CONNECT ND

North Dakota University System

FSA Manual

PeopleSoft
Version 9.1

DISCLAIMER

Written by the North Dakota University System, September, 2006.
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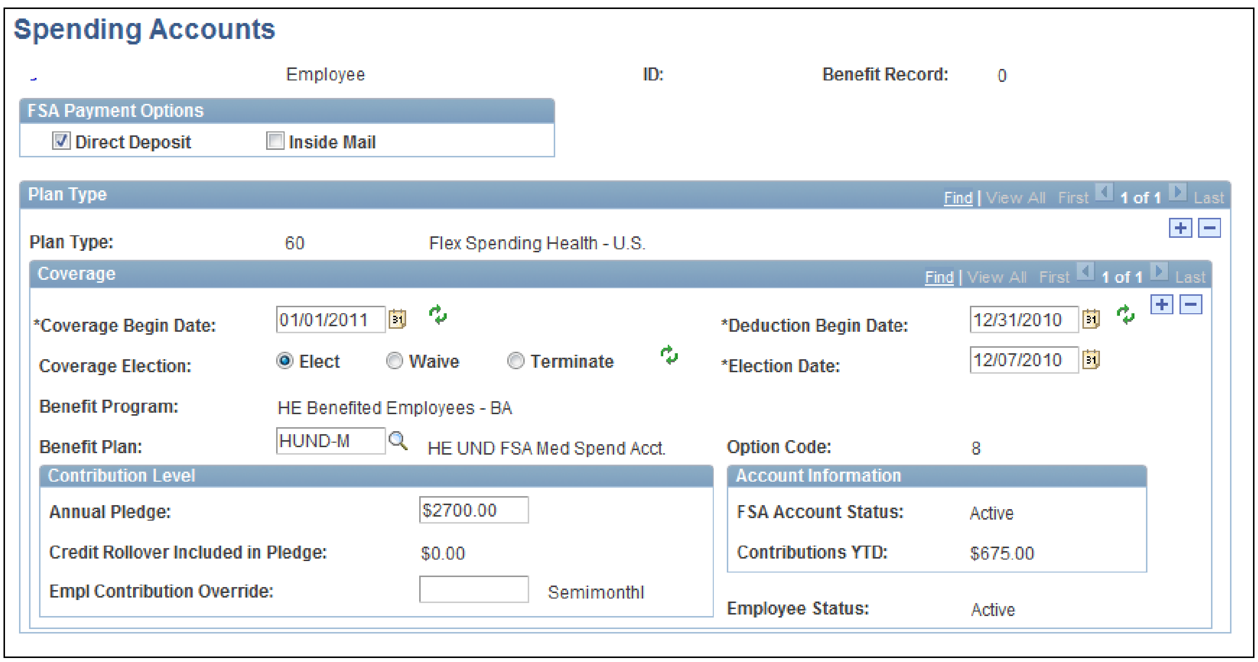
FLEXIBLE SPENDING ADMINISTRATION

PeopleSoft FSA Administration provides the ability to administer Health Care and Dependent Care flexible spending accounts (FSA). Based on the amounts that employees pledge and your business rules, you can track pledges, process claims, disburse monies, and account for funds.

FSA BENEFITS ENROLLMENT

The panel below is the FSA Enrollment panel in Base Benefits. It will show the user the deduction begin date, coverage begin date, annual pledge, and benefit plan.

To access the FSA enrollment page, go to ***Benefits > Enroll in Benefits > Spending Accounts.***



Spending Accounts

Employee ID: Benefit Record: 0

FSA Payment Options

Direct Deposit Inside Mail

Plan Type Find | View All First 1 of 1 Last

Plan Type: 60 Flex Spending Health - U.S.

Coverage Find | View All First 1 of 1 Last

*Coverage Begin Date: 01/01/2011 *Deduction Begin Date: 12/31/2010

Coverage Election: Elect Waive Terminate *Election Date: 12/07/2010

Benefit Program: HE Benefited Employees - BA

Benefit Plan: HUND-M HE UND FSA Med Spend Acct. Option Code: 8

Contribution Level

Annual Pledge: $2700.00

Credit Rollover Included in Pledge: $0.00

Empl Contribution Override: Semimonthl

Account Information

FSA Account Status: Active

Contributions YTD: $675.00

Employee Status: Active

Plan Type: There are two eligible plan types for FSA, 60 and 61. Plan type 60 is for Health FSA deductions and plan type 61 is for Dependent FSA deductions.

Coverage Begin Date: This is the first day of the second month of employment or January 1st following open enrollment.

Deduction Begin Date: First day of Pay Period prior to the Coverage Begin Date.
For employees hired after the 16th of the month and electing FSA Dependent Care the deduction date will need to be changed with correct history. The claims stay in a pended status if the deduction begin date is prior to the employee's hire date. Submit a Remedy ticket to have the deduction begin date changed to be the day after the employee's hire date.

Coverage Election:
- **Elect**: The employee has elected to enroll in this benefit.
- **Waive**: The employee has elected to waive enrolling in this benefit.
- **Terminate**: This benefit has been terminated for the employee.

Election Date: Defaults to the date the Ben Admin event was processed.

