

**Understanding Benefits Administration Setup**  
**Created on Wednesday, June 24, 2009**

---

## COPYRIGHT & TRADEMARKS

Copyright © 2003, 2007, Oracle. All rights reserved. Powered by OnDemand Software.  
Distributed by Oracle under license from Global Knowledge Software LLC. © 1998-2007. All rights reserved.

The information contained in this document is subject to change without notice. If you find any problems in the documentation, please report them to us in writing. This document is not warranted to be error-free. Except as may be expressly permitted in your license agreement for these Programs, no part of these Programs may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose.

If this documentation is delivered to the United States Government or anyone using the documentation on behalf of the United States Government, the following notice is applicable:

### U.S. GOVERNMENT RIGHTS

The U.S. Government's rights to use, modify, reproduce, release, perform, display, or disclose these training materials are restricted by the terms of the applicable Oracle license agreement and/or the applicable U.S. Government contract.

Oracle, JD Edwards, PeopleSoft, and Siebel are registered trademarks of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

### NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

# Table of Contents

**Understanding Benefits Administration Setup ..... 1**

## Understanding Benefits Administration Setup

To simplify your processes and facilitate communication within the State, the Benefits Administration module fully integrates with Payroll, Accounts Payable and General Accounting.

Benefits Administration in NIS, is used to implement and support benefit packages for the employees of The State of Nebraska. With the Benefits Administration module, you enroll employees in the benefit plans that The State offers. You can end enrollment whenever employment ends or The State changes benefit plans.

When you set up a Benefit Plan, you define the following types of information:

- Effective dates
- Provider or trustee
- Enrollment rules
- Eligibility tables

To deduct benefit payments from employees' pay, you must also assign the (DBAs) Deductions, Benefits, and Accruals codes that integrate the benefit plan with the Payroll system. The system stores benefit plan information in the Plan Master table.

When you set up a benefit plan, you assign one or more (DBAs) Deduction, Benefit, and Accrual codes to the plan or Plan Option. You can assign a deduction-type (DBA) code to automatically withhold the cost or a portion of the cost of a benefit plan from an employee's pay. You can use a benefit-type (DBA) code to track the cost or portion of the cost incurred by the State to provide a particular benefit plan.

To streamline data entry when you enter benefit information for employees, you link plans to categories within a benefit group. Plans are linked to categories and categories are linked to benefit groups. For example, benefit categories for medical, dental, and life are linked to the NAPE-B benefit group. When you link a category to a benefit group, all of the employees in that group are eligible for all of the benefit plans in that category.

Confirmation Statement – Shows the benefit plans and benefit plan options in which an employee is enrolled. It also lists all applicable deductions, benefits, and accruals. Employees use this statement to confirm that they have been correctly enrolled according to their choices.