



Benefits Guide

Document Version 2.2

Advanced HR

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Document Revision History

The following table lists the major updates made to this document.

| Doc Version | Software Version | Date | Description |
|-------------|------------------|------------|---|
| 1.0 | 2.0 | 10/31/2017 | DRAFT in progress |
| 1.1 | 2.0 | 12/21/2017 | Added Open Enrollment feature and Monitor Open Enrollment screen. |
| 1.2 | 2.0 | 12/29/2017 | Added My Benefits Summary screen. Updated Plan / Policy screen. Updated Benefits menu screenshots. |
| 1.3 | 2.0 | 01/05/2018 | Added information to the Copying a Benefit section. |
| 1.4 | 2.0 | 01/22/2018 | Added ability to copy Carriers, Classes, General Agents, etc., to other companies. Reorganized the order of steps. |
| 1.5 | 2.0 | 04/06/2018 | Added support for Basic Life benefit plans. |
| 1.6 | 2.0 | 06/27/2018 | Removed note about Scheduled E/Ds overriding previous codes; the issue has been resolved. |
| 1.7 | 2.0 | 09/16/2018 | Added support for Short Term Disability (STD) & Long Term Disability (LTD) plans. Added setting up Life Event Reason codes. Added Quick Report Writer – Benefits Concept. |
| 1.8 | 2.0 | 09/25/2018 | Added sample Dependents and Beneficiaries sections to the Employee Benefits screen |
| 1.9 | 2.0 | 10/31/2018 | Added Benefits Details – Concept Reporting selection for Quick Report Writer. Added Life Event Reason Code default values. |
| 1.10 | 2.0 | 07/22/2019 | Added Enrollment Status item to the Benefits Details – Concept in order to show any plans the employee may have waived. |

| Doc Version | Software Version | Date | Description |
|-------------|------------------|------------|--|
| 2.0 | 2.0 | 10/08/2019 | Added support for additional benefit plans: FSA/HSA/DCA and Voluntary Life Plans. Major changes to the <i>Setting Up a Benefit Plan / Policy</i> and to the <i>Employees Enroll in Open Enrollment</i> sections. Added Carrier Feeds Integration with eBenefits Network (eBN). Added Smoker Rate column field. Changed screenshots throughout the guide to reflect the new user interface. |
| 2.1 | 2.0 | 10/23/2019 | Updated for improved Beneficiary section on Life Plans. |
| 2.2 | 2.0 | 09/17/2020 | Updated for new Eligible for Benefits notification. |

Audience and Additional Advanced HR Documentation

The intended audience for this guide is Service Bureau administrators and managers. It contains information about how to set up and use the Benefits feature in Advanced HR 2.0. The following is a list of the other Advanced HR 2.0 User Guides; all are available for viewing and/or download on the **Asure Support Portal**.

Advanced HR 2.0 User Guides:



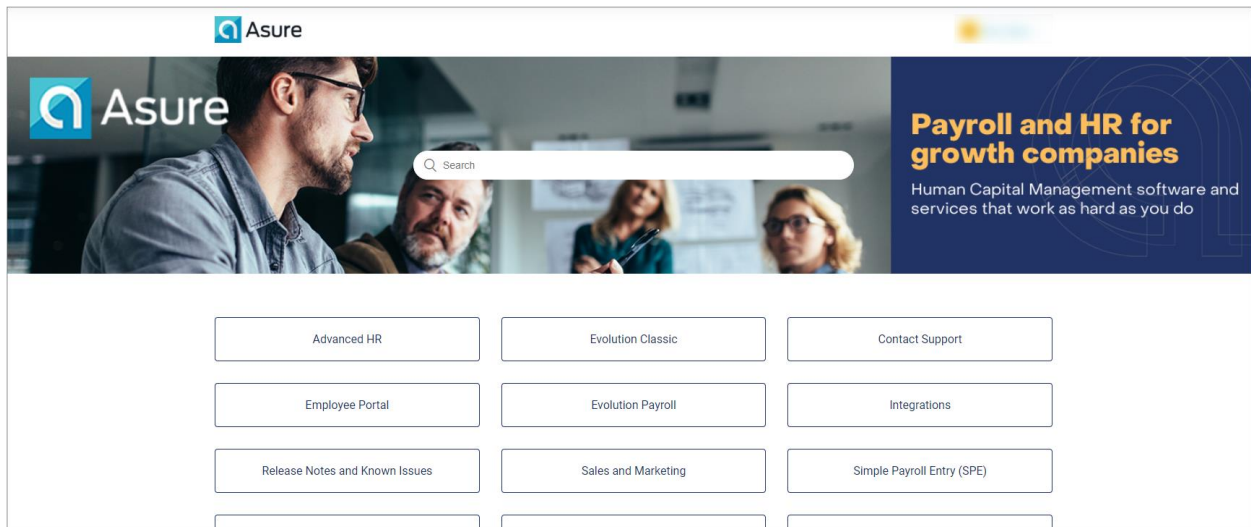
- Service Bureau Setup & Config Guide
- Administrator Guide
- Employee Maintenance Guide
- Direct Deposit Guide
- Notifications Guide
- Benefits Guide
- Time Off Guide
- W-4 Form Changes Request Guide
- Security Guide
- E-Signature Guide
- Applicant Tracking Guide
- Reporting Guide
- Customizing Security Roles/Users Guide
- Implementation Guide

Employee end users should refer to the separate document *Getting Started: Employee End User Guide* which describes Advanced HR from the employee user point of view.

Asure Support Portal

You can go to the Asure Support Portal at <https://support.asuresoftware.com/hc/en-us> to view the latest Advanced HR:

- Release Notes
- Training Guides
- User Manuals
- Instructional Videos
- Implementation Center materials



Asure Support Portal

Advanced HR Benefits Guide

Welcome to your Advanced HR Benefits Guide! Advanced HR allows the user to create benefits plans, assign them to employees, and track employee elections. Setting up a benefit plan starts on the **Benefits Plans / Policies** screen.

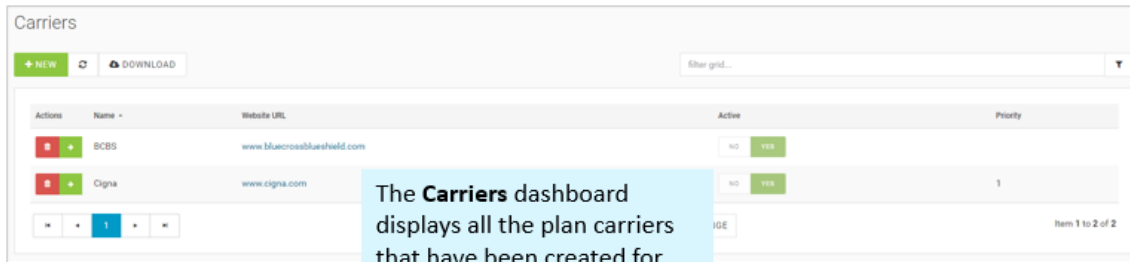
Benefits functionality allows Administrators to set up and manage multiple benefit plans that can then be assigned to employees. Once an employee is assigned a benefit plan, their deductions are automatically set up in payroll. The ability to set an Open Enrollment period is also available. In this guide we'll walk you through creating a benefit plan and assigning it to an employee. We will also review the steps to creating an open enrollment, setting up a Basic Life, STD/LTD, and all other types of health savings plans currently available.



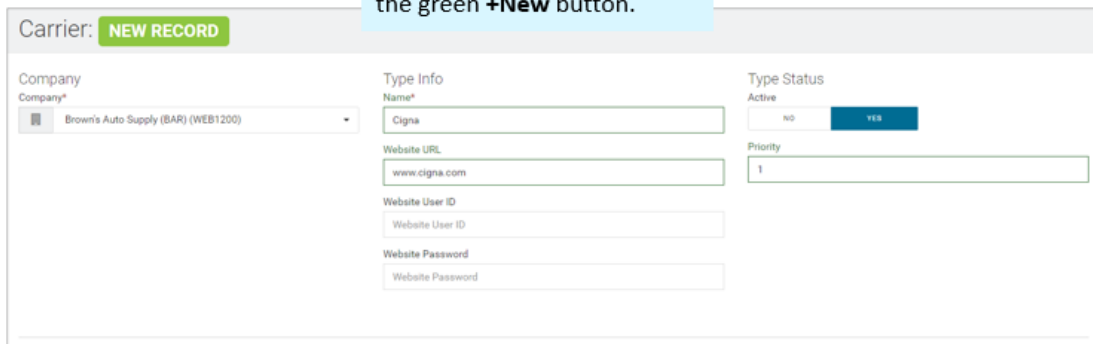
Note: Always check with the IRS for the latest rules governing benefit plan savings accounts, as the allowed limits can change.

Setting Up the Carriers

You begin by setting up the carriers associated with your benefit plans. The plan carriers need to be setup for each company that has gone through the Payroll Data Cutover process.



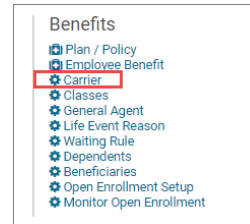
The **Carriers** dashboard displays all the plan carriers that have been created for the company. To create a new carrier, click the green **+New** button.



To set up a new carrier:

1. Go to **HR Admin – Benefits – Carriers**.

The system displays the **Carrier** screen. The system displays any existing carriers which have already been loaded. If you are locked into a company, you'll see the Plan Carriers for that company only. If not, you'll see all the Plan Carriers for all the companies in the system.



Carriers

+ NEW [refresh] [download] filter grid...

| Actions | Name | Website URL | Active | Priority |
|---------|-------|-----------------------------|--------|----------|
| [+] | BCBS | www.bluecrossblueshield.com | NO YES | |
| [+] | Cigna | www.cigna.com | NO YES | 1 |

Page: 1 of 1 GO Page size: 2 CHANGE Item 1 to 2 of 2

2. To add a new carrier, click on the green **+ New** button . The system displays the **Carrier New Record** screen.

Carrier: **NEW RECORD**

Company
Company*
Brown's Auto Supply (BAR) (WEB1200)

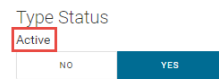
Type Info
Name*
Name
Website URL
Website URL
Website User ID
Website User ID
Website Password
Website Password

Type Status
Active
NO YES
Priority
Priority

If you are not currently locked into the company associated with this carrier, make sure you select the company accordingly from the **Company** dropdown. If you were working within the associated company, then the company will already be selected for you.

3. In the **Type Info** section, enter the **Name** of the carrier. The **Name** is a required field.

4. In the **Type Status** section, make sure the **Active Yes/No** toggle is set to **Yes**.



Yes is the default setting for this field.

5. Enter the **Website URL**, the **Website User ID**, and the **Website Password** for the carrier.

6. You can also enter up to **8 Contacts** for a carrier, such as the administrators.

Contacts

| Contact Type | First Name | Last Name | E-Mail Address | Work Phone | Cell Phone | Home Phone |
|--------------|------------|-----------|----------------|------------|------------|------------|
| Contact Type | First Name | Last Name | E-Mail Address | Work Phone | Cell Phone | Home Phone |
| Contact Type | First Name | Last Name | E-Mail Address | Work Phone | Cell Phone | Home Phone |
| Contact Type | First Name | Last Name | E-Mail Address | Work Phone | Cell Phone | Home Phone |
| Contact Type | First Name | Last Name | E-Mail Address | Work Phone | Cell Phone | Home Phone |
| Contact Type | First Name | Last Name | E-Mail Address | Work Phone | Cell Phone | Home Phone |
| Contact Type | First Name | Last Name | E-Mail Address | Work Phone | Cell Phone | Home Phone |
| Contact Type | First Name | Last Name | E-Mail Address | Work Phone | Cell Phone | Home Phone |

SAVE CHANGES SAVE & NEXT RECORD CLOSE

7. Click **Save Changes** when complete.

Once you have saved the new carrier, you are able to view it on the **Carriers** dashboard as well as modify the Carrier by clicking on that plan’s row (**BCBS**, in this example). Note that the **Active** status of the Carrier is set to **Yes**.

Carriers

+ NEW DOWNLOAD filter grid...

| Actions | Name | Website URL | Active | Priority |
|---------|------|-----------------------------|--------|----------|
| | BCBS | www.bluecrossblueshield.com | NO YES | |

Page: 1 of 1 GO Page size: 1 CHANGE Item 1 to 1 of 1

Where do you use the Carrier values?

You use the Carriers values that have been set up when creating a new Benefit Plan on the **Benefit Plan / Policies** screen, in the **Plan / Policy Details** section. You select the Carrier for the plan in the **Carrier** dropdown. Any carriers that you have set up on the **Carriers** screen will appear for selection here on the **Plan/Policy Details** screen.

Plan / Policy Details

Plan / Policy Type

Medical - Medical Insurance

Used For ACA

NO YES

Carrier*

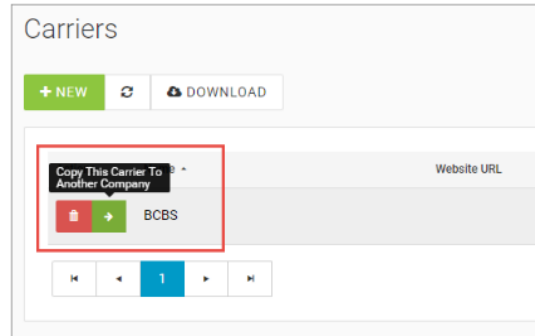
BCBS

Copy this Carrier to Another Company button

You can use the **Copy this Carrier to Another Company** button in the **Action** column of the **Carriers** screen to copy the carrier information to another company.

This may save you time if you need to add the same carrier to multiple companies.

The system then displays the **Copy Carrier to New Company** screen.



×

Copy Carrier To New Company

New Company

Please Choose (Represents BLANK)
▼

COPY TO COMPANY

Select the company to copy the carrier to in the **New Company** dropdown and click the blue **Copy to Company** button. The system then copies all of the carrier information you entered on the screen to the new company.

Carrier Feeds Integration with eBenefits Network (eBN)



The **Carrier Feeds** feature consists of an integration with **eBenefits Network (eBN)** to allow automatic feed of benefits data from Advanced HR to the insurance carriers databases. Carrier Feeds are third-party applications designed to work in tandem with human capital management and payroll solutions to automate integral elements of employee benefits enrollment. Using Carrier Feeds will reduce the amount of paperwork required to be completed between the company and the insurance provider concerning new elections and changes to existing ones. The Carrier Feeds scheduler runs each night and is submitted electronically to the carrier(s).

To use Carrier Feeds integration with eBN, an account for the company will need to be set up. This will be done either via the Service Bureau (for the resellers channel) or by our Asure implementation team (direct). It will take a little time to setup with eBN. The required setup for the Carrier Feeds feature within Advanced HR consists of the following task only:

1. Go to **HR Admin – Company – Company List**. Make sure the company is selected.
2. Scroll down to the **Benefits** section of the **Company List** screen.
3. Complete the **EBN Client ID** (received from eBN) and the **Company EIN** fields.
4. Click **Save Changes**.

Benefits

Show Future-Dated Benefit Plans For Enrollment

NO
 YES

EBN Client ID

Company EIN

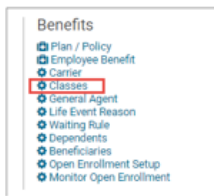
This will enable the Carrier Feeds feature and starts sending the information to the carriers.

Setting Up Benefit Classes, Waiting Rules, and Life Event Reason Codes

This section discusses the following benefits setup items:

- Benefit Classes
- Waiting Rules
- Life Event Reason Codes

Setting Up Benefit Classes



Benefit **Classes** allow the user to create categories and parameters for benefit enrollment. For example, there could be a benefit package for all Full-Time employees and one for Part-Time employees.

Benefit Classes

+ NEW ↻ ⬇️ DOWNLOAD filter grid... ▼

| Actions | Code | Description | Active | Priority |
|---------|------|-------------|--------|----------|
| | 1 | 1 medical | NO YES | |
| | EX | Executive | NO YES | |
| | FT | Full-Time | NO YES | |
| | PT | Part-Time | NO YES | |

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You can assign different plans to the various benefit classes you create for a company.

To add a new Benefit Class, do the following:

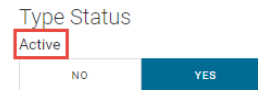
1. Go to **HR Admin – Benefits – Classes**.
2. The system displays the **Benefit Classes** dashboard.
3. Click the **+ New** button. The system displays the **Benefit Class New Record** screen. Make sure the **Company** is selected.

Benefit Class: **NEW RECORD**

| | | |
|---|--|--|
| Company Company* <input type="text" value="Brown's Auto Supply (BAR) (WEB1200)"/> | Type Info Code* <input type="text"/> | Type Status Active <input type="radio"/> NO <input checked="" type="radio"/> YES |
| | Description <input type="text"/> | Priority <input type="text"/> |

4. Complete the **Code** and **Description** fields in the **Type Info** section.

5. Make sure, in the **Type Status** section, the **Active** toggle is set to **Yes**. **Code** field is required.



Note that the

6. Click **Save Changes** when complete.

You can setup several benefit classes here. From Full-Time to Part-Time; perhaps an Executive class.

It is important to note that you may also set up a benefit class from the **Plan/Policy** details screen “on the fly” if you need to set up a new class quickly when you are creating a benefit plan.

Where are Benefit Classes Assigned to an Employee?

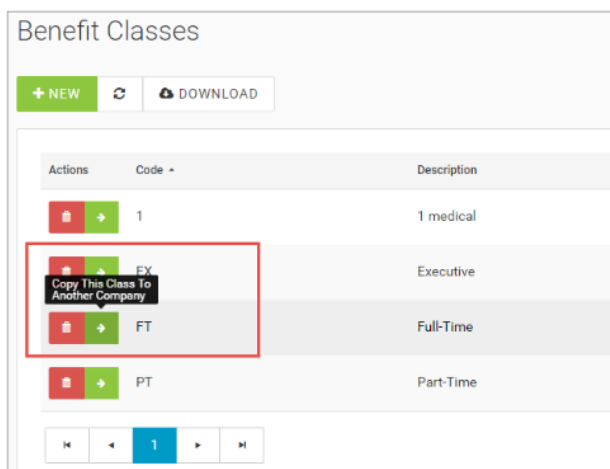
Once Benefit Classes have been set up, you can attach a benefit class to an employee using the **HR Admin – Employee Maintenance – Employment Details** screen (or managers can use the **Manager Service – Employee Maintenance – Employment Details** screen). Scroll down to the **Benefits** section and use the **Benefit Class / Eligibility Group** dropdown. This dropdown displays all of the Benefit Classes/Groups that have been setup for this company.



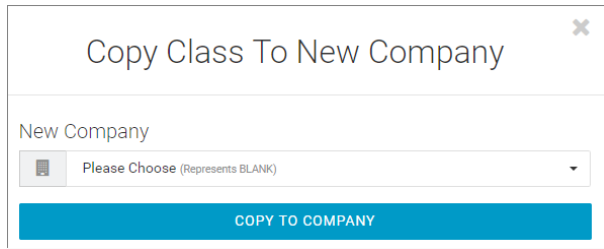
Select the Benefit Class / Group you want to assign to the employee.

Copy this Class to Another Company button

Note that after entering the benefit class information for a company, you can use the **Copy this Class to Another Company** button in the **Action** column of the **Benefit Classes** dashboard to copy this benefit class to another company, if needed.



The system displays the **Copy Class to New Company** popup.



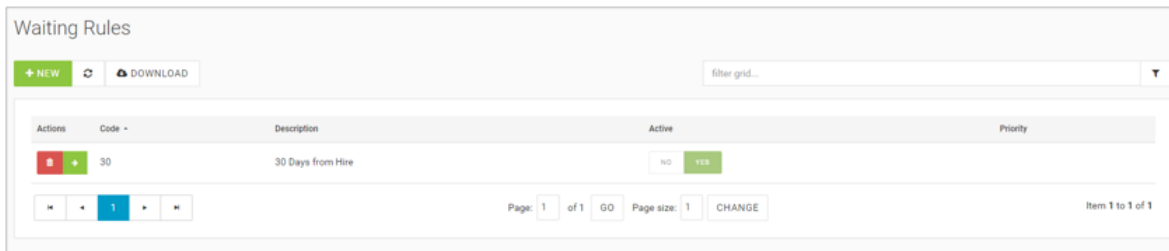
Select the company to copy the benefit class to in the **New Company** dropdown and click the blue **Copy to Company** button.

Setting Up Waiting Rules




Waiting rules or periods are typically used for New Hire enrollment, to allow for the company to offer a benefit plan to begin after a certain period of time from the employee’s date of hire.

The **Waiting Rules** screen contains the effective date calculation rules for waiting periods subscribed to by the company. These waiting periods are used to determine eligibility access for employees to the benefit enrollment process.



The **Waiting Rules** screen displays any existing waiting rules that have been defined for the company. The waiting rule is when you define an amount of time employees have to wait before they are eligible for benefits.

To define a new benefit waiting rule:

1. Go to **HR Admin – Benefits – Waiting Rule**.
2. Click the **+ New**  button. The system displays the **Waiting Rule** New Record screen.

Waiting Rule: **NEW RECORD**

Company
Company*
1701 Club (1701)

Type Info
Code*
Code
Description
Description
Days From Hire
Days From Hire
Must Wait To First Of Month
NO YES

Type Status
Active
NO YES
Priority
Priority

3. Enter a **Code** for the waiting rule and a **Description** of the rule in the **Type Info** section. The **Code** field is required.
4. Enter the number of **Days From Hire** (the number of days from the date of hire) you want the rule to enforce AND if the employee **Must Wait Until The First Of The Month** to enroll.

Type Status
Active
NO YES

5. Make sure in the **Type Status** section, the **Active** toggle is set to **Yes**.

Waiting Rule: **NEW RECORD**

Company
Company*
1701 Club (1701)

Type Info
Code*
NH-90
Description
New Hire - 90 Days
Days From Hire
90
Must Wait To First Of Month
NO YES

Type Status
Active
NO YES
Priority
Priority

6. Click the **Save Changes** button.

After saving, the new waiting rule then displays on the **Waiting Rules** dashboard screen.

Waiting Rules

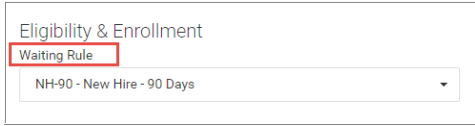
+ NEW DOWNLOAD filter grid...

| Actions | Code | Description | Active | Priority |
|---------|-------|--------------------|--------|----------|
| | NH | New Hire | NO YES | |
| | NH-90 | New Hire - 90 Days | NO YES | |

Page: 1 of 1 GO Page size: 2 CHANGE Item 1 to 2 of 2

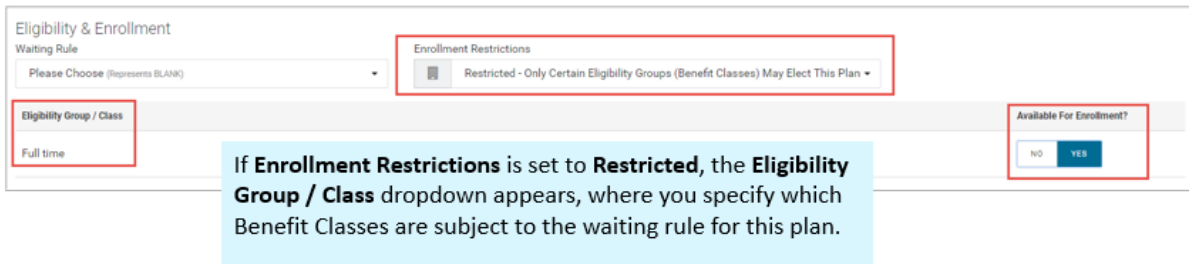
Where are Waiting Rules Used?

The Waiting Rules you set up are used when you are creating a new plan, on the **Benefits Plan / Policy Details** section, under the **Waiting Rule** dropdown, you can select the **Waiting Rule** you want to be associated with that benefit plan.



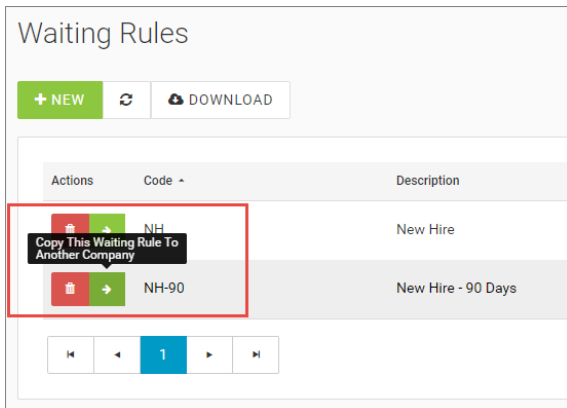
For an example of a waiting rule, assume today is **July 15, 2019**, if we try to enroll Carlos in the Standard Medical Plan on the Employment Benefit screen by entering the **Start Date** of July 15, the system will display an error message “Waiting rule violation. The employee must wait until MM/DD/YYYY (8/2/2019) in our specific example) before enrolling in the indicated plan.” Beginning on 8/2/2019, the system would let you enroll Carlos in this plan because at that time he has met the waiting rule of 90 days from his date of hire.

An example of where waiting rules are used in combination with benefit classes is when you are creating a new benefit plan. On the **Benefit Plan / Policies** screen, in the **Eligibility and Enrollment** section, you can select a waiting rule, then if you set the **Enrollment Restrictions** field to **Restricted**, the system displays an **Eligibility Group/Class** dropdown where you can select which class(es) are subject to the waiting rule for this plan.



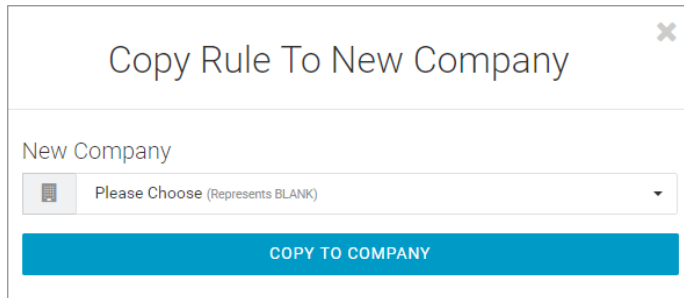
Copy this Waiting Rule to Another Company button

You can use the **Copy this Waiting Rule to Another Company** button in the **Actions** column to copy this waiting rule to another company.



This may save you time if you need to apply the same waiting rule to multiple companies.

The system then displays the **Copy Rule to New Company** screen.



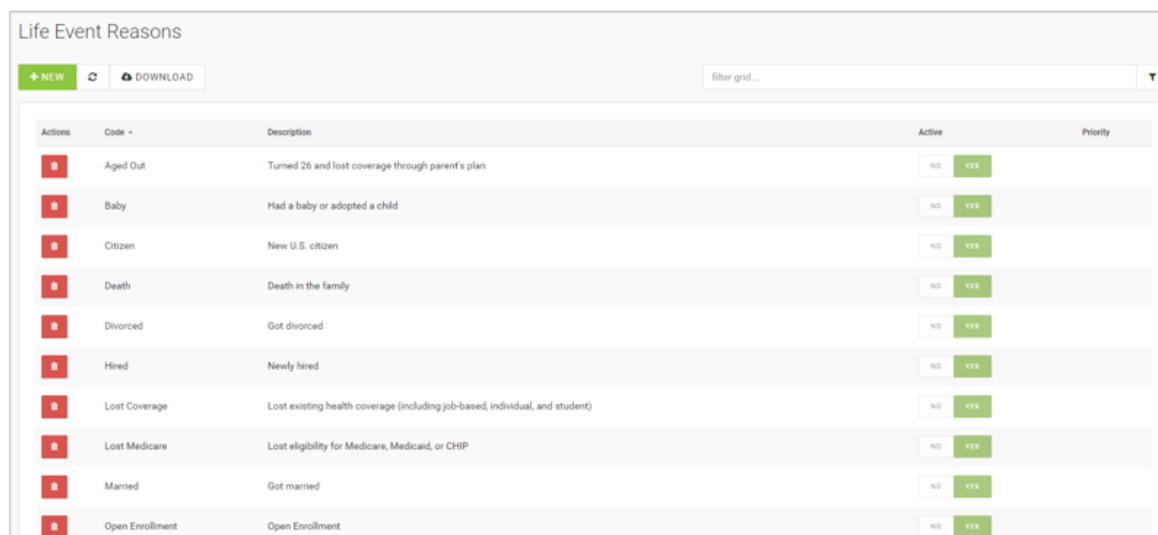
Select the new company to copy this rule to in the **New Company** dropdown and click the blue **Copy to Company** button.











Setting Up Life Event Reason Codes

A **Life Event Reason** is a change in an employee's situation – such as getting married, having a baby, or losing health coverage – that can make an employee eligible for a Special Enrollment Period, allowing them to enroll in health insurance outside of the yearly Open Enrollment Period. There are four basic types of qualifying life events that may apply:

- Loss of health coverage
- Changes in household
- Changes in residence
- Other Qualifying events

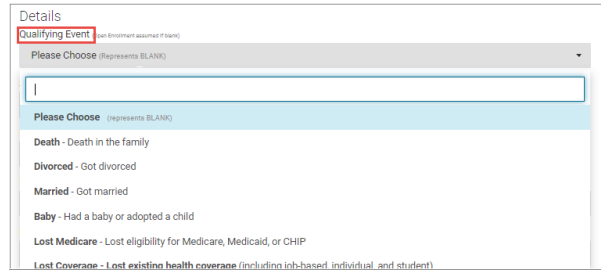
Life Event Reason Codes – default value codes. Navigate to **HR Admin – Benefits – Life Event Reasons**



| Actions | Code | Description | Active | Priority |
|---|-----------------|--|--------|----------|
|  | Aged Out | Turned 26 and lost coverage through parent's plan | NO YES | |
|  | Baby | Had a baby or adopted a child | NO YES | |
|  | Citizen | New U.S. citizen | NO YES | |
|  | Death | Death in the family | NO YES | |
|  | Divorced | Got divorced | NO YES | |
|  | Hired | Newly hired | NO YES | |
|  | Lost Coverage | Lost existing health coverage (including job-based, individual, and student) | NO YES | |
|  | Lost Medicare | Lost eligibility for Medicare, Medicaid, or CHIP | NO YES | |
|  | Married | Got married | NO YES | |
|  | Open Enrollment | Open Enrollment | NO YES | |

There are a set of default Life Event Reason Codes. Administrators can also create a **custom** Life Event Reason code, if needed.

Once Life Event Reason Codes are created, benefit administrators can make changes to an employee’s benefit plan elections based on life events such as adding or removing dependents for marriage, divorce, births, deaths, etc., using the **Qualifying Event** dropdown on the **Employee Benefits** screen.

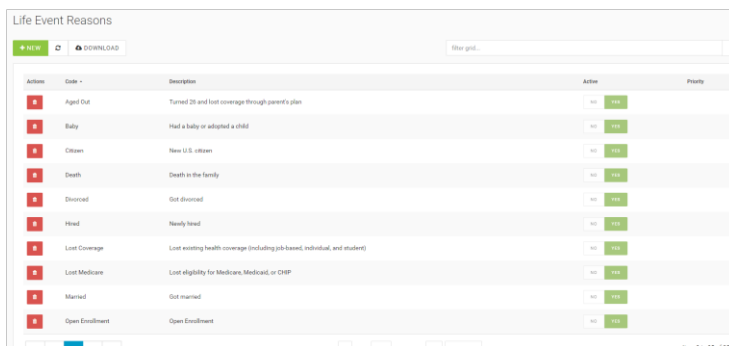



The following table lists the default Life Event Reason codes:


| Default Life Event Reason Code | Description |
|--------------------------------|--|
| Aged Out | Turned 26 and lost coverage through parent’s plan |
| Baby | Had a baby or adopted a child |
| Citizen | New U.S. citizen |
| Death | Death in the family |
| Divorced | Got divorced |
| Hired | Newly hired |
| Lost Coverage | Lost existing health coverage (including job-based, individual, and student) |
| Lost Medicare | Lost eligibility for Medicare, Medicaid, or CHIP |
| Married | Got married |
| Open Enrollment | Open Enrollment |

To create a new, custom, Life Event Reason code:

1. Administrators create Life Event Reason Codes by going to **HR Admin – Benefits – Life Event Reason**.
2. The system displays the **Life Event Reasons** screen. The default Life Event Reason codes and any other custom codes that may have been created for the company will be displayed.



- To create a new Life Event Reason Code, click the green + **New**  button. The system displays the **Life Event Reason New Record** screen.

Life Event Reason: 

| | | |
|--|---|--|
| Company Company* 1701 Club (1701) | Type Info Code* Code Description Description | Type Status Active NO YES Priority Priority |
|--|---|--|

- Select the **Company** if not already selected and complete the information in the **Type Info** and **Type Status** sections, including the **Code** and **Description** fields. The **Code** field is required.
- Make the code **Active** Status.
- Click the **Save Changes** button.

Later, using the **Employee Benefits** screen, changes can be made to an employee’s benefit elections based on life events, such as adding or removing dependents, and you can associate the change with one of the Life Event Reason codes that you previously set up. You select the Life Event Reason code in the **Details** section, in the **Qualifying Event** dropdown.

Details

Qualifying Event (Open Enrollment assumed if blank)
 Please Choose (Represents BLANK)

Please Choose (represents BLANK)

- Death - Death in the family
- Divorced - Got divorced
- Married - Got married
- Baby - Had a baby or adopted a child
- Lost Medicare - Lost eligibility for Medicare, Medicaid, or CHIP
- Lost Coverage - Lost existing health coverage (including job-based, individual, and student)
- Citizen - New U.S. citizen
- Hired - Newly hired
- Open Enrollment - Open Enrollment
- Aged Out - Turned 26 and lost coverage through parent's plan

Employee Benefit: **Marks, Jefferson: Life - L**

Employee

Company*
Brown's Auto Supply (BAR) (WEB1200)

Employee*
Marks, Jefferson (10)

Details

Qualifying Event (Open Enrollment assumed if blank)
 Baby - Had A Baby Or Adopted A Child

Start Date *
06/01/2018

For a life event reason change that concerns a dependent of the employee, in the **Dependents** section of the **Employee Benefit** screen, you can record a Life Event Reason change and the date of the change in the **Life Event Reason** and **Life Event Date** column fields, as shown below. Use the **Is Covered** Yes/No toggle switch to indicate if the dependent is covered.

Dependents

| Dependent | Relationship | Is Covered | Life Event Reason | Life Event Date |
|---------------|--------------|------------|-------------------|-----------------|
| Harrison, Kim | Child | NO YES | Had A Baby | Life Event Date |

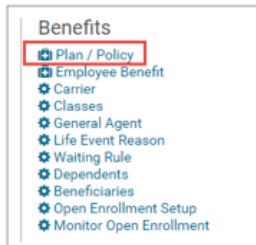
Here is an example of the full **Employee Benefits** screen, with some sample data.

Employee Benefit: **Robertson, Jacob: 2020 Dental - 202 Dental**

| <p>Employee</p> <p>Company* Food Munch Choo (020)</p> <p>Employee* Robertson, Jacob (9)</p> <p>Details</p> <p>Qualifying Event <small>(see Enrollment assumed F1046)</small> Please Choose (Represents BLANK)</p> <p>Start Date * 01/01/2020</p> <p>End Date End Date</p> <p>Member Number Member Number</p> <p>Payroll Deduction Frequency Block 5 - Block 5th Week</p> <p>Notes</p> | <p>Benefit Info</p> <p>Benefit Plan* 2020 Dental - 202 Dental</p> <p>Coverage Type* Family - Whole Family</p> <p>Dependents</p> <table border="1"> <thead> <tr> <th>Dependent</th> <th>Relationship</th> <th>Is Covered</th> <th>Life Event Reason</th> <th>Life Event Date</th> </tr> </thead> <tbody> <tr> <td>Robertson, Evie</td> <td>Child</td> <td>NO YES</td> <td>Please I</td> <td>Life Event Date</td> </tr> <tr> <td>Robertson, Jane</td> <td>Spouse</td> <td>NO YES</td> <td>Please I</td> <td>Life Event Date</td> </tr> </tbody> </table> <p>Rates</p> <p>Monthly Premium Amount \$ 600.00</p> <p>Employer Amount \$ 300.00</p> <p>Employer Percent % Employer Percent</p> <p>Employee Amount \$ 300.00</p> <p>Employee Percent % Employee Percent</p> | Dependent | Relationship | Is Covered | Life Event Reason | Life Event Date | Robertson, Evie | Child | NO YES | Please I | Life Event Date | Robertson, Jane | Spouse | NO YES | Please I | Life Event Date |
|---|--|------------|-------------------|-----------------|-------------------|-----------------|-----------------|-------|--------|----------|-----------------|-----------------|--------|--------|----------|-----------------|
| Dependent | Relationship | Is Covered | Life Event Reason | Life Event Date | | | | | | | | | | | | |
| Robertson, Evie | Child | NO YES | Please I | Life Event Date | | | | | | | | | | | | |
| Robertson, Jane | Spouse | NO YES | Please I | Life Event Date | | | | | | | | | | | | |

Setting Up a Benefit Plan / Policy

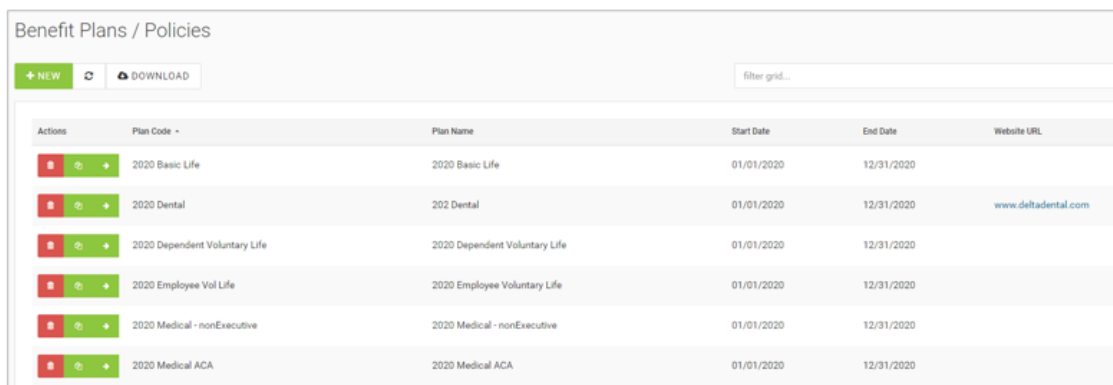
Once Benefits setup is complete, you can create Benefit Plans.





















The **Benefit Plans/Policies** screen displays any existing benefit plans currently set up for the company, including:

- **Benefit Plan Code**
- **Plan Name, Start and End Dates**
- The **Website URL** of the plan

To set up a new benefit plan for a company, click the green **+ New** button.



The screenshot shows the 'Benefit Plans / Policies' dashboard. It features a '+ NEW' button, a 'DOWNLOAD' button, and a search filter. Below is a table listing six benefit plans.

| Actions | Plan Code | Plan Name | Start Date | End Date | Website URL |
|---|-------------------------------|-------------------------------|------------|------------|--|
|    | 2020 Basic Life | 2020 Basic Life | 01/01/2020 | 12/31/2020 | |
|    | 2020 Dental | 2020 Dental | 01/01/2020 | 12/31/2020 | www.deltadental.com |
|    | 2020 Dependent Voluntary Life | 2020 Dependent Voluntary Life | 01/01/2020 | 12/31/2020 | |
|    | 2020 Employee Vol Life | 2020 Employee Voluntary Life | 01/01/2020 | 12/31/2020 | |
|    | 2020 Medical - nonExecutive | 2020 Medical - nonExecutive | 01/01/2020 | 12/31/2020 | |
|    | 2020 Medical ACA | 2020 Medical ACA | 01/01/2020 | 12/31/2020 | |

The **Benefit Plans/Policies** dashboard will display all the existing benefit plans setup for the company.

Benefit Plans currently available in Advanced HR 2.0 include: (Note that more plans are currently being developed and this list may change)

- | | |
|--------------------------------|--|
| • Medical | • Dental |
| • Vision | • Basic Life |
| • Short Term Disability (STD) | • Long Term Disability (LTD) |
| • Dependent Care Account (DCA) | • Flexible Spending Account (FSA) |
| • Health Savings Account (HSA) | • Voluntary Life (Employee, Spouse, Dependent) |

Basic Life, Short Term Disability and Long Term Disability, FSA, HSA, and DCA plans are each discussed in separate sections of this guide.

Setting Up Medical / Dental / Vision Plans

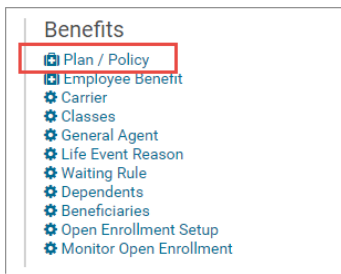
This section discusses how to set up standard medical, dental, and vision plans. Setting up other types of benefit plans are described, in their entirety, following this section.



Note: Always refer to your company policy documents in order to complete the information on the Advanced HR Plan / Policy screens.

To set up a new Medical / Dental / Vision benefit plan for a company:

1. Navigate to **HR Admin – Benefits – Plan / Policy**.



2. The system displays the **Benefits Plan / Policies** dashboard screen. The screen displays any existing benefit plans in rows listing the plan code, plan name, start and end date and the website URL, if entered.


