
BENEFITS ADMINISTRATION TRAINING

PART FOUR: MULTIPLE JOBS AND BENEFIT RECORDS

MULTIPLE JOBS & BENEFIT RECORDS

WHAT TO REVIEW

MULTIPLE JOBS/BENEFIT RECORDS

BENEFIT FLAGS

EXAMPLES



MULTIPLE JOBS



EMPLOYEES WITH MULTIPLE JOBS

Employees with multiple jobs need additional attention to ensure benefits are administered correctly

Recommend that agency create a ticket when additional employment instances are created

Need to ensure benefits flag and benefit record are set up correctly

MULTIPLE JOB CHANGES - EXAMPLES

Refer to the [Action Action Reason Job Aid](#) for additional details

EXAMPLE ONE: TWO ACTIVE JOBS AND ONE JOB IS TERMINING

- The agency needs to review all jobs
- Delete the TER event from the BAS Activity Table, the same day the term is entered on job.
- This will prevent the following:
 - The event from processing
 - Benefits from terming in PS
 - Premiums being refunded in error
 - Interfaces sending over a term to the vendor (i.e., health, WRS, dental, etc.)
 - Central Benefits having to reinstate coverage
- Always review the benefit flag to confirm it's on the correct job

EXAMPLE TWO: TERM AND REHIRE WITHIN 30 DAYS – WRS ELIGIBLE – FTB TO LTE – SAME AGENCY

- The LTE appointment is automatically eligible for WRS
- All benefits will continue with no lapse.
 - EE does have option to cancel health due to premium increase.
 - No new enrollment opportunity for any benefit plan
- All elig fields must match the FTB position, except for ICI. If they are in a permanent plateau (Cat 4, 5 and 6), elig field 2 remains the same.
- ABBR only changes for ICI because it's an FTE change. SGL does not change.
- If TER event was not deleted off the BAS Table, a ticket must be submitted
- Always review benefit flags

EXAMPLE THREE: TERM AND REHIRE WITHIN 30 DAYS – WRS ELIGIBLE – LTE TO FTB

- All benefits will continue with no lapse.
 - EE does have option to enroll in health due to being eligible for employer share.
 - No new enrollment opportunity for any other benefit plans
- All elig fields must match the LTE position
- ABBR only changes for ICI because it's an FTE change. SGL does not change.
- If TER event was not deleted off the BAS Table, a ticket must be submitted
- Always review benefit flags

EXAMPLE FOUR: ADDING A JOB – FTB ADDING LTE – SAME AGENCY

- All benefits will continue with no lapse.
 - No new enrollment opportunity for any benefit plan
- All elig fields must match the FTB position, including WRS, unless the LTE position meets the WRS eligibility expectations
- ABBR must match the FTB position for both ICI and SGL.
 - Effective date is the date of the new LTE position
- Always review benefit flags

EXAMPLE FIVE: ADDING A JOB NON-WRS LTE ADDING A SECOND LTE

- Must review for WRS eligibility
- Update applicable elig fields
- If EE becomes WRS eligible, all benefit enrollments are done on the ELG event
- Paper applications required
 - Life application must be sent to ETF
- Update ABBR on both LTE records
 - Effective date is the date of the new LTE position
- Always review benefit flags

EXAMPLE SIX: GOING ON LOA TO FILL UNCLASSIFIED OR PROJECT

- Review benefit flags
- ABBRs must match
- No new benefit enrollments
- Refer to the [Action Action Reason job aid](#) (page 52) for an example



BENEFIT FLAGS



PRIMARY BENEFIT FLAG

- When an employee has multiple jobs, one job is designated as the primary job (typically dual LTEs) – this is not what you see on Job Data, but on the Benefit Flag screen

Maintain Flags

Employee ID
Currently Displayed Effective Date set 11/02/2020
Browse Primary Job History by Effective Date

Primary Job Flags Maintenance

Job Data	Employment Record	*Effective Date	Benefit Record Number	Primary Job	Include Eligibility	Include Deductions	
Detail	0	11/02/2020	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="-"/>
Detail	1	11/02/2020	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="-"/>

Maintain Flags

Employee ID
Currently Displayed Effective Date set 11/01/2021
Browse Primary Job History by Effective Date

