

Understanding Benefits Administration Setup
Created on 1/20/2010 4:24:00 PM

COPYRIGHT & TRADEMARKS

Copyright © 1998, 2009, Oracle and/or its affiliates. All rights reserved.

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are “commercial computer software” or “commercial technical data” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services.

SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. 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.



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 the system 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.