

Instructions to Export and
Submit the Federal
Reimbursement of Health
Benefits Report through
KDE SharePoint
(NEW Submission Process)

Kentucky Department of Education
Office of Finance and Operations
Division of District Support
District Financial Management Branch

Dated 11/7/23

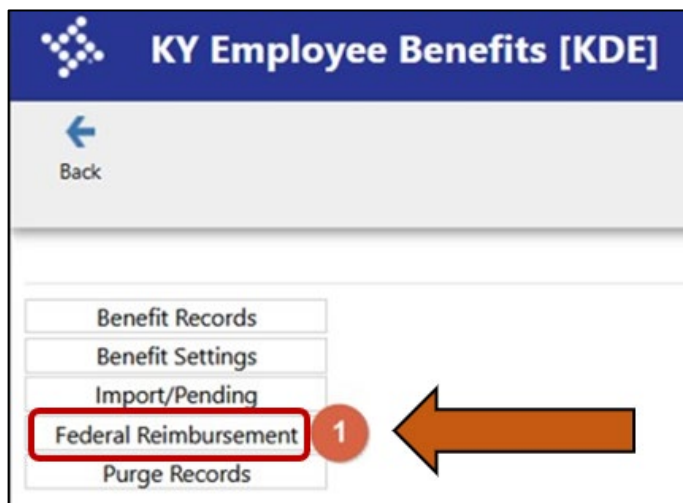
FEDERAL REIMBURSEMENT SUBMISSION PROCESS

The Kentucky Department of Education (KDE), District Financial Management Branch (DFMB) has created a **NEW** report submission process. With this process the districts along with the coops that are on MUNIS are to export a specific report generated from Munis and upload the report into the KDE SharePoint site. Below are the instructions that each district/coop will follow to export this specific report from Munis and to upload that exported report to the KDE SharePoint site each month. **PLEASE NOTE:** This process is separate from the payment process. The payment process has NOT changed. Please refer to the “[Federal Reimbursement of Health Benefits](#)” website document titled “*Guidance on ACH Pay Application*” for more information.

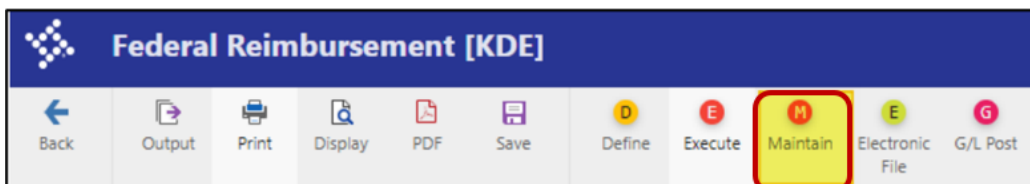
STEPS TO GENERATE THE EXPORT DETAIL REPORT

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 will NOT be accepted.

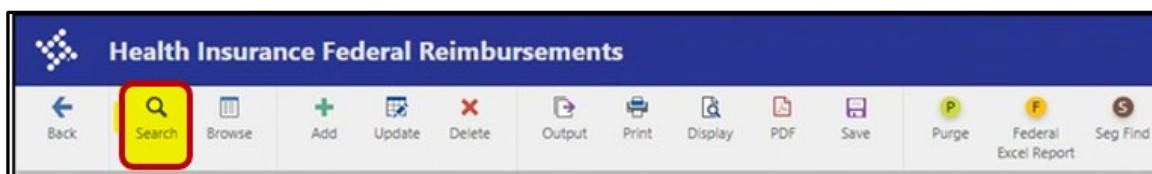
1. Each month you will generate the Federal Reimbursement File according to the “[KY Employee Benefits Munis Processing Guide](#)”. **NOTE:** This process has not changed and must be done first. Do **NOT** send this report as it contains SSN’s.
2. Once you have generated the Federal Reimbursement File (step #1), follow the steps below to generate the **Federal Excel Report**. In Munis from the **KY Employee Benefits** main screen, select **Federal Reimbursement**.



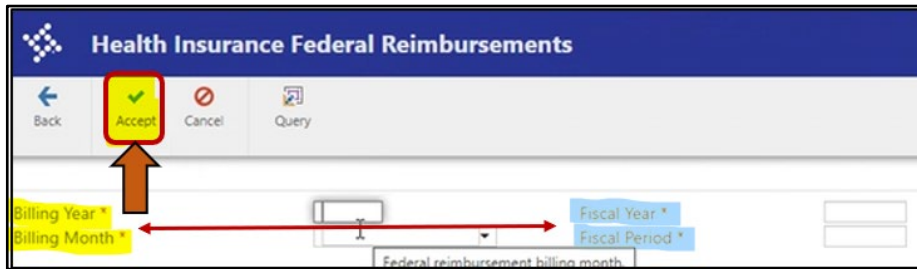
3. On the **Federal Reimbursement** screen ribbon select the “**Maintain**” button.