Evolution[®] HCM
by ASURE SOFTWARE HR Admin Quick Links

Benefit Plans / Policies

+ NEW [refresh] [download] filter grid...

| Actions | Plan Code | Plan Name | Start Date | End Date | Website URL |
|--------------------------|-------------------------------|-------------------------------|------------|------------|---------------------|
| [delete] [refresh] [add] | 2020 Basic Life | 2020 Basic Life | 01/01/2020 | 12/31/2020 | |
| [delete] [refresh] [add] | 2020 Dental | 2020 Dental | 01/01/2020 | 12/31/2020 | www.deltadental.com |
| [delete] [refresh] [add] | 2020 Dependent Voluntary Life | 2020 Dependent Voluntary Life | 01/01/2020 | 12/31/2020 | |
| [delete] [refresh] [add] | 2020 Employee Vol Life | 2020 Employee Voluntary Life | 01/01/2020 | 12/31/2020 | |
| [delete] [refresh] [add] | 2020 Medical - nonExecutive | 2020 Medical - nonExecutive | 01/01/2020 | 12/31/2020 | |
| [delete] [refresh] [add] | 2020 Medical ACA | 2020 Medical ACA | 01/01/2020 | 12/31/2020 | |
| [delete] [refresh] [add] | 2020 Medical Executive | 2020 Medical Executive | 01/01/2020 | 12/31/2020 | |
| [delete] [refresh] [add] | 2020 Spouse Voluntary Life | 2020 Spouse Voluntary Life | 01/01/2020 | 12/31/2020 | |

Page: 1 of 1 GO Page size: 8 CHANGE

- To create a new benefit plan, click the **+ New** button . The system displays the **Benefits Plan/ Policy New Record** screen.

Benefit Plan / Policy: **NEW RECORD**

| | | | |
|--|---|---|--|
| Company Company* HRN IT Services (G003) | | Plan / Policy Info Active NO YES | |
| | | Priority Priority | |
| | | Plan Code* Code | |
| | | Plan Name* Description | |
| Plan / Policy Details Plan / Policy Type Please Choose (Represents BLANK) | | | |
| Carrier* Please Choose (Represents BLANK) | General Agent Please Choose (Represents BLANK) | Policy Number Policy Number | |
| Alternate ID Alternate ID | Producer Code Producer Code | Start Date * Start Date | |
| End Date * End Date | Renewal Date Renewal Date | Website URL Website URL | |
| Website User ID Website User ID | Website Password Website Password | COBRA Eligible? NO YES | |
| Notes | | | |

Company section

- Select the **Company**, if not already selected, in the **Company** section of the screen. The **Company** field is required.

Plan / Policy Info section

In the **Plan / Policy Info** section of the screen, you make the plan active and enter basic plan information.

Plan / Policy Info

Active
 NO YES

Priority
 Priority

Plan Code*
 Code

Plan Name*
 Description

- Set the **Active** status to **Yes** to make the plan Active.
 If the **Active** toggle is set to **No**, the plan will not be an active plan to choose from.
- Set the **Priority** for the plan.
- Enter the **Plan Code**. For example: "Med Low". The **Plan Code** is a required field.
- Enter a description of the plan in the **Plan Name** field.

Best Practice is to make your text as descriptive as possible, perhaps with a plan year and cost level as part of the name. The **Plan Name** is a required field.

Tip: Be very specific in your description of the plan (**Plan Name**). Best practice is to give it a plan year and cost level.

The **Plan Code & Plan Name** fields are required.

Note: If the medical plan you are creating will serve as the associated (or related) medical plan for an HSA plan, you might want to indicate that in the Plan Name, for example: **Medical – for HSA**.

Plan / Policy Details section

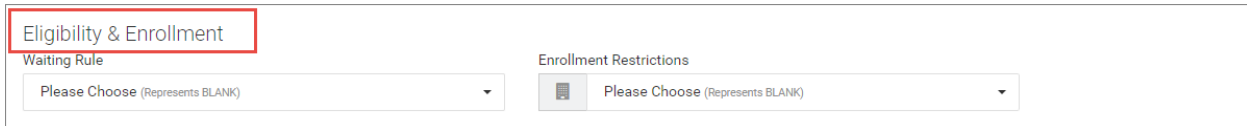
In the **Plan / Policy Details** section, set the plan type and other specific details of the plan: the start and end date, the policy number, renewal date for reporting purposes, any notes about the plan, and the plan Website URL, userid, and password.

9. In the **Plan Policy Details** section, select the **Medical – Medical Insurance** item from the **Plan / Policy Type** dropdown.

10. When you select the **Medical Insurance Plan/ Policy Type**, the system adjusts the screen, adding a **Used for ACA** field and a **Self-Insured** field. Indicate if this plan will be eligible for ACA purposes by setting the **Yes/No** toggles to **Yes**.

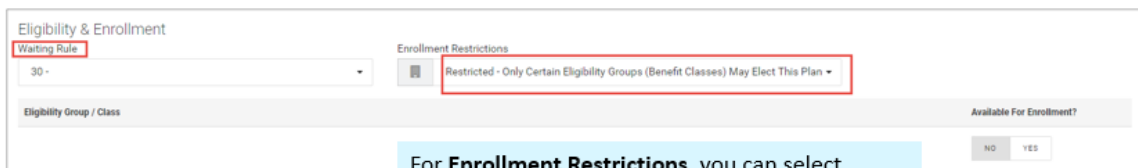
11. Indicate if the plan is Self-Funded (or Fully Funded) by setting the **Self Insured** toggle to **Yes** or **No**. The default is **No**.
12. Select the carrier for the plan from the **Carrier** dropdown. This is a required field.
13. Select the **General Agent**, if applicable.
14. Enter the **Policy Number** for the plan.
15. Enter an **Alternate ID** for the plan, if applicable.
16. Enter a **Producer Code**, if needed.
17. Select the **Start Date** for the plan from the calendar button. Note that the **Start** and **End Date** are required fields.
18. Select the **End Date** for the plan from the calendar button. Note that the **Start** and **End Date** are required fields.
19. Select the **Renewal Date** for reporting purposes, if necessary, from the calendar button.
20. Enter the **Website URL**, **User ID**, and **Password** for the plan.
21. Indicate if the plan is eligible for COBRA by setting the **COBRA Eligible** Yes/No toggle.
22. Enter any applicable notes for the plan in the **Notes** text box.

Eligibility and Enrollment section



Use the **Eligibility and Enrollment** section of the screen to select any **Waiting Rules** that have been created for the company. In addition, you can apply other enrollment restrictions.

A **Waiting Rule(s)** can be set for any time periods that restrict employees from enrolling in the plan.



For **Enrollment Restrictions**, you can select **Unrestricted** or **Restricted**.

- **Unrestricted** means any employee can enroll.
- **Restricted** applies to eligibility groups (benefit classes). The screen adjusts to let you set the **Available for Enrollment** option to **Yes/No** for each group.

23. In the **Eligibility & Enrollment** section of the screen, in the **Enrollment Restrictions** dropdown, set if this plan is to be **Unrestricted** or **Restricted**:

- **Restricted** means that only certain eligibility groups (benefit classes) may elect the plan.
- **Unrestricted** allows for all employees to enroll in the plan.

The screenshot shows the 'Eligibility & Enrollment' section. The 'Waiting Rule' dropdown is set to 'Please Choose (Represents BLANK)'. The 'Enrollment Restrictions' dropdown is highlighted with a red box and is set to 'Unrestricted - Enrollment In This Plan Is Unrestricted'.

If the **Enrollment Restriction** dropdown is set to **Restricted**, the screen redisplay with an **Eligibility Group / Class** section, which you use to select which **Benefit Class/Groups** can enroll in the plan using the **Yes/No** toggles. Set the **Available for Enrollment** toggle switch to **Yes** for the Benefit Classes that can enroll in this plan. See the following example.

The screenshot shows the 'Eligibility & Enrollment' section with 'Enrollment Restrictions' set to 'Restricted - Only Certain Eligibility Groups (Benefit Classes) May Elect This Plan'. Below this is a table with columns for 'Eligibility Group / Class' and 'Available For Enrollment?'. The 'Available For Enrollment?' column contains 'NO' and 'YES' toggle switches.

| Eligibility Group / Class | Available For Enrollment? |
|---------------------------|---------------------------|
| 1 medical | NO YES |
| Executive | NO YES |
| Full-Time | NO YES |
| Part-Time | NO YES |

Payroll Deduction Integration section

The screenshot shows the 'Payroll Deduction Integration' section with three dropdown menus: 'Employer Deduction Code', 'Employee Deduction Code', and 'Payroll Deduction Frequency'. Each dropdown is currently set to 'Please Choose (Represents BLANK)'.

The **Payroll Deduction Integration** section is how Advanced HR communicates with Evolution Payroll. You select the correct **E/D Codes** for this benefit type plan and assign a **Payroll Deduction Frequency**.

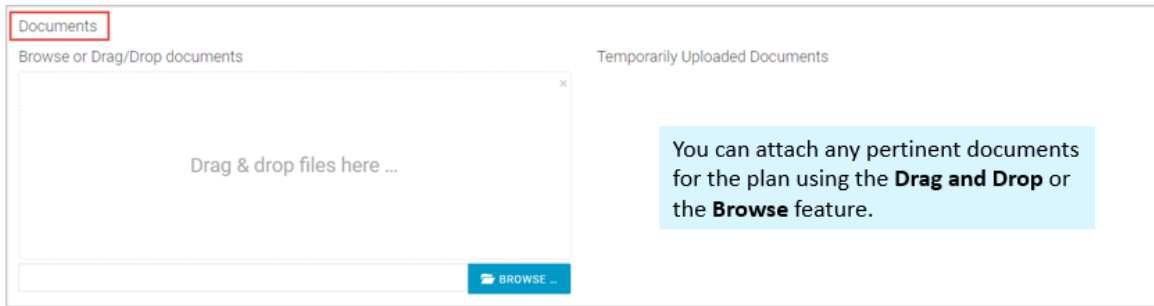
24. In the **Payroll Deduction Integration** section of the screen, set the applicable **Employer Deduction Code** and **Employee Deduction Code** from the dropdowns for the plan.

25. Set the **Payroll Deduction Frequency** for this plan from the dropdown (**Every Pay** or **Block 5th Week**).

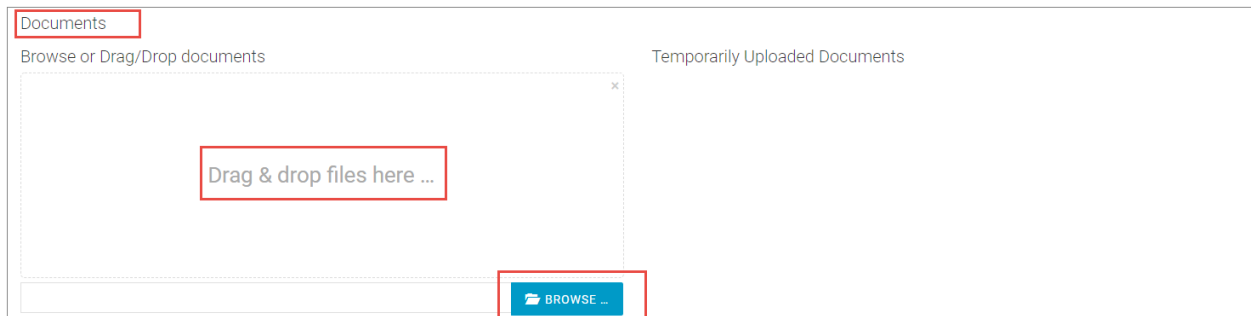
The screenshot shows the 'Payroll Deduction Integration' section with the dropdowns set to: 'Employer Deduction Code' is 'M10 - ER Health Insurance Premium', 'Employee Deduction Code' is 'D10 - Health Insurance', and 'Payroll Deduction Frequency' is 'EveryPay - Every Scheduled Pay'.

Deductions can be set up as **percentages** or **flat dollar amounts** and Advanced HR will calculate them accordingly.

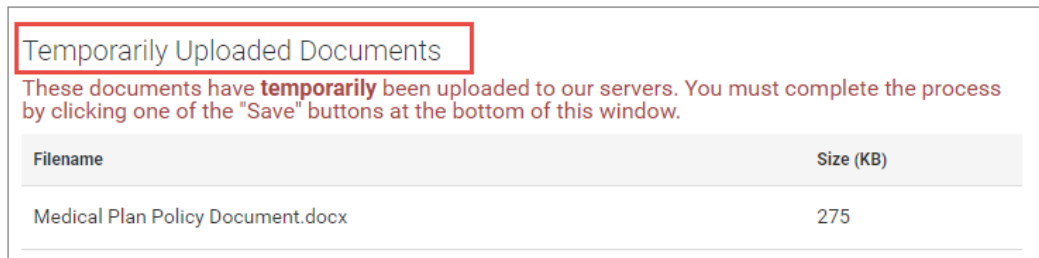
Documents section



26. In the **Documents** section of the screen, you can drag and drop any documents associated with this plan. Either drag and drop the document files from your pc to the **Drag & drop files here** section or use the **Browse** button to select the document.



If you move documents into this section, they will first appear in the **Temporarily Uploaded Documents** section of the screen, as shown below, until you complete entering all information for the plan and click the **Save** button.



Once you Save the plan, the documents display on the screen like this: (DCA plan example)



Rates section

The next step is to enter the premiums for the various benefit plan options in the **Rates** section of the screen.

Free Form

In the **Rate Structure** dropdown you can choose from two **Rate Types:**

- Free Form
- Age Banded

Rates

Rate Structure* Rate Structure*

Please Choose (Represents BLANK)

| Coverage Type | Is Offered? | Monthly Premium Amount | Employer Amount | Employer Percent | Employee Amount | Employee Percent | ACA Lowest Cost |
|------------------------|--|------------------------|-----------------|------------------|-----------------|------------------|---------------------------------|
| Employee Only | no <input checked="" type="checkbox"/> yes | 100.00 | 100.00 | Employer Percent | 0.00 | Employee Percent | no <input type="checkbox"/> yes |
| Employee Plus Children | no <input checked="" type="checkbox"/> yes | 150.00 | 100.00 | Employer Percent | 50.00 | Employee Percent | no <input type="checkbox"/> yes |
| Employee Plus One | no <input checked="" type="checkbox"/> yes | 120.00 | 100.00 | Employer Percent | 20.00 | Employee Percent | no <input type="checkbox"/> yes |
| Employee Plus Spouse | no <input type="checkbox"/> yes | Premium Amount | Employer Amount | Employer Percent | Employee Amount | Employee Percent | no <input type="checkbox"/> yes |

Age Banded

Rates

Rate Structure* Age Banded

Rates Contributions

ADD ROWS QUICK ADD

| Actions | Low Age | High Age | Rate |
|---|---------|----------|--------|
| ✖ | 0 | 16 | 100.00 |
| ✖ | 17 | 26 | 120.00 |
| ✖ | 27 | 40 | 130.00 |
| ✖ | 41 | 60 | 150.00 |
| ✖ | 61 | 65 | 175.00 |

The system will adjust the screen depending on which **Rate Structure** you select from the dropdown. Each rate structure type is discussed below.

Free Form Rate Structure

The Free Form rate structure can be set for the following coverage types:

- | | |
|---|--|
| <ul style="list-style-type: none"> Employee Only Employee Plus One Employee Plus Two | <ul style="list-style-type: none"> Employee Plus Children Employee Plus Spouse Whole Family |
|---|--|

Use the grid to select each Coverage Type and set the **Monthly Premium Amount** and the cost breakdown between the **Employer** and the **Employee**. Costs can be entered in either a dollar **amount** or in **percentages**.

If you select a **Rate Structure** of **Free Form**, the screen redisplay like this:

| Coverage Type | Is Offered? | Monthly Premium Amount | Employer Amount | Employer Percent | Employee Amount | Employee Percent | ACA Lowest Cost |
|------------------------|--|------------------------|-----------------|------------------|-----------------|------------------|--|
| Employee Only | <input type="checkbox"/> NO <input type="checkbox"/> YES | Premium Amount | Employer Amount | Employer Percent | Employee Amount | Employee Percent | <input type="checkbox"/> NO <input type="checkbox"/> YES |
| Employee Plus Children | <input type="checkbox"/> NO <input type="checkbox"/> YES | Premium Amount | Employer Amount | Employer Percent | Employee Amount | Employee Percent | <input type="checkbox"/> NO <input type="checkbox"/> YES |
| Employee Plus One | <input type="checkbox"/> NO <input type="checkbox"/> YES | Premium Amount | Employer Amount | Employer Percent | Employee Amount | Employee Percent | <input type="checkbox"/> NO <input type="checkbox"/> YES |
| Employee Plus Spouse | <input type="checkbox"/> NO <input type="checkbox"/> YES | Premium Amount | Employer Amount | Employer Percent | Employee Amount | Employee Percent | <input type="checkbox"/> NO <input type="checkbox"/> YES |
| Employee Plus Two | <input type="checkbox"/> NO <input type="checkbox"/> YES | Premium Amount | Employer Amount | Employer Percent | Employee Amount | Employee Percent | <input type="checkbox"/> NO <input type="checkbox"/> YES |
| Whole Family | <input type="checkbox"/> NO <input type="checkbox"/> YES | Premium Amount | Employer Amount | Employer Percent | Employee Amount | Employee Percent | <input type="checkbox"/> NO <input type="checkbox"/> YES |

For each **Coverage Type** (such as the **Employee Only** type), set the **Is Offered? Yes/No** toggle, enter the **Monthly Premium Amount**, then enter the **Employer Amount** (or **Employer Percent**) and the **Employee Amount** (or **Employee Percent**).

You can also indicate with the **Yes/No** toggles, if a **Coverage Type** is the **ACA Lowest Cost**.

If you enter the **Monthly Premium Amount** and the **Employer Amount** for each coverage type, the system automatically completes the **Employee Amount** column fields.

| Coverage Type | Is Offered? | Monthly Premium Amount | Employer Amount | Employer Percent | Employee Amount | Employee Percent | ACA Lowest Cost |
|------------------------|---|------------------------|-----------------|------------------|-----------------|------------------|--|
| Employee Only | <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES | 100.00 | 100.00 | Employer Percent | 0.00 | Employee Percent | <input type="checkbox"/> NO <input type="checkbox"/> YES |
| Employee Plus Children | <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES | 150.00 | 100.00 | Employer Percent | 50.00 | Employee Percent | <input type="checkbox"/> NO <input type="checkbox"/> YES |
| Employee Plus One | <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES | 120.00 | 100.00 | Employer Percent | 20.00 | Employee Percent | <input type="checkbox"/> NO <input type="checkbox"/> YES |
| Employee Plus Spouse | <input type="checkbox"/> NO <input type="checkbox"/> YES | Premium Amount | Employer Amount | Employer Percent | Employee Amount | Employee Percent | <input type="checkbox"/> NO <input type="checkbox"/> YES |

In this example, if you enter the **Monthly Premium Amount** and the **Employer Percent**, the system automatically completes the **Employee Percent** column fields.

| Coverage Type | Is Offered? | Monthly Premium Amount | Employer Amount | Employer Percent | Employee Amount | Employee Percent | ACA Lowest Cost |
|------------------------|---|------------------------|-----------------|------------------|-----------------|------------------|--|
| Employee Only | <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES | 100.00 | Employer Amount | 100.00 | Employee Amount | 0.00 | <input type="checkbox"/> NO <input type="checkbox"/> YES |
| Employee Plus Children | <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES | 100.00 | Employer Amount | 50.00 | Employee Amount | 50.00 | <input type="checkbox"/> NO <input type="checkbox"/> YES |
| Employee Plus One | <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES | 120.00 | Employer Amount | 80.00 | Employee Amount | 20.00 | <input type="checkbox"/> NO <input type="checkbox"/> YES |

27. When you have completed entering the rates for each coverage type offered, and all other information on the screen above, click the **Save Changes** button to save the plan.

Age Banded Rate Structure

If, instead of a Free Form rate structure, you select **Age Banded** from the **Rate Structure** dropdown, the system adjusts the screen as shown below. Note that with Age Banded Rate Structure selected, there is both a **Rates** and a **Contributions** tab.


Rates tab

Age Banded Rate Structure screen, showing the **Rates** tab. You can set up five rows of rate data. If you need more rows, click the **Add Rows** button.

The screenshot shows a web interface for configuring an Age Banded Rate Structure. At the top, there is a 'Rate Structure*' dropdown menu with 'Age Banded' selected. Below this are two tabs: 'Rates' (active) and 'Contributions'. There are two buttons: 'ADD ROWS' (green) and 'QUICK ADD' (blue). The main area contains a table with five rows. Each row has a red trash icon in the 'Actions' column, followed by 'Low Age' and 'High Age' input fields, and a 'Premium Amount' input field.

Here is an example of 5 age banded tier premium rates using the dollar amount:

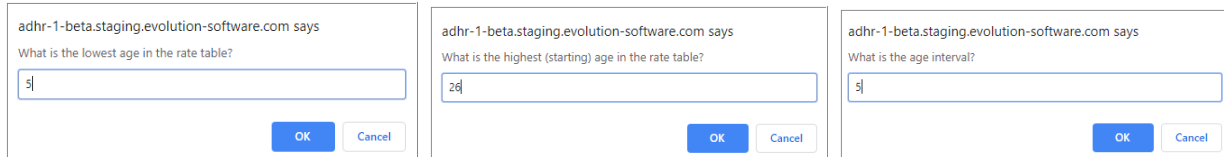
| Actions | Low Age | High Age | Rate |
|---------|---------|----------|--------|
| | 0 | 20 | 200.00 |
| | 21 | 30 | 300.00 |
| | 31 | 40 | 350.00 |
| | 41 | 50 | 400.00 |
| | 51 | 60 | 450.00 |
| | 61 | 70 | 500.00 |
| | 71 | 100 | 600.00 |

If you need to create more than 5 age banded rows, click the green **Add Rows** button  and the system will add five more rows for you to use.

QUICK ADD

Note: If you prefer, you can click the blue **Quick Add** button to more easily set the parameters for the Age Banding. When clicked, the system will walk you through setting the **Low Age**, **High Age**, and the **Age Interval**. This may save you some time rather than manually entering each age band.

For example, the following screenshots show how to use the wizard to set up the age bands from age 5 to 26 using a 5 year interval.

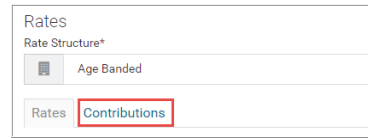


Either use the **Quick Add** button to have the system walk you through entering the age bands, or, enter the age bands yourself manually.

To enter the rates manually, enter the **Low Age**, **High Age**, and the **Rate** for each Age Band you want to set up for this benefit plan. Once this is complete, proceed to the **Contributions** tab.

Contributions tab

For Age Banded rates, click on the **Contributions** tab of the **Rates** screen. The system displays the **Contributions** tab.



Contribution tab of the **Rates** screen.

Use this tab to set the Coverage **Tiers** offered, the **Employer Contribution Type** and the **Amount or Percent**.

| Tier | Is Offered? | Employer Contribution Type | Amount or Percent |
|------------------------|-------------|----------------------------|-------------------|
| Employee Only | NO YES | | Amount or Percent |
| Employee Plus Children | NO YES | | Amount or Percent |
| Employee Plus One | NO YES | | Amount or Percent |
| Employee Plus Spouse | NO YES | | Amount or Percent |
| Employee Plus Two | NO YES | | Amount or Percent |
| Whole Family | NO YES | | Amount or Percent |

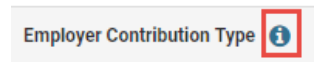
The **Employer Contribution Types** you can select are listed below:

| Type | Description |
|----------------|--|
| Amount | A dollar amount that the Employer will contribute per month toward the total plan cost. |
| Percent | A percentage of the total plan cost that the Employer will contribute per month toward the total plan cost. |

There are also additional options for **Dependent Coverage** tiers as follows:

| Type | Description |
|---------------------------|---|
| Additional Amount | A dollar amount that the Employer will contribute per month in addition to the contribution to Employee Only coverage. |
| Additional Percent | A percentage of the dependent premium(s) that the Employer will contribute per month in addition to the contribution to Employee Only coverage. |

Note: If you click on the “**I**” button on the **Employer Contribution Type** column header, as shown below,



the system displays a Help popup screen with the information in the tables above, shown at the right.

Click on the “**I**” button again to hide the Help text.

Employer Contribution Types

Amount
A dollar amount that the Employer will contribute per month towards the total plan cost.

Percent
A percentage of the total plan cost that the Employer will contribute per month.

Additional options for dependent coverage tiers

Additional Amount
A dollar amount that the Employer will contribute per month in addition to the contribution to *Employee Only* coverage.

Additional Percent
A percentage of the dependent premium(s) that the Employer will contribute per month in addition to the contribution to *Employee Only* coverage.

For each age band **Tier** rate structure, set the **Is Offered?** Yes/No toggle, select the **Employer Contribution Type**, and enter the dollar **Amount** or the **Percent** in the **Amount or Percent** column field.

Remember, when setting the **Employer Contribution Type**, select **Additional Amount** or **Additional Percent**.

Here is an example of setting up tiers of coverage specifying the dollar *amount* with an **Additional Amount**.

| Tier | Is Offered? | Employer Contribution Type | Amount or Percent |
|------------------------|---|----------------------------|-------------------|
| Employee Only | <input type="radio"/> NO <input checked="" type="radio"/> YES | Amount | 50.00 |
| Employee Plus Children | <input type="radio"/> NO <input type="radio"/> YES | | Amount or Percent |
| Employee Plus One | <input type="radio"/> NO <input checked="" type="radio"/> YES | Additional Amount | 200.00 |
| Employee Plus Spouse | <input type="radio"/> NO <input type="radio"/> YES | | Amount or Percent |
| Employee Plus Two | <input type="radio"/> NO <input type="radio"/> YES | | Amount or Percent |
| Whole Family | <input type="radio"/> NO <input checked="" type="radio"/> YES | Additional Amount | 300.00 |

And here is another example of 3 tiers, using *percent*.

| Tier | Is Offered? | Employer Contribution Type | Amount or Percent |
|------------------------|---|----------------------------|-------------------|
| Employee Only | <input type="radio"/> NO <input checked="" type="radio"/> YES | Percent | 100.00 |
| Employee Plus Children | <input type="radio"/> NO <input checked="" type="radio"/> YES | Percent | 50.00 |
| Employee Plus One | <input type="radio"/> NO <input checked="" type="radio"/> YES | Percent | 75.00 |

In the examples below, the user is entering the **Additional Amount** or **Additional Percent** that the **Employer** will contribute per month, in addition to the contribution to the **Employee Only** coverage.

Additional Amount:

| Tier | Is Offered? | Employer Contribution Type | Amount or Percent |
|---------------|---|----------------------------|-------------------|
| Employee Only | <input type="radio"/> NO <input checked="" type="radio"/> YES | Additional Amount | 20.00 |

Additional Percent:

| Tier | Is Offered? | Employer Contribution Type | Amount or Percent |
|---------------|---|----------------------------|-------------------|
| Employee Only | <input type="radio"/> NO <input checked="" type="radio"/> YES | Additional Percent | 10.00 |

When all the rate information is complete, click the **Save Changes** button at the bottom of the screen. You will be taken back to the **Benefit Plans/Policy** dashboard. The plan you just set up will now display as a listed benefit option on the dashboard.

Here is another example of a medical plan rates setup using free form rate structure.

Rates
Rate Structure*
Free Form

| Coverage Type | Is Offered? | Monthly Premium Amount | Employer Amount | Employer Percent | Employee Amount | Employee Percent | ACA Lowest Cost |
|------------------------|-------------|------------------------|-----------------|------------------|-----------------|------------------|-----------------|
| Employee Only | NO YES | Premium Amount | 50.00 | Employer Percent | Employee Amount | Employee Percent | NO YES |
| Employee Plus Children | NO YES | Premium Amount | Employer Amount | Employer Percent | Employee Amount | Employee Percent | NO YES |
| Employee Plus One | NO YES | Premium Amount | 200.00 | Employer Percent | Employee Amount | Employee Percent | NO YES |
| Employee Plus Spouse | NO YES | Premium Amount | Employer Amount | Employer Percent | Employee Amount | Employee Percent | NO YES |
| Employee Plus Two | NO YES | Premium Amount | Employer Amount | Employer Percent | Employee Amount | Employee Percent | NO YES |
| Whole Family | NO YES | Premium Amount | 300.00 | Employer Percent | Employee Amount | Employee Percent | NO YES |

Here is an example of a free form rate structure for a **Dental** plan.

Rates
Rate Structure*
Free Form

| Coverage Type | Is Offered? | Monthly Premium Amount | Employer Amount | Employer Percent | Employee Amount | Employee Percent |
|------------------------|-------------|------------------------|-----------------|------------------|-----------------|------------------|
| Employee Only | NO YES | 200.00 | 100.00 | Employer Percent | 100.00 | Employee Percent |
| Employee Plus Children | NO YES | 400.00 | 200.00 | Employer Percent | 200.00 | Employee Percent |
| Employee Plus One | NO YES | Premium Amount | Employer Amount | Employer Percent | Employee Amount | Employee Percent |
| Employee Plus Spouse | NO YES | 500.00 | 250.00 | Employer Percent | 250.00 | Employee Percent |
| Employee Plus Two | NO YES | Premium Amount | Employer Amount | Employer Percent | Employee Amount | Employee Percent |
| Whole Family | NO YES | 600.00 | 300.00 | Employer Percent | 300.00 | Employee Percent |

See the section *Employee Enrolls in Open Enrollment* later in this guide for information on how employees enroll themselves in a Medical/Dental/Vision, or other plans.

Setting Up a Basic Life Benefit Plan



Support for setting up a Basic Life Benefit Plan is available. Setting up a Basic Life plan is somewhat similar to setting up Medical/Dental/Vision plans; there are differences however, so we provide a full description of the process below.





















Note: Always refer to your company policy documents in order to complete the information on the Advanced HR Plan / Policy screens.

The **Benefit Plans / Policy** screen displays any existing plans that have been setup, including any Basic Life plans.

Benefit Plans / Policies

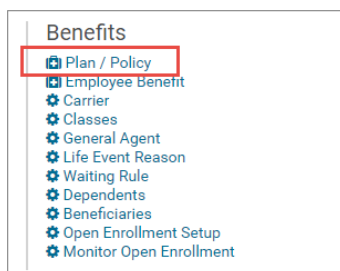
+ NEW   DOWNLOAD

| Actions | Plan Code - | Plan Name | Start Date | End Date | Website URL |
|---|-------------------------------|-------------------------------|------------|------------|--|
|    | 2020 Basic Life | 2020 Basic Life | 01/01/2020 | 12/31/2020 | |
|    | 2020 Dental | 202 Dental | 01/01/2020 | 12/31/2020 | www.deltadental.com |
|    | 2020 Dependent Voluntary Life | 2020 Dependent Voluntary Life | 01/01/2020 | 12/31/2020 | |
|    | 2020 Employee Vol Life | 2020 Employee Voluntary Life | 01/01/2020 | 12/31/2020 | |
|    | 2020 Medical - nonExecutive | 2020 Medical - nonExecutive | 01/01/2020 | 12/31/2020 | |
|    | 2020 Medical ACA | 2020 Medical ACA | 01/01/2020 | 12/31/2020 | |

Click on a plan row to display the details of the Basic Life benefit plan.

To set up a new Basic Life benefit plan:

1. Navigate to **HR Admin – Benefits – Plan / Policy**.



2. The **Benefit Plans / Policy** screen displays, showing any existing plans that have been setup, including any Basic Life plans.

Benefit Plans / Policies

+ NEW filter grid...

| Actions | Plan Code - | Plan Name | Start Date | End Date | Website URL |
|---------|-------------------------------|-------------------------------|------------|------------|---------------------|
| | 2020 Basic Life | 2020 Basic Life | 01/01/2020 | 12/31/2020 | |
| | 2020 Dental | 2020 Dental | 01/01/2020 | 12/31/2020 | www.deltadental.com |
| | 2020 Dependent Voluntary Life | 2020 Dependent Voluntary Life | 01/01/2020 | 12/31/2020 | |
| | 2020 Employee Vol Life | 2020 Employee Voluntary Life | 01/01/2020 | 12/31/2020 | |
| | 2020 Medical - nonExecutive | 2020 Medical - nonExecutive | 01/01/2020 | 12/31/2020 | |
| | 2020 Medical ACA | 2020 Medical ACA | 01/01/2020 | 12/31/2020 | |

- To create a new benefit plan, click the **+ New** button . The system displays the **Benefits Plan/ Policy New Record** screen.

Benefit Plan / Policy: **NEW RECORD**

Company
 Company*

Plan / Policy Info
 Active
 NO YES
 Priority

 Plan Code*

 Plan Name*

Plan / Policy Details
 Plan / Policy Type

Carrier*

General Agent

Policy Number

Alternate ID
 Alternate ID

Producer Code
 Producer Code

Start Date *
 Start Date

End Date *
 End Date

Renewal Date
 Renewal Date

Website URL
 Website URL

Website User ID
 Website User ID

Website Password
 Website Password

COBRA Eligible?
 NO YES

Notes

Company section

- Select the **Company**, if not already selected, in the **Company** section of the screen. The **Company** field is required.

Plan / Policy Info section

In the **Plan / Policy Info** section of the screen, you make the plan active and enter basic plan information.

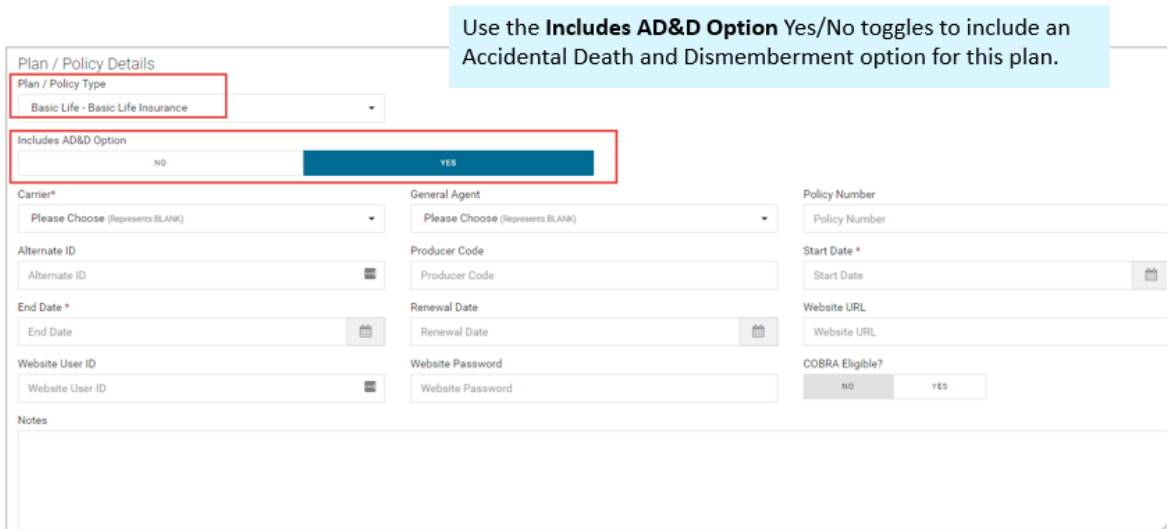


5. Set the **Active** toggle to **Yes** to make the plan Active. The default is to make the plan Active.
If the **Active** toggle is set to **No**, the plan will not be an active plan to choose from.
6. Set the **Priority** for the plan.
7. Enter the **Plan Code**. For example: “Basic Life”. The **Plan Code** is a required field.
8. Enter a description of the plan in the **Plan Name** field.

Best Practice is to make your text as descriptive as possible, perhaps with a plan year and cost level as part of the name. The **Plan Name** is a required field.

Plan / Policy Details section

9. In the **Plan / Policy Type** field, select the **Basic Life – Basic Life Insurance** option from the dropdown. The screen adjusts to display relevant fields for a Basic Life plan.



If the **Includes AD&D Option** toggle switch is set to **Yes**, the system will include the Accidental Death and Dismemberment (**AD&D**) rate as part of the premium calculation if AD&D is included in the plan.

10. Select the carrier for the plan from the **Carrier** dropdown. This is a required field.
11. Select the **General Agent**, if applicable.
12. Enter the **Policy Number** for the plan.
13. Enter an **Alternate ID** for the plan, if applicable.
14. Enter a **Producer Code**, if needed.
15. Select the **Start Date** for the plan from the calendar button. Note that the **Start** and **End Date** are required fields.
16. Select the **End Date** for the plan from the calendar button. Note that the **Start** and **End Date** are required fields.
17. Select the **Renewal Date** for reporting purposes, if necessary, from the calendar button.
18. Enter the **Website URL**, **User ID**, and **Password** for the plan.
19. Indicate if the plan is eligible for COBRA by setting the **COBRA ELIGIBLE?** Yes/No toggle.
20. Enter any applicable notes for the plan in the **Notes** text box.

Eligibility & Enrollment section

The screenshot shows the 'Eligibility & Enrollment' section. It contains two dropdown menus: 'Waiting Rule' and 'Enrollment Restrictions', both currently set to 'Please Choose (Represents BLANK)'. Below these are two toggle buttons: 'Require Enrollment' (set to YES) and 'Require Beneficiary' (set to NO).

Use the **Eligibility and Enrollment** section of the screen to select any **Waiting Rules** that have been created for the company. In addition, you can apply other enrollment restrictions.

21. In the **Eligibility & Enrollment** section of the screen, in the **Enrollment Restrictions** dropdown, set if this plan is to be **Unrestricted** or **Restricted**:
 - **Restricted** means that only certain eligibility groups (benefit classes) may elect the plan. If you select this option, the screen adjusts the displayed fields as shown below.
 - **Unrestricted** allows for all employees to enroll in the plan.

The screenshot shows the 'Eligibility & Enrollment' section with the 'Enrollment Restrictions' dropdown set to 'Restricted - Only Certain Eligibility Groups (Benefit Classes) May Elect This Plan'. Below this is a table with the following data:

| Eligibility Group / Class | Available For Enrollment? |
|---------------------------|---------------------------|
| 1 medical | NO YES |
| Executive | NO YES |
| Full-Time | NO YES |
| Part-Time | NO YES |

22. Scrolling down, using the **Yes/No** toggles, the user is able to **Require Enrollment** for the employee and require the employee enter a **Beneficiary**.

Benefit section

23. Select the **Life Benefit Type** for this plan (**Flat Amount** or **Multiple of Annual Earnings**).

- If **Life Benefit Type = Flat**, then the **Benefit** section looks like this:

- If **Life Benefit Type = Multiple of Annual Earnings**, then the **Benefit** section looks like the following screenshot. In this example, this benefit will pay a maximum of **3 times** the annual earnings, up to a **Maximum of \$75,000**.



Note: For Hourly employees – the **Life Benefit Type** field value should be set to **Multiple of Annual Earnings** in order to calculate the annual earnings of the employee; the system will take their hourly rate * 2080 (hours per year) to get their Earnings value. Then, enter the applicable **Multiple of Earnings** (x annual earnings) number, for example "3" times annual earnings.

Here is a sample **Benefit** section for a Basic Life plan:

| | |
|-------------------|-------------------------|
| Benefit | |
| Life Benefit Type | Life Benefit Amount |
| Flat Amount | \$ 25,000.00 |
| Guaranteed Issue | Guaranteed Issue Amount |
| Flat Amount | \$ 25,000.00 |

Payroll Deduction Integration section

| | | |
|--------------------------------------|-------------------------|--------------------------------|
| Payroll Deduction Integration | | |
| Employer Deduction Code | Employee Deduction Code | Payroll Deduction Frequency |
| D12 - Life Insurance | D12 - Life Insurance | EveryPay - Every Scheduled Pay |

The **Payroll Deduction Integration** section is how Advanced HR communicates with Evolution Payroll. You select the correct **E/D Codes** for this benefit type plan and assign a **Payroll Deduction Frequency**. The system will filter the correct set of E/D Codes to select from for each field. Note that the E/D Codes must be set up first in order to select them here.

- 24. In the **Payroll Deduction Integration** section of the screen, set the applicable **Employer Deduction Code** and **Employee Deduction Code** from the dropdowns for the plan.
- 25. Set the **Payroll Deduction Frequency** for this plan from the dropdown (**Every Pay** or **Block 5th Week**).

Deductions can be set up as **percentages** or **flat dollar amounts** and Advanced HR will calculate them accordingly.

Documents section

| | |
|--|--|
| Documents | |
| Browse or Drag/Drop documents | Temporarily Uploaded Documents |
| <div style="border: 1px dashed gray; padding: 20px; text-align: center;"> <p>Drag & drop files here ...</p> </div> <p style="text-align: right;">BROWSE ...</p> | <div style="background-color: #e0f2f7; padding: 10px; border: 1px solid #ccc;"> <p>You can attach any pertinent documents for the plan using the Drag and Drop or the Browse feature.</p> </div> |

- 26. In the **Documents** section of the screen, you can drag and drop any documents associated with this plan. Either drag and drop the document files from your pc to the **Drag & drop files here** section or use the **Browse** button to select the document.

Documents

Browse or Drag/Drop documents

Drag & drop files here ...

BROWSE ...

If you move documents into this section, they will first appear in the **Temporarily Uploaded Documents** section of the screen, as shown below, until you complete entering all information for the plan and click the **Save** button.

Temporarily Uploaded Documents

These documents have **temporarily** been uploaded to our servers. You must complete the process by clicking one of the "Save" buttons at the bottom of this window.

| Filename | Size (KB) |
|-----------------------------------|-----------|
| Medical Plan Policy Document.docx | 275 |

Once you **Save** the plan (after entering the rates below), the documents display on the screen like this: (DCA Plan document in this example).