Benefit Program: Defaults from the Job Record or Benefit Program Participation Record.

Benefit Plan: Shows which FSA benefit plan the employee has been enrolled into. This field will be blank if the Coverage Election is Waive or Terminate.

Annual Pledge: The employee's annual pledge to the specified benefit plan and plan type.

Credit Rollover: Currently not used by NDUS.

Empl Contribution Override: *Only used for Paid Over Contract Pay Employees.* The system uses this amount as the employee's FSA contribution. Leave the field blank to use the *Annual Pledge* amount for the calculation of the employee's FSA contribution.

FSA Account Status: This field will show whether the account status is Active or Terminated.

Contributions Year to Date: This field shows the deduction balance for the plan type.

FSA Payment Options:

- **Direct Deposit:** Must be checked for FSA reimbursement.
- **Inside Mail:** Used by the State only

Navigate to the FSA Payment Options page to check the FSA Direct Deposit flag.

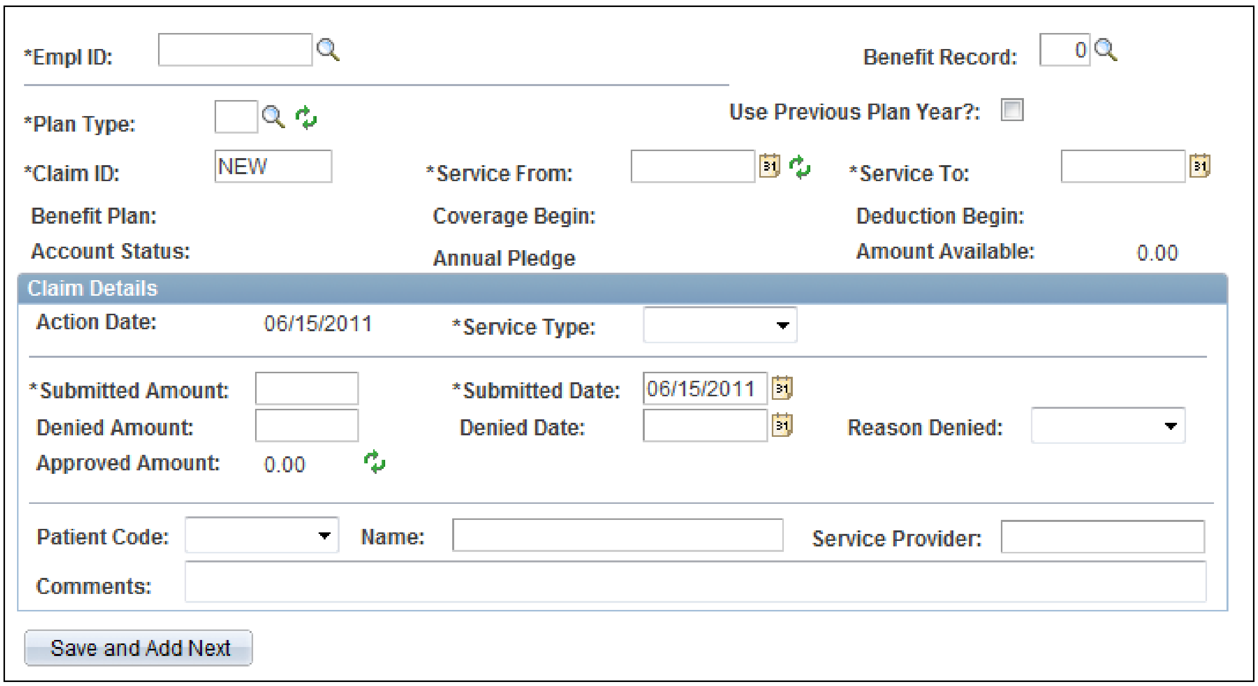
Benefits > Manage Automated Enrollment > Participant Enrollment > FSA Payment Options

Note: *Direct Deposit option must be selected and the employee must have Direct Deposit information entered for payroll purposes. NDUS requires Direct Deposit for Payroll and FSA reimbursement.*

FSA CLAIMS ENTRY

The FSA Claims entry is the most used component of FSA. It allows the user to enter claims and other information associated with the individual claim.

Navigation: ***Benefits > Admin Flex Spending Acct US > Submit Claims > Create FSA Claims***



EmplID: Enter Empl Id or click to find the employee you are searching for.

Benefit Rcd Nbr: If the employee has multiple positions, verify the correct Benefit Rcd.

Plan Type: Indicate Plan Type. Use the button to select. The two options are Flex Spending Health- U.S. (60) or Flex Spending Dependent Care (61).

Plan Type	Description
60	Flex Spending Health – U.S
61	Flex Spending Dependent Care

Claim ID: Defaults in as "NEW"

Use Previous Plan Year?: Check this box if the claim is for services during the grace period (January 1 to March 15) and should be reimbursed from the previous plan year's balance. If it is not checked the claim will be paid from the plan year based on the dates of service.

Service From: Date in which the service began mm/dd/yyyy; can use the drop down calendar to acquire proper date.

The annual pledge amount defaults in when the button is clicked after the dates are entered.