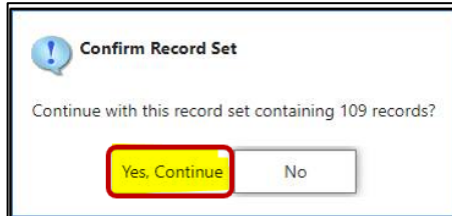
4. On the **Maintain** screen select the “**Search**” button.



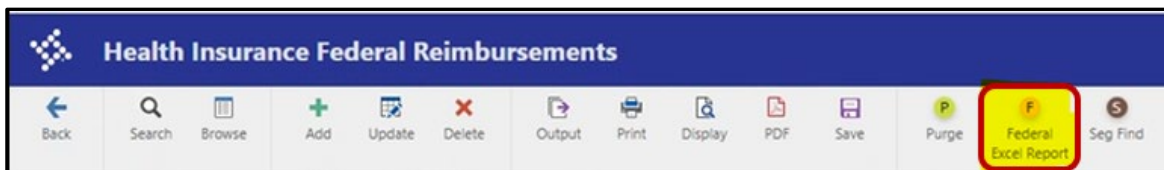
- In **Search** enter the details to generate the report for a specific month and year. Choose **Billing Year** & **Billing Month** since the files are based on those parameters. Once the search fields are chosen, click on “Accept”.



- A popup box will appear, just click on “Yes, Continue”.



- Now click on the “**Federal Excel Report**” button.



- 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 (see the details in the following step).**



- When saving the file and to help prevent files from being overwritten you must save the file with the following naming features. **Failure to follow these steps could cause the loss of critical data.**
 - For the original file add “ORG” to the file name Example FRMMYYNNNorg.
 - For a revised file add “REV” to the file name Example FRMMYYNNNrev.
 - For the June, July and/or August summer files add “SUM” to the file name Example FR0623NNNsum, FR0723NNNsum & FR0823NNNsum.

Breakdown of the File Name:

- **FR** – Federal Reimbursement
- **MM** – 2-digit Billing Month (01-Jan, 02-Feb, 03-March, etc.) this is the calendar month
- **YY** – 2-digit Billing Year (23 = 2023) this is the calendar year
- **NNN** – Your District/Coop’s 3-digit Number (refer to the “List of District & Coop numbers” posted on the website)
- **Org, Rev, or Sum** – Original, Revised, or Summer file for that Billing Month & Billing Year.

- Please **NOTE** that for June, July and/or August files you may have 2 files to submit to KDE. You will generate multiple files for the **summer payrolls** ran in June. You may have a file for July & August with **SUM** added to the file name for the **summer payroll (10- or 11-month employees)** and you may have a second file for July and/or August with **ORG** added to the file name for the **regular payroll (12-month employees)** if you choose to generate them separately. For June you will only have one **ORG** file (this would include all June payrolls) excluding the **summer payrolls** for July & August.
- Below is an example of the “**Federal Excel Report**” ([Export Details](#)).

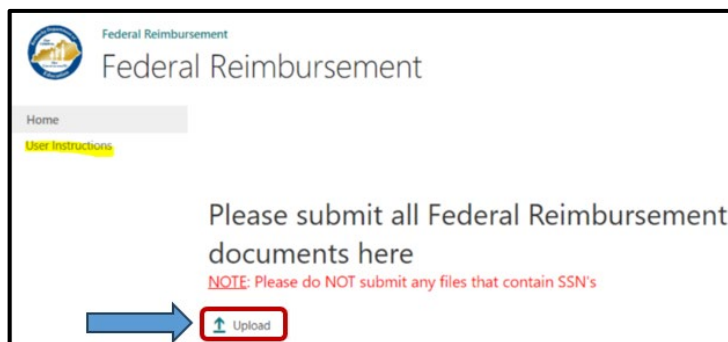
Employee Name	Billing Year	Billing Month	Fiscal Year	Fiscal Month	Org	Object	Project	Posted	Total Earnings	Federal Earnings	Federal Percent	HRA	HRA Amount	Admin	Admin Amount	Life Ins	Life Ins Amount	Health Ins	Health Ins Amount	Total Amount		
1001 DICK, TOM	2022	5	2022	11	0702203	0130	672G	Y	2,419.98	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 EXCEL REPORT ONLY