Documents

These documents are **already attached** to this record.

| Download | Filename | Size (KB) |
|---|------------------------------|-----------|
|  | DCA Plan Policy Document.pdf | 380 |

Rates section

With Basic Life plans, the **Rate Structure** will always be **Age Banded**. You can't select any other value in the **Rate Structure** field. Age Banding is setup as with other plans. You'll be able to input five rows of rate data. The Rate is expressed in age tiers per \$1,000 of coverage in the **Rate per \$1,000** column.

Rates


Rate Structure*


ADD ROWS **QUICK ADD**

| Actions | Low Age | High Age | Rate per \$1,000 |
|---------|--------------------------------------|---------------------------------------|---|
| | <input type="text" value="Low Age"/> | <input type="text" value="High Age"/> | <input type="text" value="Rate per \$1,000"/> |
| | <input type="text" value="Low Age"/> | <input type="text" value="High Age"/> | <input type="text" value="Rate per \$1,000"/> |
| | <input type="text" value="Low Age"/> | <input type="text" value="High Age"/> | <input type="text" value="Rate per \$1,000"/> |
| | <input type="text" value="Low Age"/> | <input type="text" value="High Age"/> | <input type="text" value="Rate per \$1,000"/> |
| | <input type="text" value="Low Age"/> | <input type="text" value="High Age"/> | <input type="text" value="Rate per \$1,000"/> |

Contributions

Employer Contribution
 %

If you need to create more than 5 age banded rows, click the green **Add Rows** button  and the system will add five more rows for you to use.

Note: If you prefer, you can click the blue **Quick Add** button  to more easily set the parameters for the Age Banding. When clicked, the system will walk you through setting the **Low Age**, **High Age**, and the **Age Interval**. This may save you some time rather than manually entering each age band.

Because we designated this plan to include an AD&D option, you can enter the **AD&D Rate** here.

27. Enter the **Low Age**, **High Age**, and the **Rate per \$1,000** for each age band you want to setup for this plan.

Here is an example of the rates setup for a basic life plan.

Rates

Rate Structure*

ADD ROWS **QUICK ADD**

| Actions | Low Age | High Age | Rate per \$1,000 |
|---------|---------------------------------|---------------------------------|-------------------------------------|
| | <input type="text" value="55"/> | <input type="text" value="59"/> | <input type="text" value="0.1990"/> |
| | <input type="text" value="60"/> | <input type="text" value="65"/> | <input type="text" value="0.2960"/> |

Contributions

Employer Contribution
 %

Contributions section



The screenshot shows a form titled "Contributions" with a red border. Below the title is the label "Employer Contribution". Underneath is a text input field containing "100.00" and a percentage sign "%".

The Contributions section (**Employer Contributions**) defaults to **Employer Contribution 100.00%** for Basic Life plans; the field is read-only and cannot be changed.

28. Once all the parameters are set for the plan, click the green **Save Changes** button at the bottom of the screen. You will be taken back to the **Benefit Plan / Policy** dashboard and the plan you just set up will display in the grid.

Setting Up Short Term/Long Term Disability Plans



Advanced HR 2.0 provides the ability to offer Short Term Disability (STD) plans and Long Term Disability plans (LTD) for a company’s employees.

In Advanced HR 2.0, many types of benefits have a very similar setup. For example, Medical, Dental, and Vision Benefits utilize much of the same logic, and therefore, are set up very similarly.

Short Term Disability plans and Long Term Disability plans also share some of the same setup steps.

Short Term Disability

Short-term disability insurance (STD) pays a percentage of an employee’s salary if she or he become temporarily disabled, meaning that they are not able to work for a short period of time due to sickness or injury (excluding on-the-job injuries, which are covered by workers compensation insurance).

Long Term Disability

Long-term disability insurance (LTD) is an insurance policy that protects an employee from loss of income in the event that he or she is unable to work due to illness, injury, or accident for a long period of time.

Short Term Disability Plan

Long Term Disability Plan

Advanced HR lets you set the following benefit plans

- Short Term Disability (STD)
- Long Term Disability (LTD)

As there are some differences between the two type of plans however, we discuss how to set up Short Term and Long Term Disability plans in separate sections below.



Note: Always refer to your policy documents in order to complete the information on the Advanced HR STD/LTD Plan details screens.

Setting Up a Short Term Disability Plan

To set up a new **Short Term Disability** plan in Advanced HR, do the following:

1. Navigate to **HR Admin – Benefits – Plan / Policy**.
2. The system displays the **Benefit Plan / Policy** screen, showing any existing plans that have already been set up, including any Short Term or Long Term Disability plans.

Benefits

- Plan / Policy
- Employee Benefit
- Carrier
- Classes
- General Agent
- Life Event Reason
- Waiting Rule
- Dependents
- Beneficiaries
- Open Enrollment Setup
- Monitor Open Enrollment

Benefit Plans / Policies

+ NEW DOWNLOAD

| Actions | Plan Code | Plan Name | Start Date | End Date | Website URL |
|--|-----------|-------------------------------|------------|------------|-------------|
| ✖ ↻ ➔ | DCA | Dependent Care Account - 2019 | 08/01/2019 | 12/31/2019 | |
| ✖ ↻ ➔ | Dental | Dental | 09/01/2019 | 09/30/2019 | |
| ✖ ↻ ➔ | LTD | LTD | 10/01/2018 | 10/01/2019 | |
| ✖ ↻ ➔ | Medical | Medical | 09/01/2019 | 09/30/2019 | |
| ✖ ↻ ➔ | STD | STD | 10/01/2018 | 10/01/2019 | |
| ✖ ↻ ➔ | Test | Testing | 08/01/2019 | 11/29/2019 | |

Page: 1 of 1 GO Page size: 6 CHANGE Item 1 to 6 of 6

3. To create a new benefit plan, click the + NEW button. The system displays the **Benefits Plan/ Policy New Record** screen.

Benefit Plan / Policy: NEW RECORD

Company

Company*

Plan / Policy Details

Plan / Policy Type

Carrier*

Alternate ID

End Date *

Website User ID

Notes

Plan / Policy Info

Active
 NO YES

Priority

Plan Code*

Plan Name*

General Agent

Producer Code

Renewal Date

Website Password

COBRA Eligible?
 NO YES

Policy Number

Start Date *

Website URL

Company section

4. Select the **Company**, if not already selected, in the **Company** section of the screen. The **Company** field is required.

Plan / Policy Info section

In the **Plan / Policy Info** section of the screen, you make the plan active and enter basic plan information.

The screenshot shows a form titled "Plan / Policy Info" with the following fields:

- Active:** A toggle switch with "NO" and "YES" options. The "YES" option is currently selected.
- Priority:** A text input field with the placeholder text "Priority".
- Plan Code*:** A text input field with the placeholder text "Code".
- Plan Name*:** A text input field with the placeholder text "Description".

5. Set the **Active** toggle to **Yes** to make the plan Active.
If the **Active** toggle is set to **No**, the plan will not be an active plan to choose from.
6. Set the **Priority** for the plan.
7. Enter the **Plan Code**. For example: "STD – 2020". The **Plan Code** is a required field.
8. Enter a description of the plan in the **Plan Name** field.

Best Practice is to make your text as descriptive as possible, perhaps with a plan year and cost level as part of the name. The **Plan Name** is a required field.

The screenshot shows the full form with the following data entered:




- Company:** A dropdown menu showing "HRN IT Services (G003)".
- Active:** The "YES" toggle is selected.
- Priority:** The text "Priority" is entered in the field.
- Plan Code*:** The text "STD" is entered in the field.
- Plan Name*:** The text "Short Term Disability Plan - 2020" is entered in the field.

Plan / Policy Details section

In the **Plan / Policy Details** section, set the plan type and other specific details of the plan: the start and end date, the policy number, renewal date for reporting purposes, any notes about the plan, and the plan Website URL, userid, and password.

Plan / Policy Details

Plan / Policy Type
STD - Short Term Disability Insurance

| | | |
|--|--|--|
| Carrier* Please Choose (Represents BLANK) | General Agent Please Choose (Represents BLANK) | Policy Number Policy Number |
| Alternate ID Alternate ID | Producer Code Producer Code | Start Date * Start Date  |
| End Date * End Date  | Renewal Date Renewal Date  | Website URL Website URL |
| Website User ID Website User ID | Website Password Website Password | COBRA Eligible? <input type="radio"/> NO <input type="radio"/> YES |

Notes

9. In the **Plan Policy Details** section, select the **STD – Short Term Disability** item from the **Plan / Policy Type** dropdown.

Plan / Policy Details

Plan / Policy Type
STD - Short Term Disability Insurance

10. Select the carrier for the plan from the **Carrier** dropdown. This is a required field.
11. Select the **General Agent**, if applicable.
12. Enter the **Policy Number** for the plan.
13. Enter an **Alternate ID** for the plan, if applicable.
14. Enter a **Producer Code**, if needed.
15. Select the **Start Date** for the plan from the calendar button. Note that the **Start** and **End Date** are required fields.
16. Select the **End Date** for the plan from the calendar button. Note that the **Start** and **End Date** are required fields.
17. Select the **Renewal Date** for reporting purposes, if necessary, from the calendar button.
18. Enter the **Website URL**, **User ID**, and **Password** for the plan.
19. Indicate if the plan is eligible for COBRA by setting the **COBRA Eligible?** Yes/No toggle.

20. Enter any applicable notes for the plan in the **Notes** text box.

Plan / Policy Details

Plan / Policy Type
STD - Short Term Disability Insurance

Carrier*
BLBS

General Agent
Please Choose (Represents BLANK)

Policy Number
15645451514

Alternate ID
Alternate ID

Producer Code
Producer Code

Start Date *
01/01/2020

End Date *
12/31/2020

Renewal Date
Renewal Date

Website URL
Website URL

Website User ID
Website User ID

Website Password
Website Password

COBRA Eligible?
NO YES

Notes
Enter any notes about the STD plan here.

Eligibility and Enrollment section

Eligibility & Enrollment

Waiting Rule
Please Choose (Represents BLANK)

Enrollment Restrictions
Please Choose (Represents BLANK)

Use the **Eligibility and Enrollment** section of the screen to select any **Waiting Rules** that have been created for the company. In addition, you can apply other enrollment restrictions.

A **Waiting Rule(s)** can be set for any time periods that restrict employees from enrolling in the plan.

Eligibility & Enrollment

Waiting Rule
30 -

Enrollment Restrictions
Restricted - Only Certain Eligibility Groups (Benefit Classes) May Elect This Plan

Eligibility Group / Class

Available For Enrollment?
NO YES

For **Enrollment Restrictions**, you can select **Unrestricted** or **Restricted**.

- **Unrestricted** means any employee can enroll.
- **Restricted** applies to eligibility groups (benefit classes). The screen adjusts to let you set the **Available for Enrollment** option to **Yes/No** for each group.

29. In the **Eligibility & Enrollment** section of the screen, in the **Enrollment Restrictions** dropdown, set if this plan is to be **Unrestricted** or **Restricted**:

- **Restricted** means that only certain eligibility groups (benefit classes) may elect the plan.
- **Unrestricted** allows for all employees to enroll in the plan.

Eligibility & Enrollment

Waiting Rule: Please Choose (Represents BLANK)

Enrollment Restrictions: Unrestricted - Enrollment In This Plan Is Unrestricted

If the **Enrollment Restriction** dropdown is set to **Restricted**, the screen redisplay with an **Eligibility Group / Class** section, which you use to select which **Benefit Class/Groups** can enroll in the plan using the **Yes/No** toggles. Set the **Available for Enrollment** toggle switch to **Yes** for the Benefit Classes that can enroll in this plan. See the following example.

Eligibility & Enrollment

Waiting Rule: Please Choose (Represents BLANK)

Enrollment Restrictions: Restricted - Only Certain Eligibility Groups (Benefit Classes) May Elect This Plan

| Eligibility Group / Class | Available For Enrollment? |
|---------------------------|---------------------------|
| 1 medical | NO YES |
| Executive | NO YES |
| Full-Time | NO YES |
| Part-Time | NO YES |

Benefit section

In the **Benefit** section, you set up the percent of the employee’s weekly earnings for the plan as well as set the minimum and maximum benefits the plan would pay.

Benefit

Percent of Weekly Earnings: %

Benefit Minimum: \$ Minimum

Benefit Maximum: \$ Maximum

- For Short Term Disability plans, the Benefit Amount is a **Percentage of the employee’s Weekly Earnings**. Enter the percent of the employee’s weekly earnings that this short-term disability plan pays (in the **Percent of Weekly Earnings** field).
- Enter the **Benefit Minimum** dollar amount, if any, that this plan would pay.
- If there is a maximum benefit dollar amount the plan would pay, enter this in the **Benefit Maximum** field.

Benefit

Percent of Weekly Earnings: 40.00 %

Benefit Minimum: \$ 2,000.00

Benefit Maximum: \$ 300,000.00

Payroll Deduction Integration section

The **Payroll Deduction Integration** section is how Advanced HR communicates with Evolution Payroll concerning the deductions for the plan. You select the correct **E/D Codes** for this benefit type plan and assign a **Payroll Deduction Frequency**. The system filters the list of correct E/D Codes for each field.

- 24. In the **Payroll Deduction Integration** section of the screen, set the applicable **Employer Deduction Code** and **Employee Deduction Code** from the dropdowns for the plan.
- 25. Set the **Payroll Deduction Frequency** for this plan from the dropdown (**Every Pay** or **Block 5th Week**).



Note: Deduction Codes need to be set up in Evolution first. When created and appropriately defined, they will populate in the Deduction Code dropdowns here.

Documents section

- 30. In the **Documents** section of the screen, you can drag and drop any documents associated with this plan. Either drag and drop the document files from your pc to the **Drag & drop files here** section or use the **Browse** button to select the document.

If you move documents into this section, they will first appear in the **Temporarily Uploaded Documents** section of the screen, as shown below, until you complete entering all information for the plan and click the **Save** button.

Temporarily Uploaded Documents

These documents have **temporarily** been uploaded to our servers. You must complete the process by clicking one of the "Save" buttons at the bottom of this window.

| Filename | Size (KB) |
|-----------------------------------|-----------|
| Medical Plan Policy Document.docx | 275 |

Once you Save the plan, the documents display on the screen like this: (DCA plan example)

Documents

These documents are **already attached** to this record.

| Download | Filename | Size (KB) |
|----------|------------------------------|-----------|
| | DCA Plan Policy Document.pdf | 380 |

Rates section

The next step is to use the **Rates** section of the screen to enter the premiums for the various age ranges in the Rate Structure. **Some Short Term Disability plans are based on the age range of the employee.** Currently, **Age Banded** is the only option in the **Rate Structure** dropdown for STD plans.

Rates

Rate Structure*
 Age Banded

ADD ROWS QUICK ADD

| Actions | Low Age | High Age | Rate per \$10 |
|---------|---------|----------|---------------|
| | Low Age | High Age | Rate per \$10 |
| | Low Age | High Age | Rate per \$10 |
| | Low Age | High Age | Rate per \$10 |
| | Low Age | High Age | Rate per \$10 |
| | Low Age | High Age | Rate per \$10 |


Contributions


Employer Contribution
 100.00 %

The **Rate Structure** section provides five input rows of rate data to enter for each age range (**Low Age** and **High Age**) and its corresponding premium, expressed as the **Rate per \$10**.

| Actions | Low Age | High Age | Rate per \$10 |
|---------|---------|----------|---------------|
| | Low Age | High Age | Rate per \$10 |

31. For each age band you want to set up for this benefit plan, enter the **Low Age**, **High Age**, and the **Rate per \$10**.

If you need to create more than 5 age banded rows, click the green **Add Rows** button  and the system will add five more rows.

Note: If you prefer, you can click the blue **Quick Add** button  to more easily set the parameters for the Age Banding. When clicked, the system will walk you through setting the **Low Age**, **High Age**, and the **Age Interval**. This may save you some time rather than manually entering each age band.

Here is an example of an age banded rate structure for a Short Term Disability plan.

| Actions | Low Age | High Age | Rate per \$10 |
|---|---------|----------|---------------|
|  | 1 | 21 | 2.2500 |
|  | 21 | 39 | 2.5000 |
|  | 40 | 59 | 2.7500 |
|  | 60 | 79 | 3.0000 |
|  | Low Age | High Age | Rate per \$10 |

Contribution section

Contributions

Employer Contribution*

%

The final section of the screen is the **Contributions** section. For **Short Term Disability** plans, the default is to have the **Employer Contribution** field set to **100%**.

This is used to indicate the employer contributes the entire amount for the benefit plan. You can change the **Employer Contribution** by entering a different percentage, however. For this plan, the **Employer Contribution** is a required field.

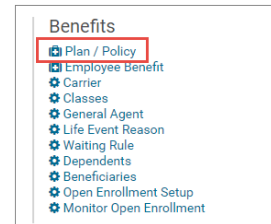
32. When you have completed entering the age band rates, and all other information on the screen, click the **Save Changes** button.

You will be taken back to the **Benefit Plans/Policy** dashboard. The plan you just set up will now display as a listed benefit option on the dashboard.

Setting Up a Long Term Disability Plan

To set up a new Long Term Disability plan in Advanced HR, do the following:

1. Navigate to **HR Admin – Benefits – Plan / Policy**.
2. The system displays the **Benefit Plan / Policy** screen, showing any existing plans that have already been set up, including any Short Term or Long Term Disability plans.



Note: Always refer to your company policy documents in order to complete the information on the Advanced HR Plan / Policy screens.

Benefit Plans / Policies

+ NEW filter grid...

| Actions | Plan Code - | Plan Name | Start Date | End Date | Website URL |
|---------|-------------|-------------------------------|------------|------------|-------------|
| | DCA | Dependent Care Account - 2019 | 08/01/2019 | 12/31/2019 | |
| | Dental | Dental | 09/01/2019 | 09/30/2019 | |
| | LTD | LTD | 10/01/2018 | 10/01/2019 | |
| | Medical | Medical | 09/01/2019 | 09/30/2019 | |
| | STD | STD | 10/01/2018 | 10/01/2019 | |
| | Test | Testing | 08/01/2019 | 11/29/2019 | |

Page: 1 of 1 GO Page size: 6 CHANGE Item 1 to 6 of 6

3. To create a new benefit plan, click the **+ New** button . The system displays the **Benefits Plan/ Policy New Record** screen.

Benefit Plan / Policy: **NEW RECORD**

Company

Company*

Plan / Policy Info

Active NO YES

Priority

Plan Code*

Code

Plan Name*

Description

Company section

4. Select the **Company**, if not already selected, in the **Company** section of the screen. The **Company** field is required.

Plan / Policy Info section

In the **Plan / Policy Info** section of the screen, you make the plan active and enter basic plan information.

5. Set the **Active** status to **Yes** to make the plan Active.
If the **Active** toggle is set to **No**, the plan will not be an active plan to choose from.
6. Set the **Priority** for the plan.
7. Enter the **Plan Code**. For example: "LTD - 2020". The **Plan Code** is a required field.
8. Enter a description of the plan in the **Plan Name** field.

Best Practice is to make your text as descriptive as possible, perhaps with a plan year and cost level as part of the name. The **Plan Name** is a required field.

Plan / Policy Details section

In the **Plan / Policy Details** section, set the plan type and other specific details of the plan: the start and end date, the policy number, renewal date for reporting purposes, any notes about the plan, and the plan Website URL, userid, and password.

Plan / Policy Details

Plan / Policy Type
 LTD - Long Term Disability Insurance

| | | |
|--|---|---|
| Carrier* Please Choose (Represents BLANK) | General Agent Please Choose (Represents BLANK) | Policy Number Policy Number |
| Alternate ID Alternate ID | Producer Code Producer Code | Start Date * Start Date |
| End Date * End Date | Renewal Date Renewal Date | Website URL Website URL |
| Website User ID Website User ID | Website Password Website Password | COBRA Eligible? <input type="radio"/> NO <input type="radio"/> YES |

Notes

9. In the **Plan Policy Details** section, select the **LTD – Long Term Disability** item from the **Plan / Policy Type** dropdown.

Plan / Policy Details

Plan / Policy Type
 LTD - Long Term Disability Insurance

10. Select the carrier for the plan from the **Carrier** dropdown. This is a required field.
11. Select the **General Agent**, if applicable.
12. Enter the **Policy Number** for the plan.
13. Enter an **Alternate ID** for the plan, if applicable.
14. Enter a **Producer Code**, if needed.
15. Select the **Start Date** for the plan from the calendar button. Note that the **Start** and **End Date** are required fields.
16. Select the **End Date** for the plan from the calendar button. Note that the **Start** and **End Date** are required fields.
17. Select the **Renewal Date** for reporting purposes, if necessary, from the calendar button.
18. Enter the **Website URL**, **User ID**, and **Password** for the plan.
19. Indicate if the plan is eligible for COBRA by setting the **COBRA Eligible?** Yes/No toggle.
20. Enter any applicable notes for the plan in the **Notes** text box.

Plan / Policy Details

Plan / Policy Type
 LTD - Long Term Disability Insurance

| | | |
|------------------------------------|---|--|
| Carrier* BLBS | General Agent Please Choose (Represents BLANK) | Policy Number 54521321 |
| Alternate ID Alternate ID | Producer Code Producer Code | Start Date * Start Date |
| End Date * End Date | Renewal Date Renewal Date | Website URL Website URL |
| Website User ID Website User ID | Website Password Website Password | COBRA Eligible? <input checked="" type="radio"/> NO <input type="radio"/> YES |

Notes

Enter any notes about the LTD plan in this section.

Eligibility and Enrollment section

The screenshot shows the 'Eligibility & Enrollment' section with two dropdown menus. The 'Waiting Rule' dropdown is set to 'Please Choose (Represents BLANK)'. The 'Enrollment Restrictions' dropdown is also set to 'Please Choose (Represents BLANK)'. Both dropdowns are highlighted with a red box.

Use the **Eligibility and Enrollment** section of the screen to select any **Waiting Rules** that have been created for the company. In addition, you can apply other enrollment restrictions.

A **Waiting Rule(s)** can be set for any time periods that restrict employees from enrolling in the plan.

The screenshot shows the 'Eligibility & Enrollment' section. The 'Waiting Rule' dropdown is set to '30 -'. The 'Enrollment Restrictions' dropdown is set to 'Restricted - Only Certain Eligibility Groups (Benefit Classes) May Elect This Plan'. Below these dropdowns, there is a table with columns for 'Eligibility Group / Class' and 'Available For Enrollment?' with 'NO' and 'YES' toggle buttons.

For **Enrollment Restrictions**, you can select **Unrestricted** or **Restricted**.

- **Unrestricted** means any employee can enroll.
- **Restricted** applies to eligibility groups (benefit classes). The screen adjusts to let you set the **Available for Enrollment** option to **Yes/No** for each group.

33. In the **Eligibility & Enrollment** section of the screen, in the **Enrollment Restrictions** dropdown, set if this plan is to be **Unrestricted** or **Restricted**:

- **Restricted** means that only certain eligibility groups (benefit classes) may elect the plan.
- **Unrestricted** allows for all employees to enroll in the plan.

The screenshot shows the 'Eligibility & Enrollment' section. The 'Enrollment Restrictions' dropdown is set to 'Unrestricted - Enrollment In This Plan Is Unrestricted'. The 'Waiting Rule' dropdown remains set to 'Please Choose (Represents BLANK)'.

If the **Enrollment Restriction** dropdown is set to **Restricted**, the screen redisplayes with an **Eligibility Group / Class** section, which you use to select which **Benefit Class/Groups** can enroll in the plan using the **Yes/No** toggles. Set the **Available for Enrollment** toggle switch to **Yes** for the Benefit Classes that can enroll in this plan. See the following example.

Eligibility & Enrollment

Waiting Rule
Please Choose (Represents BLANK)

Enrollment Restrictions
Restricted - Only Certain Eligibility Groups (Benefit Classes) May Elect This Plan

| Eligibility Group / Class | Available For Enrollment? |
|---------------------------|---------------------------|
| 1 medical | NO YES |
| Executive | NO YES |
| Full-Time | NO YES |
| Part-Time | NO YES |

Benefit section

In the **Benefit** section, you set up the percent of the employee’s monthly earnings for the plan as well as set the minimum and maximum benefits the plan would pay.

Benefit

Percent of Monthly Earnings

%

Benefit Minimum \$ Minimum

Benefit Maximum \$ Maximum

21. For **Long Term Disability** plans, the Benefit Amount is a **Percentage of the employee’s Monthly Earnings**. Enter the percentage of the employee’s monthly earnings that this long-term disability plan pays (in the **Percent of Monthly Earnings** field).
22. Enter the **Benefit Minimum** dollar amount, if any, that this plan would pay.
23. If there is a maximum benefit dollar amount the plan would pay, enter this in the **Benefit Maximum** field.

Benefit

Percent of Monthly Earnings

50.00 %

Benefit Minimum \$ 700.00

Benefit Maximum \$ 10,000.00

Payroll Deduction Integration section

Payroll Deduction Integration


Employer Deduction Code
Please Choose (Represents BLANK)

Employee Deduction Code
Please Choose (Represents BLANK)

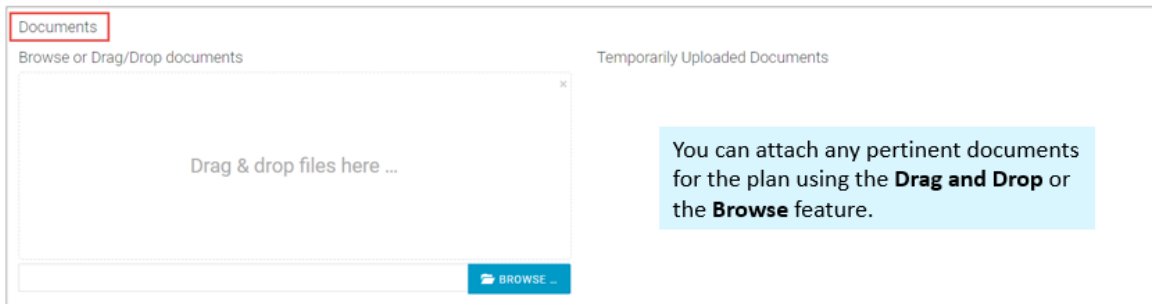
Payroll Deduction Frequency
Please Choose (Represents BLANK)

The **Payroll Deduction Integration** section is how Advanced HR communicates with Evolution Payroll concerning the deductions for the plan. You select the correct **E/D Codes** for this benefit type plan and assign a **Payroll Deduction Frequency**.

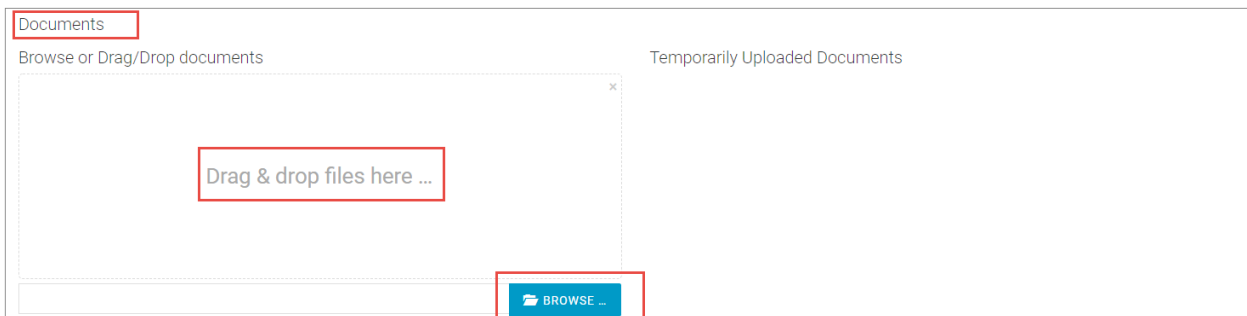
24. In the **Payroll Deduction Integration** section of the screen, set the applicable **Employer Deduction Code** and **Employee Deduction Code** from the dropdowns for the plan.
25. Set the **Payroll Deduction Frequency** for this plan from the dropdown (**Every Pay** or **Block 5th Week**).

 **Note:** Deduction Codes need to be set up in Evolution first. When created and appropriately defined, they will populate in the Deduction Code dropdowns here.

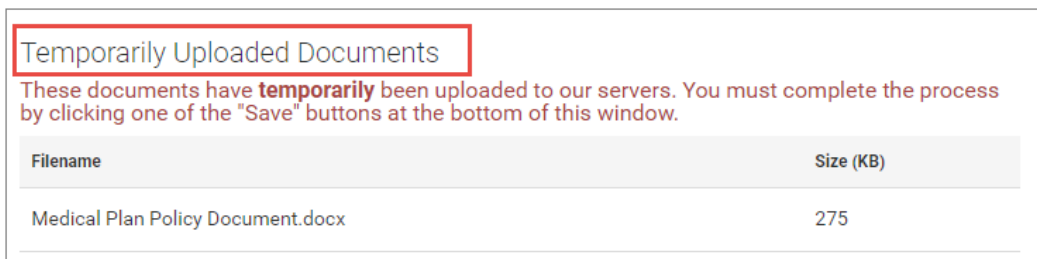
Documents section



34. In the **Documents** section of the screen, you can drag and drop any documents associated with this plan. Either drag and drop the document files from your pc to the **Drag & drop files here** section or use the **Browse** button to select the document.



If you move documents into this section, they will first appear in the **Temporarily Uploaded Documents** section of the screen, as shown below, until you complete entering all information for the plan and click the **Save** button.

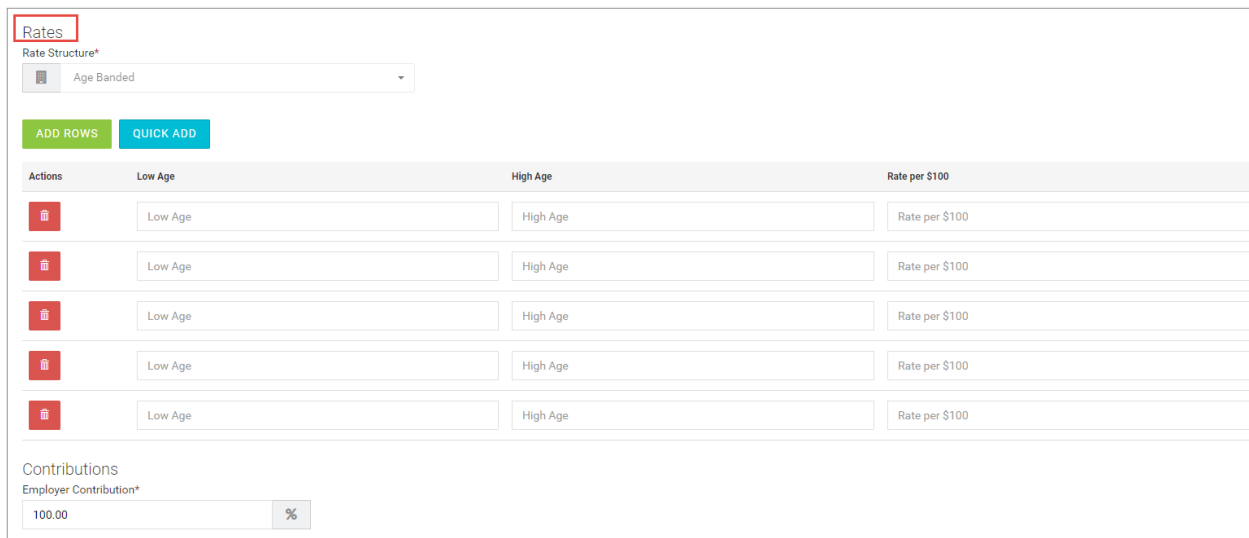


Once you Save the plan, the documents display on the screen like this: (DCA plan example)



Rates section

The next step is to use the **Rates** section of the screen to enter the premiums for the various age ranges in the **Rate Structure**. Some Long Term Disability plans are based on the age range of the employee. Currently, **Age Banded** is the only option in the **Rate Structure** dropdown for LTD plans.



The **Rate Structure** section provides five input rows of rate data to enter for each age range (**Low Age** and **High Age**) and its corresponding premium, expressed as the **Rate per \$100**.



35. For each age band you want to set up for this benefit plan, enter the **Low Age**, **High Age**, and the **Rate per \$100**.

If you need to create more than 5 age banded rows, click the green **Add Rows** button and the system will add five more rows.

Note: If you prefer, you can click the blue **Quick Add** button to more easily set the parameters for the Age Banding. When clicked, the system will walk you through setting the **Low Age**, **High Age**, and the **Age Interval**. This may save you some time rather than manually entering each age band.

Here is an example of an age banded rate structure for a Long Term Disability plan.

| Actions | Low Age | High Age | Rate per \$100 |
|---------|--------------------------------------|---------------------------------------|---|
| | <input type="text" value="21"/> | <input type="text" value="29"/> | <input type="text" value="7.5000"/> |
| | <input type="text" value="30"/> | <input type="text" value="39"/> | <input type="text" value="8.5000"/> |
| | <input type="text" value="40"/> | <input type="text" value="59"/> | <input type="text" value="9.0000"/> |
| | <input type="text" value="60"/> | <input type="text" value="75"/> | <input type="text" value="10.7500"/> |
| | <input type="text" value="Low Age"/> | <input type="text" value="High Age"/> | <input type="text" value="Rate per \$100"/> |

Contributions section

Contributions

Employer Contribution*

%

The final section of the screen is the **Contributions** section. For **Long Term Disability** plans, the default is to have the **Employer Contribution** field set to **100%**. This is used to indicate the employer contributes the entire amount for the benefit plan. However, you can change the **Employer Contribution** by entering a different percentage, if required.

36. When you have completed entering the age band rates, and all other information on the screen, click the **Save Changes** button.

You will be taken back to the **Benefit Plans/Policy** dashboard. The plan you just set up will now display as a listed benefit option on the dashboard.

Viewing the Details of an Employee’s Benefit Plan

You can display the **Employee Benefits** screen to view the benefit plans that employees are enrolled in. The dashboard lists all employee’s benefit plans (unless you are locked into a single employee).

Employee Benefits

+ NEW ↻ DOWNLOAD filter grid...

| Actions | Name | Employee ID | Plan | Coverage Type | Start Date | End Date | Monthly Premium Amount |
|---------|---------------|-------------|-------------------------------|---------------|------------|------------|------------------------|
| | Walker, Sarah | 2 | Dependent Care Account - 2019 | Employee Only | 08/01/2019 | 12/31/2019 | |
| | Jones, Betty | 11 | LTD | Employee Only | 10/01/2018 | 10/01/2019 | 396.00 |

Page: 1 of 1 GO Page size: 2 CHANGE Item 1 to 2 of 2

Click on a row on the dashboard to display the details of that employee’s plan, for example, Betty Jones above, has a Long Term Disability (LTD) plan.

Employee Benefit: Jones, Betty: LTD - LTD

| | |
|---|--|
| <p>Employee</p> <p>Company* <input type="text" value="HRN IT Services (G003)"/></p> <p>Employee* <input type="text" value="Jones, Betty (11)"/></p> <p>Details</p> <p>Qualifying Event <small>(Open Enrollment assumed if blank)</small> <input type="text" value="Please Choose (Represents BLANK)"/></p> <p>Start Date * <input type="text" value="10/01/2018"/></p> <p>End Date <input type="text" value="10/01/2019"/></p> <p>Member Number <input type="text" value="Member Number"/></p> <p>Payroll Deduction Frequency <input type="text" value="Every - Every Scheduled Pay"/></p> <p>Notes <input style="width: 100%; height: 40px;" type="text"/></p> | <p>Benefit Info</p> <p>Benefit Plan* <input type="text" value="LTD - LTD"/></p> <p>Coverage Type* <input type="text" value="Employee - Employee Only"/></p> <p>Rates</p> <p><i>Insurance Amount: \$3,432.00 (paid monthly)</i></p> <p>Monthly Premium Amount <input type="text" value="\$ 396.00"/></p> <p>Employer Amount <input type="text" value="\$ 257.40"/></p> <p>Employer Percent <input type="text" value="% Employer Percent"/></p> <p>Employee Amount <input type="text" value="\$ 138.60"/></p> <p>Employee Percent <input type="text" value="% Employee Percent"/></p> |
|---|--|

Setting Up FSA, HSA, and DCA Account Plans

Advanced HR supports the following types of Health Savings/Flexible Savings Account plans:



A **Flexible Spending Account (FSA)** (also known as a flexible spending arrangement) is a special account you put money into that you use to pay for certain out-of-pocket health care costs. You don't pay taxes on this money. This means you'll save an amount equal to the taxes you would have paid on the money you set aside.



A **Dependent Care Account (DCA)** is an employee-funded account that can be used to pay for custodial care of eligible dependents while the employee is at work. Eligible dependents include children under age 13, as well as disabled children, spouse, or parents.



A **Health Savings Account (HSA)** is a tax-advantaged medical savings account available to taxpayers in the United States who are enrolled in a high-deductible health plan. The funds contributed to an account are not subject to federal income tax at the time of deposit.

Flexible Spending Accounts (FSAs) are an employer-established health benefit that allows employees to use pre-tax dollars for out-of-pocket medical expenses, dependent (child) care expenses, and adoption expenses.

Money in the Health Savings Account (HSA) can help pay the deductible. Once the deductible is met, the insurance starts paying. Money left in the savings account earns interest and is yours to keep.

A Dependent Care Account (DCA) is an employee-funded account that can be used to pay for custodial care of eligible dependents while the employee is at work. Eligible dependents include children under age 13, as well as disabled children, spouse or parents.

We describe how to set up each type of savings account plan below in separate sections.



Note: Always refer to your policy documents in order to complete the information on the Advanced HR Plan / Policy details screens.

Setting Up a Health Savings Account (HSA) Plan

Advanced HR provides support for Health Savings Accounts (HSA):

- The system currently supports the Admin enrolling the employee in a HSA plan or, the employee enrolling themselves in a plan during Open Enrollment.
- The Admin can define an HSA plan and associate it with a medical plan.
- The Admin can manage and see employee elections using the Manage Open Enrollment screen.



A Health Savings Account (HSA) is a tax-advantaged medical savings account available to taxpayers in the United States who are enrolled in a high-deductible health plan. The funds contributed to an account are not subject to federal income tax at the time of deposit.

For example, the following partial screenshots show a sample **Health Savings Account (HSA)** benefit plan as set up by the administrator.

| | |
|--|--|
| <p>Company</p> <p>Company*</p> <p>Food Munch Choo (020)</p> | <p>Plan / Policy Info</p> <p>Active</p> <p><input type="radio"/> NO <input checked="" type="radio"/> YES</p> <p>Priority</p> <p>Priority</p> <p>Plan Code*</p> <p>2020 HSA</p> <p>Plan Name*</p> <p>2020 HSA</p> |
| <p>Plan / Policy Details</p> <p>Plan / Policy Type</p> <p>HSA - Health Savings Account</p> <p>Carrier*</p> <p>BCBS</p> <p>Alternate ID</p> <p>Alternate ID</p> <p>End Date *</p> <p>12/31/2020</p> <p>Website User ID</p> <p>Website User ID</p> <p>Notes</p> | <p>Medical Plan Association*</p> <p>2020 Medical High Deductible - 2020 Medical High Deductible</p> <p>Employer Provided Bank Account</p> <p><input type="radio"/> NO <input type="radio"/> YES</p> <p>General Agent</p> <p>Please Choose (Represents BLANK)</p> <p>Producer Code</p> <p>Producer Code</p> <p>Renewal Date</p> <p>Renewal Date</p> <p>Website Password</p> <p>Website Password</p> |
| | <p>Policy Number</p> <p>Policy Number</p> <p>Start Date *</p> <p>01/01/2020</p> <p>Website URL</p> <p>Website URL</p> <p>COBRA Eligible?</p> <p><input type="radio"/> NO <input type="radio"/> YES</p> |

| | | |
|---|--|---|
| <p>Payroll Deduction Integration</p> <p>Employer Family Deduction Code</p> <p>Please Choose (Represents BLANK)</p> <p>Employer Family Catch Up Deduction Code</p> <p>Please Choose (Represents BLANK)</p> <p>Employee Family Deduction Code</p> <p>D16 - HSA Family</p> <p>Payroll Deduction Frequency</p> <p>EveryPay - Every Scheduled Pay</p> | <p>Employer Single Deduction Code</p> <p>Please Choose (Represents BLANK)</p> <p>Employer Single Catch Up Deduction Code</p> <p>Please Choose (Represents BLANK)</p> <p>Employee Single Deduction Code</p> <p>D15 - HSA Single</p> | <p>Employee Catch-Up Deduction Code</p> <p>Please Choose (Represents BLANK)</p> |
|---|--|---|

Contributions

Prorate Employee Contributions ⓘ

NO YES

Employer Contribution Single (Annual)
 Value must be between 0 and 3500
 Employer Contribution Single \$ 3,500.00 \$

Annual Limit Single \$ 3,500.00 \$

Employer Contribution Family (Annual)
 Value must be between 0 and 7000
 Employer Contribution Family \$ 7,000.00 \$

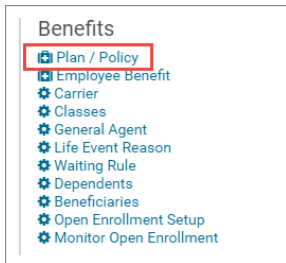
Annual Limit Family \$ 7,000.00 \$

Employer Catch-Up Contribution (Annual)
 Value must be between 0 and 1000
 Employer Catch-Up Contribution \$ 1,000.00 \$

Annual Catch Up Limit \$ 1,000.00 \$

To set up a new Health Savings Account (HSA) plan in Advanced HR, do the following:

1. Navigate to **HR Admin – Benefits – Plan / Policy**.




2. The system displays the **Benefit Plan / Policy** screen, showing any existing plans that have already been set up.

Benefit Plans / Policies

+ NEW ↻ DOWNLOAD

| Actions | Plan Code | Plan Name | Start Date | End Date | Website URL |
|--|-----------|--|------------|------------|-------------|
| ⊞ ⊞ → | 2019 MED | 2019 MED | 12/01/2018 | 07/01/2019 | |
| ⊞ ⊞ → | DEN | 2018 Dental | 03/01/2018 | 02/28/2019 | |
| ⊞ ⊞ → | Flat Life | 2018 Basic Life no ADD Flat Rate | 03/01/2018 | 02/28/2019 | |
| ⊞ ⊞ → | LIFE | 2018 Basic Life ADD included Multiple earnings | 01/01/2018 | 12/31/2018 | |
| ⊞ ⊞ → | MED | 2018 Medical Low | 03/01/2018 | 12/01/2018 | |
| ⊞ ⊞ → | VIS | 2018 Vision | 03/01/2018 | 02/28/2019 | |

Page: 1 of 1 GO Page size: 6 CHANGE Item 1 to 6 of 6

3. To create a new benefit plan, click the **+ New** button . The system displays the **Benefits Plan/ Policy New Record** screen.