Service To: Date when the service was completed mm/dd/yyyy; you can use the drop down calendar to acquire proper date.

The Service To date will be the same date as Service From if the button is clicked before a date is put in for Service To.

Grace Period Note:

PeopleSoft does not give a warning if the Use Previous Plan Year box is checked and a service date range before and after 3/15 is entered such as 2/1 to 3/20. The claim will be paid from the previous plan year. If the Service From/To date of 3/20 is entered and the Use Previous Plan Year box is checked, a warning will be received.

NOTE: The 'Service To' text box is very important. Since employees often change companies between campuses, we needed to find a way to account for which bank account the check was going to be issued from. To accomplish this, we had the system look at the Service To field and compare it to the Job table for FSA check processing.

Benefit Plan: Will default to the Benefit Plan the Empl ID and Empl/Ben Rcd are enrolled in Base Benefits. Each campus will have different benefit plans.

Benefit Plan	Description
HBSC-M	BSC Medical Spending
HDSU-M	DSU Medical Spending
HLRSCM	LRSC Medical Spending
HMAY-M	MAY Medical Spending
HMISUM	MIS Medical Spending
HNDSUM	NDSU Medical Spending
HSCS-M	SCS Medical Spending
HUND-M	UND Medical Spending
HWSC-M	WSC Medical Spending
HBSC-D	BSC Dependent Spending
HDSU-D	DSU Dependent Spending
HLRSCD	LRSC Dependent Spending
HMAY-D	MAY Dependent Spending
HMISUD	MIS Dependent Spending
HNDSUD	NDSU Dependent Spending
HSCS-D	SCS Dependent Spending
HUND-D	UND Dependent Spending
HWSC-D	WSC Dependent Spending

Coverage Begin: Defaults in from the Base Benefit records.

Deduction Begin: Defaults in from the Base Benefits records.

Account Status: Defaults in as "Active".
The Account Status will default in as Terminated if the employee is terminated in Job Data.

Annual Pledge: This is the value that the EE elected during enrollment in the FSA benefit plan for Medical or Dependent Care.
The pledge amount defaults in when the "refresh" button is clicked on after the dates are entered from Service From and Service To.

Amount Available: This is the amount of the Medical or Dependent Care account remaining.
If no claims have been entered the value would be the same as the Annual Pledge amount.

Grace Period Note:
The Coverage and Deduction Begin Dates and the Annual Pledge and Amount Available fields will only reflect the current plan year's dates and pledge information.It will not display the previous plan year's information even though the Use Previous Plan Year box is checked when entering a grace period claim.

It is very important prior to entering the grace period claim to verify the balance remaining from the previous plan year to determine the amount available for reimbursement.

Action Date: Defaults as the date the claim is keyed into the system; mm/dd/yyyy.

Service Type: **(optional)** Type of service being submitted on the claim (voucher). Use the drop down selection to choose the proper Medical or Dependent Care FSA from the displayed options: CryFwd, Dental, DepDayCare, Hearing, Medical, Orthodontia, Pres Drugs, Retirement, or Vision. Only DepDayCare and Medical are currently in use.

Submitted Amount: The claim (voucher) amount to be reimbursed.
No decimals are needed if in whole dollars. The field will populate correctly after the button is clicked.

Submitted Date: Defaults as the date the claim is keyed into system.

Denied Amount: **(optional)** the amount denied from the claim submitted. This is optional to use since it is not needed to complete the claim process.

Grace Period Note:
Enter any grace period denied amount as a separate claim for the previous year.

Denied Date: **(optional)** Date the claim is denied: mm/dd/yyyy. Can use drop down calendar to acquire proper date.

Reason Denied: **(optional)** Use drop down menu to choose reason being used for the denial: Exceed Bal, No Cov Exp, or Pended Clm.

Approved Amount: Defaults as the amount being approved from entered claim (voucher).

Patient Code: **(optional)** Medical Claims ONLY. Use drop down menu to choose option that is correct for the claim: Dependent; Employee; or Spouse.

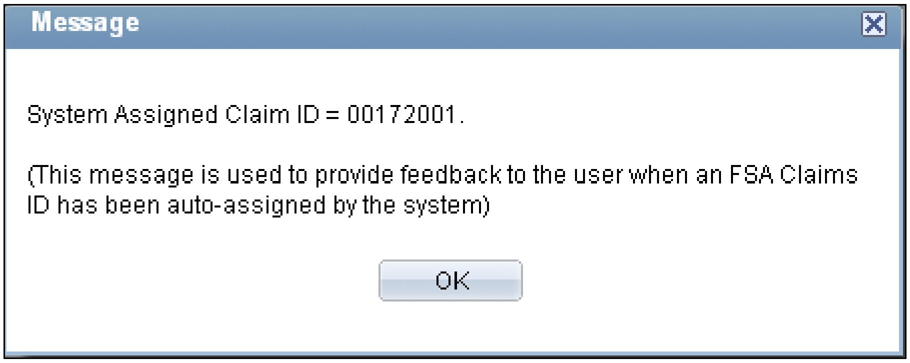
Name: **(optional)** Medical Claims ONLY. Type in name of patient. Be aware; the correct format is as follows: [lastname][suffix],[prefix][firstname] [middlename/initial].

