

Changes in HRIS based on the Benefits Administration Implementation:

As you may know, HRIS has been diligently working on implementing a new HRIS module called Benefits Administration. Benefits Administration is a module that determines what types of benefits an employee is eligible for based on HRIS data included on their job(s). The Benefits Administration module feeds into eBenefits, a new module in HRIS Self Service which employees will use this Open Enrollment to make their benefit selections.

This announcement discusses the HRIS fields that determine an individual's benefit eligibility. It is important to ensure correct data is entered on the Position and Appointment forms, specifically those fields that are critical to determining one's benefit eligibility. This announcement also addresses the fact that Query users may have to adjust their queries according to the new HRIS field definitions.

Fields that determine Benefit Eligibility:

- 1) Paygroup
- 2) Salary Plan – defaults from the Job Code table
- 3) Scheduled Hours (Biweekly employees)
- 4) Percentage Full Time (Monthly Faculty and Staff)
- 5) “Eligible for Benefit” checkbox on Position
- 6) Benefit Base – Now being automatically calculated and determines the PPO tier
- 7) Union Code – defaults from the Job Code table

Description of each Field:

- 1) **Paygroup**: Paygroup is a field that determines an individual's benefit eligibility. See the chart below for the list of paygroups used in HRIS. Due to the Benefits Administration implementation, effective October 1, 2006, a new paygroup called MOF has been added. Monthly paid employees who are eligible for faculty benefits will reside in the MOF paygroup and monthly employees who are eligible for staff benefits will remain in the MON paygroup. On October 1, 2006, HRIS converted the appropriate employee's paygroup from MON to MOF. Please note: Lecturers in the FAC salary plan are eligible for staff benefits and therefore reside in the MON paygroup

Paygroup	Description
MOF*	Monthly Faculty
MON	Monthly Staff
OTH	Unpaid
BIR	Biweekly Regular
BIT	Biweekly Temporary
NMF	NMFF – NMFF Member Job

*** New paygroup – effective October 1, 2006**

- 2) **Salary Plan:** Salary plan is important in determining an individual's benefit eligibility. Salary plan defaults from the Job Code table. Below is a table that contains Salary Plans in HRIS:

Salary Plan	Description
STU	Student Employees
EXS	Exempt Staff
ITS	Information Technology Staff
EXC	Executive-Level Staff
FAC	Faculty
LIB	Librarians
NEX	Non-exempt Staff
UPD	University Police Department
ACS	Academic Staff
ASC	Academic Administrators
046	Union Local 046
399	Union Local 399
681	Union Local 681
TMP	Temporary
RES	Research Staff
REF	Research Faculty
NIH	NRSA Recipients
VSC	Visiting Scholars

- 3) **Scheduled Hours:** Scheduled hours are used to determine a bi-weekly employee's benefit eligibility. The current rules for bi-weekly employees are as follows:

A) Biweekly Regular Employee

Full Time Benefit Eligible – anyone over 35 hours

Part Time Benefit Eligible – anyone working 17.5 hours but less than 35

Part Time Non Benefit Eligible – anyone working less than 17.5

B) Biweekly Temporary Employees

Temp Non Student – 40 hours

Temp Student – 12 hours

Work Study – 12 hours

C) Graduate Student

RA, TA, GA, Scholarship – 12 hours

Due to the Benefits Administration implementation, scheduled hours will be converted into total **FTE**. Please note: The FTE field will now be used in HRIS.

- If an employee's scheduled hours are 35 or greater; the FTE will be 1.0
- If an employee's scheduled hours are between 17.5 and 18.75, the FTE will be .5
- Otherwise, an employee's scheduled hours will be divided by 37.5 to equal FTE.
Example: $20 \text{ scheduled hrs} / 37.5 = .53 \text{ FTE}$

4) **Percent Full Time:** Percent Full Time is used to determine monthly faculty and staff's benefit eligibility. The current rules for Percent Full Time is as follows:

- A) Exempt Staff: Percentage full time is based on hours worked
- B) Faculty: Percentage Full Time is based on workload for faculty
 - Appointment for Faculty must be spread over 12 months to be benefit Eligible
 - All others faculty appointments should have percentage full time at zero
- C) Graduate Students – percentage full time should be zero

Due to the Benefits Administration implementation, percent full time will be converted into total **FTE**. Please note: The FTE field will now be used in HRIS.