Benefit Plan / Policy: **NEW RECORD**

| | | | |
|---|--|--|--|
| Company Company* <input type="text" value="HRN IT Services (G003)"/> | | Plan / Policy Info Active <input type="radio"/> NO <input checked="" type="radio"/> YES | |
| | | Priority <input type="text" value="Priority"/> | |
| | | Plan Code* <input type="text" value="Code"/> | |
| | | Plan Name* <input type="text" value="Description"/> | |
| Plan / Policy Details Plan / Policy Type <input type="text" value="Please Choose (Represents BLANK)"/> | | | |
| Carrier* <input type="text" value="Please Choose (Represents BLANK)"/> | | General Agent <input type="text" value="Please Choose (Represents BLANK)"/> | |
| | | Policy Number <input type="text" value="Policy Number"/> | |
| Alternate ID <input type="text" value="Alternate ID"/> | | Producer Code <input type="text" value="Producer Code"/> | |
| | | Start Date * <input type="text" value="Start Date"/> | |
| End Date * <input type="text" value="End Date"/> | | Renewal Date <input type="text" value="Renewal Date"/> | |
| | | Website URL <input type="text" value="Website URL"/> | |
| Website User ID <input type="text" value="Website User ID"/> | | Website Password <input type="text" value="Website Password"/> | |
| | | COBRA Eligible? <input type="radio"/> NO <input type="radio"/> YES | |
| Notes <input type="text"/> | | | |

Company section

4. Select the **Company**, if not already selected, in the **Company** section of the screen. The **Company** field is required.

Plan / Policy Info section

In the **Plan / Policy Info** section of the screen, you make the plan active and enter basic plan information.

Plan / Policy Info

Active
 NO YES

Priority

Plan Code*

Plan Name*

5. Select the **Active** Yes/No toggles to make the plan Active. The default is to make the plan Active.
 If the **Active** toggle is set to **No**, the plan will not be an active plan to choose from.
6. Set the **Priority** for the plan.
7. Enter the **Plan Code**. For example: "HSA - 2020". The **Plan Code** is a required field.

- Enter a description of the plan in the **Plan Name** field.

Best Practice is to make your text as descriptive as possible, perhaps with a plan year and cost level as part of the name. The **Plan Name** is a required field.

Plan / Policy Details section

In the **Plan / Policy Details** section, you set the plan type and other specific details of the plan: the start and end date, the policy number, renewal date for reporting purposes, any notes about the plan, and the plan Website URL, userid, and password.

The screenshot shows the 'Plan / Policy Details' form with the following fields:

- Plan / Policy Type:** HSA - Health Savings Account
- Medical Plan Association*:** Please Choose (Represents BLANK)
- Employer Provided Bank Account:** NO (selected), YES
- Carrier*:** Please Choose (Represents BLANK)
- General Agent:** Please Choose (Represents BLANK)
- Policy Number:** Policy Number
- Alternate ID:** Alternate ID
- Producer Code:** Producer Code
- Start Date*:** Start Date
- End Date*:** End Date
- Renewal Date:** Renewal Date
- Website URL:** Website URL
- Website User ID:** Website User ID
- Website Password:** Website Password
- COBRA Eligible?:** NO (selected), YES
- Notes:** (Empty text area)

- In the **Plan Policy Details** section, select the **HSA – Health Savings Account** item from the **Plan / Policy Type** dropdown.

This close-up shows the 'Plan / Policy Type' dropdown menu with 'HSA - Health Savings Account' selected.

The system changes the screen to display fields that are appropriate for an HSA plan.

This screenshot is similar to the previous one, but with a red box highlighting the **Medical Plan Association*** dropdown menu, which now displays 'Please Choose (Represents BLANK)'. The **Plan / Policy Type** dropdown is also highlighted with a red box.

If you select a **Plan / Policy Type** of **HSA – Health Savings Account**, note that the system displays a **Medical Plan Association** field to the right.



The screenshot shows a dropdown menu titled "Medical Plan Association*" with a red border. The selected option is "Medical - Medical".

10. Select the **Medical Plan Association** that you want to associate the HSA plan with.
For example, the company may offer three types of medical plans but only those employees who elect the high deductible medical plan can elect an HSA plan during the Open Enrollment.

The system will only display medical plans offered by this company and that have been setup. This is a required field.

11. Indicate if this HSA plan will have an **Employer Provided Bank Account**. The default for this field is **No**.

Note: The value you select for this field will impact the employee during Open Enrollment when they are electing an HSA plan - if the employer is not the one providing the bank account. A pop-up message will instruct the employee to open an HSA bank account.

12. Select the carrier for the plan from the **Carrier** dropdown. This is a required field.
13. Select the **General Agent**, if applicable.
14. Enter the **Policy Number** for the plan.
15. Enter an **Alternate ID** for the plan, if applicable.
16. Enter a **Producer Code**, if needed.
17. Select the **Start Date** for the plan from the calendar button. Note that the **Start** and **End Date** are required fields.
18. Select the **End Date** for the plan from the calendar button. Note that the **Start** and **End Date** are required fields.
19. Select the **Renewal Date** for reporting purposes, if necessary, from the calendar button.
20. Enter the **Website URL**, **User ID**, and **Password** for the plan.
21. Indicate if the plan is eligible for COBRA by setting the **COBRA Eligible?** Yes/No toggle.
22. Enter any applicable notes for the plan in the **Notes** text box.

Payroll Deduction Integration section

The **Payroll Deduction Integration** section is how Advanced HR communicates with Evolution Payroll. You select the correct **E/D Codes** for this benefit type plan and assign a **Payroll Deduction Frequency**. These deduction codes are very specific to HSA, which can have multiple deduction codes for payroll.

Payroll Deduction Integration

| | | |
|---|---|--|
| Employer Family Deduction Code Please Choose (Represents BLANK) | Employer Single Deduction Code Please Choose (Represents BLANK) | |
| Employer Family Catch Up Deduction Code Please Choose (Represents BLANK) | Employer Single Catch Up Deduction Code Please Choose (Represents BLANK) | |
| Employee Family Deduction Code Please Choose (Represents BLANK) | Employee Single Deduction Code Please Choose (Represents BLANK) | Employee Catch-Up Deduction Code Please Choose (Represents BLANK) |
| Payroll Deduction Frequency Please Choose (Represents BLANK) | | |

23. Select the correct **E/D Deduction codes** for the applicable deductions for this plan. The system will filter the E/D code displayed for each field to only the correct corresponding codes for that deduction type. Note that the E/D Codes must be set up first in order to be available for selection here.

Note that the **Employee Catch-Up** and **Employee Catch-Up** fields are allowed only if the employee is 55 years old or will turn 55 during the plan year.

24. Select the **Payroll Deduction Frequency** for this plan: **EveryPay – Every Scheduled Pay** or **Block 5 - Block 5th Week**.

Documents section

Documents

Browse or Drag/Drop documents

Drag & drop files here ...

BROWSE ...

Temporarily Uploaded Documents

You can attach any pertinent documents for the plan using the **Drag and Drop** or the **Browse** feature.

25. In the **Documents** section of the screen, you can drag and drop any documents associated with this plan. Either drag and drop the document files from your pc to the **Drag & drop files here** section or use the **Browse** button to select the document.

Documents

Browse or Drag/Drop documents

Drag & drop files here ...

BROWSE ...

Temporarily Uploaded Documents

If you move documents into this section, they will first appear in the **Temporarily Uploaded Documents** section of the screen, as shown below, until you complete entering all information for the plan and click the **Save** button.

Temporarily Uploaded Documents

These documents have **temporarily** been uploaded to our servers. You must complete the process by clicking one of the "Save" buttons at the bottom of this window.

| Filename | Size (KB) |
|-----------------------------------|-----------|
| Medical Plan Policy Document.docx | 275 |

Once you Save the plan, the documents display on the screen like this: (DCA plan in the example below)

Documents

These documents are **already attached** to this record.

| Download | Filename | Size (KB) | |
|---|------------------------------|-----------|---|
|  | DCA Plan Policy Document.pdf | 380 |  |

Contributions section

26. Set the value for the annual **Employer Contributions** for the plan in the **Contributions** section of the screen:

- **Employer Contribution Single (Annual)**
- **Employer Contribution Family (Annual)**
- **Employer Catch-Up Contribution (Annual)**

Contributions

Prorate Employee Contributions ●

NO
 YES

| | |
|--|--|
| <p>Employer Contribution Single (Annual) Value must be between 0 and 3550</p> <p>Employer Contribution Single <input type="text" value="\$ 3,550.00"/> \$</p> | <p>Employer Contribution Family (Annual) Value must be between 0 and 7100</p> <p>Employer Contribution Family <input type="text" value="\$ 7,100.00"/> \$</p> |
| <p>Employer Catch-Up Contribution (Annual) Value must be between 0 and 1000</p> <p>Employer Catch-Up Contribution <input type="text" value="\$ 1,000.00"/> \$</p> | <p>Annual Catch Up Limit</p> <p><input type="text" value="\$ 1,000.00"/> \$</p> |

Prorate Employee Contributions – Set this toggle switch to **Yes** if you want to prorate the employee contributions for this plan. Proration refers to dividing a (contribution) proportionally, usually based on a unit of time. Prorating applies only to Admins, by allowing them to change the amount per paycheck to the federal limit, using the **Employee Benefit** screen.

The **Employer Contribution** values are determined by the IRS. The user can set the value of these fields lower than the Limit shown to the right of each field but cannot enter a higher value. If the user enters a value higher than the limit they receive an error message stating that the yearly limits are set by the IRS and cannot be exceeded.

For example:

| Contributions | | Annual Limit Single | | Employer Contribution Family (Annual) | | Annual Limit Family | |
|---|--|-----------------------|--|---|--|---------------------|--|
| Employer Contribution Single (Annual) Value must be between 0 and 3500 | <input type="text" value="1,000.00"/> \$ | Annual Limit Single | <input type="text" value="3,500.00"/> \$ | Employer Contribution Family (Annual) Value must be between 0 and 7000 | <input type="text" value="1,200.00"/> \$ | Annual Limit Family | <input type="text" value="7,000.00"/> \$ |
| Employer Catch-Up Contribution (Annual) Value must be between 0 and 1000 | <input type="text" value="500.00"/> \$ | Annual Catch Up Limit | <input type="text" value="1,000.00"/> \$ | | | | |

The **Annual Limit** fields to the right of each Employer Contribution field are read-only and cannot be changed by the user. Note the limits currently are **\$3500 for Annual Limit Single** coverage and **\$7,000 Annual Limit for Family** coverage, but the IRS may change these limits.

Note that the **Employer Catch-Up** field will only be applicable for those employee who are 55 or will turn 55 during the plan year.

27. When all information on the screen has been completed, click the **Save Changes** button.

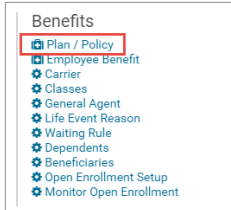
The system saves the plan you just created and returns you to the **Benefits Plan / Policy** dashboard.

Once an employee has completed their Open Enrollment process, the Admin can see all their elections using the **Manage Open Enrollment** screen. The Admin can then approve the election by clicking the Update to Payroll button and the system will submit the information to Payroll.

Setting up a Flexible Spending Account (FSA) Plan

To set up a new Flexible Spending Account (FSA) plan in Advanced HR, do the following:

1. Navigate to **HR Admin – Benefits – Plan / Policy**.




2. The system displays the **Benefit Plan / Policy** screen, showing any existing plans that have already been set up.

Benefit Plans / Policies

[+ NEW](#) [DOWNLOAD](#) filter grid...

| Actions | Plan Code | Plan Name | Start Date | End Date | Website URL |
|---------|-----------|--|------------|------------|-------------|
| | 2019 MED | 2019 MED | 12/01/2018 | 07/01/2019 | |
| | DEN | 2018 Dental | 03/01/2018 | 02/28/2019 | |
| | Flat Life | 2018 Basic Life no ADD Flat Rate | 03/01/2018 | 02/28/2019 | |
| | LIFE | 2018 Basic Life ADD included Multiple earnings | 01/01/2018 | 12/31/2018 | |
| | MED | 2018 Medical Low | 03/01/2018 | 12/01/2018 | |
| | VIS | 2018 Vision | 03/01/2018 | 02/28/2019 | |

Page: 1 of 1 GO Page size: 6 CHANGE Item 1 to 6 of 6

3. To create a new FSA benefit plan, click the **+ New** button . The system displays the **Benefits Plan/Policy New Record** screen.

Benefit Plan / Policy: [NEW RECORD](#)

Company
 Company*
 HRN IT Services (G003)

Plan / Policy Info
 Active
 NO YES
 Priority
 Priority
 Plan Code*
 Code
 Plan Name*
 Description

Plan / Policy Details
 Plan / Policy Type
 Please Choose (Represents BLANK)

Carrier*
 Please Choose (Represents BLANK)

General Agent
 Please Choose (Represents BLANK)

Policy Number
 Policy Number

Alternate ID
 Alternate ID

Producer Code
 Producer Code

Start Date *
 Start Date

End Date *
 End Date

Renewal Date
 Renewal Date

Website URL
 Website URL

Website User ID
 Website User ID

Website Password
 Website Password

COBRA Eligible?
 NO YES

Notes

Company section

4. Select the **Company**, if not already selected, in the **Company** section of the screen. The **Company** field is required.

Plan / Policy Info section

In the **Plan / Policy Info** section of the screen, you make the plan active and enter basic plan information.

The screenshot shows the 'Plan / Policy Info' section with the following fields:

- Active:** A toggle switch with 'NO' and 'YES' options. The 'YES' option is currently selected.
- Priority:** A text input field with the placeholder text 'Priority'.
- Plan Code*:** A text input field with the placeholder text 'Code'.
- Plan Name*:** A text input field with the placeholder text 'Description'.

5. Select the **Active** Yes/No toggles to make the plan Active. The default is to make the plan Active.
If the **Active** toggle is set to **No**, the plan will not be an active plan to choose from.
6. Set the **Priority** for the plan.
7. Enter the **Plan Code**. For example: "FSA - 2020". The **Plan Code** is a required field.
8. Enter a description of the plan in the **Plan Name** field.

Best Practice is to make your text as descriptive as possible, perhaps with a plan year and cost level as part of the name. The **Plan Name** is a required field.

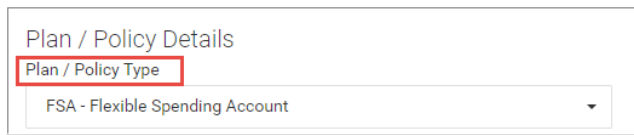
Plan / Policy Details section

In the **Plan / Policy Details** section, you set the plan type and other specific details of the plan: the start and end date, the policy number, renewal date for reporting purposes, any notes about the plan, and the plan Website URL, userid, and password.

The screenshot shows the 'Plan / Policy Details' section with the following fields:

- Plan / Policy Type:** A dropdown menu with 'FSA - Flexible Spending Account' selected.
- Include Limited FSA Option:** A toggle switch with 'NO' and 'YES' options. The 'NO' option is currently selected.
- Carrier*:** A dropdown menu with 'Please Choose (Represents BLANK)' selected.
- General Agent:** A dropdown menu with 'Please Choose (Represents BLANK)' selected.
- Policy Number:** A text input field with the placeholder text 'Policy Number'.
- Alternate ID:** A text input field with a calendar icon.
- Producer Code:** A text input field with the placeholder text 'Producer Code'.
- Start Date*:** A text input field with a calendar icon.
- End Date*:** A text input field with a calendar icon.
- Renewal Date:** A text input field with a calendar icon.
- Website URL:** A text input field with the placeholder text 'Website URL'.
- Website User ID:** A text input field with a calendar icon.
- Website Password:** A text input field with the placeholder text 'Website Password'.
- COBRA Eligible?:** A toggle switch with 'NO' and 'YES' options. The 'NO' option is currently selected.
- Notes:** A large text area for entering notes.

- In the **Plan Policy Details** section, select the **FSA – Flexible Spending Account** item from the **Plan / Policy Type** dropdown.



Plan / Policy Details

Plan / Policy Type

FSA - Flexible Spending Account

The system changes the screen to display fields that are appropriate for an FSA plan.

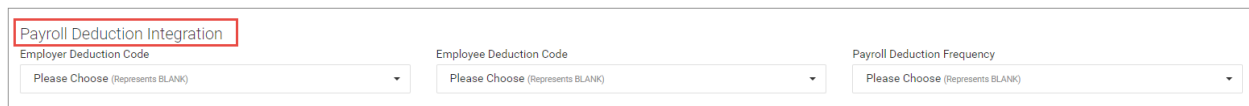
- Indicate if this plan has a **Limited FSA Option** using the Yes/No toggles.

During the Open Enrollment period, the employee can select the **Limited FSA** check box if they or their spouse also have an Health Savings Account (HSA). In a Limited FSA account, the savings can be used only for Vision or Dental expenses. In addition, the annual limit for the contribution changes based on this.

- Select the carrier for the plan from the **Carrier** dropdown. This is a required field.
- Select the **General Agent**, if applicable.
- Enter the **Policy Number** for the plan.
- Enter an **Alternate ID** for the plan, if applicable.
- Enter a **Producer Code**, if needed.
- Select the **Start Date** for the plan from the calendar button. Note that the **Start** and **End Date** are required fields.
- Select the **End Date** for the plan from the calendar button. Note that the **Start** and **End Date** are required fields.
- Select the **Renewal Date** for reporting purposes, if necessary, from the calendar button.
- Enter the **Website URL**, **User ID**, and **Password** for the plan.
- Indicate if the plan is eligible for COBRA by setting the **COBRA Eligible?** Yes/No toggle.
- Enter any applicable notes for the plan in the **Notes** text box.

Payroll Deduction Integration section

The **Payroll Deduction Integration** section is how Advanced HR communicates with Evolution Payroll. You select the correct **E/D Codes** for this benefit type plan and assign a **Payroll Deduction Frequency**.



Payroll Deduction Integration

Employer Deduction Code

Employee Deduction Code

Payroll Deduction Frequency

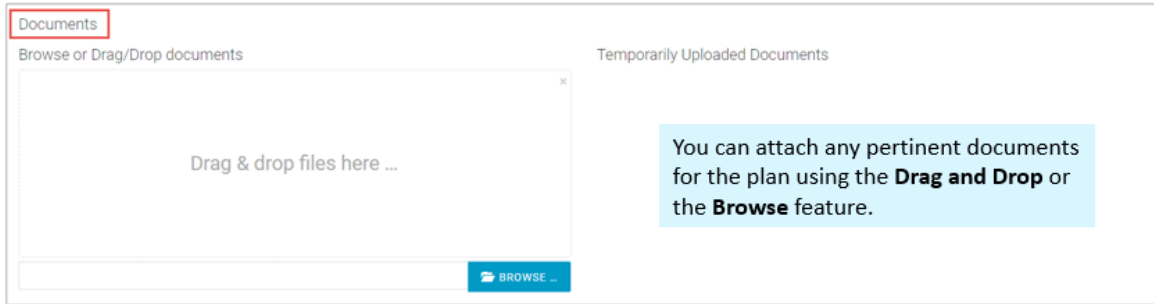
Please Choose (Represents BLANK)

Please Choose (Represents BLANK)

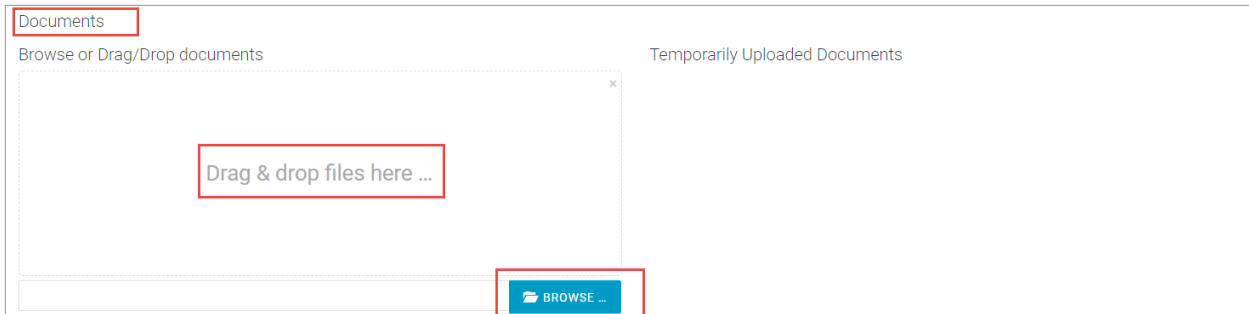
Please Choose (Represents BLANK)

- Select the correct **E/D Deduction codes** for the applicable deductions for this plan.
The system will filter the E/D code displayed for each field to only the correct corresponding codes for that deduction type. Note that the E/D Codes must be set up first in order to be available for selection here.
- Select the **Payroll Deduction Frequency** for this plan: **EveryPay – Every Scheduled Pay** or **Block 5 - Block 5th Week**.

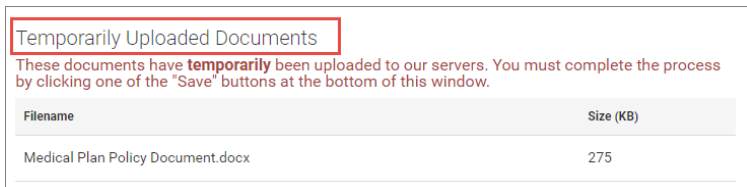
Documents section



24. In the **Documents** section of the screen, you can drag and drop any documents associated with this plan. Either drag and drop the document files from your pc to the **Drag & drop files here** section or use the **Browse** button to select the document.



If you move documents into this section, they will first appear in the **Temporarily Uploaded Documents** section of the screen, as shown below, until you complete entering all information for the plan and click the **Save** button.



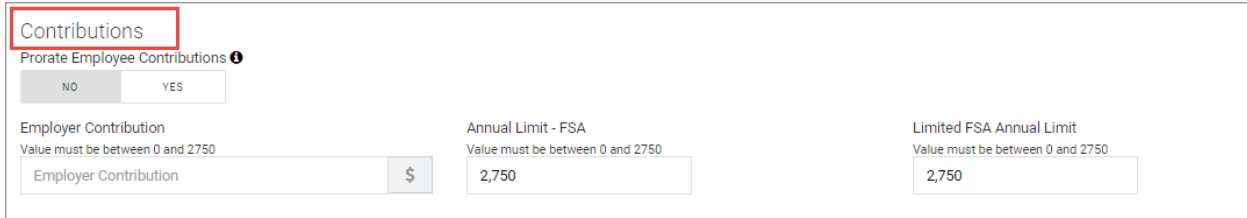
Once you Save the plan, the documents display on the screen like this: (DCA plan in the example below)



Contributions section

25. Set the value for the annual **Employer Contribution** for the plan in the **Contributions** section of the screen:

- **Employer Contribution** – You enter the value for this field
- **Annual Limit – FSA** - The system pre-populates this field.
- **Limited FSA Annual Limit** – The system pre-populates this field. If a user is enrolled in an HSA-qualified high-deductible health plan and they have a Health Savings Account (HSA), they can increase their savings with a Limited Expense Health Care FSA.



Prorate Employee Contributions – Set this toggle switch to **Yes** if you want to prorate the employee contributions for this plan. Proration refers to dividing a (contribution) proportionally, usually based on a unit of time. Prorating applies only to Admins, by allowing them to change the amount per paycheck to the federal limit, using the **Employee Benefit** screen.

Contribution limit values are determined by the IRS. The user can set the value of these fields lower than the Limit shown on each field but cannot enter a higher value. If the user enters a value higher than the limit they receive an error message stating that the yearly limits are set by the IRS and cannot be exceeded.

26. When all information on the screen has been completed, click the **Save Changes** button.

The system saves the plan you just created and returns you to the **Benefits Plan / Policy** dashboard.

Once an employee has completed their Open Enrollment process, the Admin can see all their elections using the **Manage Open Enrollment** screen. The Admin can then approve the election by clicking the Update to Payroll button and the system will submit the information to Payroll.

Setting Up a Dependent Care Account Plan (DCA)

Advanced HR provides support for Dependent Care Accounts (DCA). The system currently supports the Admin enrolling the employee in a DCA plan or, the employee enrolling themselves in a plan during Open Enrollment.



A **Dependent Care Account (DCA)** is an employee-funded account that can be used to pay for custodial care of eligible dependents while the employee is at work. Eligible dependents include children under age 13, as well as disabled children, spouse, or parents.

Dependent Care Accounts are set up through the workplace. Participants of a Dependent Care Plan authorize their employers to withhold a specified amount from the paychecks each pay period and deposit money in an account.

With a Dependent Care Account, employees use pre-tax dollars to pay qualified out-of-pocket dependent care expenses. In addition to a federal income tax savings, participating in a Dependent Care Account plan will result in savings on FICA (social security) taxes, because the amount contributed to the plan isn't included in wages for FICA purposes.

The administrator creates a Dependent Care Account (DCA) on the **HR Admin – Benefits – Plan / Policy** screen.

You can create a **Dependent Care Account (DCA)** on the **Benefits Plans / Policies** screen.

The Details screen.

Once created, you can then attach a DCA plan to an employee on the **Employee Benefits** screen.

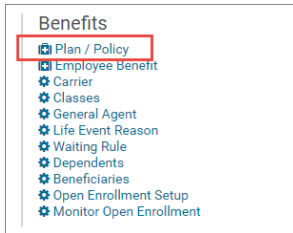


Note: Always refer to your policy documents in order to complete the information on the Advanced HR Plan / Policy details screens.

To set up a new Dependent Care Account (DCA) plan

Admins set up a new Dependent Care Account by doing the following steps.

1. Navigate to **HR Admin – Benefits – Plan / Policy**.



2. The system displays the **Benefits Plan / Policies** dashboard screen. The screen displays any existing benefit plans.

Benefit Plans / Policies

[+ NEW](#) [DOWNLOAD](#)

| Actions | Plan Code | Plan Name | Start Date | End Date | Website URL |
|---|-----------|-------------------------------|------------|------------|-------------|
| + - + | DCA | Dependent Care Account - 2019 | 08/01/2019 | 12/31/2019 | |
| + - + | Dental | Dental | 09/01/2019 | 09/30/2019 | |
| + - + | LTD | LTD | 10/01/2018 | 10/01/2019 | |
| + - + | Medical | Medical | 09/01/2019 | 09/30/2019 | |
| + - + | STD | STD | 10/01/2018 | 10/01/2019 | |
| + - + | Test | Testing | 08/01/2019 | 11/29/2019 | |

Page: 1 of 1 GO Page size: 6 CHANGE Item 1 to 6 of 6

3. To create a new benefit plan, click the **+ New** button . The system displays the **Benefits Plan/ Policy New Record** screen.

Benefit Plan / Policy: **NEW RECORD**

Company
 Company*

Plan / Policy Info
 Active
 NO YES
 Priority

Plan Code*
 Code

Plan Name*
 Description

Plan / Policy Details
 Plan / Policy Type

Carrier*

General Agent

Policy Number

Alternate ID

Producer Code

Start Date *

End Date *

Renewal Date

Website URL

Website User ID

Website Password

COBRA Eligible?
 NO YES

Notes

Company section

4. Select the **Company**, if not already selected, in the **Company** section of the screen. The **Company** field is required.

Plan / Policy Info section

In the **Plan / Policy Info** section of the screen, you make the plan active and enter basic plan information.

5. Set the **Active** Yes/No toggle to **Yes** to make the plan Active. The default is to make the plan Active.
If the **Active** toggle is set to **No**, the plan will not be an active plan to choose from.
6. Set the **Priority** for the plan.
7. Enter the **Plan Code**. For example: "DCA - 2020". The **Plan Code** is a required field.
8. Enter a description of the plan in the **Plan Name** field.

Best Practice is to make your text as descriptive as possible, perhaps with a plan year and cost level as part of the name. The **Plan Name** is a required field.

Plan / Policy Details section

In the **Plan / Policy Details** section, set the plan type and other specific details of the plan: start and end date, the policy number, renewal date for reporting purposes and notes, and the Website URL, userid, and password.

9. In the **Plan Policy Details** section, select the **DCA - Dependent Care Account** item from the **Plan / Policy Type** dropdown.

10. Select the carrier for the plan from the **Carrier** dropdown. This is a required field.
11. Select the **General Agent**, if applicable.
12. Enter the **Policy Number** for the plan.
13. Enter an **Alternate ID** for the plan, if applicable.
14. Enter a **Producer Code**, if needed.
15. Select the **Start Date** for the plan from the calendar button. Note that the **Start** and **End Date** are required fields.
16. Select the **End Date** for the plan from the calendar button. Note that the **Start** and **End Date** are required fields.
17. Select the **Renewal Date** for reporting purposes, if necessary, from the calendar button.

18. Enter the **Website URL** for the plan.
19. Enter the **Website plan User ID**.
20. Enter the **Website plan Password**.
21. Select if the plan is eligible for COBRA by setting the **COBRA Eligible?** Yes/No toggle.
22. Enter any applicable notes for the plan in the **Notes** text box.

Plan / Policy Details

Plan / Policy Type
DCA - Dependent Care Account

| | | |
|--|---|--------------------------------|
| Carrier* Please Choose (Represents BLANK) | General Agent Please Choose (Represents BLANK) | Policy Number Policy Number |
| Alternate ID Alternate ID | Producer Code Producer Code | Start Date * Start Date |
| End Date * End Date | Renewal Date Renewal Date | Website URL Website URL |
| Website User ID Website User ID | Website Password Website Password | COBRA Eligible? NO YES |

Notes

Eligibility and Enrollment section

Eligibility & Enrollment

Waiting Rule
Please Choose (Represents BLANK)

Enrollment Restrictions
Please Choose (Represents BLANK)

Use the **Eligibility and Enrollment** section of the screen to select any **Waiting Rules** that have been created for the company. In addition, you can apply other enrollment restrictions.

A **Waiting Rule(s)** can be set for any time periods that restrict employees from enrolling in the plan.

Eligibility & Enrollment

Waiting Rule
30 -

Enrollment Restrictions
Restricted - Only Certain Eligibility Groups (Benefit Classes) May Elect This Plan

| Eligibility Group / Class | Available For Enrollment? |
|---------------------------|---------------------------|
| | NO YES |

For **Enrollment Restrictions**, you can select **Unrestricted** or **Restricted**.

- **Unrestricted** means any employee can enroll.
- **Restricted** applies to eligibility groups (benefit classes). The screen adjusts to let you set the **Available for Enrollment** option to **Yes/No** for each group.

23. In the **Eligibility & Enrollment** section of the screen, in the **Enrollment Restrictions** dropdown, set if this plan is to be **Unrestricted** or **Restricted**:
- **Restricted** means that only certain eligibility groups (benefit classes) may elect the plan.
 - **Unrestricted** allows for all employees to enroll in the plan.

The screenshot shows the 'Eligibility & Enrollment' section. The 'Waiting Rule' dropdown is set to 'Please Choose (Represents BLANK)'. The 'Enrollment Restrictions' dropdown is highlighted with a red box and is set to 'Unrestricted - Enrollment In This Plan Is Unrestricted'.

If the **Enrollment Restriction** dropdown is set to **Restricted**, the screen redisplay with an **Eligibility Group / Class** section, which you use to select which **Benefit Class/Groups** can enroll in the plan using the **Yes/No** toggles. Set the **Available for Enrollment** toggle switch to **Yes** for the Benefit Classes that can enroll in this plan. See the following example.

The screenshot shows the 'Eligibility & Enrollment' section with 'Enrollment Restrictions' set to 'Restricted - Only Certain Eligibility Groups (Benefit Classes) May Elect This Plan'. Below this is a table with columns for 'Eligibility Group / Class' and 'Available For Enrollment?'. The 'Available For Enrollment?' column contains toggle switches for 'NO' and 'YES'.

| Eligibility Group / Class | Available For Enrollment? |
|---------------------------|---------------------------|
| 1 medical | NO YES |
| Executive | NO YES |
| Full-Time | NO YES |
| Part-Time | NO YES |

Payroll Deduction Integration section

The screenshot shows the 'Payroll Deduction Integration' section. The 'Employee Deduction Code' dropdown is set to 'Please Choose (Represents BLANK)'. The 'Payroll Deduction Frequency' dropdown is also set to 'Please Choose (Represents BLANK)'.

The **Payroll Deduction Integration** section is how Advanced HR communicates with Evolution Payroll. You select the correct **E/D Codes** for this benefit type plan and assign a **Payroll Deduction Frequency**.

24. In the **Payroll Deduction Integration** section of the screen, set the applicable **Employee Deduction Code** from the dropdown for the plan.
25. Set the **Payroll Deduction Frequency** for this plan from the dropdown (**Every Pay** or **Block 5th Week**).

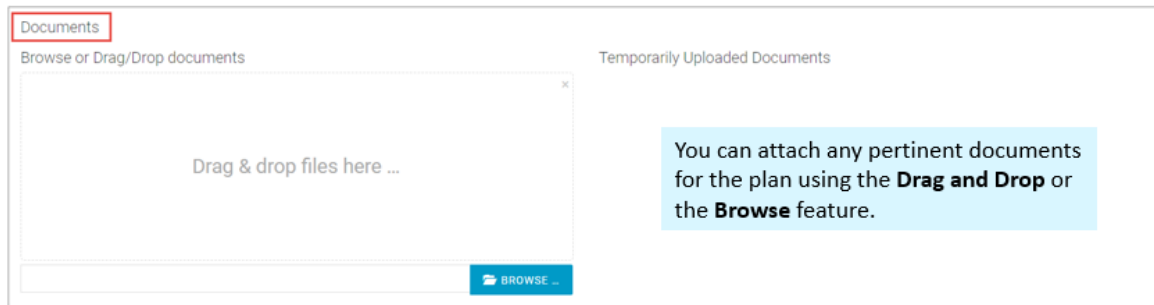
The screenshot shows the 'Payroll Deduction Integration' section. The 'Employee Deduction Code' dropdown is set to 'DL - DCA'. The 'Payroll Deduction Frequency' dropdown is set to 'EveryPay - Every Scheduled Pay'.

Deductions can be set up as **percentages** or **flat dollar amounts** and Advanced HR will calculate them accordingly.

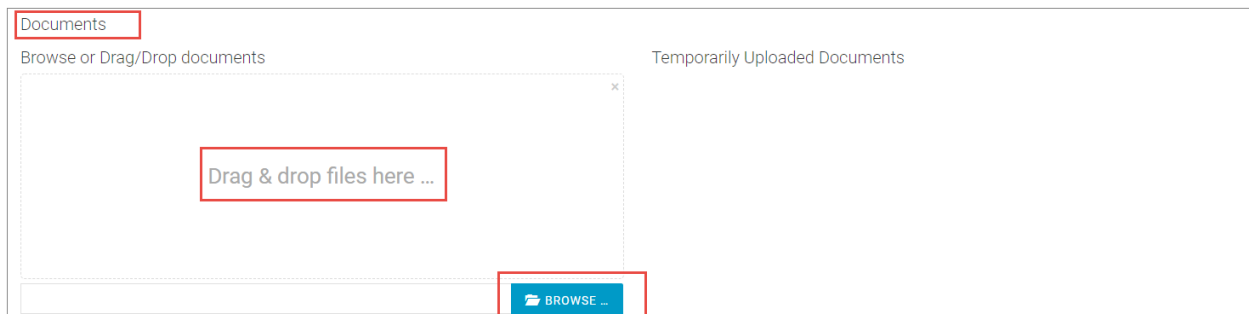


Note: Deduction Codes need to be set up in Evolution first. When created and appropriately defined, they will populate in the Deduction Code dropdowns here.

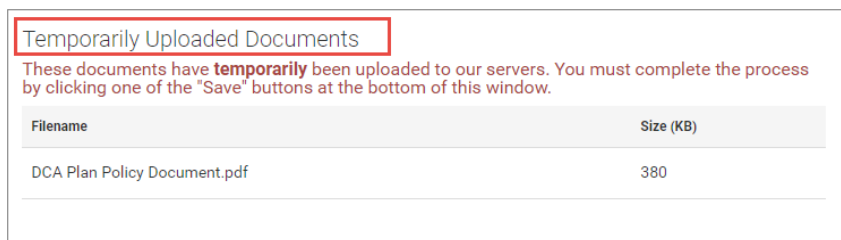
Documents section



26. In the **Documents** section of the screen, you can drag and drop any documents associated with this plan. Either drag and drop the document files from your pc to the **Drag & drop files here** section or use the **Browse** button to select the document.



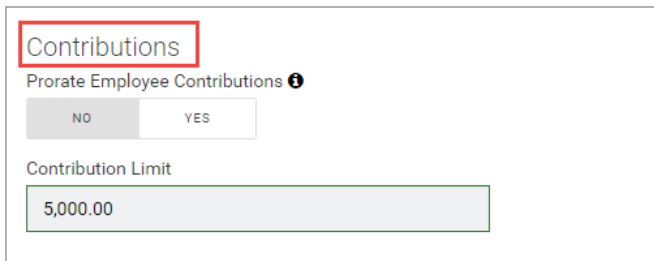
If you move documents into this section, they will first appear in the **Temporarily Uploaded Documents** section of the screen, as shown below, until you complete entering all information for the plan and click the **Save** button.



Once you Save the plan, the documents display on the screen like this:



Contributions section. **Note:** A DCA plan does not have an employee rate.



Prorate Employee Contributions – Set this toggle switch to **Yes** if you want to prorate the employee contributions for this plan. Proration refers to dividing a (contribution) proportionally, usually based on a unit of time. Prorating applies only to Admins, by allowing them to change the amount per paycheck to the federal limit, using the **Employee Benefit** screen.

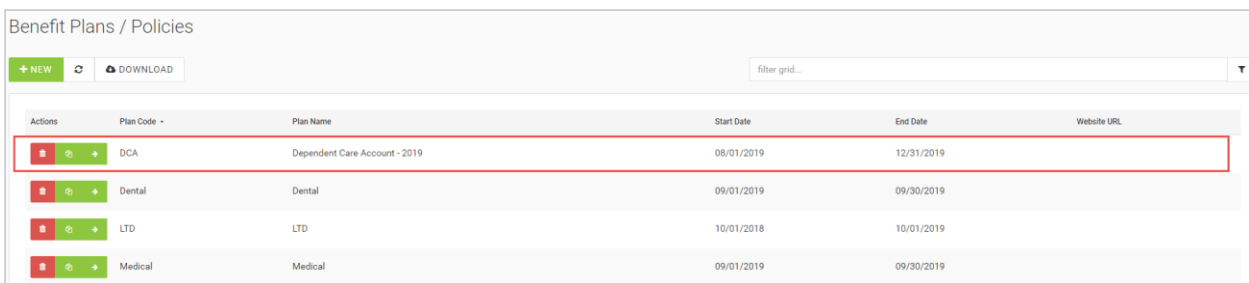
27. The **Contribution Limit** dollar amount for the DCA plan is fixed, you cannot change the limit.

Note: Check with the IRS for the latest rules governing Dependent Care Accounts, as the allowed limits can change.

28. Click the **Save Changes** button to save the plan.



The Dependent Coverage Account plan you just set up is now saved and available (as long as you made the plan **Active**). If you display the **Benefit Plans / Policies** dashboard, the system will list the plan you just created.



Click on the DCA plan row to display the Details screen to see all the plan information.

Once a Dependent Care Account plan has been created, it can then be attached to employee(s). Refer to the section of this guide: *Attaching Benefit Plans to an Employee*.

Once an employee has completed their Open Enrollment process, the Admin can see all their elections using the **Manage Open Enrollment** screen. The Admin can then approve the election by clicking the Update to Payroll button and the system will submit the information to Payroll.

Refer to the *Employees Enroll in Open Enrollment* section of this guide to see how employees can enroll themselves into a Dependent Care Account (and other accounts) during the Open Enrollment process.

Setting Up Voluntary Life Plans

This section describes how to set up the following voluntary life benefit plan types:

Voluntary Life Benefit Plans:

Employee Voluntary Life

Spouse Voluntary Life

Dependent Voluntary Life



Note: Always refer to your company policy documents in order to complete the information on the Advanced HR Plan / Policy screens.

For example, the following partial screenshots show a sample **Employee Voluntary Life** benefit plan as set up by the administrator.

