

Understanding Benefits Administration Set Up

Overview

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.