Service Provider: **(optional)** Medical Claims ONLY. The name of the Provider supplying the service to the participant. (Example: Merit Care; Altru Clinic; Valley Vision; etc.)

Comments: **(optional)** Optional to type comments from the claim (voucher).

Click on the Save and Add Next button.

If data saves successfully, a Microsoft Internet Explorer message will indicate that the system assigned a Claim ID to the input claim (voucher).



Write this number down on the claim.

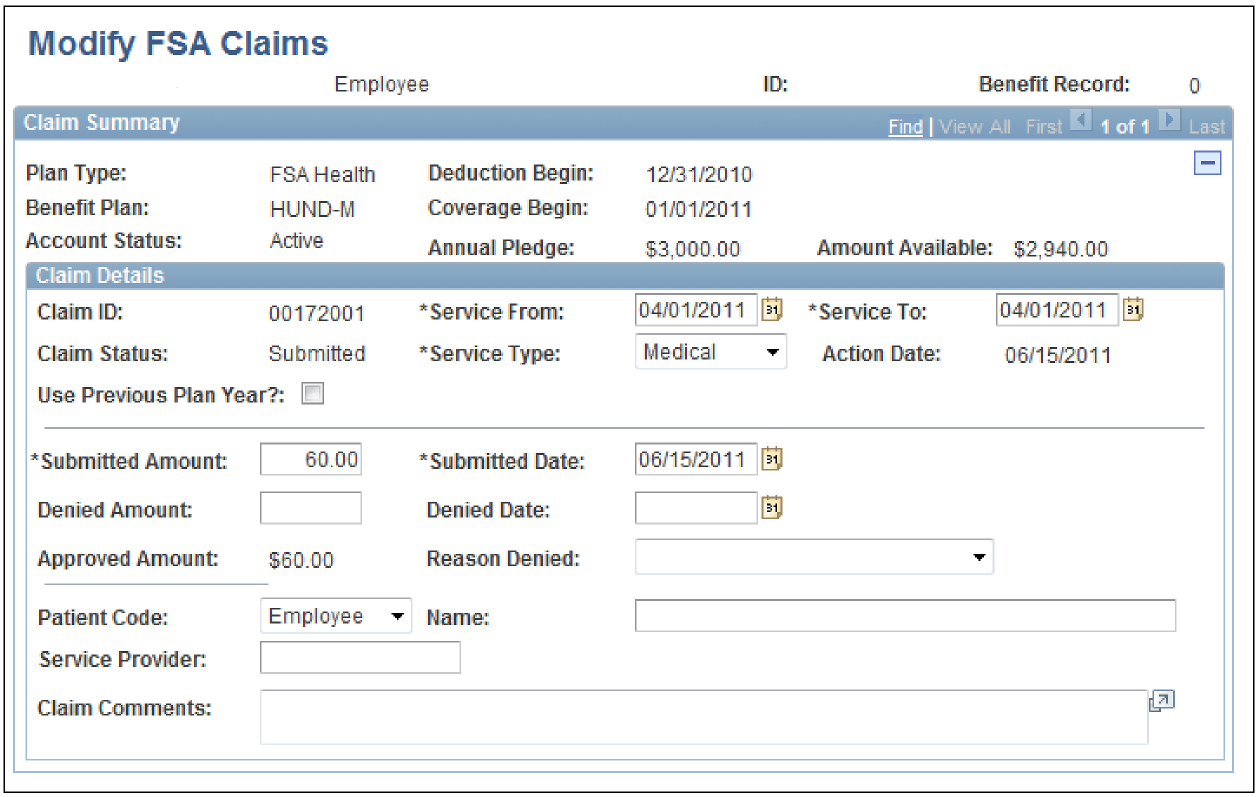
Click OK to continue to next claim input.

FSA CLAIM EDITING

FSA Claim Editing will allow the user to edit a claim that has already been entered into the system. This correction can be made until the FSA Claims processing is run.

Go to ***Benefits > Admin Flex Spending Acct US > Submit Claims > Modify FSA Claims.***

After searching for the claim or EMPLID, the system will default the user to this page.



This page will allow you to make adjustments to a previously entered claim.

Be cautious when using the minus button to make sure the correct plan is deleted and then saved.

CLAIMS AND DIRECT DEPOSIT VERIFICATION

Run the following queries to verify the claims entry and direct deposit setup.

1. **NDU_FS_BATCH_COUNTS**
   The total of the claims on the query should equal the total of the claims entered. The query only shows claims entered on the current day. Any discrepancies in claim entries can be corrected in Modify FSA Claims prior to running the claims process.

2. **NDU_FS_DIR_DEP_CHECK**
   Verifies if the direct deposit flag is checked, if not navigate to: Benefits>Manage Automated Enrollment>Participant Enrollment>HE/State FSA Payment Options

3. **NDU_FS_DIR_DEP_CHECK1**
   The query ensures the Direct Deposit has a 'B' value (Balance). The FSA reimbursements are deposited into the account designated as Balance in the direct deposit setup for the employee. The query shows the 'Type' of account (C – checking or S – savings), the pre-note 'Status' column (C means the pre-note is complete) and the last 'Type' column should have 'B' which designates the account to receive the balance.