Benefit Plan / Policy: **2020 Employee Vol Life - 2020 Employee Vol Life**

| | |
|---|---|
| <p>Company</p> <p>Company*</p> <p>Food Munch Choo (020)</p> | <p>Plan / Policy Info</p> <p>Active</p> <p>NO YES</p> <p>Priority</p> <p>Priority</p> <p>Plan Code*</p> <p>2020 Employee Vol Life</p> <p>Plan Name*</p> <p>2020 Employee Vol Life</p> |
| <p>Plan / Policy Details</p> <p>Plan / Policy Type</p> <p>Voluntary Life - Voluntary Life Insurance</p> | |
| <p>Plan Description</p> <p>The standard Lorem Ipsum passage, used since the 1500s</p> | |
| <p>Instructions</p> <p>Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Go download the documents!</p> | |

Payroll Deduction Integration

Employer Deduction Code:

Employee Deduction Code:

Payroll Deduction Frequency:

Documents

Include standard Age Reduction policy statement: NO YES

These documents are **already attached** to this record.

| Download | Filename | Size (KB) |
|----------|--|-----------|
| | Additional Life.pdf | 48 |
| | Benefit Guide - Southern Community Services - 2017_2018_1_1_1_.pdf | 479 |
| | Benefits Summary.xlsx | 39 |
| | Benefits_VoluntaryLifeADDBenefitSummary.pdf | 67 |
| | OptionalLife_summary.doc | 119 |

Browse or Drag/Drop documents Temporarily Uploaded Documents

Life Benefit Limits

Minimum Coverage Amount*:

Guaranteed Issue Amount*:

Incremental Amount*:

Maximum coverage amount is up to % of employee's to be rounded to the nearest or max coverage amount should not exceed \$

Rates

Rate Structure*:

AD&D Requires Election: NO YES

ADD ROWS **QUICK ADD**

| Actions | Low Age | High Age | Rate per \$1,000 | Smoker Rate |
|---------|---------------------------------|---------------------------------|-------------------------------------|-------------------------------------|
| | <input type="text" value="0"/> | <input type="text" value="20"/> | <input type="text" value="0.0340"/> | <input type="text" value="0.0400"/> |
| | <input type="text" value="21"/> | <input type="text" value="30"/> | <input type="text" value="0.0440"/> | <input type="text" value="0.0500"/> |
| | <input type="text" value="31"/> | <input type="text" value="40"/> | <input type="text" value="0.0540"/> | <input type="text" value="0.0600"/> |
| | <input type="text" value="41"/> | <input type="text" value="50"/> | <input type="text" value="0.0640"/> | <input type="text" value="0.0700"/> |
| | <input type="text" value="51"/> | <input type="text" value="60"/> | <input type="text" value="0.1200"/> | <input type="text" value="0.2000"/> |

Contributions

Employee Contribution*: %

Employer Contribution*: %

Setting Up an Employee Voluntary Life Plan

We will first discuss setting up employee voluntary life plans as this should be done first before you can set up any related Spouse and/or Dependent voluntary life plans.

To set up a new Employee Voluntary Life plan:

1. Navigate to **HR Admin – Benefits – Plan / Policy**.

- The **Benefit Plans / Policy** screen displays, showing any existing plans that have been setup, including any Voluntary Life plans.

Evolution HCM
by ASURE SOFTWARE HR Admin Quick Links

Benefit Plans / Policies

+ NEW [refresh] [download] filter grid...

| Actions | Plan Code | Plan Name | Start Date | End Date | Website URL |
|--------------------------|-------------------------------|-------------------------------|------------|------------|---------------------|
| [delete] [refresh] [add] | 2020 Basic Life | 2020 Basic Life | 01/01/2020 | 12/31/2020 | |
| [delete] [refresh] [add] | 2020 Dental | 2020 Dental | 01/01/2020 | 12/31/2020 | www.deltadental.com |
| [delete] [refresh] [add] | 2020 Dependent Voluntary Life | 2020 Dependent Voluntary Life | 01/01/2020 | 12/31/2020 | |
| [delete] [refresh] [add] | 2020 Employee Vol Life | 2020 Employee Voluntary Life | 01/01/2020 | 12/31/2020 | |
| [delete] [refresh] [add] | 2020 Medical - nonExecutive | 2020 Medical - nonExecutive | 01/01/2020 | 12/31/2020 | |
| [delete] [refresh] [add] | 2020 Medical ACA | 2020 Medical ACA | 01/01/2020 | 12/31/2020 | |
| [delete] [refresh] [add] | 2020 Medical Executive | 2020 Medical Executive | 01/01/2020 | 12/31/2020 | |
| [delete] [refresh] [add] | 2020 Spouse Voluntary Life | 2020 Spouse Voluntary Life | 01/01/2020 | 12/31/2020 | |

Page: 1 of 1 GO Page size: 8 CHANGE

- To create a new benefit plan, click the **+ New** button . The system displays the **Benefits Plan/ Policy New Record** screen.

Benefit Plan / Policy: **NEW RECORD**

Company
Company*
HRN IT Services (G003)

Plan / Policy Info
Active: NO YES
Priority:
Plan Code*
Code:
Plan Name*
Description:

Plan / Policy Details
Plan / Policy Type
Please Choose (Represents BLANK)

Carrier*
Please Choose (Represents BLANK)

General Agent
Please Choose (Represents BLANK)

Policy Number
Policy Number:

Alternate ID
Alternate ID:

Producer Code
Producer Code:

Start Date *
Start Date:

End Date *
End Date:

Renewal Date
Renewal Date:

Website URL
Website URL:

Website User ID
Website User ID:

Website Password
Website Password:

COBRA Eligible?
 NO YES

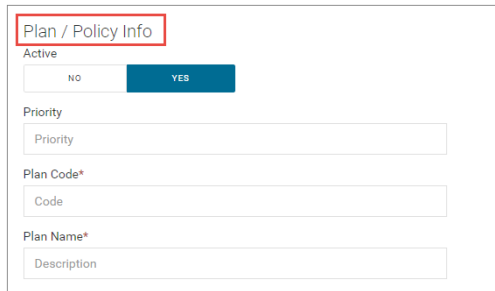
Notes

Company section

4. Select the **Company**, if not already selected, in the **Company** section of the screen. The **Company** field is required.

Plan / Policy Info section

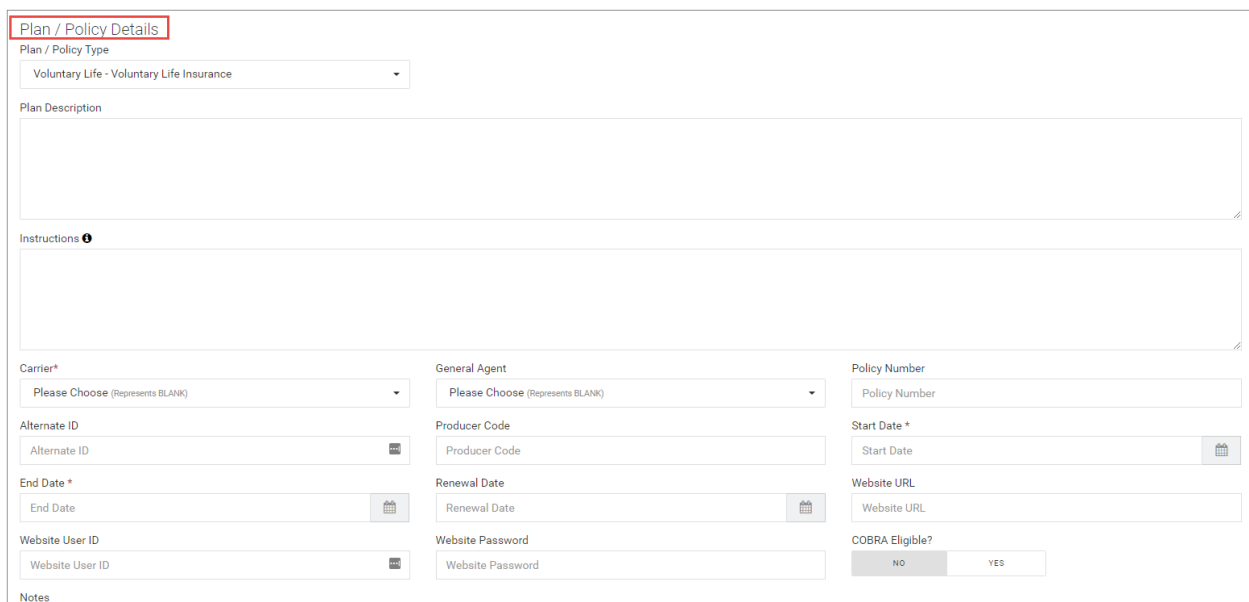
In the **Plan / Policy Info** section of the screen, you make the plan active and enter basic plan information.



5. Set the **Active** Yes/No toggle to **Yes** to make the plan Active. The default is to make the plan Active.
If the **Active** toggle is set to **No**, the plan will not be an active plan to choose from.
6. Set the **Priority** for the plan.
7. Enter the **Plan Code**. For example: “Voluntary Life - 2020”. The **Plan Code** is a required field.
8. Enter name of the plan in the **Plan Name** field.

Plan / Policy Details section

9. In the **Plan / Policy Type** field, select the **Voluntary Life – Voluntary Life** option. The screen adjusts to display relevant fields.



10. Enter a description of the plan in the **Plan Description** section.

11. Enter any instructions you want to be displayed to the employee in the Open Enrollment process interface in the **Instructions** field. For example, instructions to download and fill in the EOI form if they are electing more than the guaranteed amount and to return the form to the benefit administrator.
12. Select the carrier for the plan from the **Carrier** dropdown. This is a required field.
13. Select the **General Agent**, if applicable.
14. Enter the **Policy Number** for the plan.
15. Enter an **Alternate ID** for the plan, if applicable.
16. Enter a **Producer Code**, if needed.
17. Select the **Start Date** for the plan from the calendar button. Note that the **Start** and **End Date** are required fields.
18. Select the **End Date** for the plan from the calendar button. Note that the **Start** and **End Date** are required fields.
19. Select the **Renewal Date** for reporting purposes, if necessary, from the calendar button.
20. Enter the **Website URL**, **User ID**, and **Password** for the plan.
21. Indicate if the plan is eligible for COBRA by setting the **COBRA Eligible?** Yes/No toggle.
22. Enter any applicable notes for the plan in the **Notes** text box.

Here is a sample **Plan / Policy Details** completed section.

Plan / Policy Details

Plan / Policy Type
 Voluntary Life - Voluntary Life Insurance

Plan Description
 The standard Lorem Ipsum passage, used since the 1500s

Instructions ⓘ
 Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Go download the documents!

Eligibility & Enrollment section

Eligibility & Enrollment

Waiting Rule
 Please Choose (Represents BLANK)

Enrollment Restrictions
 Please Choose (Represents BLANK)

Use the **Eligibility and Enrollment** section of the screen to select any **Waiting Rules** that have been created for the company. In addition, you can apply other enrollment restrictions.

23. In the **Eligibility & Enrollment** section of the screen, in the **Enrollment Restrictions** dropdown, set if this plan is to be **Unrestricted** or **Restricted**:
 - **Restricted** means that only certain eligibility groups (benefit classes) may elect the plan. If you select this option, the screen adjusts the displayed fields as shown below.
 - **Unrestricted** allows for all employees to enroll in the plan.

Payroll Deduction Integration section



The **Payroll Deduction Integration** section is how Advanced HR communicates with Evolution Payroll. You select the correct **E/D Codes** for this benefit type plan and assign a **Payroll Deduction Frequency**. The system will filter the correct set of E/D Codes to select from for each field. Note that the E/D Codes must be set up first in order to select them here.

24. In the **Payroll Deduction Integration** section of the screen, set the applicable **Employer Deduction Code** and **Employee Deduction Code** from the dropdowns for the plan.

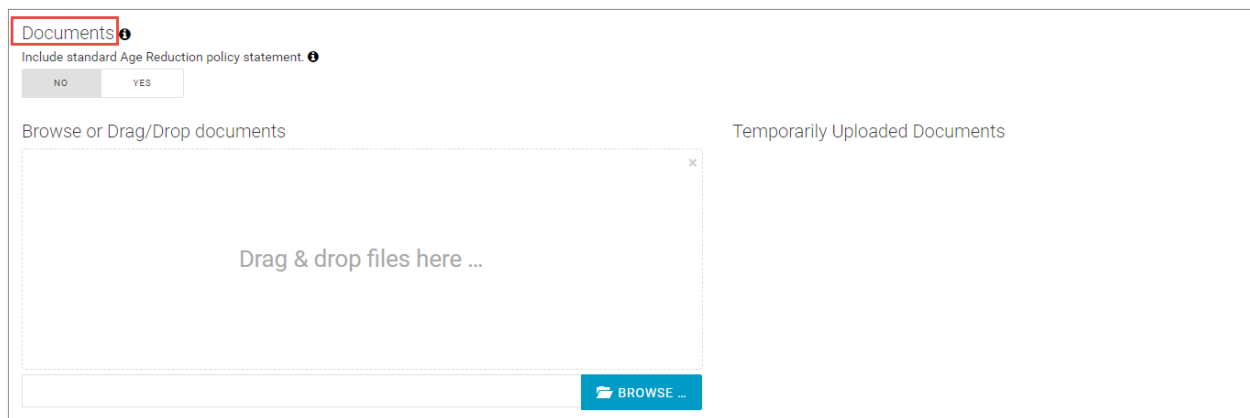
25. Set the **Payroll Deduction Frequency** for this plan from the dropdown (**Every Pay** or **Block 5th Week**).

Deductions can be set up as **percentages** or **flat dollar amounts** and Advanced HR will calculate them accordingly.

Documents section

Upload policy documents(s) and the EOI form in this section.

Include standard Age Reduction policy statement – If there is an age reduction schedule and you want to display the standard age reduction statement, set the toggle switch to **Yes**.



26. In the **Documents** section of the screen, you can drag and drop any documents associated with this plan. Either drag and drop the document files from your pc to the **Drag & drop files here** section or use the **Browse** button to select the document.

Documents

Browse or Drag/Drop documents

Temporarily Uploaded Documents

Drag & drop files here ...

BROWSE ...

If you move documents into this section, they will first appear in the **Temporarily Uploaded Documents** section of the screen, as shown below, until you complete entering all information for the plan and click the **Save** button.

Temporarily Uploaded Documents

These documents have **temporarily** been uploaded to our servers. You must complete the process by clicking one of the "Save" buttons at the bottom of this window.

| Filename | Size (KB) |
|-----------------------------------|-----------|
| Medical Plan Policy Document.docx | 275 |

Once you **Save** the plan (after entering the rates below), the documents display on the screen like this:

Documents

Include standard Age Reduction policy statement

NO YES

These documents are **already attached** to this record.

| Download | Filename | Size (KB) | |
|----------|---|-----------|--|
| | Additional Life.pdf | 48 | |
| | Benefit Guide _ Southern Community Services _ 2017_2018 _1_ _1_.pdf | 479 | |
| | Benefits Summary.xlsx | 39 | |
| | Benefits_VoluntaryLifeADDBenefitSummary.pdf | 67 | |
| | Optional_Life_summary.doc | 119 | |

Life Benefit Limits section:

Life Benefit Limits

Minimum Coverage Amount*

Guaranteed Issue Amount*

Incremental Amount*

Maximum coverage amount is up to % of employee's Yearly Income to be rounded Up to the nearest \$10,000

or max coverage amount should not exceed \$

Minimum Coverage Amount – Enter the minimum coverage amount of the plan. For example, if the policy states that the minimum coverage amount allowed is based on 5 times an employee’s yearly income, then enter **500%** in the box and select **Yearly Income** from the dropdown. Required field.

Guaranteed Issue Amount – Enter the guaranteed issue amount that the plan would pay. Required field.

Incremental Amount – Enter the amount to increment the coverage for the plan. Required field. This value impacts the employee during the Open Enrollment as it specifies the choices available in the **Benefit Amount** dropdown the employee uses to select the specific benefit amount they want (shown below). The value options increment by the figure entered here between the minimum and maximum possible amounts.

The Admin enters an **Incremental Amount** of \$10,000 on the **Benefits Plan / Policy** screen

The result, for the employee on the **Open Enrollment** screen, the **Benefit Amount** dropdown options available to select are \$50,000 to \$250,000 in increments of \$10,000.

Maximum coverage amount is up to: ____ If both a fixed maximum and salary based maximum are set, then the lower of the two will be applied when determining the maximum for a given employee.

Of employee's: Yearly Income or Monthly Income or Weekly Income

To be rounded: Select either **Up** or **Down**.

To the nearest \$ __ Enter the nearest amount to round up to (\$1,000, \$10,000, or \$100,000). If nothing is entered here, the nearest amount will default to the same value as the **Incremental Amount**.

Or max coverage amount should not excel: \$ ____ - If both a fixed maximum (this field) and the salary based maximum are set, then the lower of the two will be applied when determining the maximum for a given employee.

Here is a sample **Life Benefit Limits** completed section:

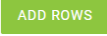
The sample above shows this plan has a Minimum Coverage Amount of \$50,000, with a Guaranteed Issue Amount of \$100,000 and an Incremental value of \$10,000. The Maximum coverage amount is 5 times an employee's yearly income to be rounded up to the nearest \$1000. The Maximum amount will not exceed \$500,000.


Rates section

With Voluntary Life (employee) plans, the **Rate Structure** will always be **Age Banded**. You can't select any other value in the **Rate Structure** field. Age Banding is setup as with other plans. You'll be able to input five rows of rate data. The Rate is expressed in age tiers per \$1,000 of coverage in the **Rate per \$1,000** column. You can also enter a **Smoker Rate**, if applicable.

AD&D Requires an Election – Set this Yes/No toggle switch to **Yes** if you want the system to require the employee to specify if they want to elect an Accidental Death and Disability for the plan. You can add the AD&D Rate in the field below the rate tiers.

Note there is a related **Tobacco User?** Yes/No field on the **Employee Summary** screen.

If you need to create more than 5 age banded rows, click the green **Add Rows** button  and the system will add five more rows for you to use.

Note: If you prefer, you can click the blue **Quick Add** button  to more easily set the parameters for the Age Banding. When clicked, the system will walk you through setting the **Low Age**, **High Age**, **Rate per \$1,000** and **Smoker Rate**. This may save you some time rather than manually entering each age band.

27. Enter the **Low Age**, **High Age**, and the **Rate per \$1,000** and the **Smoker Rate** (if applicable) for each age band you want to setup for this plan.

Here is an example of a completed **Rates** section with an **Age Banded Rate Structure** for an employee voluntary life plan, showing the Rate per \$1,000 and the Smoker's rate:

Rates

Rate Structure* AD&D Requires Election

Age Banded NO YES

ADD ROWS **QUICK ADD**

| Actions | Low Age | High Age | Rate per \$1,000 | Smoker Rate |
|---------|---------|----------|------------------|-------------|
| | 0 | 20 | 0.0340 | 0.0400 |
| | 21 | 30 | 0.0440 | 0.0500 |
| | 31 | 40 | 0.0540 | 0.0600 |
| | 41 | 50 | 0.0640 | 0.0700 |
| | 51 | 60 | 0.1200 | 0.2000 |
| | 61 | 65 | 0.2330 | 0.4000 |
| | 66 | 100 | 0.3300 | 0.5000 |

Because we designated this plan to include an AD&D option, you can enter the additional amount for the **AD&D Rate** here. The system will add the AD&D rate to the rate specified in the age tiers above, if applicable.

AD&D Rate

AD&D Rate

If the **AD&D Requires Election** is set to **No**, and there is an **AD&D Rate** entered here, the system will sum up the cost of the rate for the employee. If the **AD&D Requires Election** is set to **Yes**, then the employee will be able, during the Open Enrollment, to indicate if they want the AD&D coverage and the cost price will change accordingly.

Contributions section

Contributions

Employee Contribution* Employer Contribution*

100.00 % 0.00 %

The Contributions section defaults to **Employee Contribution 100.00%** for voluntary Life plans. However, you can edit both the **Employee Contribution** percentage and the **Employer Contribution** percentage, if applicable.

For example, if you set the **Employee Contribution** amount to **50%**, the system will then set the **Employer Contribution** field to the remaining percentage (**50%**).

Contributions

Employee Contribution* Employer Contribution*

50 % 50 %

Note that both of these fields are required.

Here is a sample **Contributions** section showing an Employee Contribution of 100%.

| Contributions | |
|------------------------|------------------------|
| Employee Contribution* | Employer Contribution* |
| 100.00 % | 0.00 % |

28. Once all information is complete, click the **Save Changes** button to save the plan information.

The system returns you to the **Benefit Plan / Policy** dashboard and the plan you just setup is now shown on the grid.

Once an employee has completed their Open Enrollment process, the Admin can see all their elections using the **Manage Open Enrollment** screen. The Admin can then approve the election by clicking the Update to Payroll button and the system will submit the information to Payroll.

Setting Up a Spouse Voluntary Life Plan

You can also set up a Spouse Voluntary Life plan, which must have a related employee voluntary plan.

Here is a partial view of the Spouse Voluntary plan screenshots showing some of the differences from the Employee Voluntary plan.

| | | |
|---|---|---|
| Related Plan 2020 Employee Vol Life - 2020 Employee Voluntary Life | Carrier* Prudential | General Agent Please Choose (Represents BLANK) |
| Maximum coverage amount is based on related plan <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES | Policy Number Policy Number | Alternate ID Alternate ID |
| Producer Code Producer Code | Start Date * 01/01/2020 | End Date * 12/31/2020 |
| Renewal Date Renewal Date | Website URL Website URL | Website User ID Website User ID |
| Website Password Website Password | COBRA Eligible? <input type="checkbox"/> NO <input type="checkbox"/> YES | |
| Notes | | |

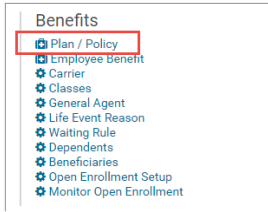
| | | |
|--|---------------------------------------|---------------------------------|
| Life Benefit Limits | | |
| Minimum Coverage Amount* 25,000.00 | Guaranteed Issue Amount* 50,000.00 | Incremental Amount* 5,000.00 |
| Maximum coverage amount is up to 50.00 % of elected amount of related plan or max coverage amount should not exceed \$ 250,000.00 | | |

| Rates | | | | |
|--|---------|------------------------|------------------|-------------|
| Rate Structure* | | AD&D Requires Election | | |
| Age Banded | | NO YES | | |
| Use the same rate table for related plan including the AD&D rate (if applicable) | | | | |
| NO YES | | | | |
| ADD ROWS | | QUICK ADD | | |
| Actions | Low Age | High Age | Rate per \$1,000 | Smoker Rate |
| | 0 | 20 | 0.0340 | 0.0400 |
| | 21 | 30 | 0.0440 | 0.0500 |
| | 31 | 40 | 0.0540 | 0.0600 |
| | 41 | 50 | 0.0640 | 0.0700 |
| | 51 | 60 | 0.1200 | 0.2000 |
| | 61 | 65 | 0.2330 | 0.4000 |
| | 66 | 100 | 0.3300 | 0.5000 |
| AD&D Rate | | | | |
| AD&D Rate | | | | |

Note: In order to elect a Spouse Voluntary Life plan, the employee must have elected an Employee Voluntary Life plan.

To set up a new Spouse Voluntary Life plan:

1. Navigate to **HR Admin – Benefits – Plan / Policy**.



2. The **Benefit Plans / Policy** screen displays, showing any existing plans that have been setup, including any Voluntary Life plans.

A screenshot of the 'Benefit Plans / Policies' screen. It shows a table with columns: Actions, Plan Code, Plan Name, Start Date, End Date, and Website URL. The table contains several rows of plan data, including '2020 Spouse Voluntary Life'.

| Actions | Plan Code | Plan Name | Start Date | End Date | Website URL |
|---------|-------------------------------|-------------------------------|------------|------------|---------------------|
| | 2020 Basic Life | 2020 Basic Life | 01/01/2020 | 12/31/2020 | |
| | 2020 Dental | 2020 Dental | 01/01/2020 | 12/31/2020 | www.deltadental.com |
| | 2020 Dependent Voluntary Life | 2020 Dependent Voluntary Life | 01/01/2020 | 12/31/2020 | |
| | 2020 Employee Vol Life | 2020 Employee Voluntary Life | 01/01/2020 | 12/31/2020 | |
| | 2020 Medical - nonExecutive | 2020 Medical - nonExecutive | 01/01/2020 | 12/31/2020 | |
| | 2020 Medical ACA | 2020 Medical ACA | 01/01/2020 | 12/31/2020 | |
| | 2020 Medical Executive | 2020 Medical Executive | 01/01/2020 | 12/31/2020 | |
| | 2020 Spouse Voluntary Life | 2020 Spouse Voluntary Life | 01/01/2020 | 12/31/2020 | |

3. To create a new benefit plan, click the **+ New** button . The system displays the **Benefits Plan/ Policy New Record** screen.

A screenshot of the 'Benefit Plan / Policy: NEW RECORD' form. The form is divided into several sections: Company, Plan / Policy Info, Plan / Policy Details, and a Notes field. The 'Company' field is set to 'HRN IT Services (0003)'. The 'Plan / Policy Info' section includes fields for Active (NO/YES), Priority, Plan Code*, and Plan Name*. The 'Plan / Policy Details' section includes fields for Plan / Policy Type, Carrier*, General Agent, Policy Number, Alternate ID, Producer Code, Start Date*, End Date*, Renewal Date, Website URL, Website User ID, Website Password, and COBRA Eligible? (NO/YES).

Company section

4. Select the **Company**, if not already selected, in the **Company** section of the screen. The **Company** field is required.

Plan / Policy Info section

In the **Plan / Policy Info** section of the screen, you make the plan active and enter basic plan information.



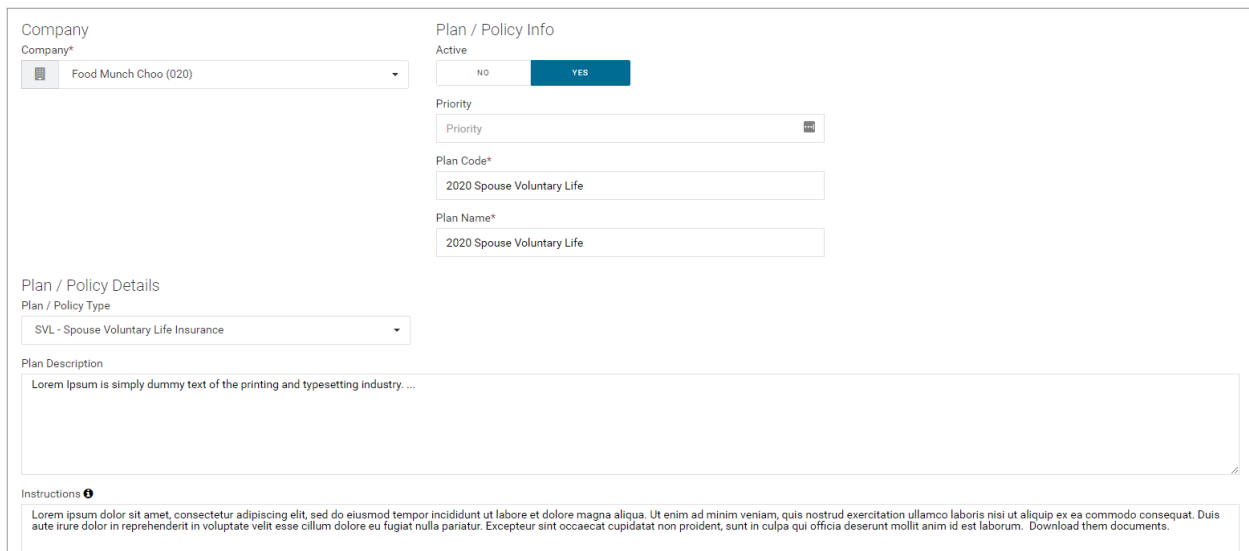
The screenshot shows a form titled "Plan / Policy Info". It contains the following fields:

- Active:** A toggle switch with "NO" and "YES" options. The "YES" option is currently selected.
- Priority:** A text input field with the placeholder text "Priority".
- Plan Code*:** A text input field with the placeholder text "Code".
- Plan Name*:** A text input field with the placeholder text "Description".

5. Set the **Active** Yes/No toggle to **Yes** to make the plan Active. The default is to make the plan Active. If the **Active** toggle is set to **No**, the plan will not be an active plan to choose from.
6. Set the **Priority** for the plan.
7. Enter the **Plan Code**. For example: "Spouse Voluntary Life - 2020". The **Plan Code** is a required field.
8. Enter name of the plan in the **Plan Name** field.

Plan / Policy Details section

9. In the **Plan / Policy Type** field, select the **SVL – Spouse Voluntary Life Insurance** option. The screen adjusts to display relevant fields.



The screenshot shows the full form with the following sections:

- Company:** A dropdown menu with "Food Munch Choo (020)" selected.
- Plan / Policy Info:**
 - Active:** Toggle switch set to "YES".
 - Priority:** Text input field with "Priority" placeholder.
 - Plan Code*:** Text input field with "2020 Spouse Voluntary Life" entered.
 - Plan Name*:** Text input field with "2020 Spouse Voluntary Life" entered.
- Plan / Policy Details:**
 - Plan / Policy Type:** Dropdown menu with "SVL - Spouse Voluntary Life Insurance" selected.
 - Plan Description:** Text area with placeholder text "Lorem Ipsum is simply dummy text of the printing and typesetting industry. ...".
- Instructions:** A small section with a question mark icon and placeholder text.

| | | |
|--|--|--|
| Related Plan Please Choose (Represents BLANK) | Carrier* Please Choose (Represents BLANK) | General Agent Please Choose (Represents BLANK) |
| Maximum coverage amount is based on related plan <input type="checkbox"/> NO <input type="checkbox"/> YES | Policy Number Policy Number | Alternate ID Alternate ID |
| Producer Code Producer Code | Start Date * Start Date | End Date * End Date |
| Renewal Date Renewal Date | Website URL Website URL | Website User ID Website User ID |
| Website Password Website Password | COBRA Eligible? <input type="checkbox"/> NO <input type="checkbox"/> YES | |
| Notes [Empty text area] | | |

Plan Description

- Enter a description of the plan in the **Plan Description** section.
- Instructions:** Enter any instructions you want to be displayed to the employee in the Open Enrollment process interface. For example, instructions to download and fill in the EOI form if they are electing more than the guaranteed amount and to return the form to the benefit administrator.
- Select the **Related Plan** for this Spouse Voluntary plan. If another plan must be elected before the employee can select this plan, then select the main related plan here. Users will not be able to elect this plan if the main plan is not elected. This means, an employee cannot elect a Spouse Voluntary Life plan if they have not elected the related Employee Voluntary Life plan. This requirement is enforced both for the employee during the Open Enrollment and for an Admin enrolling an employee in a voluntary life plan.

This will also allow you to set the **Maximum coverage amount is based on the related plan** field, if applicable. Note that if this field is set to **Yes**, it has an impact on how the **Life Benefits Limit** section of the screen below will display.

- Select the carrier for the plan from the **Carrier** dropdown. This is a required field.
- Select the **General Agent**, if applicable.
- Enter the **Policy Number** for the plan.
- Enter an **Alternate ID** for the plan, if applicable.
- Enter a **Producer Code**, if needed.
- Select the **Start Date** for the plan from the calendar button. Note that the **Start** and **End Date** are required fields.
- Select the **End Date** for the plan from the calendar button. Note that the **Start** and **End Date** are required fields.
- Select the **Renewal Date** for reporting purposes, if necessary, from the calendar button.
- Enter the **Website URL**, **User ID**, and **Password** for the plan.
- Indicate if the plan is eligible for COBRA by setting the **COBRA Eligible?** Yes/No toggle.
- Enter any applicable notes for the plan in the **Notes** text box.

Eligibility & Enrollment section

Eligibility & Enrollment

| | |
|---|--|
| <p>Waiting Rule</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Please Choose (Represents BLANK) ▼</div> | <p>Enrollment Restrictions</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Please Choose (Represents BLANK) ▼</div> |
|---|--|

Use the **Eligibility and Enrollment** section of the screen to select any **Waiting Rules** that have been created for the company. In addition, you can apply other enrollment restrictions.

24. In the **Eligibility & Enrollment** section of the screen, in the **Enrollment Restrictions** dropdown, set if this plan is to be **Unrestricted** or **Restricted**:

- **Restricted** means that only certain eligibility groups (benefit classes) may elect the plan. If you select this option, the screen adjusts the displayed fields as shown below.
- **Unrestricted** allows for all employees to enroll in the plan.

Payroll Deduction Integration section

Payroll Deduction Integration

| | | |
|--|--|--|
| <p>Employer Deduction Code</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">D12 - Life Insurance ▼</div> | <p>Employee Deduction Code</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">D12 - Life Insurance ▼</div> | <p>Payroll Deduction Frequency</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">EveryPay - Every Scheduled Pay ▼</div> |
|--|--|--|

The **Payroll Deduction Integration** section is how Advanced HR communicates with Evolution Payroll. You select the correct **E/D Codes** for this benefit type plan and assign a **Payroll Deduction Frequency**. The system will filter the correct set of E/D Codes to select from for each field. Note that the E/D Codes must be set up first in order to select them here.

25. In the **Payroll Deduction Integration** section of the screen, set the applicable **Employer Deduction Code** and **Employee Deduction Code** from the dropdowns for the plan.

26. Set the **Payroll Deduction Frequency** for this plan from the dropdown (**Every Pay** or **Block 5th Week**).

Deductions can be set up as **percentages** or **flat dollar amounts** and Advanced HR will calculate them accordingly.

Here is a sample completed Payroll Deduction Integration section:

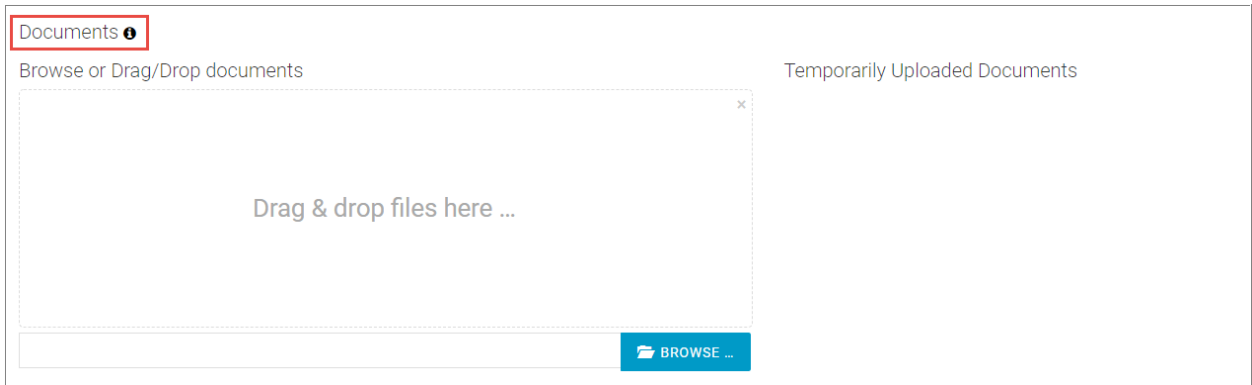
Payroll Deduction Integration

| | | |
|--|--|--|
| <p>Employer Deduction Code</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Please Choose (Represents BLANK) ▼</div> | <p>Employee Deduction Code</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">D12B - Sp Vol Life ▼</div> | <p>Payroll Deduction Frequency</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">EveryPay - Every Scheduled Pay ▼</div> |
|--|--|--|

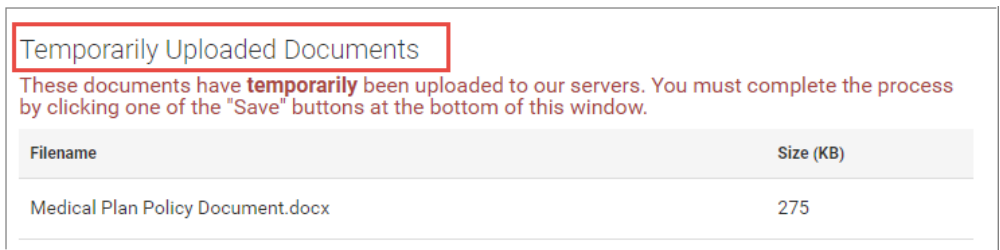
Documents section

Upload policy documents(s) and the EOI form in this section.

27. In the **Documents** section of the screen, you can drag and drop any documents associated with this plan. Either drag and drop the document files from your pc to the **Drag & drop files here** section or use the **Browse** button to select the document.



If you move documents into this section, they will first appear in the **Temporarily Uploaded Documents** section of the screen, as shown below, until you complete entering all information for the plan and click the **Save** button.



Once you **Save** the plan (after entering the rates below), the documents display on the screen like this: (DCA Plan document in this example).



Life Benefit Limits Section:

This section will vary depending on the setting of the **Maximum coverage amount is based on related plan** option field above in the **Related Plan** section, as follows:

This screenshot shows the 'Related Plan' dropdown set to '2020 Employee Voluntary Life - 2020 Employee Voluntary Life'. The option 'Maximum coverage amount is based on related plan' is set to 'NO'. The 'Life Benefit Limits' section is mostly empty, with the 'Maximum coverage amount is up to' field set to 50% of employee's Yearly Income, rounded up to the nearest \$10,000.

If the Maximum coverage amount is based on related plan option is set to No

Then the Life Benefit Limits section looks like this

This screenshot shows the 'Related Plan' dropdown set to '2020 Employee Voluntary Life - 2020 Employee Voluntary Life'. The option 'Maximum coverage amount is based on related plan' is set to 'YES'. The 'Life Benefit Limits' section is populated: Minimum Coverage Amount is \$25,000.00, Guaranteed Issue Amount is \$50,000.00, and Incremental Amount is \$5,000.00. The maximum coverage amount is set to 50.00% of elected amount of related plan, with a cap of \$250,000.00.

If the Maximum coverage amount is based on related plan option is set to Yes

Then the Life Benefit Limits section looks like this, with settings based on the related plan.

Minimum Coverage Amount – Enter the minimum coverage amount of the plan. For example, if the policy states that the minimum coverage amount allowed is based on 5 times an employee’s yearly income, then enter **500%** in the box and select **Yearly Income** from the dropdown. Required field.

Guaranteed Issue Amount – Enter the guaranteed issue amount that the plan would pay. Required field.

Incremental Amount – Enter the amount to increment the coverage for the plan. Required field. This value impacts the employee during the Open Enrollment as it specifies the choices available in the **Benefit Amount** dropdown the employee uses to select the specific benefit amount they want (shown below). The value options increment by the figure entered here between the minimum and maximum possible amounts.

The screenshot shows a dropdown menu for 'Benefit Amount' with the value '\$50,000.00' selected. The dropdown is highlighted with a red box.

Maximum coverage amount is up to: ____ The maximum amount that an employee can elect is based on either a percentage of their election, their income, or this maximum coverage amount, whichever is the less amount.

Of employee’s: Yearly Income or Monthly Income or Weekly Income

To be rounded: Select either **Up** or **Down**.

To the nearest \$ __ Enter the nearest amount to round up to (\$1,000, \$10,000, or \$100,000). If nothing is entered here, the nearest amount will default to the same value as the **Incremental Amount**.

Or max coverage amount should not excel: \$ ____ - If both a fixed maximum (this field) and the salary based maximum are set, then the lower of the two will be applied when determining the maximum for a given employee.

Here is a completed **Life Benefit Limits** section for a **Spouse Voluntary Life** plan:

Life Benefit Limits

| | | |
|---------------------------------------|---------------------------------------|---------------------------------|
| Minimum Coverage Amount* 25,000.00 | Guaranteed Issue Amount* 50,000.00 | Incremental Amount* 5,000.00 |
|---------------------------------------|---------------------------------------|---------------------------------|

Maximum coverage amount is up to % of elected amount of related plan

or max coverage amount should not exceed \$ ⓘ

The example above shows a Spouse Voluntary Life plan with a Minimum Coverage Amount of \$25,000 with a Guaranteed Issue Amount of \$50,000 with an incremental amount of \$5000 increasing to a Maximum coverage amount of 50% of the elected amount of the related (employee voluntary life) plan. The maximum coverage amount will not exceed \$250,000.

Rates section

With Voluntary Life (spouse) plans, the **Rate Structure** will always be **Age Banded**. You can’t select any other value in the **Rate Structure** field. Age Banding is setup as with other plans. You’ll be able to input five rows of rate data. The Rate is expressed in age tiers per \$1,000 of coverage in the **Rate per \$1,000** column. You can also enter a **Smoker Rate**, if applicable.

Rates

Rate Structure* AD&D Requires Election

Use the same rate table for related plan including the AD&D rate (if applicable)

ADD ROWS QUICK ADD

| Actions | Low Age | High Age | Rate per \$1,000 | Smoker Rate |
|--|---|--|--|---|
| ✖ | <input style="width: 100%;" type="text" value="Low Age"/> | <input style="width: 100%;" type="text" value="High Age"/> | <input style="width: 100%;" type="text" value="Rate per \$1,000"/> | <input style="width: 100%;" type="text" value="Smoker Rate"/> |
| ✖ | <input style="width: 100%;" type="text" value="Low Age"/> | <input style="width: 100%;" type="text" value="High Age"/> | <input style="width: 100%;" type="text" value="Rate per \$1,000"/> | <input style="width: 100%;" type="text" value="Smoker Rate"/> |
| ✖ | <input style="width: 100%;" type="text" value="Low Age"/> | <input style="width: 100%;" type="text" value="High Age"/> | <input style="width: 100%;" type="text" value="Rate per \$1,000"/> | <input style="width: 100%;" type="text" value="Smoker Rate"/> |
| ✖ | <input style="width: 100%;" type="text" value="Low Age"/> | <input style="width: 100%;" type="text" value="High Age"/> | <input style="width: 100%;" type="text" value="Rate per \$1,000"/> | <input style="width: 100%;" type="text" value="Smoker Rate"/> |
| ✖ | <input style="width: 100%;" type="text" value="Low Age"/> | <input style="width: 100%;" type="text" value="High Age"/> | <input style="width: 100%;" type="text" value="Rate per \$1,000"/> | <input style="width: 100%;" type="text" value="Smoker Rate"/> |

AD&D Rate

AD&D Requires Election – Set this toggle switch to **Yes** if you want to require the user to elect an **AD&D** option for this plan. The default is set to **No**.