Primary Job Flags Maintenance

Job Data	Employment Record	*Effective Date	Benefit Record Number	Primary Job	Include Eligibility	Include Deductions	
Detail	0	11/01/2021	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="-"/>
Detail	1	11/01/2021	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="-"/>

PRIMARY BENEFIT FLAG

- Benefit deductions will only come out of the benefits primary job
 - Exception:WRS deductions come out of all jobs
- If not paid on benefits primary job, no deductions will come out
- **Navigation to view Benefits Flag:** Workforce Administrator Homepage – Benefit Administration Dashboard – Benefit Enrollments Tile – Event Processing Folder – **Maintain Flags**

Maintain Flags

Employee ID

Currently Displayed Effective Date set 11/11/2018

Browse Primary Job History by Effective Date



Use arrows to view history of the benefit flags

[Insert New Effdt](#)

Primary Job Flags Maintenance

Job Data	Employment Record	*Effective Date	Benefit Record Number	Primary Job	Include Eligibility	Include Deductions	
Detail	0	05/14/2017	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="-"/>
Detail	1	11/11/2018	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="-"/>

PRIMARY BENEFIT FLAG

BENEFIT DEDUCTIONS WILL ONLY TAKE FROM EMPL RECORD 0 EARNINGS

HOW TO MOVE BENEFIT FLAG

If employee is not going to be paid on the job attached to the primary benefit flag, can move the flag to a job with earnings.

1. Click Insert New Effdt
2. Enter the Empl Record that should be primary & the effective date (begin date of the current or prospective pay period)
3. Check box under Primary Job
4. Click Save
 - Once you click Save, the system will automatically insert 2 rows showing the new primary flag
 - Will likely need to click forward arrow to see top of stack row

Note: The flag must be changed by the Wednesday of payroll week to change for that payroll

Maintain Flags

Employee ID
Currently Displayed Effective Date set 11/01/2021
Browse Primary Job History by Effective Date

Primary Job Flags Maintenance

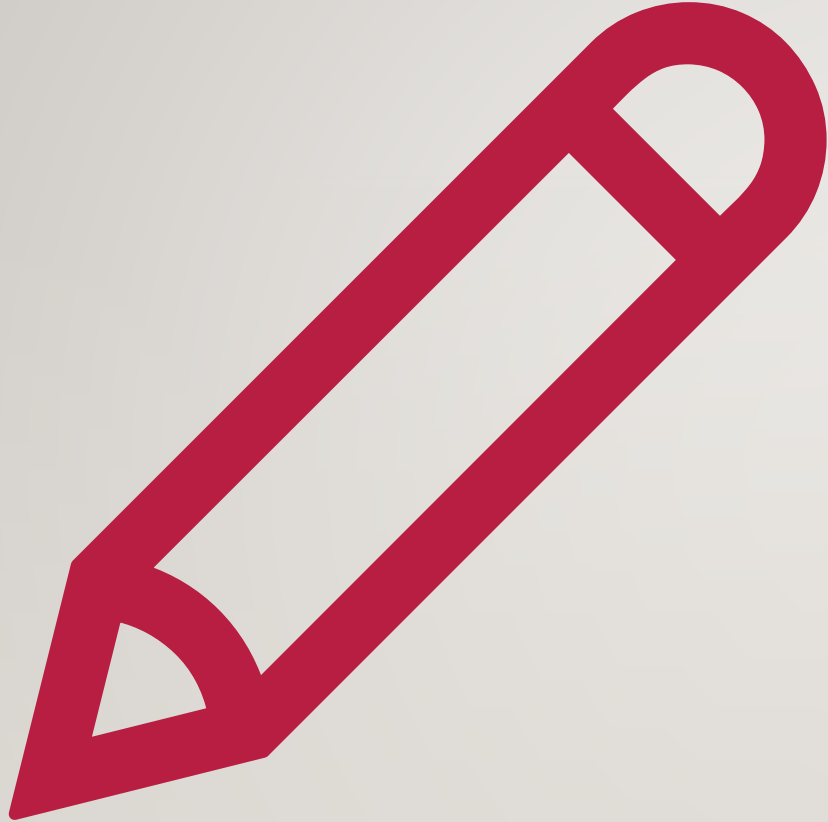
Job Data	Employment Record	*Effective Date	Benefit Record Number	Primary Job	Include Eligibility	Include Deductions	
Detail	0	05/08/2022	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Detail	0	11/01/2021	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-
Detail	1	11/01/2021	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-

