	0.00	0295	0.00	0294	0.00	0.00
1020	HARRY, TOM	2022	5	2022	11	0602037	0130	554GD	Y	2,566.80	2,566.80	95.000	0297	0.00	0296	7.60	0295	0.95	0294	854.37	862.92
3000	SMITH, JANE	2022	5	2022	11	0501118	0110	9398A	Y	510.96	0.00	0.000	0297	0.00	0296	0.00	0295	0.00	0294	0.00	0.00
3000	SMITH, JANE	2022	5	2022	11	0502118	0110	15FI	Y	985.44	0.00	0.000	0297	0.00	0296	0.00	0295	0.00	0294	0.00	0.00
3000	SMITH, JANE	2022	5	2022	11	0502118	0110	310I	Y	2,153.36	2,153.36	59.000	0297	103.25	0296	4.72	0295	0.59	0294	0.00	108.56

Steps to Submit the Report

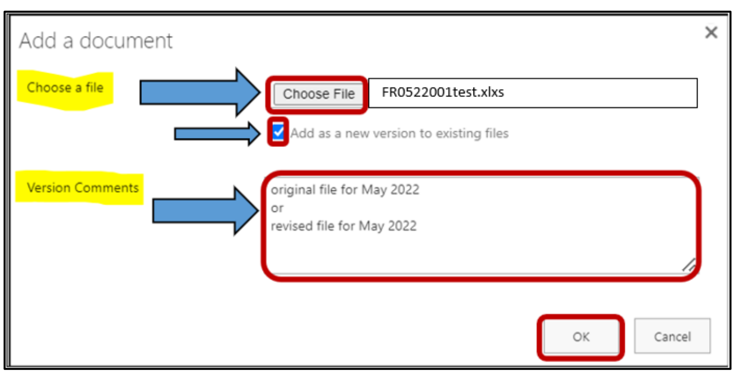
1. To submit the **Federal Excel Report** to KDE, click on the following SharePoint link: https://staffkyschools.sharepoint.com/sites/dsapps/fedreimburse/SitePages/Home.aspx
2. If prompted, enter your appropriate Microsoft Credentials.



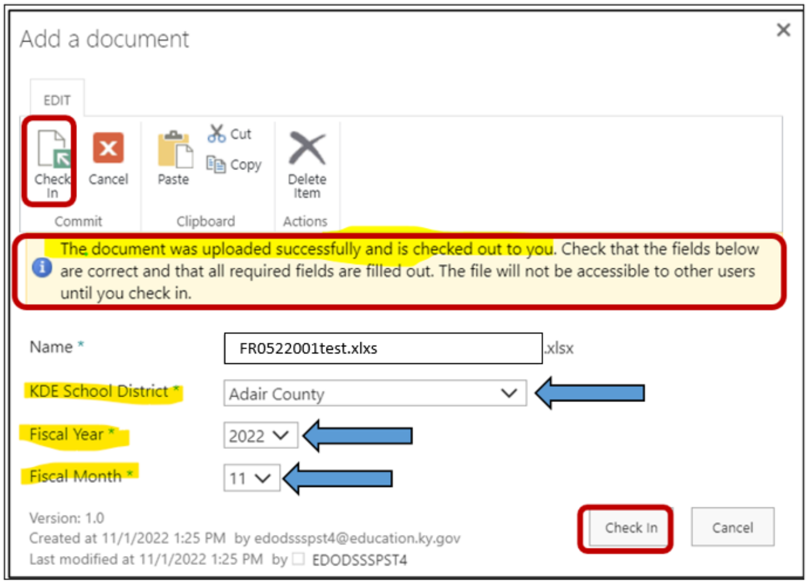
3. Once logged in you will see the below webpage screen. To submit a report, click on the "**Upload**" button.



4. A dialog box will appear, beside **Choose a file** click on the "**Choose File**" button to upload the specific report. The **checkbox** beside "Add as a new version to existing files" should always be checked. Beside **Version Comments** please provide a **comment** that indicates if this file is the original file or a revised file. Also provide the billing month, and billing year that the file corresponds too, then click the "**OK**" button.



5. A second Add a document dialog box will open. The "**Name**" field will be prepopulated, which is the name of the file that you uploaded. On the next items click on the dropdown box beside each item and select the appropriate **district**, **fiscal year**, and **fiscal month**, then click either of the "**Check In**" boxes to finish. Please **note** at the top of the **Add a document** dialog box that it indicates that the document was **uploaded successfully**.



6. Once the file has been **Checked In** you will receive a confirmation email that the file has been received.

If you have questions or a problem with the SharePoint submission process, please contact the Financial Management Branch Staff at 502-564-3846:

- Jackie Chism extension #4445 or jackie.chism@education.ky.gov
- Gail Cox extension #4462 or gail.cox@education.ky.gov

NOTE: To add or remove a User from the "**Federal Reimbursement of Health Benefits**" process please send an email to finance.reports@education.ky.gov with "Federal Reimbursement user change" in the subject line.

Journal Entry Required for Federal Reimbursement Payment

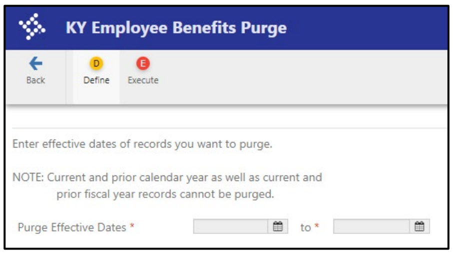
During the federal reimbursement posting process, the insurance amounts automatically post to a salary and benefits payable account. Since payment is made electronically, a journal must be entered to post the payment. In most districts, the balance sheet object code used for federal reimbursement posting is 7461. If another balance sheet account is set up, that account will be used when posting the payment. The example below uses 7461 as the liability account and 6101 as the cash account.

Debit 10-7461 $5,000
Credit 10-6101 $5,000

Purging Records

There is a purge process available in the *KY Employee Benefits* program. However, benefit records are to be kept for the current and prior calendar years as well as the current and prior fiscal years.

Select ***Purge Records*** from the *KY Employee Benefits* main screen.



Select ***Define*** and enter the effective dates. Purge only one year of information at a time.

Example: 01/01/2019 to 01/01/2019 would be entered into the *Purge Effective Dates* fields.

Select ***Execute*** to complete the purge.

Note: If an effective date is entered that cannot be purged, the user will receive an error and will not be able to proceed. Example:

Ending purge Effective Date.
Ending purge Effective Date must be less than prior year.