Rates


Rate Structure* AD&D Requires Election

Use the same rate table for related plan including the AD&D rate (if applicable)

Use the same rate table for related plan including the AD&D Rate (if applicable)

Set the toggle switch to **Yes** for this field if you want the Rate Structure of this **Spouse** Voluntary Life plan to use the same rate table as for the related **Employee** Voluntary life plan. The default is set to **No**. If this field is set to **Yes**, then the Spouse Voluntary Life plan will inherit the same rate structure of the related Employee Voluntary Life plan. The system will populate the **Rate Structure** table values below with the details of the related employee plan.

If you need to create more than 5 age banded rows, click the green **Add Rows** button  and the system will add five more rows for you to use.

Note: If you prefer, you can click the blue **Quick Add** button  to more easily set the parameters for the Age Banding. When clicked, the system will walk you through setting the **Low Age**, **High Age**, and the **Age Interval**. This may save you some time rather than manually entering each age band.

Because we designated this plan to include an AD&D option, you can enter the **AD&D Rate** here, below the rate tiers.

AD&D Rate



29. Enter the **Low Age**, **High Age**, and the **Rate per \$1,000** and the **Smoker Rate** (if applicable) for each age band you want to setup for this plan.








Here is a completed **Rates** section for a **Spouse Voluntary Life** plan:

Rates

Rate Structure* AD&D Requires Election

Use the same rate table for related plan including the AD&D rate (if applicable)

| Actions | Low Age | High Age | Rate per \$1,000 | Smoker Rate |
|---|---------------------------------|----------------------------------|-------------------------------------|-------------------------------------|
|  | <input type="text" value="0"/> | <input type="text" value="20"/> | <input type="text" value="0.0340"/> | <input type="text" value="0.0400"/> |
|  | <input type="text" value="21"/> | <input type="text" value="30"/> | <input type="text" value="0.0440"/> | <input type="text" value="0.0500"/> |
|  | <input type="text" value="31"/> | <input type="text" value="40"/> | <input type="text" value="0.0540"/> | <input type="text" value="0.0600"/> |
|  | <input type="text" value="41"/> | <input type="text" value="50"/> | <input type="text" value="0.0640"/> | <input type="text" value="0.0700"/> |
|  | <input type="text" value="51"/> | <input type="text" value="60"/> | <input type="text" value="0.1200"/> | <input type="text" value="0.2000"/> |
|  | <input type="text" value="61"/> | <input type="text" value="65"/> | <input type="text" value="0.2330"/> | <input type="text" value="0.4000"/> |
|  | <input type="text" value="66"/> | <input type="text" value="100"/> | <input type="text" value="0.3300"/> | <input type="text" value="0.5000"/> |

The sample shows 7 age banded rate tiers and also the **Smoker's Rate** for each.

Contributions section

Contributions

| | |
|---|---|
| Employee Contribution* | Employer Contribution* |
| 100.00 % | 0.00 % |

The Contributions section defaults to **Employee Contribution 100.00%** for voluntary Life plans. However, you can edit both the **Employee Contribution** percentage and the **Employer Contribution** percentage, if applicable.

For example, if you set the **Employee Contribution** amount to **50%**, the system will then set the **Employer Contribution** field to the remaining percentage (50%).

Contributions

| | |
|---|---|
| Employee Contribution* | Employer Contribution* |
| 50 % | 50 % |

Note that both of these fields are required.

30. Once all information is complete, click the **Save Changes** button.

The system returns you to the **Benefit Plan / Policy** dashboard and the plan you just created displays in the grid. Once an employee has completed their Open Enrollment process, the Admin can see all their elections using the **Manage Open Enrollment** screen. The Admin can then approve the election by clicking the Update to Payroll button and the system will submit the information to Payroll.

Setting Up a Dependent Voluntary Life Plan

You can also set up a Dependent Voluntary Life plan. Here are some partial screenshot views of a Dependent Voluntary Life Plan emphasizing differences from the Employee Voluntary plan:

Company

Company*

Food Munch Choo (020)

Plan / Policy Info

Active

NO
YES

Priority

Priority

Plan Code*

2020 Dependent Voluntary Life

Plan Name*

2020 Dependent Voluntary Life

Plan / Policy Details

Plan / Policy Type

Dependent Voluntary Life - Dependent Voluntary Life Insurance

Related Plan ⓘ

2020 Employee Vol Life - 2020 Employee Voluntary Life

Benefit Plan / Policy: 2020 Dependent Voluntary Life - 2020 Dependent Voluntary Life

Life Benefit Limits

Coverage Amount Type*

Tiered Coverage Amount

ADD ROWS

| Actions | Coverage Amount |
|------------------------------------|-----------------|
| ✖ | 1,000.00 |
| ✖ | 2,000.00 |
| ✖ | 5,000.00 |
| ✖ | 10,000.00 |

Rates

Benefit Rate per \$1000 of Coverage*

\$

AD&D requires election

NO
YES

AD&D rate (if applicable)

\$

Contributions

Employee Contribution*

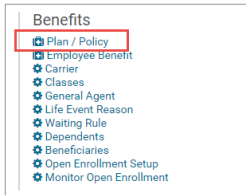
%

Employer Contribution*

%

To set up a new Dependent Voluntary Life plan:

1. Navigate to **HR Admin – Benefits – Plan / Policy**.



2. The **Benefit Plans / Policy** screen displays, showing any existing plans that have been setup, including any Voluntary Life plans.

The screenshot shows the 'Benefit Plans / Policies' screen in Evolution HCM. It features a '+ NEW' button, a 'DOWNLOAD' button, and a search filter. Below is a table listing various benefit plans.

| Actions | Plan Code | Plan Name | Start Date | End Date | Website URL |
|------------------------------------|-------------------------------|-------------------------------|------------|------------|---------------------|
| [Red X] [Green Plus] [Green Arrow] | 2020 Basic Life | 2020 Basic Life | 01/01/2020 | 12/31/2020 | |
| [Red X] [Green Plus] [Green Arrow] | 2020 Dental | 202 Dental | 01/01/2020 | 12/31/2020 | www.deltadental.com |
| [Red X] [Green Plus] [Green Arrow] | 2020 Dependent Voluntary Life | 2020 Dependent Voluntary Life | 01/01/2020 | 12/31/2020 | |
| [Red X] [Green Plus] [Green Arrow] | 2020 Employee Vol Life | 2020 Employee Voluntary Life | 01/01/2020 | 12/31/2020 | |
| [Red X] [Green Plus] [Green Arrow] | 2020 Medical - nonExecutive | 2020 Medical - nonExecutive | 01/01/2020 | 12/31/2020 | |
| [Red X] [Green Plus] [Green Arrow] | 2020 Medical ACA | 2020 Medical ACA | 01/01/2020 | 12/31/2020 | |
| [Red X] [Green Plus] [Green Arrow] | 2020 Medical Executive | 2020 Medical Executive | 01/01/2020 | 12/31/2020 | |
| [Red X] [Green Plus] [Green Arrow] | 2020 Spouse Voluntary Life | 2020 Spouse Voluntary Life | 01/01/2020 | 12/31/2020 | |

Page: 1 of 1 GO Page size: 8 CHANGE

3. To create a new benefit plan, click the **+ New** button . The system displays the **Benefits Plan/ Policy New Record** screen.

Benefit Plan / Policy: **NEW RECORD**

| | | | |
|---|--|--|--|
| Company Company* <input type="text" value="HRN IT Services (G003)"/> | | Plan / Policy Info Active <input type="button" value="NO"/> <input checked="" type="button" value="YES"/> | |
| | | Priority <input type="text" value="Priority"/> | |
| | | Plan Code* <input type="text" value="Code"/> | |
| | | Plan Name* <input type="text" value="Description"/> | |
| Plan / Policy Details Plan / Policy Type <input type="text" value="Please Choose (Represents BLANK)"/> | | | |
| Carrier* <input type="text" value="Please Choose (Represents BLANK)"/> | General Agent <input type="text" value="Please Choose (Represents BLANK)"/> | Policy Number <input type="text" value="Policy Number"/> | |
| Alternate ID <input type="text" value="Alternate ID"/> | Producer Code <input type="text" value="Producer Code"/> | Start Date * <input type="text" value="Start Date"/> | |
| End Date * <input type="text" value="End Date"/> | Renewal Date <input type="text" value="Renewal Date"/> | Website URL <input type="text" value="Website URL"/> | |
| Website User ID <input type="text" value="Website User ID"/> | Website Password <input type="text" value="Website Password"/> | COBRA Eligible? <input type="button" value="NO"/> <input type="button" value="YES"/> | |
| Notes <input type="text"/> | | | |

Company section

4. Select the **Company**, if not already selected, in the **Company** section of the screen. The **Company** field is required.

Plan / Policy Info section

In the **Plan / Policy Info** section of the screen, you make the plan active and enter basic plan information.

Plan / Policy Info

Active

Priority

Plan Code*

Plan Name*

5. Set the **Active** Yes/No toggle to **Yes** to make the plan Active. The default is to make the plan Active. If the **Active** toggle is set to **No**, the plan will not be an active plan to choose from.
6. Set the **Priority** for the plan.
7. Enter the **Plan Code**. For example: "Dependent Voluntary Life - 2020". The **Plan Code** is a required field.
8. Enter name of the plan in the **Plan Name** field.

Plan / Policy Details section

- In the **Plan / Policy Type** field, select the **Dependent Voluntary Life – Dependent Voluntary Life Insurance** option. The screen adjusts to display relevant fields for dependent voluntary life.

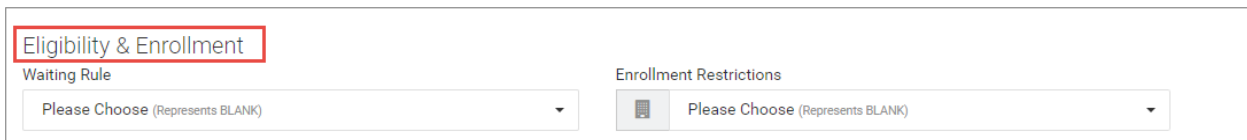
Plan Description

- Enter a description of the plan in the **Plan Description** section.
- Instructions:** Enter any instructions you want to be displayed to the employee in the Open Enrollment process interface. For example, instructions to download and fill in the EOI form if they are electing more than the guaranteed amount and to return the form to the benefit administrator.
- Select the **Related Plan** for this Dependent Voluntary plan. If another plan must be elected before the employee can select this plan, then select the main related plan here. Users will not be able to elect this plan if the main plan is not elected.

- Select the carrier for the plan from the **Carrier** dropdown. This is a required field.
- Select the **General Agent**, if applicable.
- Enter the **Policy Number** for the plan.
- Enter an **Alternate ID** for the plan, if applicable.
- Enter a **Producer Code**, if needed.

18. Select the **Start Date** for the plan from the calendar button. Note that the **Start** and **End Date** are required fields.
19. Select the **End Date** for the plan from the calendar button. Note that the **Start** and **End Date** are required fields.
20. Select the **Renewal Date** for reporting purposes, if necessary, from the calendar button.
21. Enter the **Website URL**, **User ID**, and **Password** for the plan.
22. Indicate if the plan is eligible for COBRA by setting the **COBRA ELIGIBLE?** Yes/No toggle.
23. Enter any applicable notes for the plan in the **Notes** text box.

Eligibility & Enrollment section



Use the **Eligibility and Enrollment** section of the screen to select any **Waiting Rules** that have been created for the company. In addition, you can apply other enrollment restrictions.

24. In the **Eligibility & Enrollment** section of the screen, in the **Enrollment Restrictions** dropdown, set if this plan is to be **Unrestricted** or **Restricted**:
 - **Restricted** means that only certain eligibility groups (benefit classes) may elect the plan. If you select this option, the screen adjusts the displayed fields as shown below.
 - **Unrestricted** allows for all employees to enroll in the plan.

Payroll Deduction Integration section



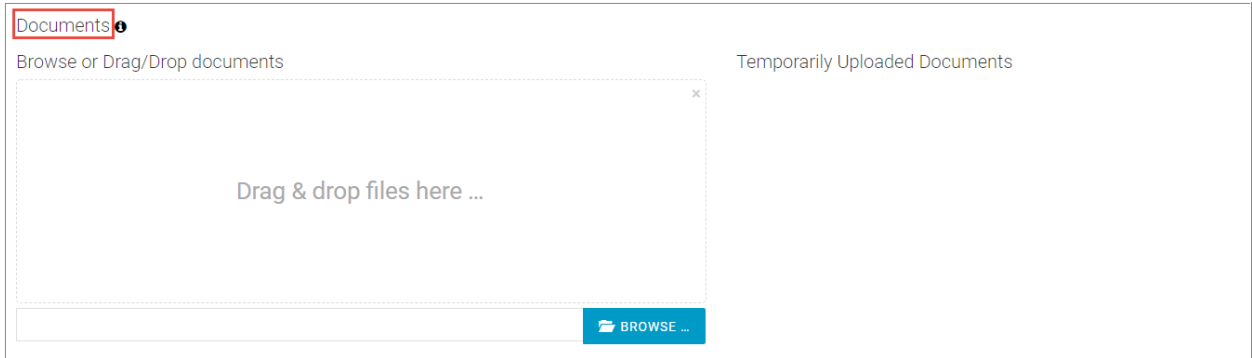
The **Payroll Deduction Integration** section is how Advanced HR communicates with Evolution Payroll. You select the correct **E/D Codes** for this benefit type plan and assign a **Payroll Deduction Frequency**. The system will filter the correct set of E/D Codes to select from for each field. Note that the E/D Codes must be set up first in order to select them here.

25. In the **Payroll Deduction Integration** section of the screen, set the applicable **Employer Deduction Code** and **Employee Deduction Code** from the dropdowns for the plan.
26. Set the **Payroll Deduction Frequency** for this plan from the dropdown (**Every Pay** or **Block 5th Week**).

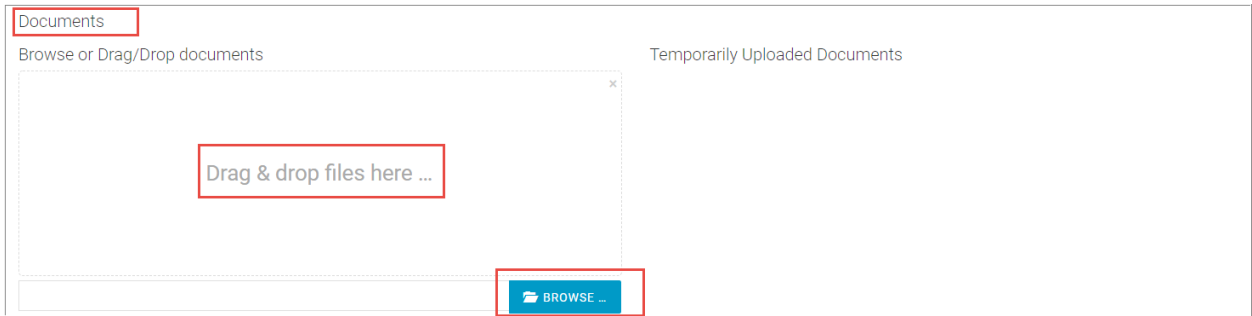
Deductions can be set up as **percentages** or **flat dollar amounts** and Advanced HR will calculate them accordingly.

Documents section

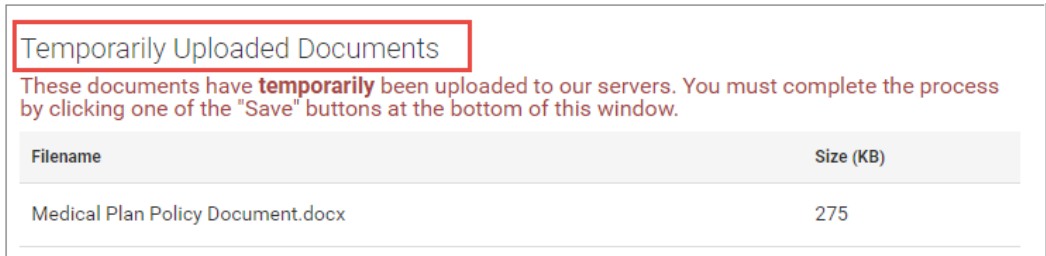
Upload policy documents(s) and the EOI form in this section.



- 27. In the **Documents** section of the screen, you can drag and drop any documents associated with this plan. Either drag and drop the document files from your pc to the **Drag & drop files here** section or use the **Browse** button to select the document.



If you move documents into this section, they will first appear in the **Temporarily Uploaded Documents** section of the screen, as shown below, until you complete entering all information for the plan and click the **Save** button.



Once you **Save** the plan (after entering the rates below), the documents display on the screen like this: (DCA Plan document in this example).



Life Benefit Limits section:

Life Benefit Limits

Coverage Amount Type*

Please Choose (Represents BLANK) ▼

Please Choose (represents BLANK)

Incremental Coverage Amount

Tiered Coverage Amount

Select the **Coverage Amount Type: Incremental Coverage Amount** or **Tiered Coverage Amount**. Both types of coverage are described separately below.

Incremental Coverage Amount Type

If you select a **Coverage Amount Type** of **Incremental Coverage Amount**, the system adjusts the screen:

Life Benefit Limits

Coverage Amount Type*

Incremental Coverage Amount ▼

Minimum Coverage Amount*

Incremental Amount*

Maximum Coverage Amount*

Minimum Coverage Amount – Enter the minimum coverage amount of the plan. Required field.

Incremental Amount – Enter the amount to increment the coverage for the plan. Required field. This value impacts the employee during the Open Enrollment as it specifies the choices available in the **Benefit Amount** dropdown the employee uses to select the specific benefit amount they want. The value options increment by the figure entered here between the minimum and maximum possible amounts.

Maximum Coverage Amount – Enter the maximum coverage amount of the plan. Required field.

Tiered Coverage Amount Type

If you select a **Coverage Amount Type** of **Tiered Coverage Amount**, the system adjusts the screen as follows:

Life Benefit Limits

Coverage Amount Type*

Tiered Coverage Amount ▼

ADD ROWS

| Actions | Coverage Amount |
|---------|--|
| | <input style="width: 95%;" type="text" value="Coverage Amount"/> |
| | <input style="width: 95%;" type="text" value="Coverage Amount"/> |
| | <input style="width: 95%;" type="text" value="Coverage Amount"/> |
| | <input style="width: 95%;" type="text" value="Coverage Amount"/> |
| | <input style="width: 95%;" type="text" value="Coverage Amount"/> |

Set up the different Tiers of **Coverage Amounts** for the plan. If you need more than 5 tiers, click the **Add Rows** button.

Rates section

Rates

Benefit Rate per \$1000 of Coverage*

\$

AD&D requires election

NO
YES

AD&D rate (if applicable)

 \$

- 28. **Benefit Rate per \$1000 of Coverage** – Enter the regular Benefit Rate per \$1000 of coverage for this plan.
- 29. **AD&D Requires Election** – Set this toggle switch to **Yes** if you want to require the user to elect an AD&D option for this plan. The default is set to **No**.
- 30. **AD&D Rate** – Enter the AD&D dollar amount rate, if applicable, for this plan.

Here is a completed **Life Benefit Limits** section using the **Tiered Coverage Amount Type**:

Life Benefit Limits

Coverage Amount Type*

Tiered Coverage Amount

ADD ROWS

| Actions | Coverage Amount |
|---------|--|
| | <input type="text" value="1,000.00"/> |
| | <input type="text" value="2,000.00"/> |
| | <input type="text" value="5,000.00"/> |
| | <input type="text" value="10,000.00"/> |

The above sample shows a **Tiered Coverage Amount Type** setup with 4 tiers.

And here is a completed Rates that are based on per \$1,000 of total coverage on monthly basis:

Rates

Benefit Rate per \$1000 of Coverage*

\$

AD&D requires election

NO
YES

AD&D rate (if applicable)

 \$

The benefit rate per \$100.00 of coverage is 0.02. It does not have a AD&D rate added.

Contributions section

| Contributions | |
|------------------------|------------------------|
| Employee Contribution* | Employer Contribution* |
| 100.00 % | 0.00 % |

The **Contributions** section defaults to **Employee Contribution 100.00%** for voluntary dependent Life plans. However, you can edit both the **Employee Contribution** percentage and the **Employer Contribution** percentage, if applicable. Note that both fields are required fields.

For example, if you set the **Employee Contribution** amount to **50%**, the system will then set the **Employer Contribution** field to the remaining percentage (**50%**).

| Contributions | |
|------------------------|------------------------|
| Employee Contribution* | Employer Contribution* |
| 50 % | 50 % |

31. When all information is complete, click the **Save Changes** button.

The system will then return you to the Benefit Plan / Policy dashboard and the plan you just setup will show in the grid.

Once an employee has completed their Open Enrollment process, the Admin can see all their elections using the **Manage Open Enrollment** screen. The Admin can then approve the election by clicking the Update to Payroll button and the system will submit the information to Payroll.

Copying a Benefit Plan When Creating a New Plan

When you are setting a company’s benefit plans, you can create a new plan but you also have the ability to copy a Benefit Policy/Plan from an existing plan.

Currently, when copying a benefit plan, the tool copies *all* the basic information and the rate data to the new plan as well as sets the dropdowns for codes that already exist for the company (for example, Carrier, Agent, Classes, etc.).





Note: Remember, when copying a plan to another company, the only company(ies) you can copy the plan to is a company that has been through the Payroll Data Cutover process into Advanced HR 2.0.

To copy a Benefit Plan to another company:

1. Go to **HR Admin - Benefits - Plans/Policies**.
2. Click on the green **Copy a New Policy / Plan From an Existing One** icon (the middle icon) in the **Actions** column.

Benefit Plans / Policies

+ NEW ↻ ⬇️ DOWNLOAD filter grid... ▼

| Plan Code - | Plan Name | Start Date | End Date | Website URL |
|---|-----------|-------------|------------|-------------|
|    | 2019 MED | 2019 MED | 12/01/2018 | 07/01/2019 |
|    | DEN | 2018 Dental | 03/01/2018 | 02/28/2019 |

3. The system displays the Benefit Plan details screen.
4. Make any necessary changes (including the **Company**, if required, and changing the **Code** and **Description**).
5. Click **Save** when complete.



Note: A note of caution before using the Copy Benefit Plan feature however. Give some thought as to whether copying a benefit plan to another company makes sense for your specific situation. This may work well in cases such as for one client who has very similar companies, perhaps franchises, or maybe a large company that has acquired some other companies and will share benefit plans between them. On the other hand, this may not make sense if the companies do not share the same benefit E/D codes, or other attributes.

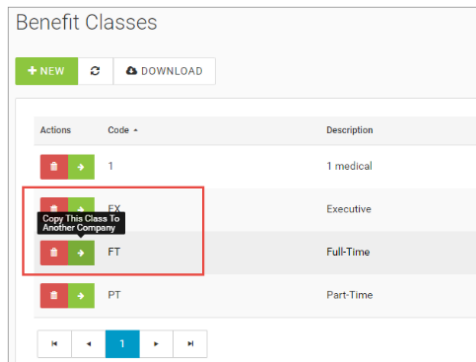
Copying Carriers, Classes, General Agents, to Another Company

Instead of copying an entire benefit plan to a new company, you can copy only the Carriers, Classes, Coverage Start Type, or General Agents to another company.

The following benefits screens have a **Copy to New Company** button:

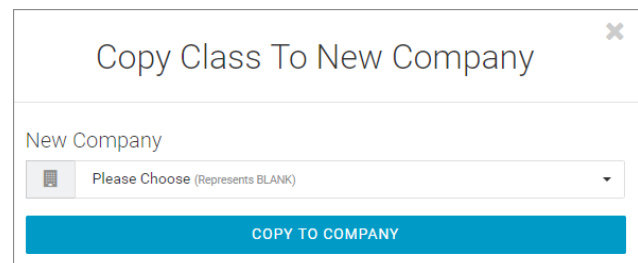
- Carrier Type
- Class List
- Coverage Start Type List (Waiting Rules)
- General Agent List

Here is an example of the **Copy This [____] To Another Company** button on the **Benefit Classes** screen – the button on the right in the **Action** column.



When you click the **Copy This Class to Another Company** button in the **Actions** column, the system then displays the **Copy Class to New Company** dialog box:

Select the company to copy the ____ (Class in this example) to in the **New Company** dropdown and click the **Copy to Company** button.



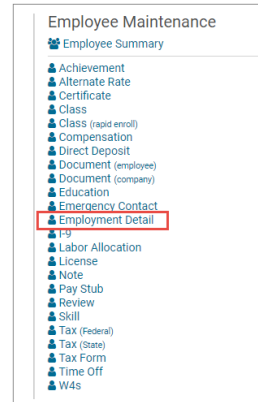

Note: It's also important to remember that whenever copying plans, review ALL fields thoroughly before saving them. The plan details could be slightly different depending on the company.

Assigning a Benefit Class to an Employee

Before you can assign Benefit Plans to Employees, verify that the employee has a Benefit Class set up or assign the benefit class to the employee. By assigning the benefit class, the associated benefit plans for that class will be available to the employee.

1. Go to **HR Admin – Employee Maintenance – Employment Detail**.

The **Employment Detail** screen allows the user to edit an employee’s record and apply effective dates to those changes. The Employment Detail screen will also display a summary of changes to the company’s employees.



2. To begin, select the **Company**:

3. Select the **Employee** from the dropdown filed and click the blue **Let’s Begin adding Position / Organization** button.
4. Scroll down to the **Benefits** section and select the existing **Benefit Class / Eligibility Group** that you want to assign to the employee.

5. Click **Save Changes** when complete.

By assigning the **Benefit Class**, the associated plans will now be available to the employee.

From this point, there are two ways the user can proceed:

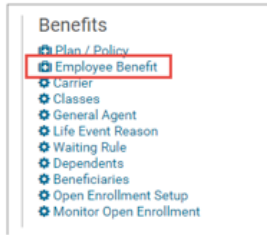
- The user (Admin) can either enroll the employee, or
- Create an Open Enrollment for the employee to enroll in their Benefits themselves.

We'll explore both ways. First, let's review the steps for the Base Admin user to enroll an employee in a Benefit.

Attaching Benefit Plan(s) to an Employee

Base Admin User Enrolls an Employee in a Benefit Plan

The **Employee Benefit** screen (**HR Admin – Benefits – Employee Benefit**) is where you attach benefit plans to specific employees. The Dashboard displays all the employees and what Benefits they are currently receiving.



Go to **HR Admin – Benefits – Employee Benefit** to attach benefit plans to specific employees.

To assign a benefit plan to an employee:
Click the green **New** button to attach to the employee.

Employee Benefits

+ NEW DOWNLOAD

| Actions | Name | Employee ID | Plan | Coverage Type | Start Date | End Date | Monthly Premium Amount |
|------------------------------------|-------------------|-------------|-------------------------------|---------------|------------|----------|------------------------|
| ■ | Eleanor, Woodcomb | 7 | 2020 Basic Life | Employee Only | 01/01/2020 | | 0.00 |
| ■ | Eleanor, Woodcomb | 7 | 2020 Dependent Care Account | Employee Only | 01/01/2020 | | |
| ■ | Eleanor, Woodcomb | 7 | 2020 Dependent Voluntary Life | Employee Only | 01/01/2020 | | |
| ■ | Eleanor, Woodcomb | 7 | 2020 Employee Voluntary Life | Employee Only | 01/01/2020 | | |
| ■ | Eleanor, Woodcomb | 7 | 2020 FSA | Employee Only | 01/01/2020 | | |
| ■ | Eleanor, Woodcomb | 7 | 2020 Spouse Voluntary Life | Employee Only | 01/01/2020 | | |

Page: 1 of 1 GO Page size: 6 CHANGE Item 1 to 6 of 6

Click the green **+ New** + NEW button to assign a plan to an employee. The Employee Benefit New Record will display. Select the employee, and based on their **Benefit Class** and **the plans that are associated with it**, you'll be able to select that Benefit Plan for the employee.

Employee Benefit: NEW RECORD

| | |
|--|---|
| <p>Employee</p> <p>Company*</p> <p>1701 Club (1701)</p> <p>Employee*</p> <p>Please Choose (Represents BLANK)</p> | <p>Benefit Info</p> <p>Benefit Plan*</p> <p>Please Choose (Represents BLANK)</p> <p>Coverage Type*</p> <p>Please Choose (Represents BLANK)</p> |
|--|---|

Any active plans that have been set up for the company are available to select in the **Benefit Plan** field. The **Coverage Type(s)** available under the selected plan display. That will default some of the information into the fields in the **Rates** section of the screen.

Employee Benefit: **NEW RECORD**

Employee
 Company* Food Munch Choo (020)
 Employee* Please Choose (Represents BLANK)

Details
 Qualifying Event (Open Enrollment assumed if blank)
 Baby - Had A Baby Or Adopted A Child
 Start Date* 01/01/2020
 End Date 12/31/2020
 Member Number
 Payroll Deduction Frequency
 Block 5 - Block 5th Week
 Notes

Benefit Info
 Benefit Plan* 2020 Medical High Deductible - 2020 Medical High Deductible
 Coverage Type* Family - Whole Family

Dependents
 Rates
 Monthly Premium Amount \$ 500.00
 Employer Amount \$ Employer Amount
 Employer Percent % Employer Percent
 Employee Amount \$ Employee Amount
 Employee Percent % Employee Percent

Use the **Qualifying Event** dropdown to select a **Life Event Reason** code to associate any changes due to an employee's life event.

Depending on the **Coverage Type** you select, the system will pull the correct deduction amounts from the plan setup and push these rates into payroll. In addition, the **Details** of the plan are tied to this employee record.

You can also attach documents and record any applicable notes that are tied to this employee record.

Also note the **Qualifying Event** dropdown in the **Details** section of the screen; you may use this field at a later time if an employee has a life event change. If Administrators have set up **Life Event Reason** codes (**HR Admin – Benefits – Life Event Reason**), then those values will populate the **Qualifying Event** dropdown here on the **Employee Benefit** screen.

Details
 Qualifying Event (Open Enrollment assumed if blank)
 Please Choose (Represents BLANK)

Please Choose (represents BLANK)

- Death - Death in the family
- Divorced - Got divorced
- Married - Got married
- Baby - Had a baby or adopted a child
- Lost Medicare - Lost eligibility for Medicare, Medicaid, or CHIP
- Lost Coverage - Lost existing health coverage (including job-based, individual, and student)
- Citizen - New U.S. citizen
- Hired - Newly hired
- Open Enrollment - Open Enrollment
- Aged Out - Turned 26 and lost coverage through parent's plan

Changes can be made to an employee's benefit elections based on life events, such as adding or removing dependents, and you can associate the change with one of the Life Event Reason codes that you previously set up.

For a life event reason change that concerns a dependent of the employee, in the **Dependents** section of the **Employee Benefit** screen, you can record a Life Event Reason change and the date of the change in the **Life Event Reason** and **Life Event Date** column fields, as shown below. Use the **Is Covered** Yes/No toggle switch to indicate if the dependent is covered.

| Dependent | Relationship | Is Covered | Life Event Reason | Life Event Date |
|---------------|--------------|------------|-------------------|-----------------|
| Harrison, Kim | Child | NO YES | Had A Baby | Life Event Date |

Here is an example of the full **Employee Benefits** screen, with some sample data.

Employee Benefit: Robertson, Jacob: 2020 Dental - 2020 Dental

| <p>Employee</p> <p>Company* Food Munch Choo (020)</p> <p>Employee* Robertson, Jacob (9)</p> <p>Details</p> <p>Qualifying Event (Open Enrollment assumed if none) Please Choose (Represents BLANK)</p> <p>Start Date * 01/01/2020</p> <p>End Date</p> <p>Member Number Member Number</p> <p>Payroll Deduction Frequency Block 5 - Block 5th Week</p> <p>Notes</p> | <p>Benefit Info</p> <p>Benefit Plan* 2020 Dental - 2020 Dental</p> <p>Coverage Type* Family - Whole Family</p> <p>Dependents</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Dependent</th> <th>Relationship</th> <th>Is Covered</th> <th>Life Event Reason</th> <th>Life Event Date</th> </tr> </thead> <tbody> <tr> <td>Robertson, Evie</td> <td>Child</td> <td>NO YES</td> <td>Please I</td> <td>Life Event Date</td> </tr> <tr> <td>Robertson, Jane</td> <td>Spouse</td> <td>NO YES</td> <td>Please I</td> <td>Life Event Date</td> </tr> </tbody> </table> <p>Rates</p> <p>Monthly Premium Amount \$ 600.00</p> <p>Employer Amount \$ 300.00</p> <p>Employer Percent % Employer Percent</p> <p>Employee Amount \$ 300.00</p> <p>Employee Percent % Employee Percent</p> | Dependent | Relationship | Is Covered | Life Event Reason | Life Event Date | Robertson, Evie | Child | NO YES | Please I | Life Event Date | Robertson, Jane | Spouse | NO YES | Please I | Life Event Date |
|--|--|------------|-------------------|-----------------|-------------------|-----------------|-----------------|-------|--------|----------|-----------------|-----------------|--------|--------|----------|-----------------|
| Dependent | Relationship | Is Covered | Life Event Reason | Life Event Date | | | | | | | | | | | | |
| Robertson, Evie | Child | NO YES | Please I | Life Event Date | | | | | | | | | | | | |
| Robertson, Jane | Spouse | NO YES | Please I | Life Event Date | | | | | | | | | | | | |

Click **Save Changes** when complete.

The employee benefit will then display on the **Employee Benefits** dashboard.

| | | | | | |
|---------------|---|------------------|-------------------|------------|-------|
| Foster, Angus | 1 | 2018 Medical Low | Employee Plus One | 03/01/2018 | 75.00 |
|---------------|---|------------------|-------------------|------------|-------|

The second method to assign a benefit plan is through the **Open Enrollment** process, where the employee will elect the benefit plan themselves. This is described in the section – [Employees Enroll in Open Enrollment](#), later in this guide. First, however, we will discuss how the Admin sets up the Open Enrollment.

Note: in order for Administrators to be able to help employees enroll in Open Enrollment using the **Employee Benefits** screen, in the **Company List** screen for this company, in the **Benefits** section, the **Show Future-Dated**

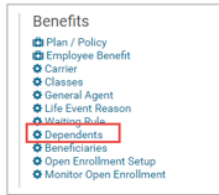
Benefit Plans for Enrollment field toggle must be set to **Yes**.

Benefits

Show Future-Dated Benefit Plans For Enrollment

NO YES

Adding Dependents



The **Dependents** screen lists the information for the employee’s dependents on the summary screen

Employee **Name, ID**, the Dependent’s **First and Last Name** and the **Relationship**.

Dependents


+ NEW DOWNLOAD filter grid...

| Actions | Name | Employee ID | Dependent Last Name | Dependent First Name | Relationship |
|---------|----------------|-------------|---------------------|----------------------|--------------|
| | Brown, Stephen | 2 | Baker | Jessica | Spouse |
| | Brown, Stephen | 2 | smith | bob | Other |

Page: 1 of 1 GO Page size: 2 CHANGE Item 1 to 2 of 2

Administrators can enter dependent information on behalf of the employee by doing the following steps. **Employees** can also enter their own dependent information when they go through the **Open Enrollment** process.

To add a new dependent’s information:

1. Go to **HR Admin – Benefits – Dependents**. The system displays the **Dependents** screen.
2. Select the **Company** and **Employee**, if not already selected.
3. Click the **+ New** button  to add a new dependent’s information.

Dependent: **NEW RECORD**

Employee

Company*

Employee*

Dependent Info

Relationship Type*

First Name*

Middle Name

Last Name*

SSN

Birth Date*

Insured?
 NO YES

Disabled?
 NO YES

Gender

Tobacco User?
 NO YES

Notes

Contact Info

Address Line 1

Address Line 2

City

State

Zip Code

Email

Home Phone

Work Phone

Cell Phone

Enter the dependent information as described in the following table.

| Field / Button | Description |
|--------------------------|---|
| Company | Select the company if not already selected. |
| Employee * | Select the employee. |
| Dependent Info | |
| Relationship Type | Select the type of relationship the dependent is from the dropdown (Child, Parent, Partner, etc.) |
| First Name * | Enter the dependent’s first name. |
| Middle Name | The dependent’s middle name. |
| Last Name * | Enter the dependent’s last name. |
| SSN | Enter the social security number of the dependent. |
| Birth Date * | Enter the dependent’s birth date or click the calendar icon to select it. |
| Insured? | Use the Yes/No toggle switch to indicate if the dependent is insured. |
| Disabled? | Use the Yes/No toggle switch to indicate if the dependent is disabled |
| Student? | Use the Yes/No toggle switch to indicate if the dependent is a student. |
| Gender | Select the gender of the dependent. |
| Tobacco User? | Use the Yes/No toggle switch to indicate if the dependent is a tobacco user. Note: This is a recently added field. |
| Notes | Enter any comments concerning the dependent in the Notes section. |
| Contact Info | |
| Address Line 1 | Enter the first address line of the dependent. |

| Field / Button | Description |
|-----------------------|---|
| Address Line 2 | Enter the second address line of the dependent. |
| City | Enter the city of the dependent. |
| State | Enter the Zip Code of the dependent. |
| Zip Code | Enter the first address line of the dependent. |
| Email | Enter the email address of the dependent. |
| Home Phone | Enter the home phone of the dependent. |
| Work Phone | Enter the work phone of the dependent. |
| Cell Phone | Enter the cell phone of the dependent. |
| * = Required Field | |

- Click the **Save Changes** button or the **Save and Next Record** button.

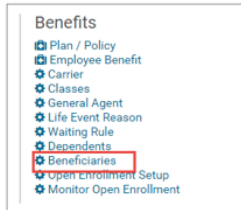
Dependents Information Displays on the Employee Benefits screen

If Dependents information has been recorded for this employee (by the employee or on behalf of the employee), this info will display in the **Dependents** section of the **Employee Benefits** screen, as shown in the following example.

| Dependents | | | | | |
|-----------------|--------------|-----------------------------|---|-------------------|-----------------|
| Dependent | Relationship | Is Covered | | Life Event Reason | Life Event Date |
| Robertson, Evie | Child | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> YES | Please (▾) | Life Event Date |
| Robertson, Jane | Spouse | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> YES | Please (▾) | Life Event Date |

This section shows the name of the dependent, the relationship, whether they are covered, the Life Event Reason code, and the date of the life event change.

Adding Beneficiaries



The **Beneficiaries** screen lists the information for the employee’s beneficiaries for any applicable benefit plans.

Employee **Name**, **ID**, the Beneficiary **First** and **Last Name** and the **Relationship**.

Beneficiaries

+ NEW DOWNLOAD filter grid...


| Actions | Name | Employee ID | Beneficiary Last Name | Beneficiary First Name | Relationship |
|---------|-------------------|-------------|-----------------------|------------------------|--------------|
| | Eleanor, Woodcomb | 7 | Eleanor | Woodcomb | Self |
| | Robertson, Jacob | 9 | Robertson | Jacob | Self |
| | Robertson, Jacob | 9 | Robertson | Jane | Spouse |
| | Robertson, Jacob | 9 | Robertson | Eve | Child |
| | Eleanor, Woodcomb | 7 | Woodcomb | Jean | Child |
| | Eleanor, Woodcomb | 7 | Woodcomb | Devon | Spouse |

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The **employee** may have added their beneficiary information when they went through the Open Enrollment process. If so, that information will display here on the **Beneficiaries** screen.

The **Admin** can also add beneficiary information on behalf of the employee on the **Beneficiaries** screen.

To add new beneficiary information for an employee:

1. Go to **HR Admin – Benefits – Beneficiaries**.
2. Click the **+ New** button  to add a new beneficiary information.
3. Enter the employee’s new beneficiary information in the Beneficiary New Record Details screen.

Beneficiary: NEW RECORD

| | |
|---|---|
| <p>Employee</p> <p>Company* <input type="text" value="HRN IT Services (G003)"/></p> <p>Employee* <input type="text" value="Please Choose (Represents BLANK)"/></p> | <p>Beneficiary Info</p> <p>Relationship Type* <input type="text" value="Please Choose (Represents BLANK)"/></p> <p>First Name* <input type="text" value="First Name"/></p> <p>Middle Name <input type="text" value="Middle Name"/></p> <p>Last Name* <input type="text" value="Last Name"/></p> <p>SSN <input type="text" value="123-45-6789"/></p> <p>Birth Date* <input type="text" value="Birth Date"/></p> <p>Gender <input type="text" value="Please Choose (Represents BLANK)"/></p> <p>Tobacco User? <input checked="" type="radio"/> NO <input type="radio"/> YES</p> <p>Notes <input type="text" value="Notes"/></p> |
|---|---|

| | |
|---|--|
| <p>Contact Info</p> <p>Address Line 1 <input type="text" value="Address Line 1"/></p> <p>Address Line 2 <input type="text" value="Address Line 2"/></p> <p>City <input type="text" value="City"/></p> <p>State <input type="text" value="Please Choose (Represents BLANK)"/></p> <p>Zip Code <input type="text" value="Zip"/></p> | <p>Email <input type="text" value="your.email@domain.com"/></p> <p>Home Phone <input type="text" value="123.456.7890 x123"/></p> <p>Work Phone <input type="text" value="123.456.7890 x123"/></p> <p>Cell Phone <input type="text" value="123.456.7890 x123"/></p> |
|---|--|

Note: A **Tobacco User?** Yes/No field has been added to the Beneficiary screen for certain benefit plan requirements.