Maintain Flags

Employee ID
Currently Displayed Effective Date set 05/08/2022
Browse Primary Job History by Effective Date

Primary Job Flags Maintenance


Job Data	Employment Record	*Effective Date	Benefit Record Number	Primary Job	Include Eligibility	Include Deductions	
Detail	0	05/08/2022	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Detail	1	05/08/2022	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-



BENEFIT RECORD

BENEFIT RECORD

- Benefit Record 0 is automatically assigned to all jobs
- All benefit enrollments are attached to this benefit record
- The agency should **almost NEVER** change the benefit record number

Benefit Program Participation			
Employee	Empl ID Empl Record 0		
Benefit Status ?			
Benefit Record Number	<input type="text" value="0"/> 		
Effective Date	09/17/2018		
Effective Sequence	0	Action	Hire
HR Status	Active	Reason	Hire No WRS
Payroll Status	Active	Job Indicator	Primary Job


BENEFIT RECORD

When someone has multiple jobs, need to determine if multiple benefit records are needed

Multiple benefit records are needed if:

- The employee is in 2 different WRS categories
- The employee is employed at more than one agency
- If an employee has a National Guard job row, a second Ben Record is almost always required

It is imperative that the correct Ben Record is used on the initial Job Data entry. If saved with the incorrect Ben Record, the benefit events will not prepare or process correctly.

- If, there is a question as to which Ben Record to use, please reach out to HRIS/Central Benefits
 - If, an error has been made please create a ticket
- 

MOVEMENT BETWEEN EMPLOYMENT INSTANCES



MOVEMENT BETWEEN EMPLOYMENT INSTANCES

- CWR (contingent worker or “contractor”) records can't be POI or Employee records.
 - POI records can't be CWR or Employee records.
 - Employee records can't be CWR or POI records.
 - You need to create a new instance if a POI becomes an employee or a CWR.
 - You need to create a new instance if a CWR becomes an employee or POI.
 - You need to create a new instance if an employee becomes a CWR or POI.
- Always use the lowest empl record number possible, if one exists, when you are rehiring.
Do not create a new instance if you do not need to.

MOVEMENT BETWEEN EMPLOYMENT INSTANCES – REMINDERS

- Never steal a National Guard record (identified by Empl Class NGD).
- Never steal a record from another company (WIS to LEG or COURTS, LEG to WIS or COURTS, COURTS to WIS or LEG).
- Never steal a CWR record for anything other than a new CWR appointment.
- Never steal a POI record for anything other than a new POI appointment.
- Never steal an Employee record for anything other than a new Employee appointment.

MOVEMENT BETWEEN EMPLOYMENT INSTANCES: REMINDERS

- You will need to create a new instance for any of the above examples.
- You can always refer to the [Action Action Reason job](#) aid for assistance
- If there is an error, a ticket is required
- Always review the benefit record before updating job data
- Always review the benefit flag to make sure the flag is on the correct position and there is no overlap

2 BENEFIT RECORD EXAMPLE

- Works at two different agencies and is covered by the WRS at one of the agencies
- Needs two benefit records, otherwise, WRS earnings would come out of earning at both agencies (need to tie WRS enrollment to Empl Record 0 only)

Employee

Benefit Status ?

Benefit Record Number

Effective Date 01/06/2019
Effective Sequence 0
HR Status Active
Payroll Status Active

*Benefits System
Annual Benefits Base Rate USD

Benefits Administration Eligibility ?

BAS Group ID

Elig Fld 1

Elig Fld 4

Elig Fld 7

Benefit Program Participation Details ?

*Effective Date

*Benefit Program

Employee

Benefit Status ?

Benefit Record Number

Effective Date 08/24/2018
Effective Sequence 0
HR Status Active
Payroll Status Active

*Benefits System
Annual Benefits Base Rate USD

Benefits Administration Eligibility ?

BAS Group ID

Elig Fld 1

Elig Fld 4

Elig Fld 7

Benefit Program Participation Details ?

*Effective Date

*Benefit Program

MULTIPLE JOBS, BENEFIT FLAG, BENEFIT RECORDS

- Be sure to review all jobs
- Review your monitoring queries to assist in finding possible errors (i.e., TER event processed, and it shouldn't have)
- When in doubt, submit a ticket



QUESTIONS?