FSA CLAIMS PROCESSING RUN CONTROL

The FSA run control page will enable the user to tell the system which claims should be processed. A new row needs to be inserted for the Advice Form ID with today's date and the Run Status set to Ready for the year of the claims being processed. The Run Status will change to Calculated after the Claims Process is run.

To access the FSA Claims Processing page, go to
Benefits > Admin Flex Spending Acct US > Process Claims > Specify Processing Parameters

Specify Processing Parameters

Request Parameters — Customize | Find | View All | First 1-5 of 5 Last

*Year	*Run ID		*Form ID		*Check Dt	*FSA Run Status	*Quarterly Report Run
2011	HE1	Higher Ed	ADFSBS	BSC FSA Ad	03/10/2011	Finished	Ready
2011	HE1	Higher Ed	ADFSSC	SCS FSA Ad	03/10/2011	Finished	Ready
2011	HE1	Higher Ed	ADFSUI	UND FSA Ad	05/06/2011	Finished	Ready
2011	ND1	ND	FLEXCK	Flex Check	06/13/2011	Finished	Finished
2011	ND1	ND	FLXADV	Flx Advice	06/14/2011	Ready	Finished

Note: *You will need to setup a new FSA Claims Processing Run Control each time you process FSA claims. Delete the Calculated rows that were processed previously and save the information.*

Year: Enter the year for which you want to process claims. You can process more than one *Run ID* for different years in the same payment processing cycle. (As an example, if processing claims from 2005 and 2006, Run IDs need to be setup for each year.)

Form ID: Select the FSA Advice Form ID. Each campus and the state have their own Form IDs; it is very important to select the correct Form ID for your campus.

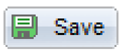
Check Dt: The date to be printed on the advice.

FSA Run Status – Select Ready

- **Ready:** The system is ready for claims payment processing.
- **Calculated:** The system has completed claims payment processing and has calculated payments.
- **Finished:** Advices have been created.

Quarterly Report Run: Select Ready

- **Ready:** You can initiate the Quarterly Report.
- **Finished:** You have processed the Quarterly Report.

Click the 

button to save the new FSA Claims Processing Run Control.

This sets up the information that controls a payment processing cycle. Claims for all emplyees in the benefit program who are associated with the Run ID and a Service From date in the Calendar Year must have a claim status of *Submitted* or *Pending*.

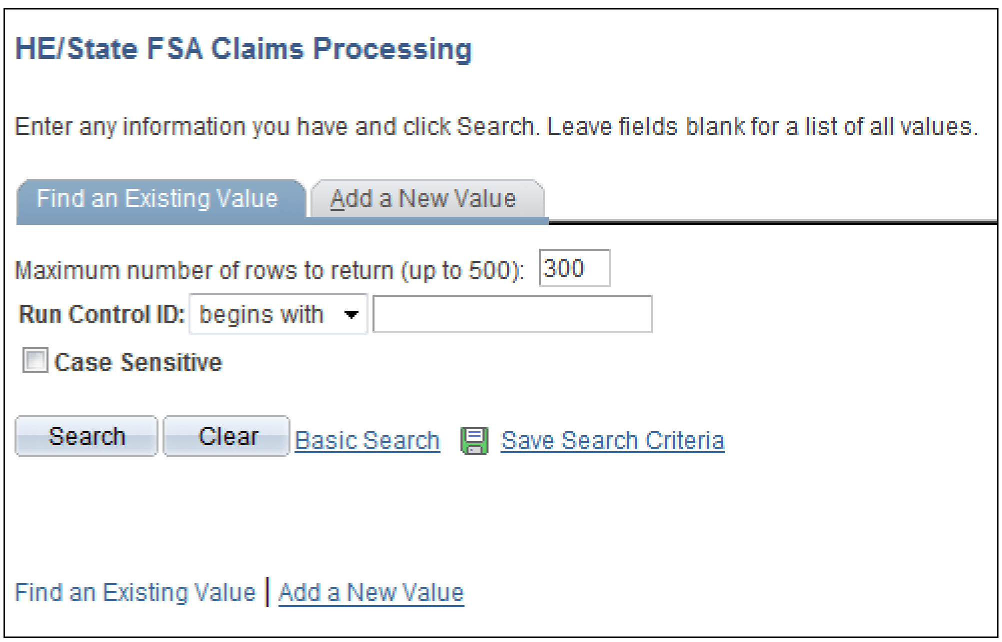
PROCESSING FSA CLAIMS

Create a Run Control ID for each FSA Plan Type, such as UNDDep and UNDMed. This will allow the run Control fields to auto-populate with the correct information each time it is used.

After a Run Control has been set-up for each of the FSA Benefit Plans, Medical and Dependent Care, and claims have been entered the user will need to run the FSA Claims Processing for each of the FSA Benefit Plans.