- Click the **Save Changes** button or the **Save and Next Record** button.

Beneficiaries Information Displays on the Employee Benefits screen

If Beneficiary information has been recorded for this employee (by the employee or on behalf of the employee), this info will display in the **Beneficiaries** section of the **Employee Benefits** screen, as shown in the following example.

| Beneficiaries | | | | | | | | | |
|-----------------|----------|-----------------------------|---|-----------------------------|---|-----------|-----------------------------|---|---------|
| Beneficiary | Relation | Covered? | | Primary? | | Primary % | Contingent? | | Cont. % |
| Woodcomb, Devon | Spouse | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> YES | 100.00 | <input type="checkbox"/> NO | <input type="checkbox"/> YES | 0.00 |
| Woodcomb, Jean | Child | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> YES | 0.00 | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> YES | 100.00 |

This section shows the name of the beneficiary(ies), the relationship, whether they are covered, if they are the Primary beneficiary, or a Contingent, and the percentage for each type, if applicable. The full Employee Benefits screen is shown below.

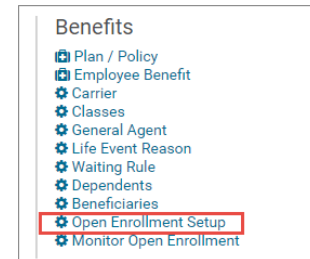
Employee Benefit: Eleanor, Woodcomb: 2020 Basic Life - 2020 Basic Life

| <p>Employee</p> <p>Company* <input type="text" value="Food Munch Choo (020)"/></p> <p>Employee* <input type="text" value="Eleanor, Woodcomb (7)"/></p> <p>Details</p> <p>Qualifying Event <small>(Over Enrollment assumed FIDM)</small> <input type="text" value="Please Choose (Represents BLANK)"/></p> <p>Start Date * <input type="text" value="01/01/2020"/></p> <p>End Date <input type="text" value=""/></p> <p>Member Number <input type="text" value=""/></p> <p>Payroll Deduction Frequency <input type="text" value="Every - Every Scheduled Pay"/></p> <p>Notes <input style="width: 100%; height: 50px;" type="text"/></p> | <p>Benefit Info</p> <p>Benefit Plan* <input type="text" value="2020 Basic Life - 2020 Basic Life"/></p> <p>Coverage Type* <input type="text" value="Employee - Employee Only"/></p> <p>Beneficiaries</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Beneficiary</th> <th>Relation</th> <th colspan="2">Covered?</th> <th colspan="2">Primary?</th> <th>Primary %</th> <th colspan="2">Contingent?</th> <th>Cont. %</th> </tr> </thead> <tbody> <tr> <td>Woodcomb, Devon</td> <td>Spouse</td> <td><input type="checkbox"/> NO</td> <td><input checked="" type="checkbox"/> YES</td> <td><input type="checkbox"/> NO</td> <td><input checked="" type="checkbox"/> YES</td> <td>100.00</td> <td><input type="checkbox"/> NO</td> <td><input type="checkbox"/> YES</td> <td>0.00</td> </tr> <tr> <td>Woodcomb, Jean</td> <td>Child</td> <td><input type="checkbox"/> NO</td> <td><input checked="" type="checkbox"/> YES</td> <td><input type="checkbox"/> NO</td> <td><input type="checkbox"/> YES</td> <td>0.00</td> <td><input type="checkbox"/> NO</td> <td><input checked="" type="checkbox"/> YES</td> <td>100.00</td> </tr> </tbody> </table> <p>Rates</p> <p>Insurance Amount: \$25,000.00</p> <p>Monthly Premium Amount <input type="text" value="\$ 0.00"/></p> <p>Employer Amount <input type="text" value="\$ 0.00"/></p> <p>Employer Percent <input type="text" value="% Employer Percent"/></p> <p>Employee Amount <input type="text" value="\$ 0.00"/></p> <p>Employee Percent <input type="text" value="% Employee Percent"/></p> | Beneficiary | Relation | Covered? | | Primary? | | Primary % | Contingent? | | Cont. % | Woodcomb, Devon | Spouse | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> YES | 100.00 | <input type="checkbox"/> NO | <input type="checkbox"/> YES | 0.00 | Woodcomb, Jean | Child | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> YES | 0.00 | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> YES | 100.00 |
|---|--|-----------------------------|---|-----------------------------|---|-----------|-----------------------------|---|-------------|--|---------|-----------------|--------|-----------------------------|---|-----------------------------|---|--------|-----------------------------|------------------------------|------|----------------|-------|-----------------------------|---|-----------------------------|------------------------------|------|-----------------------------|---|--------|
| Beneficiary | Relation | Covered? | | Primary? | | Primary % | Contingent? | | Cont. % | | | | | | | | | | | | | | | | | | | | | | |
| Woodcomb, Devon | Spouse | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> YES | 100.00 | <input type="checkbox"/> NO | <input type="checkbox"/> YES | 0.00 | | | | | | | | | | | | | | | | | | | | | | |
| Woodcomb, Jean | Child | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> YES | 0.00 | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> YES | 100.00 | | | | | | | | | | | | | | | | | | | | | | |

Setting Up an Open Enrollment

This section (and the next few) discusses the following Open Enrollment topics:

- Open Enrollment Preliminary Setup Steps
- Open Enrollment Setup
- Employees Enroll in the Open Enrollment
- Administrators Update & Submit Employee’s Open Enrollment Elections



You use the **Open Enrollment Setup** option of the **HR Admin – Benefits** menu to set up the company’s open enrollment plan/period.

Open Enrollment typically happens in a company once or twice per year, depending on the Benefit Structure.

Go to **HR Admin – Benefits – Open Enrollment Setup**.

Note: However, before setting up the Open Enrollment with this menu item, you need to make sure that the following preliminary setup steps related to the specific Open Enrollment period you want to create have been done, if not do them now. Note that these steps, for example – setting up the Carrier – were explained in more detail earlier in this guide; they are just outlined below. If these steps have already been done, skip this section and go to the *Open Enrollment Setup* section.

The following Preliminary Steps must be already done in order to setup an Open Enrollment:

1. Setup the **Carrier**:
 - a. Go to **HR Admin - Benefits - Carrier**.
 - b. Enter the Carrier.
 - For example, **Blue Cross** or **Cigna**.
 - c. When setting up the Carrier, you can enter website information and up to 8 plan Contacts.
2. Create **Benefit Classes**:
 - a. Go to **HR Admin - Benefits - Class**.
 - b. Enter **Code** and **Description**.
 - For example **Full-time**, or **Executive**.
 - c. Once created, you can assign benefit plans to the different classes.
3. Setup Benefit **Plan/Policy**:
 - a. Go to **HR Admin - Benefits - Plan/Policy**.
 - b. Create the benefit plans. You can copy a plan from an existing plan, or create a new one.
 - c. You can choose from the following benefit plans only:
 - **Medical**
 - **Dental**
 - **Vision**
 - d. Click the green **New** button to create a new benefit plan.
 - e. When entering the **Code**, enter the type of plan it is (**DEN**, **MED**, or **VIS**). This will make it easier when adding the **Employee Benefit**.




- f. Complete the remaining benefit information accordingly.
 - g. Assign **E/D codes** from the dropdowns in **Payroll Deduction Integration**.
 - You can only assign 1 **EE code** and 1 **ER code** per plan.
 - h. Setup the plan **Rate Structure**:
 - i. You have 2 choices, **Free Form** and **Age Banded**.
 - ii. With **Free Form**, you can set the **Coverage Type, Monthly Premium, Employer Amount, Employer Percent, Employee Amount, and Employee Percent**.
 - iii. With **Age Banded**, you can set **Low Age, High Age, and Rate**. Add as many rows as you need. You can also use the **Quick Add** feature. This will allow you to set uniform low and high ranges and populate the other coverages.
 - i. Set the **Enrollment Restrictions**. This is where you'll bring in the Benefit Classes that you created previously.
4. Assign **Benefit Class** to employee:
 - a. Go to **HR Admin - Employee Maintenance - Employment Detail**.
 - b. Find the employee from the **Employee List** grid and click on them to open.
 - c. Scroll down to the **Benefits** tile. Select the **Benefit Class** you created from the dropdown.
 5. Add the employee in **Employee Benefit**:
 - a. Go to **HR Admin - Benefits - Employee Benefit** to assign the Benefit Plans that are part of the Benefit Class.
 - b. The **Employee Benefits** dashboard displays all the employees that have enrolled in benefits.
 - c. To add an employee to the list (making them eligible for open enrollment) click the green **New** button.
 - d. When you select the employee, the Benefit Plans that are available to them will display in the **Benefit Plan** dropdown. Enter these one at a time, repeating this and the previous step until all benefits have been selected.
 - e. After selecting the Plan, you can now select the **Coverage Type**.
 - f. Scrolling down, you can enter other specifics of the benefits. The only required field is **Start Date**.



Open Enrollment Setup

Assuming then that you have already performed the preliminary steps listed above and set up the benefit plans, Admins go to **HR Admin – Benefits – Open Enrollment Setup** to setup the Open Enrollment.

The system displays the **Open Enrollments** dashboard screen displaying any existing Open Enrollments that have been specified, showing the **Name** of the Open Enrollment, the **Start Date** and the **Ending Date** of the Open Enrollment period.

Open Enrollments


+ NEW   DOWNLOAD 




| Actions | Name | Start Date | End Date |
|---|-------------|------------|------------|
|  | 2019 OE | 01/14/2019 | 01/24/2019 |
|  | OE Mid 2019 | 05/01/2019 | 05/31/2019 |

Page: 1 of 1 GO Page size: 2 CHANGE Item 1 to 2 of 2

To display the details of an existing Open Enrollment period, click on the corresponding Open Enrollment row on the summary screen. The system then displays the Details screen for that Open Enrollment period.

Open Enrollment: **2019 OE**

Company
Company*
 Brown's Auto Supply (BAR) (WEB1200)

Open Enrollment Info
Name
2019 OE 
Start Date *
01/14/2019 
End Date
01/24/2019 

Introduction
This introduction will be displayed to employees when they begin open enrollment
Please elect the Benefits you would like for 2019. All plans start on January 1, 2019

Benefit Plans
Select plans to include in this Open Enrollment

| Include? | Plan | Type | Plan Start Date |
|---|--------------|-------------------|-----------------|
| <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES | Medical 2019 | Medical Insurance | 2/1/2019 |
| <input type="checkbox"/> NO <input type="checkbox"/> YES | medical 2020 | Medical Insurance | 6/1/2019 |
| <input type="checkbox"/> NO <input type="checkbox"/> YES | Vision 154 | Vision Insurance | 2/1/2019 |

The top section of **Open Enrollment** screen displays the **Company**, and the **Name**, **Start Date**, and **End Date** in the **Open Enrollment Info** section of the screen. The **Introduction** section in the middle is where you can indicate the text that you want to appear to the employees when they begin their Open Enrollment process.

Benefit Plans
Select plans to include in this Open Enrollment


| Include? | Plan | Type | Plan Start Date |
|---|--------------|-------------------|-----------------|
| <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES | Medical 2019 | Medical Insurance | 2/1/2019 |
| <input type="checkbox"/> NO <input type="checkbox"/> YES | medical 2020 | Medical Insurance | 6/1/2019 |
| <input type="checkbox"/> NO <input type="checkbox"/> YES | Vision 154 | Vision Insurance | 2/1/2019 |

The **Benefit Plans** section of the **Open Enrollment** screen lists the plans that are included (made available for election) in this Open Enrollment period. The **Include? Yes/No** toggles let you control if a plan is included or not in this Open Enrollment period. The **Type** of plan (**Medical, Dental, Vision, Basic Life**) displays along with the **Plan Start Date**.




The Open Enrollment screen for a company may show a benefit plan that was set up previously for the current year – it would have a different **Plan Start Date** if so (for example 1/1/2017). The new Open Enrollment benefit plans may have a future Plan Start Date.



To add a new Open Enrollment plan/period:

Go to **HR Admin – Benefits – Open Enrollment Setup**.

Click the **+ New**  button on the Open Enrollments summary screen.

Open Enrollments

   DOWNLOAD

| Actions | Name - | Start Date | End Date |
|---|-------------|------------|------------|
|  | 2019 OE | 01/14/2019 | 01/24/2019 |
|  | OE Mid 2019 | 05/01/2019 | 05/31/2019 |

Page: 1 of 1 GO Page size: 2 CHANGE Item 1 to 2 of 2

Select the **Company**, if you have not done so already.

Open Enrollment: **NEW RECORD**

Company
Company*
Brown's Auto Supply (BAR) (WEB1200)

Open Enrollment Info
Name
2019 Open Enrollment
Start Date*
01/01/2019
End Date
01/31/2019

Enter the **Name, Start Date,** and **End Date** of the Open Enrollment Period.

Introduction
This introduction will be displayed to employees when they begin open enrollment
Welcome to the 2019 Open Enrollment Period. Please take a few minutes to make your 2019 benefit plan elections.

The **Introduction** allows the user to enter any information or special instructions that you'd like the employees to view before they begin choosing their Benefit Plans.

Using the **Yes/No** toggles, select the Benefit Plans you want to include in this Open Enrollment.

Benefit Plans
Select plans to include in this Open Enrollment

| Include? | Plan | Type | Plan Start Date |
|---|--------------|-------------------|-----------------|
| <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES | Medical 2019 | Medical Insurance | 2/1/2019 |
| <input type="checkbox"/> NO <input type="checkbox"/> YES | medical 2020 | Medical Insurance | 6/1/2019 |
| <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES | Vision 154 | Vision Insurance | 2/1/2019 |

Enter the Text description of the Open Enrollment and any instructions that you want the employees to see when they begin their open enrollment in the **Introduction** section of the screen.

Finally, in the **Benefit Plans** section of the screen, the system will display all the benefit plans that have been set up. Use the **Include?** Yes/No toggles to specify which benefit plans will be included in this Open Enrollment.

Benefit Plans
Select plans to include in this Open Enrollment

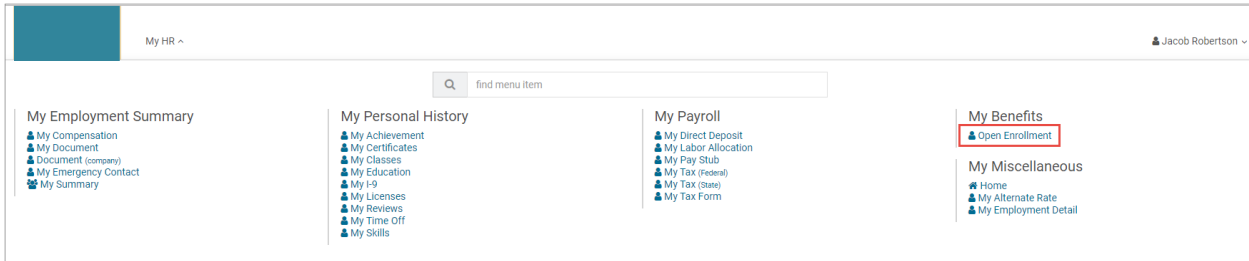
| Include? | Plan | Type | Plan Start Date |
|---|--------------|-------------------|-----------------|
| <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES | Medical 2019 | Medical Insurance | 2/1/2019 |
| <input type="checkbox"/> NO <input type="checkbox"/> YES | medical 2020 | Medical Insurance | 6/1/2019 |
| <input type="checkbox"/> NO <input type="checkbox"/> YES | Vision 154 | Vision Insurance | 2/1/2019 |

Click **Save Changes** when complete.

Now that the Open Enrollment period has been created, it's considered live. It is now available for employees to enroll in their Benefit Plans. Remember, however, for an employee to be able to access it, the Start and End Dates need to be current.

Employees Enroll in the Open Enrollment

Once an Open Enrollment has been set active by the Administrator, the employee end user will see an **Open Enrollment** link on their **My HR** tab; go to **My HR – My Benefits – Open Enrollment**.



Open Enrollment is a Benefits Wizard that will take the employee through enrolling in the available **Benefit Plans**. If there are concurrent Open Enrollment Periods, the wizard will display all of them that are available to this employee.



Open Enrollment

The **Open Enrollment wizard** walks the employee through enrolling in all the benefit plans available for the company.

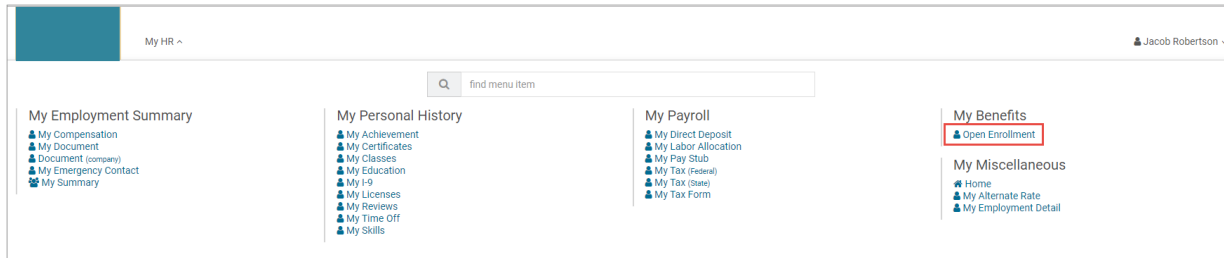
The employee clicks on the **Next** button on each screen to move forward in the Wizard.

Note: The system will not create buttons/steps on the screen for plans that are not offered by the employer. Therefore, the Step Numbers will vary, depending on which plans are offered by each company. The Step Numbers shown here represent just one possible configuration.

For example, if the Employer does not offer a Vision plan, the **Vision** step and button will not display if it is not offered and the step numbers will be adjusted accordingly. Also, additional plans may be added in the future.

Employee end users complete the Open Enrollment process by doing the following steps:

1. The end user displays their **My HR** screen.
2. On the **My HR** screen, the user selects the **My Benefits – Open Enrollment** menu item.



3. The system displays the **Open Enrollment** screen. The Open Enrollment screen lists any active Open Enrollment periods for this company.

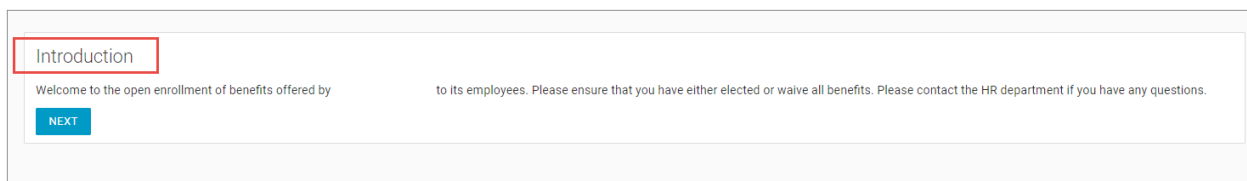
Admins specify a Starting and Ending date for each Open Enrollment period when they first setup the open enrollment. Employees can access the Open Enrollment during this specified time period.




4. Click the **Begin Enrollment** button (on the applicable Open Enrollment item row) to start using the Open Enrollment wizard.
5. The system displays the first step in the Open Enrollment process – **Introduction**.

Note: Because the Step numbers and labels displayed in the open enrollment process may vary depending on which specific benefits plans that the Service Bureau is offering to the company's employees, we refer to the step name and not to a specific step number in this explanation.

Introduction



6. Click the **Next** button  to proceed with the Open Enrollment.


Personal Information

The system displays the **Personal Information** step screen. Use this screen to verify your personal information.

Personal Information

Verify your personal information

| | | |
|---|---|------------------------------------|
| First Name * Jacob | Birthdate * 05/28/1987 | SSN * 428-78-5876 |
| Middle Name Jonas | Gender * N/A | Marital Status * Married |
| Last Name * Robertson | | |
| Address Line 1 * 1023 E PARKVIEW DR | | |
| Address Line 2 STE 1025 | | |
| City * SCOTTSDALE | State * US - ARIZONA | Zip * 85255 |
| Primary Medical Care Provider Primary Medical Care Provider | Do you use tobacco products? * NO YES | |


The employee can edit any of their personal information. Required fields are marked with a red asterisk. Once complete, click the **Next** button  to proceed to the next screen.

Dependents


Use the **Dependents** screen to verify any of your existing dependent information that may be displayed.

Dependents

Verify your dependent information below. Click on a row to view or edit details or to delete a dependent. Click the + button below to add a new dependent. You'll be able to pick from those who are listed here when choosing your plans.

 Add Dependent

| Name | Relationship | Gender | Age | SSN |
|----------------|--------------|--------|-----|-------------|
| Evie Robertson | Child | Female | 2 | 125-36-4877 |
| Jane Robertson | Spouse | Female | 49 | 123-45-4588 |

You can also add new dependent information by clicking the **+ Add Dependent** button . The system displays the add new dependent screen.

Dependents

Verify your dependent information below. Click on a row to view or edit details or to delete a dependent. Click the + button below to add a new dependent. You'll be able to pick from those who are listed here when choosing your plans.

Dependent Info

NEW RECORD

Dependent is a Beneficiary?

NO YES

Relationship Type *

First Name *

Middle Name

Last Name *

SSN *

Birthdate *

Gender

Insured? NO YES

Student? NO YES

Disabled? NO YES

Tobacco User? NO YES

Notes

Dependent Contact Info

Address Line 1

Address Line 2

City State Zip

Home Phone Work Phone

Cell Phone Email

When entering Dependent Information, you'll be asked to provide the following **required** information:

- Relationship type
- First and last name
- Birthdate
- SSN
- Gender
- Marital Status
- Address fields
- If the person uses tobacco products

You'll also be asked to provide the following **optional** information:

- Middle name
- Primary Medical Care Provider

Click **Save** to save any new dependent information.

Note that a **Dependent is a Beneficiary** check box may display on the **Dependents** screen if a Basic Life benefit plan is being offered. If selected (checked), the system will add or update the dependent in the Beneficiary table.

Medical Plan

The system displays the **Medical Plan** screen. The employee is able to select a plan and choose themselves and/or their dependents (if applicable) for the medical plan in which they are enrolling.

Choose a Medical Plan

I decline medical coverage

Select who you want to cover:

You Evie (Child) Jane (Spouse)

Choose a plan:

| Plan | Cost (Bi-Weekly) |
|---|--|
| <input type="radio"/> 2020 Medical - nonExecutive <i>BCBS</i> | \$250.00 Cost to employer: \$450.00 |
| <input checked="" type="radio"/> 2020 Medical ACA <i>BCBS</i> | \$300.00 Cost to employer: \$175.00 |
| <input type="radio"/> 2020 Medical High Deductible <i>BCBS</i> | \$125.00 Cost to employer: \$125.00 |

For each benefit plan that has been included in the Open Enrollment, the system will require them to make or decline their elections. The system displays the associated cost of the plan, if applicable.

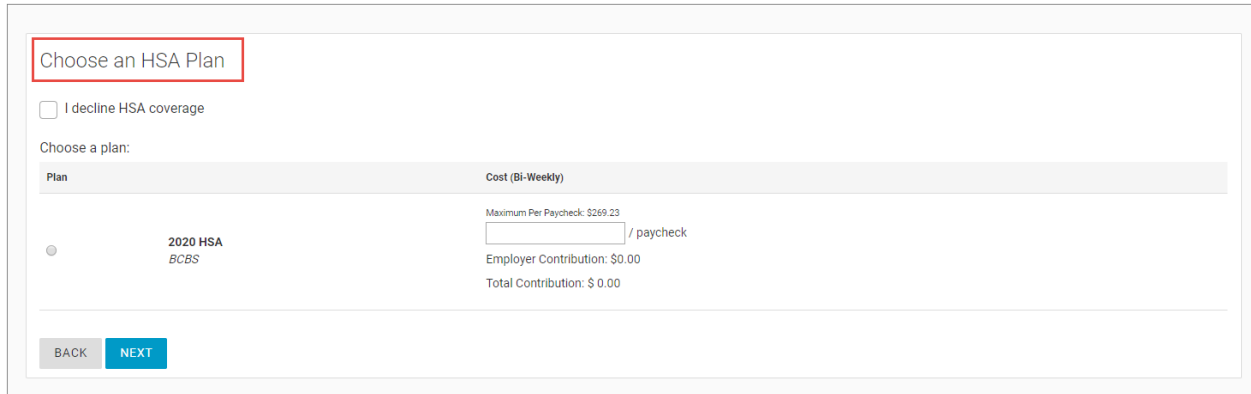
Note: If an employee is declining coverage for any reason, they should check the box next to “**I decline Medical coverage**” check box. I decline medical coverage

The employee selects the medical plan and whom to cover. Or, the employee selects the **I decline medical coverage** check box if they want to waive the medical plan. If declining, the system asks to specify a reason.

Once the screen is complete, the employee clicks the **Next** button to move to the next plan screen.

HSA Plan

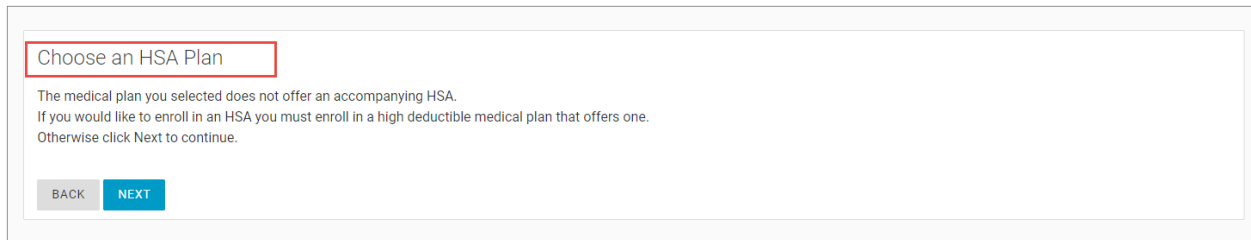
The employee can select an **Health Savings Account (HSA)** plan, if applicable and if they have selected a medical plan in the previous step that has an associated HSA plan.




| Plan | Cost (Bi-Weekly) |
|---|---|
| <input checked="" type="radio"/> 2020 HSA BCBS | Maximum Per Paycheck: \$269.23 <input type="text" value="250"/> / paycheck Employer Contribution: \$0.00 Total Contribution: \$ 0.00 |

The employee selects the HSA plan and enters the **Per Paycheck** dollar amount to contribute (up to the Maximum approved limit). Or, they can select the **I decline HSA coverage** check box to waive the plan.

If the Medical Plan they select does not offer an accompanying Health Savings Account (HSA) plan, the system displays the following **HSA** screen.



The employee can click the **Back** button  to return to the Medical Plan screen and choose a different medical plan that has an associated HSA plan.

Once the screen is complete, the employee clicks the **Next** button  to move to the next plan screen.

In the example below, the employee has selected the 2020 HSA plan from BCBS and entered \$250 per paycheck cost contribution in the per paycheck textbox. Remember that there is a IRS maximum limit which the system displays above the textbox (**Maximum Per Paycheck**). The system calculates the **Total Contribution** amount below (depending on the employee's coverage: single, family etc).

If you select **I decline HSA coverage**, the system will ask you to indicate a reason for declining:

Dependent Care Account (DCA)

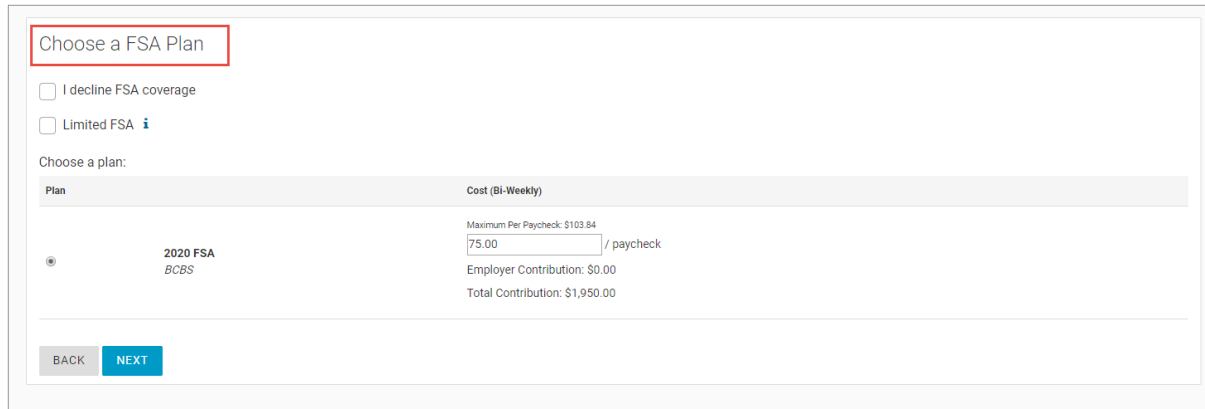
The system displays the **Dependent Care Account (DCA)** screen. The employee can select a Dependent Care Account plan (if applicable). The employee must have at least one dependent in order to be able to select a DCA plan.

The employee selects the plan and enters the **Per Paycheck** contribution dollar amount. Or, they can select the **I decline DCA coverage** check box to waive the plan.

Once the screen is complete, the employee clicks the **Next** button  to move to the next plan screen.

Flexible Spending Account (FSA)

The employee can select a Flexible Spending Account (FSA) plan, if available.



Choose a FSA Plan

I decline FSA coverage

Limited FSA ⓘ

Choose a plan:

| Plan | Cost (Bi-Weekly) |
|---|--|
| <input checked="" type="radio"/> 2020 FSA BCBS | Maximum Per Paycheck: \$103.84 <input type="text" value="75.00"/> / paycheck Employer Contribution: \$0.00 Total Contribution: \$1,950.00 |

BACK NEXT

The employee selects the FSA plan and enters the **Per Paycheck** dollar amount to contribute (up to the Maximum limit).

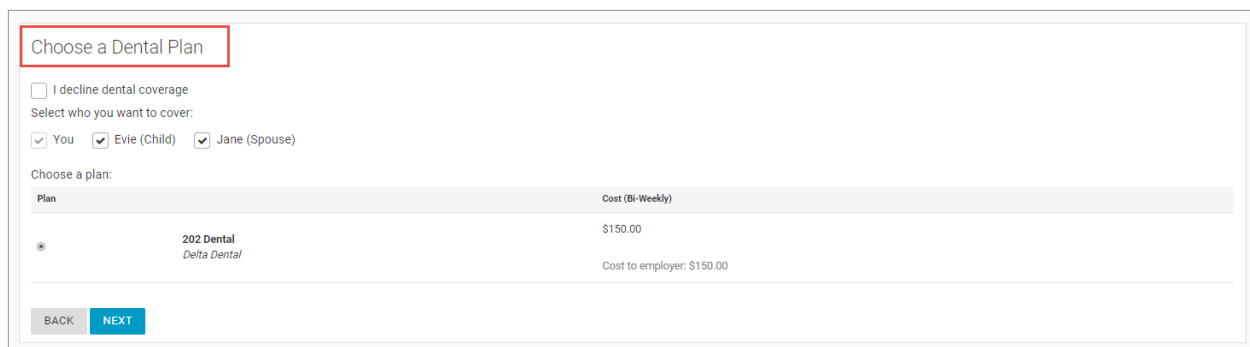
The employee selects the **Limited FSA** check box if they or their spouse also have an Health Savings Account (HSA). In a Limited FSA account, the savings can be used only for eligible Vision or Dental expenses. In addition, the annual limit for the contribution changes based on this. Employees should check with their Benefits Administrator for more information about a Limited FSA plan.

Or, they can select the **I decline FSA coverage** check box to waive the plan.

Once the screen is complete, the employee clicks the **Next** button  to move to the next plan screen.

Dental Plan

The system displays the **Dental Plan** screen. Use this screen to select a Dental plan (if applicable).



Choose a Dental Plan

I decline dental coverage

Select who you want to cover:

You Evie (Child) Jane (Spouse)

Choose a plan:

| Plan | Cost (Bi-Weekly) |
|---|--|
| <input checked="" type="radio"/> 202 Dental Delta Dental | \$150.00 Cost to employer: \$150.00 |

BACK NEXT

The employee selects who they want the plan to cover and selects the plan. The system displays the associated cost (if applicable) to the right.

Once the screen is complete, the employee clicks the **Next** button  to move to the next plan screen.

For example, this employee above chose to elect a dental plan for himself, his spouse, and child.

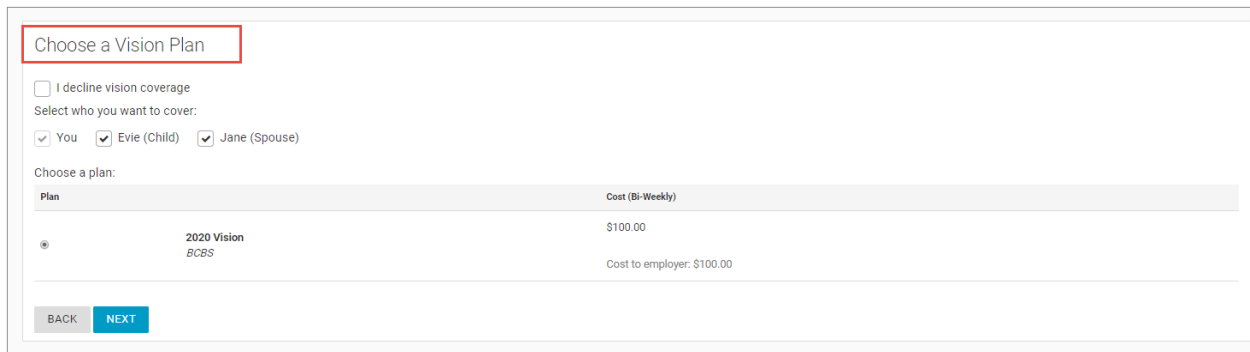
Vision Plan

The system displays the **Vision Plan** screen. Use this screen to select a vision plan (if applicable).

The employee selects who they want the plan to cover and selects the plan. The system displays the associated cost to the right (if applicable).

Once the screen is complete, the employee clicks the **Next** button  to move to the next plan screen.

For example, this employee has elected to cover themselves, their child, and spouse.



Choose a Vision Plan

I decline vision coverage

Select who you want to cover:

You Evie (Child) Jane (Spouse)

Choose a plan:

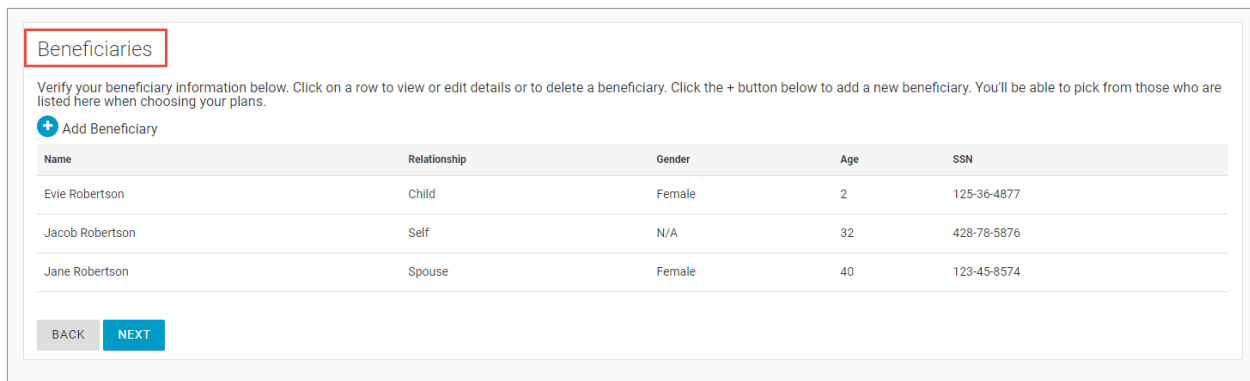
| Plan | Cost (Bi-Weekly) |
|--|------------------|
| <input checked="" type="radio"/> 2020 Vision ECBS | \$100.00 |

Cost to employer: \$100.00

BACK NEXT

Beneficiaries

The system displays the **Beneficiaries** screen.



Beneficiaries

Verify your beneficiary information below. Click on a row to view or edit details or to delete a beneficiary. Click the + button below to add a new beneficiary. You'll be able to pick from those who are listed here when choosing your plans.

+ Add Beneficiary

| Name | Relationship | Gender | Age | SSN |
|-----------------|--------------|--------|-----|-------------|
| Evie Robertson | Child | Female | 2 | 125-36-4877 |
| Jacob Robertson | Self | N/A | 32 | 428-78-5876 |
| Jane Robertson | Spouse | Female | 40 | 123-45-8574 |

BACK NEXT

The employee will be able to verify their beneficiary information (if any has been previously recorded). They can select a beneficiary from those listed here when they are choosing their plans.

They can click on a row to view or edit the details or to delete a beneficiary; the system displays the details screen for that beneficiary as shown below.

Beneficiaries

Verify your beneficiary information below. Click on a row to view or edit details or to delete a beneficiary. Click the + button below to add a new beneficiary. You'll be able to pick from those who are listed here when choosing your plans.

Beneficiary Info

Jane Robertson

| | |
|--|--|
| <p>Relationship Type * <input type="text" value="Spouse"/></p> <p>First Name * <input type="text" value="Jane"/></p> <p>Middle Name <input type="text" value="Harriet"/></p> <p>Last Name * <input type="text" value="Robertson"/></p> | <p>Tobacco User? <input type="checkbox"/> NO <input type="checkbox"/> YES</p> <p>SSN * <input type="text" value="123-45-8574"/></p> <p>Birthdate * <input type="text" value="09/20/1979"/></p> <p>Gender <input type="text" value="Female"/></p> |
|--|--|

Notes

Beneficiary Contact Info

The employee can add a beneficiary. They click the **+ Add Beneficiary** button (back on the **Beneficiaries** dashboard).

Beneficiaries

Verify your beneficiary information below. Click on a row to view or edit details or to delete a beneficiary. Click the + button below to add a new beneficiary. You'll be able to pick from those who are listed here when choosing your plans.

+ Add Beneficiary

The system then displays the Beneficiaries **new record** screen to add a beneficiary.

Beneficiaries

Verify your beneficiary information below. Click on a row to view or edit details or to delete a beneficiary. Click the + button below to add a new beneficiary. You'll be able to pick from those who are listed here when choosing your plans.

Beneficiary Info

NEW RECORD

| | |
|---|--|
| <p>Relationship Type * <input type="text"/></p> <p>First Name * <input type="text" value="First Name"/></p> <p>Middle Name <input type="text" value="Middle Name"/></p> <p>Last Name * <input type="text" value="Last Name"/></p> | <p>Tobacco User? <input type="checkbox"/> NO <input type="checkbox"/> YES</p> <p>SSN * <input type="text" value="123-45-6789"/></p> <p>Birthdate * <input type="text" value="Birthdate"/></p> <p>Gender <input type="text"/></p> |
|---|--|

Notes

Beneficiary Contact Info

Address Line 1

Address Line 2

City State Zip

Home Phone Work Phone

Cell Phone Email

Click **Save** to save the new record.

Once the screen is complete, the employee clicks the **Next** button  to move to the next plan screen.

Basic Life

The system displays the **Basic Life Plan** screen. The employee can select a Basic Life plan, if available.

Choose a Basic Life Plan

Who are your beneficiaries?

Evie (Child)

Primary
 Percent of benefit *

Contingent
 Percent of benefit *

Jane (Spouse)

Primary
 Percent of benefit *

Contingent
 Percent of benefit

Choose a plan:

| Plan | Cost (Bi-Weekly) |
|--|--|
| 2020 Basic Life Prudential Insurance Amount: \$25,000.00 | \$0.00 Cost to employer: \$0.00 |

The employee has the option of selecting their **Beneficiaries**, designating them as **Primary**, selecting a **Contingent** Beneficiary, and selecting a **Percentage** of the benefit payment for each.

Choose a Basic Life Plan

Who are your beneficiaries?

| Beneficiary Name | Primary | Contingent | Percent of benefit * |
|------------------|-------------------------------------|-------------------------------------|----------------------|
| Evie (Child) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 20.0000 |
| Jane (Spouse) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 80.0000 |
| | | | Contingent Percent |

Must Equal 100%

The screenshot shows a form titled "Choose a Basic Life Plan" with a section "Who are your beneficiaries?". It lists two beneficiaries: Evie (Child) and Jane (Spouse). For Evie, the Primary checkbox is checked and the Percent of benefit is 20.0000. For Jane, the Primary checkbox is checked and the Percent of benefit is 80.0000. Below Jane's row, there is a Contingent checkbox (unchecked) and a field for "Contingent Percent". A red box highlights the text "Must Equal 100%" with two red arrows pointing to the 20.0000 and 80.0000 values.

Note: It's important to note that when designating Beneficiaries, remember to do each of the following:

- Select the check box under the **name** of each Beneficiary you want to designate for this plan
- Select the applicable check box to indicate that person is the **Primary** beneficiary (and for Voluntary Life Plans, a **Contingent**)
- Make sure that the **Percent of Benefit equals 100%** for the **Primary row** and, if applicable, the Contingent Percent (if applicable) in the **Contingent row equals 100%**.

All these requirements must be met to avoid receiving error messages and note that they may not be obvious at first to the client end user.

For example, in the screenshot above, the employee has elected a Voluntary Life plan with two beneficiaries: their spouse as Primary beneficiary with 80% of the payment and their child as a second primary beneficiary with a 20% benefit payment. The child (Evie) has also been designated as a Contingent at 100%.

Once the screen is complete, the employee clicks the **Next** button  to move to the next plan screen.

Voluntary Life

The system displays the **Voluntary Life Plan** screen. The employee can select a Voluntary Life plan, if available.