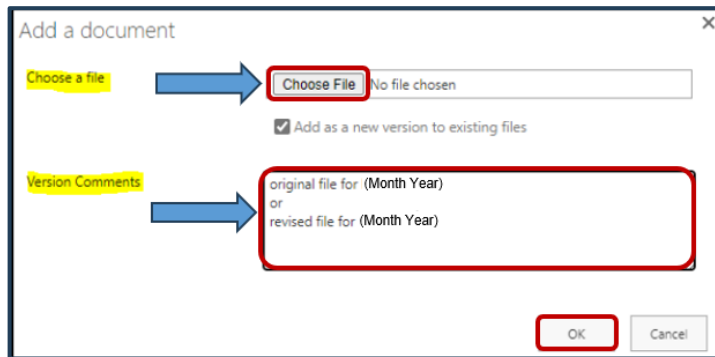
NOTE: Do NOT submit any documents that contain employee social security numbers. Any document that is submitted with SSN’s will NOT be accepted.

- To submit the **Federal Excel Report** to KDE, click on the following [SharePoint link](https://staffkyschools.sharepoint.com/sites/dsapps/fedreimburse/SitePages/Home.aspx): <https://staffkyschools.sharepoint.com/sites/dsapps/fedreimburse/SitePages/Home.aspx>. **NOTE:** Please note that SharePoint works better in a modern web browser like Microsoft Edge or Google Chrome.
- If prompted, enter your appropriate [Microsoft Credentials](#). **NOTE:** Please make sure that the email address used is employee.name@districtname.kyschools.us or you will not be able to gain access to the program. If you continue to have problems logging in, please send an email to finance.reports@education.ky.gov with “[Federal Reimbursement access issue – \(district name\)](#)” in the subject line.

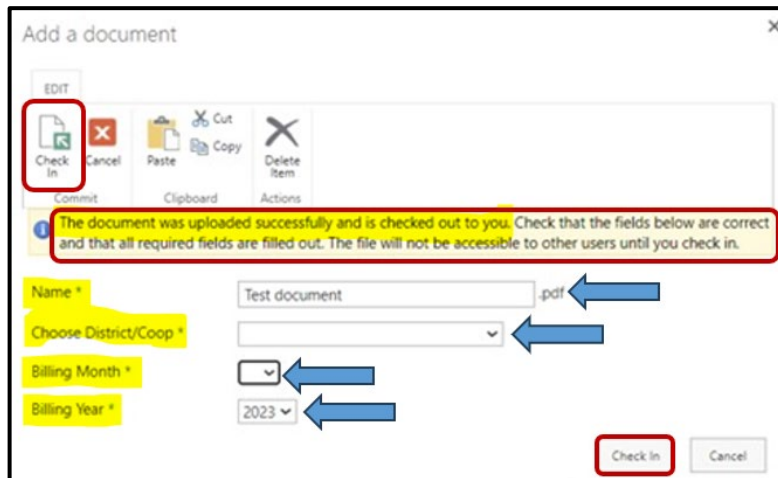
- Once logged in you will see the below webpage screen. To submit a report, click on the “**Upload**” button. **NOTE:** There is a link to the left that will take you to the most recent “**User Instructions**” located on the website.



- A dialog box will appear, click on the “**Choose File**” button to upload the specific report. In the box beside the **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 to, then click the “**OK**” button. **NOTE: The checkbox should always be checked.**



- In the second dialog box, the “**Name**” field will be prepopulated, this is the name of the file that you choose in the previous dialog box. Next, click on the dropdown box beside each item and select the corresponding **District/Coop**, **Billing Month**, and **Billing Year**, then click either of the “**Check In**” boxes to finish. Please **note** at the top of this dialog box it indicates that the document was **uploaded successfully**. See example screenshot below.



- Once the file has been **Checked In** you will receive a confirmation email that the file has been received. If you do not get a confirmation email, please let our office know.

KDE requests that the Federal Reimbursement file and payment be submitted to KDE within 30 days of the last payroll for the month.

If you have questions or a problem with the SharePoint submission process, please contact the District Financial Management Branch (DFMB) 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
- Kelli Young extension #4417 or kelli.young@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 – (district name)” in the subject line.