

Part Time Employees Benefits Report

Overview

This report provides a list of part-time employees with their benefit group, FTE, benefit plans they are enrolled in, and the deduction amount they are setup to pay (for health insurance only). It is useful for determining whether part-time employees are setup with the correct health insurance premium rates for their FTE.

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: www.das.state.ne.us.

Navigation

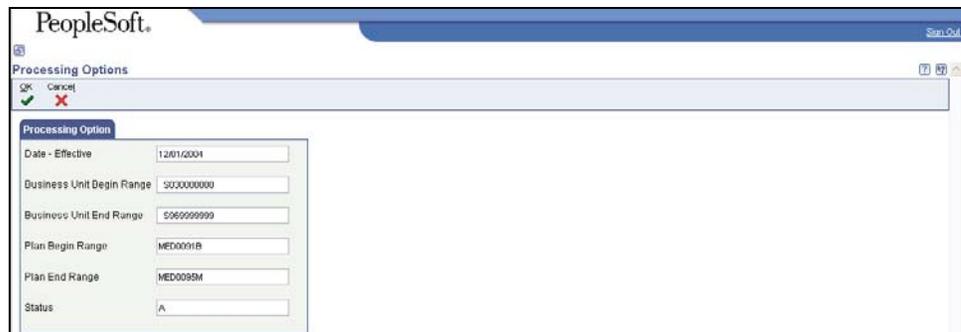
Click Roles, HR_PR.

(Citrix users – right click on the menu, choose View by Role, choose HR_PR.)

State of Nebraska > Human Resources and Payroll – Agencies > Inquiries and Reports > HR/Payroll Reports > Benefits Reports > Employee Information > Part Time Employees Benefits

Steps

Start this instruction from the Processing Options window.



Processing Option	
Date - Effective	1/20/2001
Business Unit Begin Range	000000000
Business Unit End Range	506222222
Plan Begin Range	MED0001B
Plan End Range	MED0095M
Status	A

1. Complete the following fields:

- Date - Effective - enter an effective date to review the benefit enrollment of part-time employees on that date. The current date should be used to review all current enrollments.
- Business Unit Begin Range and Business Unit End Range - enter a beginning and ending security business unit to define the range to review.

- Plan Begin Range and Plan End Range - enter a beginning and ending range of benefit plan ID's to review various categories of benefits. This example is using MED0000 to MED9999 to review all medical plan enrollments.
- Status - enter A to only review active benefit enrollments.

2. Click **OK**. The Printer Selection window will appear.



 This report automatically runs in PDF format. If you would like a spreadsheet version of the report, click on the Document Setup tab and put a checkmark in the CSV box.

7. Click **OK** to run the report.

 View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions. Choose the Job Details to view (R5808332 _...) once the Description is "Done".

 The report lists the deduction amount set up in NIS for the benefit plan the employee has enrolled in. It will also list the state portion of the premium amount (if applicable). The premium payment field is supposed to list what the employee's last payment was and the difference would list any discrepancy between what the deduction should have been and what was actually paid. However, at this time the premium payment field does NOT work so you will not see what the employee has paid. The difference will always list the deduction amount as a negative, since the premium payment field is blank. It is best to disregard these two fields on the report.

R5808332	STATE OF NEBRASKA				03/08/08	8:55:19				
NIS0001	Part Time Benefits				Page -	1				
	As of 02/27/08									
	Status Active									
Plan ID MED00064 SIN BLUECHOICE HEALTH PT& SEN										
Employee Name	Benefit Group	Address Number	Security Business Unit	Employment Status	FTE	Hours Per Year	Employee Deduction	State Benefit	Premium Payment	Difference
Doe, John	PTIMEM	119212	S267606130	C	.50	1040.00	248.28	160.80		248.28-
Doe, Jane	PTIMEM	123119	S267707900	C	.50	1040.00	248.28	160.80		248.28-

 To verify that employees are set up with the correct health insurance deduction amount for their FTE, you can calculate what the premium should be and compare it to the employee deduction amount on the report. For example, John Doe is enrolled in the single BlueChoice plan and he is a .50 FTE. John must pay the monthly employee premium of \$85.48 plus half of the state premium per month. The state premium for single BlueChoice is

\$321.60. Half of that would be \$160.80 plus the \$85.48 employee contribution equals a total monthly contribution rate of \$246.28 for the employee. The state benefit rate will be \$160.80. If you compare these rates to the employee deduction and state benefit rates listed on the report, you will see that John Doe is set up correctly in NIS.