Choose a Voluntary Life Plan

Description
The standard Lorem Ipsum passage, used since the 1500s

Instructions
Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Go download the documents!

* Age Reduction Schedule applies. Please download the policy for more information

I decline voluntary life coverage

Who are your beneficiaries?

Evie (Child)

Primary
Percent of benefit *
% 20.0000

Contingent
Percent of benefit *
% 100.0000

Jane (Spouse)

Primary
Percent of benefit *
% 80.0000

Contingent
Percent of benefit *
% Contingent Percent


Choose a plan:

| Plan | Cost (Bi-Weekly) |
|--|--|
| <input checked="" type="radio"/> 2020 Employee Voluntary Life <i>Prudential</i> You pay: \$0.02 per \$1,000 each pay period | Benefit Amount: <input type="text" value="\$50,000.00"/> Cost to you: 1.25 per paycheck |
| <input type="radio"/> Additional Life Benefit Guide _ Southern Community Services _ 2017_2018 _1_ _1_ Benefits Summary Benefits_VoluntaryLifeADDBenefitsSummary Optional_Life_summary | |

BACK NEXT

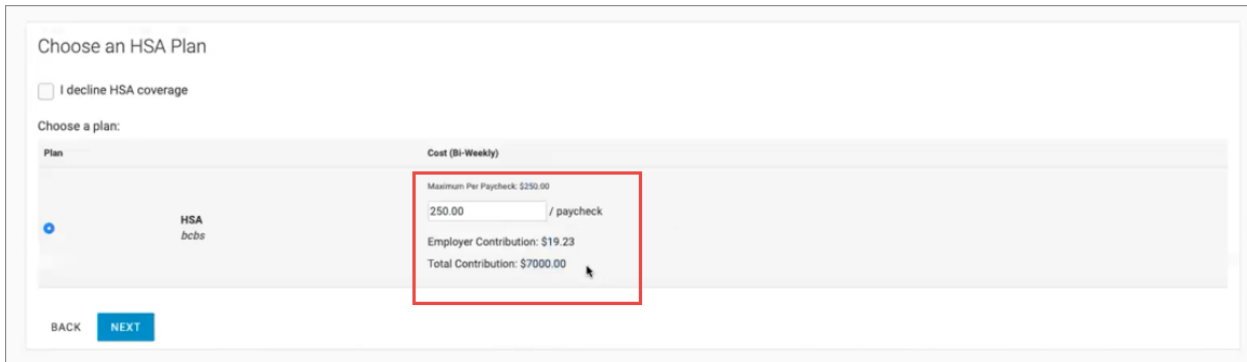
The employee has the option of selecting their **Beneficiaries**, designating them as **Primary**, selecting a **Contingent** Beneficiary (required for Voluntary Life Plans), and selecting a **Percentage** of the benefit payment for each.

The beneficiaries should have already been loaded as dependents in order to be able to designate them here. The

employee can use the **Back** button or click on the **Dependents** step icon  on the left navigation bar of the wizard to navigate directly to the **Dependents** screen in order to add additional dependents if needed, in order to designate them as such here.

The employee specifies their beneficiaries and selects the plan, and in the **Benefit Amount** dropdown, selects the benefit dollar amount (if applicable) from the list of possible values (this was set by the Administrator when creating the plan using the **Incremental Value** field). In the example to the right it was set at \$10,000 minimum an then increments by \$30,000.

If applicable, a **Include AD&D of the same coverage amount** option may display. If so, the employee selects the check box to include the AD&D option. The **You pay** and **Cost to you** fields will adjust depending on if you select AD&D rate or not.



Choose an HSA Plan

I decline HSA coverage


Choose a plan:

| Plan | Cost (Bi-Weekly) |
|-------------|--|
| HSA bcbs | Maximum Per Paycheck: \$250.00 250.00 / paycheck Employer Contribution: \$19.23 Total Contribution: \$7000.00 |

BACK NEXT

The screen may contain the message: **Age Reduction Schedule applies**. This reminds them to download the policy documents for more information.

Or, they can select the **I decline voluntary life coverage** check box to waive the plan.

Once the screen is complete, the employee clicks the **Next** button  to move to the next plan screen.


Spouse Voluntary Life

The system displays the **Spouse Voluntary Life** plan screen. The employee can select a Spouse Voluntary Life plan, if available.

Note: In order to elect a Spouse Voluntary Life plan, the employee must have elected an Employee Voluntary plan.

The employee has the option of selecting their **Beneficiaries**, designating them as **Primary**, selecting a **Contingent** Beneficiary (required for Voluntary Life Plans), and selecting a **Percentage** of the benefit payment for each. The Beneficiary section will not include the spouse as this is a Spouse Voluntary Life plan.

The beneficiaries should have already been loaded as dependents in order to be able to designate them here. The

employee can use the **Back** button or click on the **Dependents** step icon  on the left navigation bar of the wizard to display the **Dependents** screen in order to add additional dependents if needed, in order to designate them as such here. The system should pick up the employee as a beneficiary for Spouse Voluntary Life.

In the **Benefit Amount** dropdown, they select the dollar amount of the benefit (if applicable).

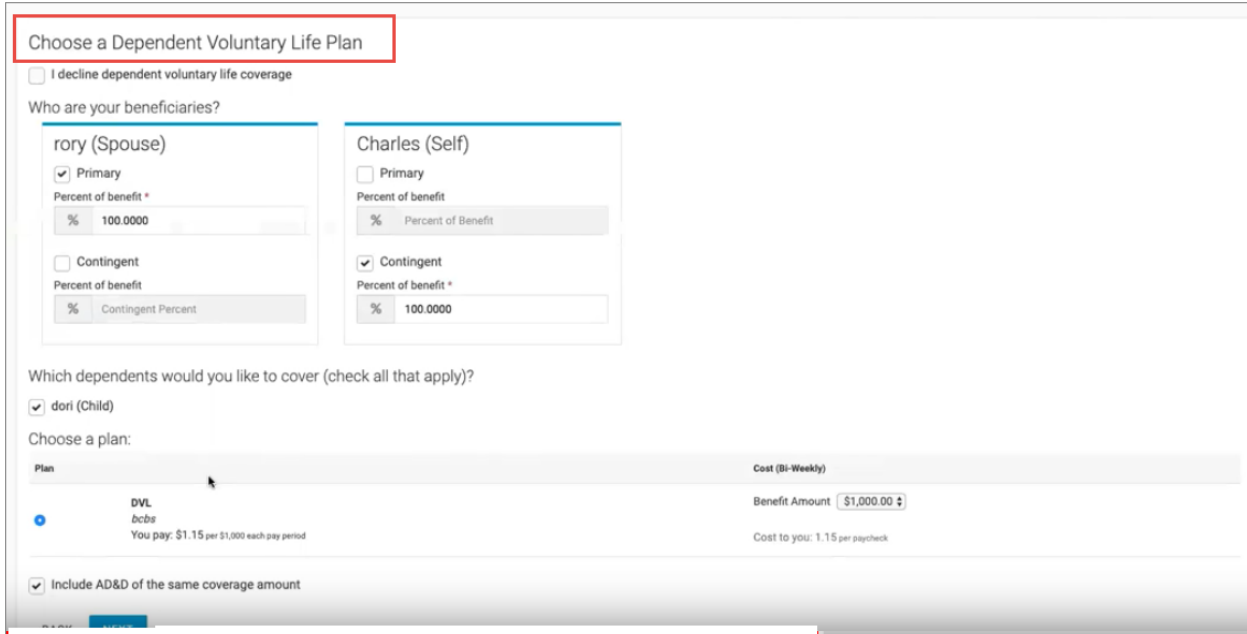
If applicable, a **Include AD&D of the same coverage amount** option may display. If so, the employee selects the check box to include the AD&D option. The **You pay** and **Cost to you** fields will adjust depending on if you select AD&D rate or not.

Or, they can select the **I decline voluntary life coverage** check box to waive the plan.

Once the screen is complete, the employee clicks the **Next** button  to move to the next plan screen.

Dependent Voluntary Life

The system displays the **Dependent Voluntary Life** screen. The employee can select a Dependent Voluntary Life plan, if available.



Choose a Dependent Voluntary Life Plan

I decline dependent voluntary life coverage

Who are your beneficiaries?

| Beneficiary | Primary | Contingent | Percent of benefit * |
|----------------|-------------------------------------|-------------------------------------|----------------------|
| rory (Spouse) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | % 100.0000 |
| Charles (Self) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | % Percent of Benefit |

Which dependents would you like to cover (check all that apply)?

dori (Child)

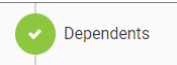
Choose a plan:

| Plan | Cost (Bi-Weekly) |
|--|---|
| DVL Acbs You pay: \$1.15 per \$1,000 each pay period | Benefit Amount \$1,000.00 Cost to you: 1.15 per paycheck |

Include AD&D of the same coverage amount

The employee has the option of selecting their **Beneficiaries**, designating them as **Primary**, selecting a **Contingent** Beneficiary (required for Voluntary Life Plans), and selecting a **Percentage** of the benefit payment for each.

The beneficiaries should have already been loaded as dependents in order to be able to designate them here. The

employee can use the **Back** button or click on the **Dependents** step icon  on the left navigation bar of the wizard to display the **Dependents** screen in order to add additional dependents if needed, in order to designate them as such here.

In the **Benefit Amount** dropdown, if applicable, they select the benefit dollar amount; it may be fixed. The selected plan and cost (if applicable) displays below.

If applicable, a **Include AD&D of the same coverage amount** option may display. If so, the employee selects the check box to include the AD&D option. The **You pay** and **Cost to you** fields will adjust depending on if you select AD&D rate or not.

Or, they can select the **I decline dependent voluntary life coverage** check box to waive the plan.

Once the screen is complete, the employee clicks the **Next** button  to move to the next plan screen.

Short Term and Long Term Disability

The employee can also select a Short Term Disability (STD) and a Long Term Disability (LTD) plan, if available. These benefit plans have not changed from the previous release.

Once the screen is complete, the employee clicks the **Next** button  to move to the next plan screen.

Review and Submit Elections

The system displays the **Review & Submit Elections** screen.

| Review & Submit Elections | | | | |
|--|---|--|------------------------------------|--|
| Summary | | | | |
| Plan | Enrolled | Effective Date | Cost | |
| Medical: 2020 Medical ACA Whole Family | You, Evie, Jane | Wednesday, January 1, 2020 | \$300.00 | |
| DCA: 2020 Dependent Care Account Employee Only | You | Wednesday, January 1, 2020 | \$50.00 | |
| FSA: 2020 FSA Employee Only | You | Wednesday, January 1, 2020 | \$75.00 | |
| Dental: 202 Dental Whole Family | You, Evie, Jane | Wednesday, January 1, 2020 | \$150.00 | |
| Vision: 2020 Vision Whole Family | You, Evie, Jane | Wednesday, January 1, 2020 | \$100.00 | |
| Basic Life: 2020 Basic Life Employee Only INSURANCE AMOUNT: \$25,000.00 | 2 beneficiaries: Evie (primary: 20.00% contingent: 100.00%), Jane (primary: 80.00%) | Wednesday, January 1, 2020 | \$0.00 <small>per paycheck</small> | |
| Voluntary Life: 2020 Employee Voluntary Life Employee Only INSURANCE AMOUNT: 50000 | 2 beneficiaries: Evie (primary: 20.00% contingent: 100.00%), Jane (primary: 80.00%) | Additional Life Benefit Guide _ Southern Community Services _ 2017_2018_1_L_1_L Benefits Summary Benefits_VoluntaryLifeADDBenefitsSummary OptionalLife_summary Wednesday, January 1, 2020 | \$1.25 <small>per paycheck</small> | |

| | | | |
|--|---|----------------------------|--------------------------------------|
| SVL: 2020 Spouse Voluntary Life Spouse INSURANCE AMOUNT: 25000 | 2 beneficiaries: Evie (contingent: 100.00%), Jacob (primary: 100.00%) | Wednesday, January 1, 2020 | \$0.62 <small>per paycheck</small> |
| Dependent Voluntary Life: 2020 Dependent Voluntary Life Enrolled Dependents: Evie INSURANCE AMOUNT: 1000 | 2 beneficiaries: Jacob (contingent: 100.00%), Jane (primary: 100.00%) | Wednesday, January 1, 2020 | \$0.01 <small>per paycheck</small> |
| | | | Your total cost (Bi-Weekly) \$676.88 |
| Acknowledgement | | | |
| By checking the box and entering my name below, I am indicating my intent to electronically sign, and I warrant and represent that all of the information I have provided is true, complete, and accurate. | | | |
| <input checked="" type="checkbox"/> I authorize the elections above along with any payroll deductions required for them. | | | |
| Enter your name here | Signed On: | | |
| Jacob Robertson | 10/15/2019 | | |
| <i>Jacob Robertson</i> | | | |
| BACK | SUBMIT ELECTIONS | | |

The employee will be able to review their benefit elections, authorize them, and e-sign. The screen displays all the plans the employee has elected, the **Cost** of each plan (if applicable), who is covered by each plan, who are the beneficiaries, and includes their **Total cost per paycheck**.

The employee reviews the plan election information; they can click the **Back** button or click on a step icon to return to a particular benefit plan screen in order to change their elections.

Once complete, the employee then clicks the **I Authorize** check box and enters their name in the box to e-sign the

Acknowledgement section at the bottom and then clicks on the green **Submit Elections** button



This completes the Open Enrollment process. The employee's benefit elections are submitted to the Admin for approval.

Employees Can Make Changes to their Elections, After Submitting

After submission, the employee's Benefit Elections will go to the **Base Admin** user for approval.

However, Employees can still view their elections by going to the same screen (**My HR – My Benefits – Open Enrollment**), and to make any necessary changes, up until the end date of the Open Enrollment period.

To make any changes to your elections, click the blue **Make Changes** button on the **Open Enrollment** screen to edit the elections.

Open Enrollment

OE 2020: 9/15/2019 - 10/14/2019

MAKE CHANGES

| Plan | Enrolled | Effective Date | Cost |
|---|-----------------|----------------------------|---------------------|
| Medical: 2020 Medical ACA Whole Family | You, Evie, Jane | Wednesday, January 1, 2020 | \$300.00 / paycheck |
| DCA: 2020 Dependent Care Account Employee Only | | Wednesday, January 1, 2020 | \$50.00 / paycheck |
| FSA: Coverage Waived WAIVE REASON: Cost too high | - | - | - |
| Dental: 202 Dental Whole Family | You, Evie, Jane | Wednesday, January 1, 2020 | \$150.00 / paycheck |
| Vision: | | | |

Now that the employee has submitted their Benefit Elections, a **Base Admin** user will need to update them to Payroll. Go to **HR Admin – Benefits - Monitor Open Enrollment** to begin. See the next section.

Administrators Update and Submit Employees' Open Enrollment Elections

Administrators use the **Monitor Open Enrollment** screen to keep track of which employees have enrolled in which benefit plans in the Open Enrollment period and to update the Open Enrollment employee elections and submit them to the payroll system.

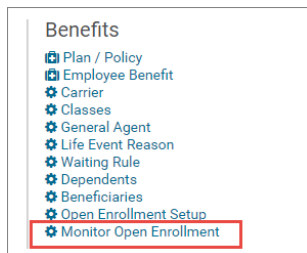
The high level steps are outlined below. The detailed steps and examples are provided following this graphic.

Update Open Enrollment – high level steps here, full details below:

- Go to **HR Admin – Benefits – Monitor Open Enrollment**.
- Use this feature to see which employees have enrolled in which benefit plans.
- After an employee submits their benefit enrollment elections, click the **Update to Payroll** button to send all benefit plan information to payroll

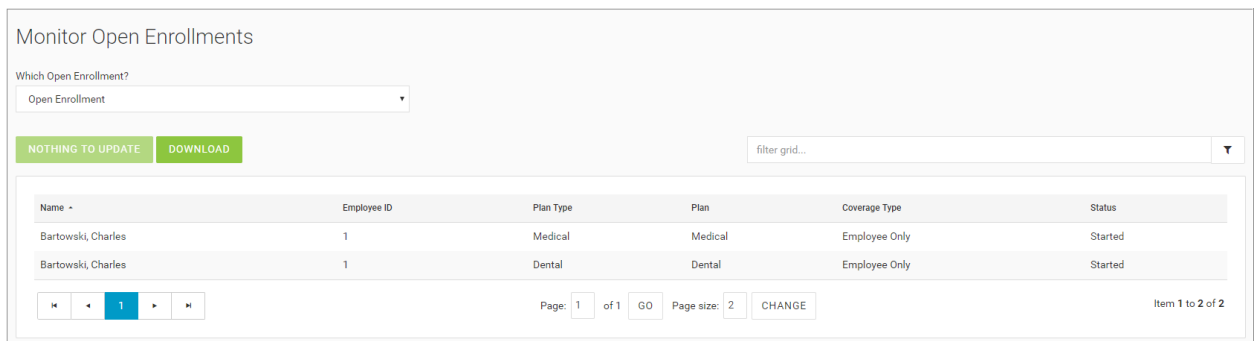
Detailed Steps to Update and Submit Employee Open Enroll Elections:

Go to **HR Admin – Benefits – Monitor Open Enrollment**.



The system displays the **Monitor Open Enrollment** screen.

Select **Which Open Enrollment** you want to display the information for (there may be more than one open enrollment to choose from) from the dropdown.



The screen redisplay shows the list of employees and the status of whether they have started their open enrollment benefit selections. The **Monitor Open Enrollments** screen will show a list of all active employees, not just a list of those who have completed their open enrollment, and every plan type.

Monitor Open Enrollments

Which Open Enrollment?
2019 OE

UPDATE 2 RECORDS DOWNLOAD filter grid...

| Name | Employee ID | Plan Type | Plan | Coverage Type | Status |
|----------------|-------------|------------|----------------|---------------|-------------|
| Baker, Don | 22 | Medical | | | Not Started |
| Baker, Don | 22 | Basic Life | | | Not Started |
| Brown, Stephen | 2 | Basic Life | Life insurance | Employee Only | Completed |
| Brown, Stephen | 2 | Medical | | Employee Only | Completed |

Page: 1 of 1 GO Page size: 4 CHANGE Item 1 to 4 of 4

There are various status values displaying in the **Status** column such as **Started**, **Not Started**, **Completed**, **Updated**, and **Waived**, etc. It also shows not only every employee but every **Plan Type** (medical, dental, vision) that is being offered during the enrollment period.

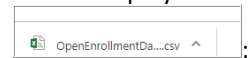
UPDATE 2 RECORDS

You click the green **Update Records** button to update both the employees benefits and deductions. It tells you how many Benefits and Deduction records it will update if you click it. The system will only update those with a status of **Completed** or **Waived**.

When clicked, this will update the records to payroll.

DOWNLOAD

You can click the **Download** button to download a .csv file to your machine of the list of employees and the status of their open enrollment. The file icon will appear on the lower left of the screen; click on it to open, save, and print the file.



| | A | B | C | D | E | F | G | H |
|---|-----------|----------------|-------------|--------------|----------------|---------------|-----------|---|
| 1 | Company | Name | Employee ID | Plan Type | Plan | Coverage Type | Status | |
| 2 | Brown's A | Brown, Stephen | | 2 Basic Life | Life insurance | Employee Only | Completed | |
| 3 | Brown's A | Brown, Stephen | | 2 Medical | | Employee Only | Completed | |

You can filter the screen, by **Completed**, to show just the number records it will update in this example below.

Monitor Open Enrollments

Which Open Enrollment?
2019 OE

UPDATE 2 RECORDS DOWNLOAD

completed

| Name | Employee ID | Plan Type | Plan | Coverage Type | Status |
|----------------|-------------|------------|----------------|---------------|-----------|
| Brown, Stephen | 2 | Basic Life | Life insurance | Employee Only | Completed |
| Brown, Stephen | 2 | Medical | | Employee Only | Completed |

Page: 1 of 1 GO Page size: 2 CHANGE Item 1 to 2 of 2

You can filter by a number of different items, for example, **medical**:

Monitor Open Enrollments

Which Open Enrollment?
Open Enrollment

NOTHING TO UPDATE **DOWNLOAD**

| Name | Employee ID | Plan Type | Plan | Coverage Type | Status |
|--------------------|-------------|-----------|---------|---------------|---------|
| Bartowski, Charles | 1 | Medical | Medical | Employee Only | Started |

Page: 1 of 1 GO Page size: 1 CHANGE Item 1 to 1 of 1

To run the update, you click on the **Update X Records** button. It will post the deductions one by one, so it will take a few moments.

The system will then display a validation message “Benefits updated. Updating payroll deductions”.

Starting update process...

*** Updating benefits. Please be patient. ***

Benefits updated.

Updating payroll deductions.

Updated deduction for: McI...ard (3): Medical, Employee Plus Children.
 Updated deduction for: McI...ard (3): Dental, Whole Family.
 Updated deduction for: Shirt, Red (28): Medical, Whole Family.
 Updated deduction for: Shirt, Red (28): Dental, .

Payroll deductions updated.

Update process completed.

[Return](#)

Then it will show a line for each updated deduction for each employee. An “Update process completed” message then displays, and you can click the **Return** button to go back to the **Monitor Open Enrollments** screen.

The Monitor screen will then display “**Nothing to Update**” in the button label and it has changed the **Status** for each record to “**Updated.**”

Nothing To Update

update

| Company | Name | Employee ID | Plan Type | Plan | Coverage Type | Status |
|--------------------------------|------------|-------------|-----------|---------------|------------------------|---------|
| Shelburne Inn & Shoppes - Will | McI...ard | 3 | Medical | Gold Medical | Employee Plus Children | Updated |
| Shelburne Inn & Shoppes - Will | McI...ard | 3 | Dental | Delta Dental | Whole Family | Updated |
| Shelburne Inn & Shoppes - Will | Shirt, Red | 28 | Medical | Basic Medical | Whole Family | Updated |
| Shelburne Inn & Shoppes - Will | Shirt, Red | 28 | Dental | | | Updated |

Page: 1 of 1 Go Page size: 4 Change Item 1 to 4 of 4

The system has made these changes both to the Benefits side and to the payroll deductions.

Employee Benefits screen

As an Admin, you can go to the **HR Admin – Benefits – Employee Benefits** screen and see the results of the Open Enrollment Benefits update.

Employee Benefits

+ NEW DOWNLOAD filter grid...

| Actions | Name | Employee ID | Plan | Coverage Type | Start Date | End Date | Monthly Premium Amount |
|---------|------------------|-------------|----------------|-------------------|------------|------------|------------------------|
| | Marks, Jefferson | 10 | Life insurance | Employee Only | 06/01/2018 | 06/01/2019 | 200.00 |
| | Mitchell, Rob | 3 | Life insurance | Employee Only | 01/01/2019 | 12/31/2019 | |
| | Couture, Thomas | 1 | Medical 2019 | Employee Plus One | 01/01/2019 | 12/31/2019 | 20.00 |

Page: 1 of 1 GO Page size: 3 CHANGE Item 1 to 3 of 3

The **Employee Benefits** dashboard screen displays for each employee, the ID, the plan, the elected coverage type, the start and end dates and the monthly premium amount.

Click on an employee row on the dashboard screen to display the Employee Benefits details screen; example shown below, which displays the Benefit Details, plan information including coverage type, and rates, and any Dependents and/or Beneficiary information if applicable.

Employee Benefit: **Jones, Betty: LTD - LTD**

Employee

Company*
HRN IT Services (G003)

Employee*
Jones, Betty (11)

Details

Qualifying Event (Open Enrollment assumed if blank)
Please Choose (Represents BLANK)

Start Date*
10/01/2018

End Date
10/01/2019

Member Number
Member Number

Payroll Deduction Frequency
Every - Every Scheduled Pay

Notes

Benefit Info

Benefit Plan*
LTD - LTD

Coverage Type*
Employee - Employee Only

Rates

Insurance Amount: \$3,432.00 (paid monthly)

Monthly Premium Amount
\$ 396.00

Employer Amount
\$ 257.40

Employer Percent
% Employer Percent

Employee Amount
\$ 138.60

Employee Percent
% Employee Percent

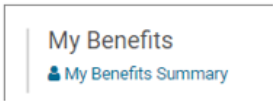
Beneficiaries Section

If Beneficiary information has been recorded for this employee, this info will display in the **Beneficiaries** section of the **Employee Benefits** screen, as shown in the following example.

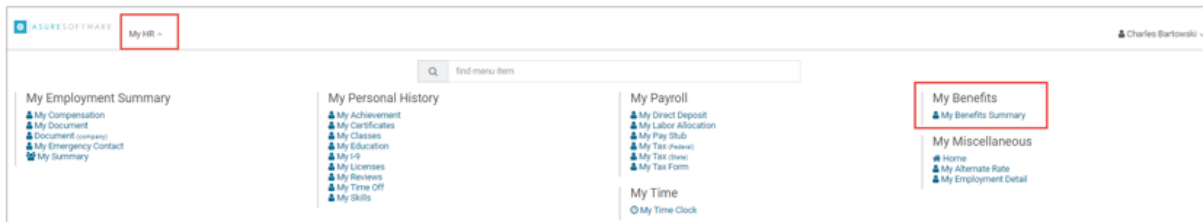
| Beneficiaries | | | | | | | | | |
|-----------------|----------|-----------------------------|---|-----------------------------|---|-----------|-----------------------------|---|---------|
| Beneficiary | Relation | Covered? | | Primary? | | Primary % | Contingent? | | Cont. % |
| Woodcomb, Devon | Spouse | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> YES | 100.00 | <input type="checkbox"/> NO | <input type="checkbox"/> YES | 0.00 |
| Woodcomb, Jean | Child | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> YES | 0.00 | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> YES | 100.00 |

This section shows the name of the beneficiary(ies), the relationship, whether they are covered, if they are the Primary beneficiary or a Contingent, and the percentage for each type – Primary and Contingent, if applicable.

My Benefits Summary for Employees



If a company is utilizing the Benefit Management option within Advanced HR 2.0, the employees can view their current benefit elections by clicking on the **My Benefits Summary** menu item on their **My HR** tab.

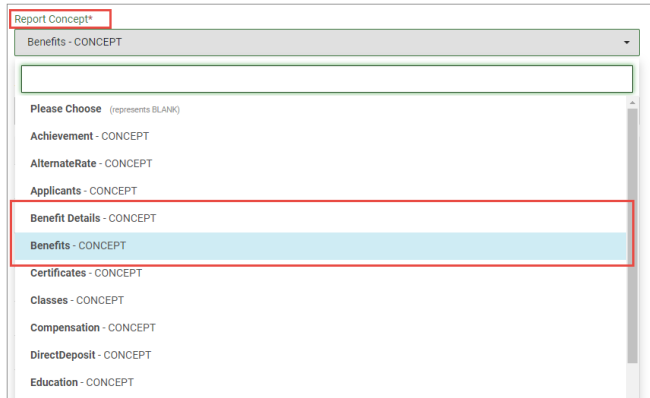


The system displays the **My Benefits** screen showing their current benefits elections and the total cost.

| Plan | Enrolled | Effective Date | Cost |
|---|----------|---|--|
| Voluntary Life Insurance: | | | |
| CrashingVLPan Employee Only INSURANCE AMOUNT:124.0000 | You | Sunday, September 1, 2019 | -\$0.12 per paycheck |
| Dependent Care Account: | | | |
| Dependent Care Account - 2019 Employee Only ANNUAL CONTRIBUTION: \$600.00 | You | DCA Plan Policy Document Sunday, September 1, 2019 | \$50.00 per paycheck |
| Flexible Spending Account: | | | |
| FSA Test Employee Only ANNUAL CONTRIBUTION: \$600.00 | You | Sunday, September 1, 2019 | \$50.00 per paycheck |
| Health Savings Account: | | | |
| HSA Employee Only ANNUAL CONTRIBUTION: \$600.00 | You | Sunday, September 1, 2019 | You pay: \$50.00 per paycheck |
| Medical Insurance: | | | |
| Medical HSA Employee Only | You | Sunday, September 1, 2019 | \$50.00 per paycheck |
| | | | Your total cost: \$199.88 (Monthly) |

If the employee is not currently enrolled in any benefits, a screen similar to this will display.

Custom Reports for Benefits



You can create a custom report using the **Quick Report Writer (QRW)** in Advanced HR, by using the **Benefits Concept** and **Benefits Details Concept**.

Go to **HR Admin – Reporting – Quick Report Writer** and in the **Report Concept** field, select **Benefits – CONCEPT**, as shown to the left.

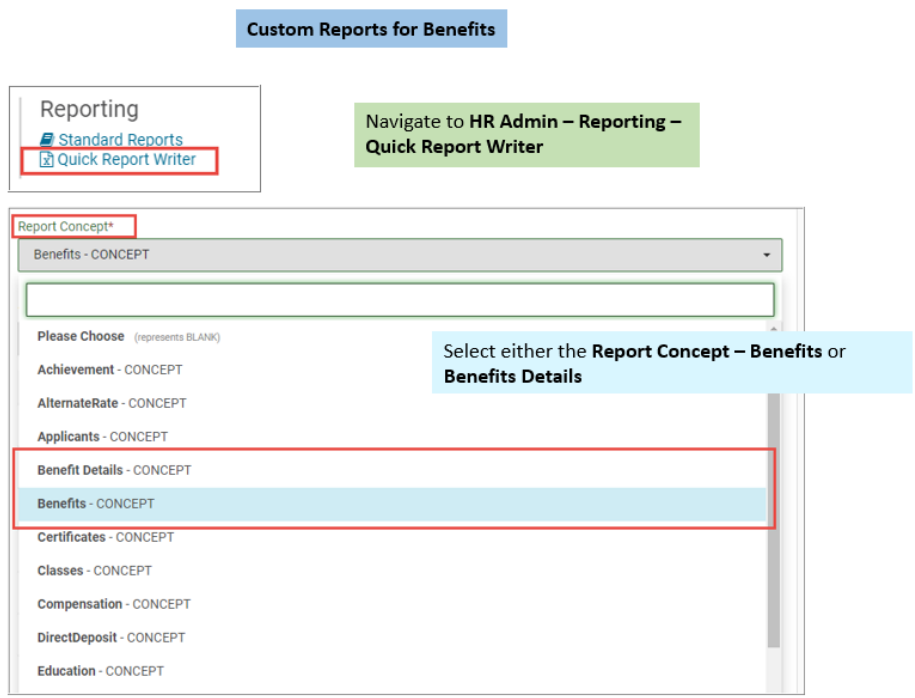
The system displays a list of benefit-related fields that you can select for your custom report. You can add other fields to your custom report from the **Unselected Fields** section on the left

Note: Remember that any custom Quick Report

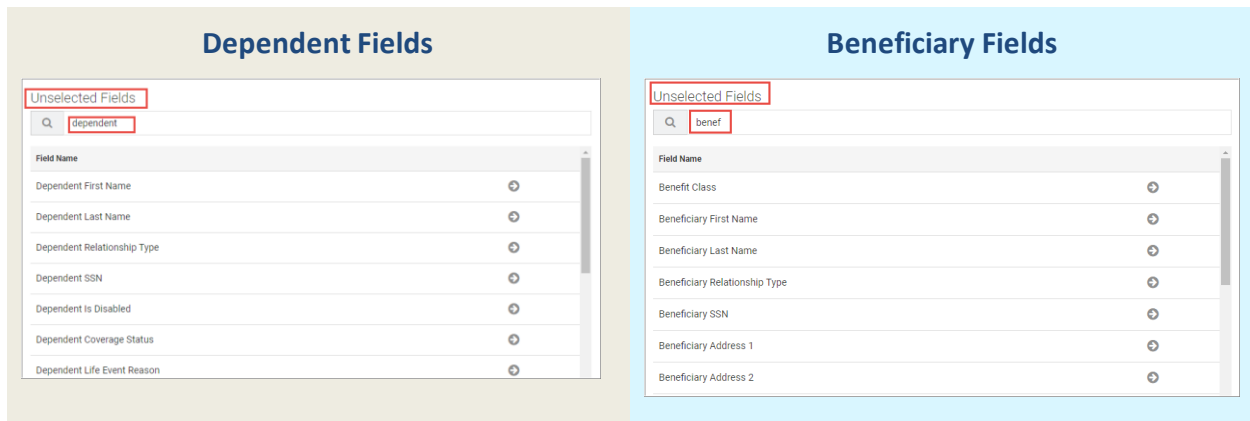
Writer reports you create are accessible only to you; they can be saved for reuse, but cannot be shared among other users.

Additional Benefits Reporting Fields - Benefits Details Concept

Additional Benefits-related fields have been added to the Benefits Reporting functionality in the **Quick Report Writer** tool. In addition to selecting the **Benefits Concept** in the **Report Concept** dropdown of the Quick Report Writer, you can also select the **Benefits Details – CONCEPT** in order to access additional Benefits fields.



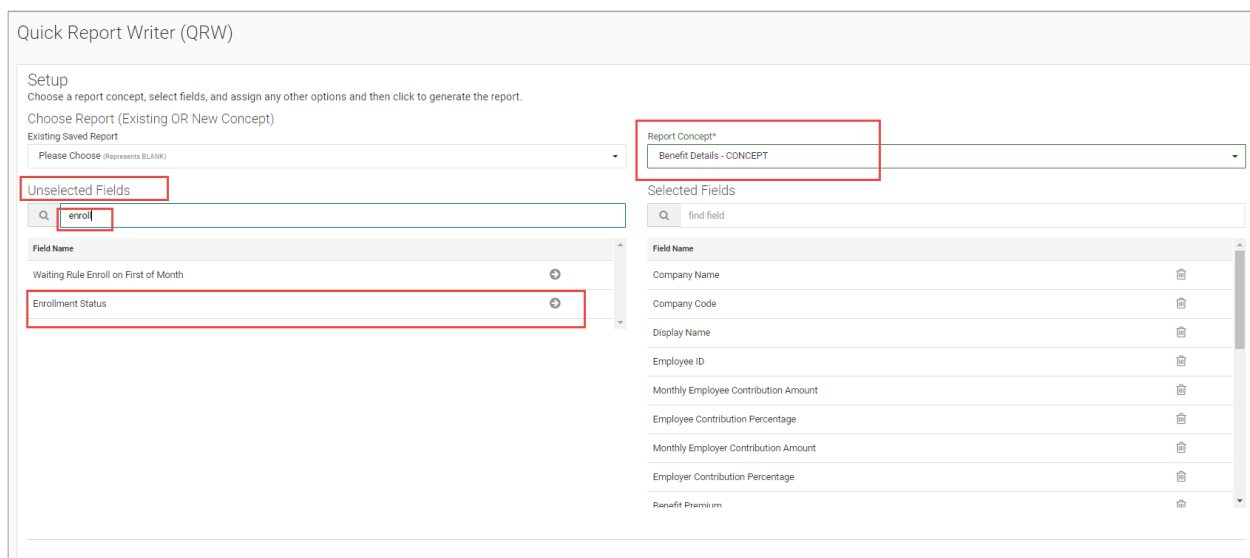
The system displays the fields you can select from in the **Selected Fields** section of the screen. On the left side of the screen, in the **Unselected Fields** section, scroll down and you will see additional Benefit fields that you can add to your custom report by clicking the right arrow icon, which will move the field(s) to the right **Selected Fields** section of the screen. For example, partial list of Dependent and Beneficiary fields shown below. You can filter on Dependent or Beneficiary to more quickly display the corresponding fields.



Enrollment Status Custom Report

You can use the **Enrollment Status** item in the **Benefits Details – CONCEPT** in order to show the status of an employee’s enrollment and also any benefit plans that the employee may have waived.

1. Select **Reporting – Quick Report Writer**.
2. Select the **Report Concepts – Benefit Details**.
3. In the **Unselected Fields** section on the left, type “enroll” in the search field to find “**Enrollment Status**”.



4. On the **Enrollment Status** line, click on the right arrow icon to move **Enrollment Status** field to the **Selected Fields** section on the right side of the screen.

Quick Report Writer (QRW)

Setup
Choose a report concept, select fields, and assign any other options and then click to generate the report.

Choose Report (Existing OR New Concept)
Existing Saved Report: Report Concept*:

Unselected Fields: Selected Fields:

Field Name:

Selected Fields:

- Plan End Date
- Plan Renewal Date
- Employee Payroll Deduction Code
- Employer Payroll Deduction Code
- Rate Structure Type
- Carrier Name
- Coverage Type
- Plan Type
- Enrollment Status**

5. Delete any fields in the **Selected Fields** section that you do not want on the report and then select **Output to Screen** to generate the report.

Generated Report

Record Count = 3

| Company Name | Company Code | Display Name | Employee ID | Monthly Employee Contribution Amount | Employee Contribution Percentage | Monthly Employer Contribution Amount | Employer Contribution Percentage | Benefit Premium | Employee Enrollment Date | Plan Name | Policy Number | Plan Alternate ID | Plan Start Date | Plan End Date | Plan Renewal Date | Employee Payroll Deduction Code | Employer Payroll Deduction Code | Rate Structure Type | Carrier Name | Coverage Type | Plan Type | Enrollment Status |
|---------------------------|--------------|------------------|-------------|--------------------------------------|----------------------------------|--------------------------------------|----------------------------------|-----------------|--------------------------|----------------|---------------|-------------------|-----------------|---------------|-------------------|---------------------------------|---------------------------------|---------------------|--------------|-------------------|----------------------|-------------------|
| Brown's Auto Supply (BAR) | WEB1200 | Couture, Thomas | 1 | | 75.00 | | 25.00 | 20.00 | 01/01/2019 | Medical 2019 | | | 02/01/2019 | 12/31/2019 | 01/13/2019 | D10 | D10 | Composite | BCBS | Employee Plus One | Medical Insurance | Enrolled |
| Brown's Auto Supply (BAR) | WEB1200 | Mitchell, Rob | 3 | | | | | | 01/01/2019 | Life insurance | | | 06/01/2018 | 12/31/2019 | 05/14/2018 | D10 | D111 | Age Banded | BCBS | Employee Only | Basic Life Insurance | Enrolled |
| Brown's Auto Supply (BAR) | WEB1200 | Marks, Jefferson | 10 | | | | | 200.00 | 06/01/2018 | Life insurance | | | 06/01/2018 | 06/01/2019 | 05/14/2018 | D10 | D111 | Age Banded | BCBS | Employee Only | Basic Life Insurance | Withdrawn |

6. You can save the report and/or Output it to a .CSV file.

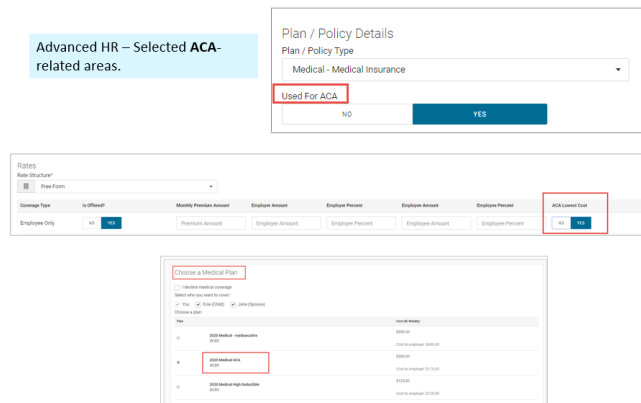
Eligible for Benefits Notification

As of September, 2020, note that we have added a new Benefits notification:

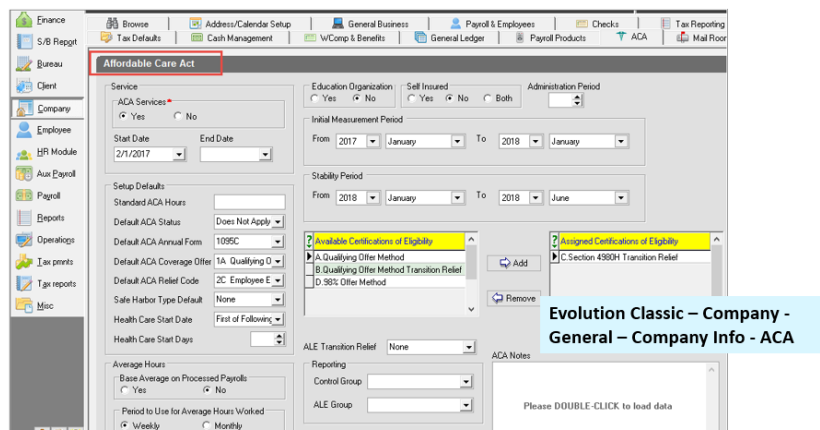
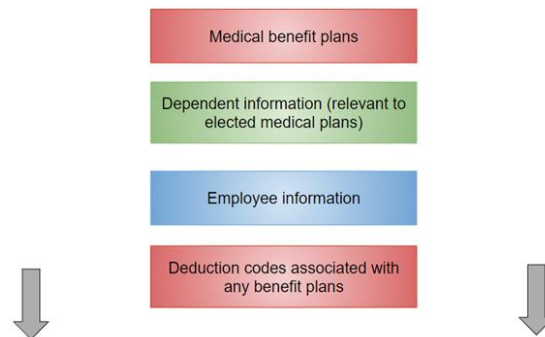
A new date-based Notification has been added which tracks the **Eligible for Benefits** date field. The notification can be set to send BEFORE, ON, and AFTER the target date (target date being the Eligible for Benefits field date).

Benefits Information in Advanced HR and Evolution

For ACA purposes, note that the following benefits information that is created and/or updated in Advanced HR 2.0 will update Evolution:



The following ACA Information flows from AHR to Classic:



For More Information about ACA

For more information about the Affordable Care Act (ACA) and Evolution Classic, refer to the Evolution Resource Center and navigate to Home / Evolution Classic / ACA.