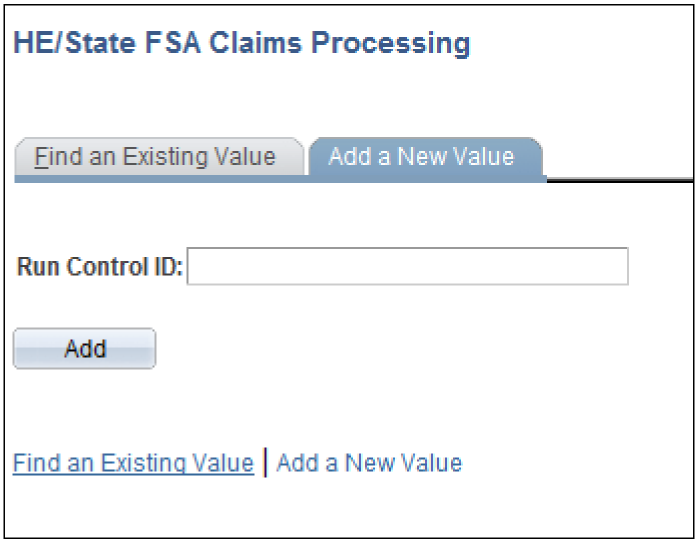
Navigation:
Benefits > Admin Flex Spending Acct US > Process Claims > HE/State FSA Claims Processing

The **Find an Existing Value** page for Run Control ID will be displayed.

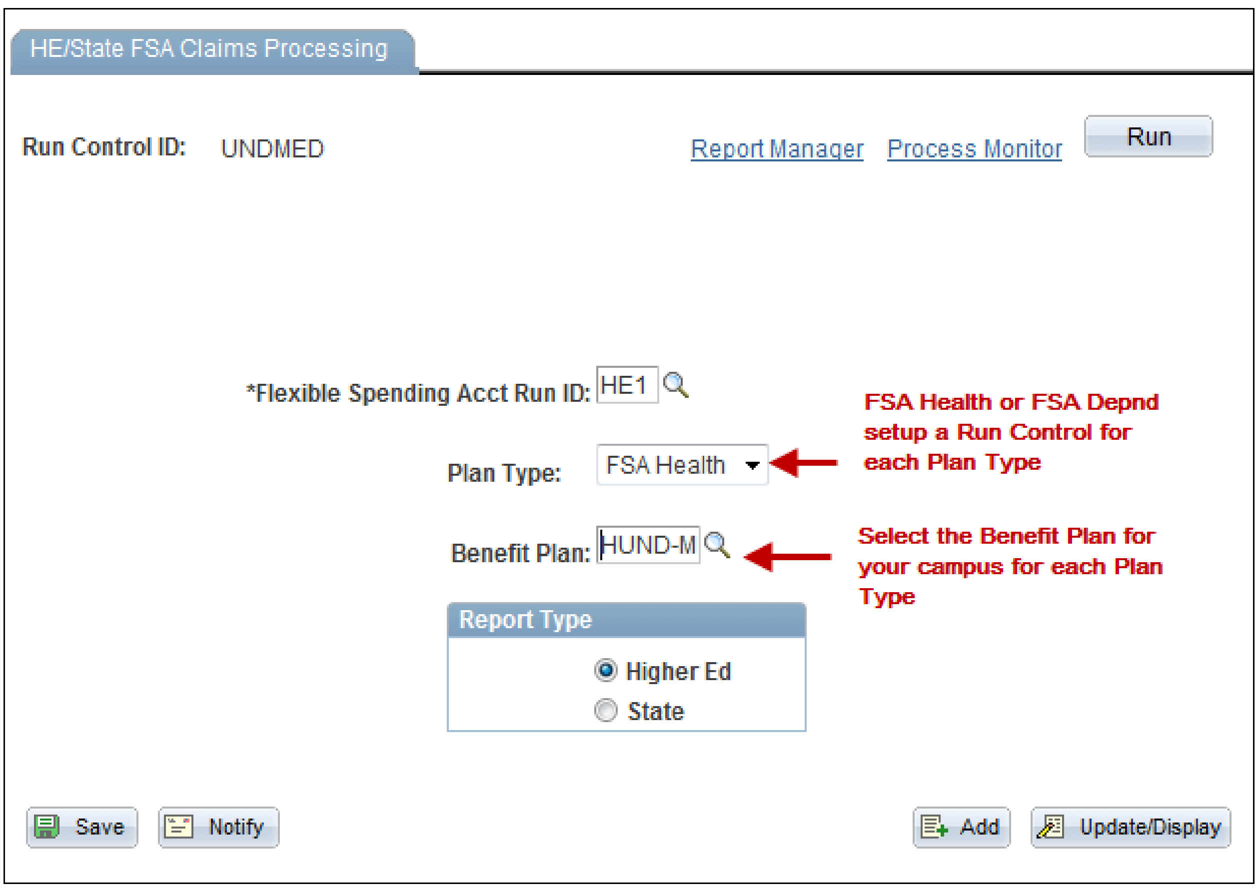


Enter the Run Control ID and click the Search key.

To create a new Run Control click on Add a New Value link or the Add a New Value tab. The following will appear:



Type in name of new value and click Add (Example: UNDMed)



Flexible Spending Acct Plan Run ID: HE1 - This will tell the system which FSA Run IDs to process. For Higher Ed the Run ID is HE1.

