

Benefit Enrollment Dates

*All the following examples are for a bi-weekly employee. Please refer to the Master Pay Cycle and calendar provided to answer the following questions.

- 1) An employee is terminating on February 3, 2007. All deductions need to come out in February, but should NOT come out on the March paycheck. (except Leave and Retirement).
 - a. What do you enter in the following fields:
Termination Date on the Employee Master _____
Pay Status on the Employee Master _____
Ending Date on Terminate/Override Benefits _____
 - b. What end dates do you put on the following plans?
Leave _____
Retirement _____

- 2) An employee is enrolled in a medical plan, but the deduction did not come out on the February 14, 2007 paycheck (\$100 for the employee, \$500 for the employer). After research, you have found that the beginning date for the plan (on the Terminate Overrides screen) is February 5, 2007.
 - a. What should the begin date have been for this plan in order for the deduction to come out? _____
 - b. How do you now make up the deduction?
Step1: _____

Step 2: _____

EE Amount _____
Hours Basis _____
ER Amount _____
Hours Basis _____

- 3) On May 1, HR is notified that an employee will be married May 15 and wants to change from a single medical plan to a family medical plan in order to cover her spouse and step-children. (Please assume that the marriage certificate is received within the 30-days.)
 - a. What is the correct benefit plan end date for the single plan? _____
 - b. What is the correct benefit plan begin date for the family plan? _____

- 4) In February, an employee notifies HR that they will be going on military leave and their last day will be March 9, 2007. You need to end the employee's medical plan which is usually \$100 a month for the employee and \$500 for the employer.
 - a. What do you need to do?
Step1: _____

Step 2: _____

EE Amount _____
Hours Basis _____
ER Amount _____
Hours Basis _____

- b. What fields on the Employee Master need to be completed?
_____ and _____ and _____
- c. What is the ending date for the employees medical plan? _____
- d. The employee returns on August 2, 2007. How much does this person owe for their insurance premium for the month of August? _____

2007

JANUARY							
M	T	W	T	F	S	S	
	1	2	3	4	5	6	7
8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23
24	25	26	27	28	29	30	31

FEBRUARY						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Pay Cycle Workbench - Pay Period Constants Revisions

OK Find Delete Cancel Row Tools

Pay Cycle Code: BIWEEKLY-END SUN--10 DAY LAG
 Year:

Records 1 - 27

Period Number	Period Month	Period Month Description	Ending Date	Check Date	Day W	Day B	Day S	Day M	Day A	Day O	Weekly Sub Hrs.	Biweekly Sub Hrs.	Semi Sub Hrs.	Monthly Sub Hrs.	Ann. Sub Hrs.
001	01	JANUARY	12/24/2006	01/03/2007	1										80.00
002	01	JANUARY	01/07/2007	01/17/2007	2										80.00
003	01	JANUARY	01/21/2007	01/31/2007	3										80.00
004	02	FEBRUARY	02/04/2007	02/14/2007	1										80.00
005	02	FEBRUARY	02/18/2007	02/28/2007	2										80.00
006	03	MARCH	03/04/2007	03/14/2007	1										80.00
007	03	MARCH	03/18/2007	03/28/2007	2										80.00
008	04	APRIL	04/01/2007	04/11/2007	1										80.00
009	04	APRIL	04/15/2007	04/25/2007	2										80.00
010	05	MAY	04/29/2007	05/09/2007	1										80.00
011	05	MAY	05/13/2007	05/23/2007	2										80.00
012	06	JUNE	05/27/2007	06/06/2007	1										80.00
013	06	JUNE	06/10/2007	06/20/2007	2										80.00
014	07	JULY	06/24/2007	07/03/2007	1										80.00
015	07	JULY	07/08/2007	07/18/2007	2										80.00
016	08	AUGUST	07/22/2007	08/01/2007	1										80.00
017	08	AUGUST	08/05/2007	08/15/2007	2										80.00
018	08	AUGUST	08/19/2007	08/29/2007	3										80.00
019	09	SEPTEMBER	09/02/2007	09/12/2007	1										80.00
020	09	SEPTEMBER	09/16/2007	09/26/2007	2										80.00

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*All the following examples are for a bi-weekly employee. Please refer to the Master Pay Cycle and calendar provided to answer the following questions.

- 1) An employee is terminating on February 3, 2007. All deductions need to come out in February, but should NOT come out on the March paycheck. (except Leave and Retirement).

- a. What do you enter in the following fields:

Termination Date on the Employee Master 2/3/07
Pay Status on the Employee Master 9
Ending Date on Terminate/Override Benefits 2/4/07

- b. What end dates do you put on the following plans?

Leave 2/4/07
Retirement 2/4/07

- 2) An employee is enrolled in a medical plan, but the deduction did not come out on the February 14, 2007 paycheck (\$100 for the employee, \$500 for the employer). After research, you have found that the beginning date for the plan (on the Terminate Overrides screen) is February 5, 2007.

- a. What should the begin date have been for this plan in order for the deduction to come out? 1/22/07

- b. How do you now make up the deduction?

Step 1: Find correct DBAs in DBA Instructions

Step 2: Complete a One-time Override

EE Amount 200
Hours Basis 1
ER Amount 1000
Hours Basis 1

- 3) On May 1, HR is notified that an employee will be married May 15 and wants to change from a single medical plan to a family medical plan in order to cover her spouse and step-children. (Please assume that the marriage certificate is received within the 30-days.)

- a. What is the correct benefit plan end date for the single plan? 5/13/07

- b. What is the correct benefit plan begin date for the family plan? 5/14/07

- 4) In February, an employee notifies HR that they will be going on military leave and their last day will be March 9, 2007. You need to end the employee's medical plan which is usually \$100 a month for the employee and \$500 for the employer.

- a. What do you need to do?

Step 1: Find correct DBAs in DBA Instructions

Step 2: Complete a One-time Override

EE Amount 29.03
Hours Basis 1
ER Amount 145.16
Hours Basis 1

b. What fields on the Employee Master need to be completed?

Leave Begin Date and Pay Status and Employee Benefit Status

c. What is the ending date for the employees medical plan? 3/18/07

d. The employee returns on August 2, 2007. How much does this person owe for their insurance premium for the month of August? \$96.77