- If the employee's total Percent Full time is 100%, then FTE will be 1.0
- If the employee's total Percent Full time is 50%, then FTE will be .5

Please Note: The new field, Total FTE, will be added to the Employment panel in HRIS and NW_EMPLOYEES table for query users.

5) **Benefits Eligible Checkbox on Position:** If the individual is benefit-eligible, the Eligible for Benefits checkbox found on the Position Data panel should be checked on. See the screen shot below:

The screenshot displays the 'Nw Position Data' tab in the HRIS system. The position details are as follows:

- Position Number:** 00018301
- Headcount Status:** Filled
- Current Head Count:** 1 out of 1
- Position Description:** HRIS Support Assistant
- Effective Date:** 12/18/2005
- Status:** Active
- Action Reason:** HRS
- Department:** 044500 Human Resources
- Job Code:** 101689 HRIS Support Assistant
- Position End Date:** Indefinite End (checked)
- Prev Position Nbr:** 00000000
- Action Comment:** (empty field)
- *Position Type:** STF Staff
- *Position Category:** NEX Non-Exempt
- Sched Pay Periods:** 26.1
- Percent Full Time:** (empty field)
- Standard Hours:** 30.00
- Salary Admin Unit:** 044500 Human Resources

The 'Eligible for Benefits' checkbox is checked and highlighted with a red box. The 'Tenure Track' checkbox is unchecked.

- 6) **Annual Benefit Base Rate:** Prior to the Benefits Administration, the Benefit Base rate field was manually calculated. Effective October 1, 2006, this field will be automatically populated by the Benefits Administration system.
- For NU Appointments: The Benefit Base will be the total of all NU Appointment
 - For the NMFF Appointment: The Benefit Base will be the total of NU and NMFF appointments plus the average of Incentives over 3 years

Please note: ABBR determines what PPO tier an employee falls in.

- 7) **Union Code:** The Union code determines an employee's benefit eligibility. This field will default from the Job Code Table.

Other HRIS Changes due to Benefits Administration Implementation:

- 1) **Benefit Program:** The chart below consists of the Benefit Programs effective in HRIS effective October 1, 2006. As an overview, the ACT benefit program replaces the old FTS, FTF, PTS, PTF, U39, U46 and U68 benefit programs. The NPP benefit program replaces the NIH and PDC benefit programs. Please note: You will not see the new Benefit Programs on Job Data panel until Open Enrollment begins and employees submit their 2007 decisions to the Benefits Division.

Benefit Program	Description
NFT	NMFF Member
NPP	NRSA/Visiting Recipients
NBN	Not Eligible for Benefits
RET*	Retirees with Benefits
CBR*	Cobra Recipients
ACT	All other benefit Eligible Employees

*Used for Cobra and Benefit Billing

Clinical Faculty in Feinberg:

The clinical faculty in Feinberg will have two Benefit Programs. On Record Number 0; the benefit program will be ACT for the NU appointment. On Record Number 1; the benefit program will be NMT for the NMFF appointment. Any additional records will have a benefit program of ACT.

- 2) **BAS Group ID:** BAS Group ID is a new field which has been added to the Job Data panel. Benefits Administration will be run to process certain groups, defined by BAS Group IDs. The following BAS Group IDs are used in HRIS:

BAS Group ID	Description
NU2	NMFF – NU Appointment
NF1	NMFF – NMFF Appointment
NU1	All other NU Benefit Eligible Employees
CB1	Cobra and Retiree Benefit Billing

Attention Query Users:

Query users should be aware of these changes as well since queries may have to be adjusted to reflect any changes in HRIS fields. Please go through your queries and adjust them accordingly.

For example, pulling full time or part time employees will now be done using the total FTE field. Take the time to identify any queries that are currently using Benefit Program to pull full or part time employees. Replace the Benefit Program criterion using the total FTE field as your new criterion. The total FTE field will be found on the NW_EMPLOYEES table.