Plan Type: FSA Health and FSA Depnd. A Run Control ID needs to be setup for each Plan Type. (Run Control ID UNDMed = Plan Type FSA Health and Run Control ID UNDDep = Plan Type FSA Depnd)

Benefit Plan: Select the correct Benefit Plan for your campus for both Plan Types of FSA Health and FSA Depnd.

Click the Save button to save the new Run Control ID.

Click the Run button, which will run the process for claims and will bring up the “Process Scheduler Request” Page.

After the process has run successfully, click on Details > View Log/Trace > Trace File to view the results of the process. The Trace File will list the EmplIDs and the check amount for each employee, which can be used to compare the totals with the claims entered for each Benefit Plan.

NOTE: Repeat the same FSA Claims Processing steps to process both of the FSA Benefit Plans for Medical and Dependent Care.

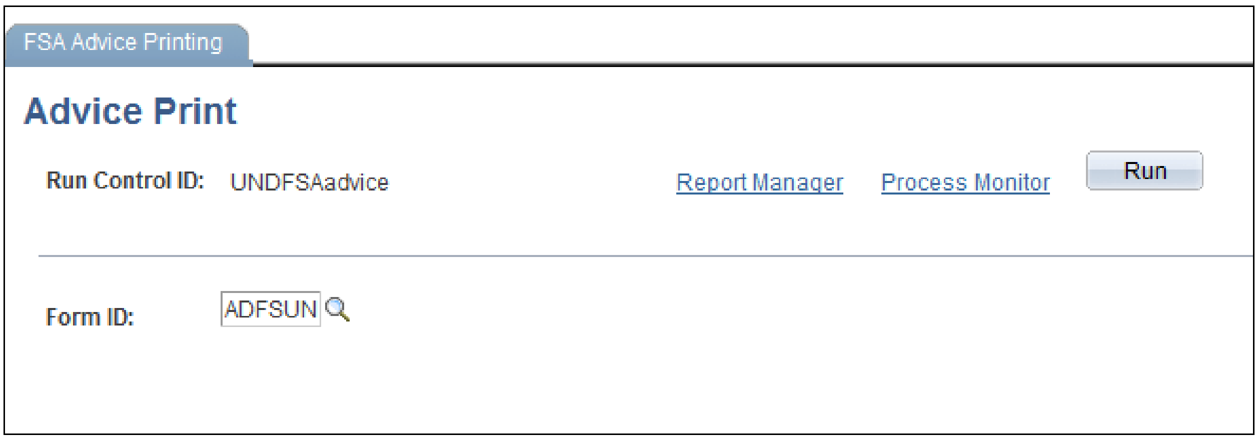
FSA ADVICE PRINT PROCESS

After the claims process has run the FSA Advices need to be printed.

Navigation:
Benefits > Admin Flex Spending Acct US > Process Claims > HE/State Advice Print

Enter the Run Control ID Example: (UNDFSAadvice) and click on the Search key.

The FSA Advice Printing Process will appear:



Use the key to search for the Form ID to be used by the institution printing the checks. (Examples: UND = ADFSUN *FSA UND Advice* or SCS = ADFSSC *FSA SCS Advice*)

Click the Save button to save the new Run Control ID.

NOTE: Create a unique Run Control ID for the FSA Advice Form ID. This will allow the Run Control fields to auto-populate with the correct information each time it is used.

Click the Run button. This will run the process for FSA Advice Printing and will bring up the "Process Scheduler Request" Page.

Change the Type to Web and Format to PDF and click OK.

When the process ends in Success and Posted, click on Details and the View Log/Trace link to review the report in PDF format. The PDF file will contain the FSA Advices for printing and distribution.

FSA DIRECT DEPOSIT PROCESS

This process creates the direct deposit file and should be completed by 3:00 pm to allow the accounting services department time to notify the Bank of ND for any account transfers.

NOTE: It is critical the Run Control ID be specific to each campus.

UND – HIED1

SCS – NDSCS

BSC – BSC01

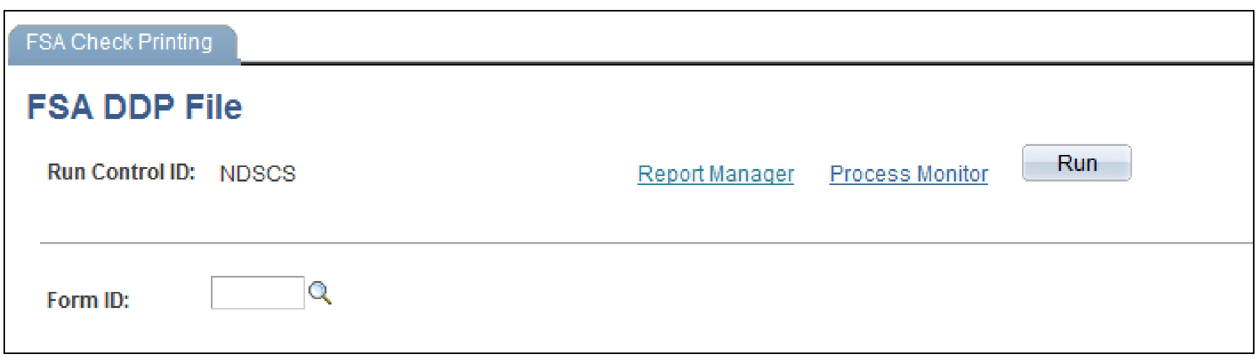
Using the incorrect Run Control ID will cause the direct deposit process to include the claims from another campus or cause the process to error out.

Navigation:

Benefits > Admin Flex Spending Acct US > Process Claims > HE/State FSA DDP File

Enter the Run Control ID (Example: HEID1 for UND; NDSCS for SCS and BSC01 for BSC) and click the Search key.

The FSA DDP File Process Run Control page will appear:



Use the key to search for the FSA Advice Form ID. (Examples: UND = ADFSUN *FSA UND Advice;* SCS = ADFSSC *FSA SCS Advice;* BSC = ADFSBS *FSA BSC Advice*)

Click the Save button to save the new Run Control ID.

Click the Run button. This will run the NDS FSA DDP process and will bring up the "Process Scheduler Request" Page.

Change the Type to Web and Format to PDF and click OK.

When the process ends in Success and Posted, click on Details and the View Log/Trace link, which brings up the Report Log Viewer in a new window to review the report in PDF format.

The Direct Deposit file will be sent to the Bank of ND without any further processing by the campus user.

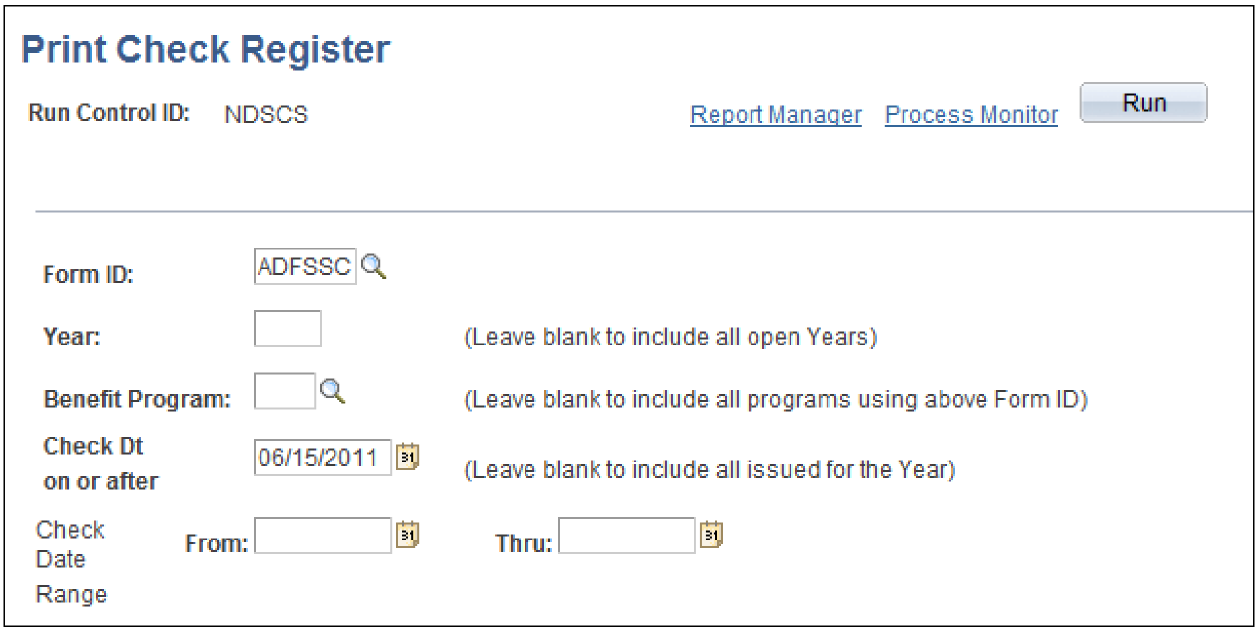
FSA Check Register

Print a list of advices produced by the FSA Advice Print Report. Set up FSA Claims Processing Run Ctl Page and then run Processing Claim Payments.

To access the FSA Check Register, go to ***Benefits > Admin Flex Spending Acct US > Print Check Register.***

Enter your Run Control ID unique to the Check Register Process

The Check Register Run Control page will appear:



Form ID: Use the key to search for the FSA Advice Form ID. (Examples: UND = ADFSUN *FSA UND Advice;* SCS = ADFSSC *FSA SCS Advice;* BSC = ADFSBS *FSA BSC Advice*)

Year: Leave blank

Benefit Program: Leave blank

Check Dt on or after: Enter the Advice Date.

Check Dt Range: Leave blank

NOTE: Create a Run Control ID that is unique for the Check Register process. This will allow the Run Control field for the Form ID to auto-populate with the correct information each time it is used.

Click the Run button. This will run the process and will bring up the “Process Scheduler Request” Page.

Change the Type to Web and Format to PDF and click OK.

When the process ends in Success and Posted, click on Details and the View Log/Trace link, which brings up the Report Log Viewer in a new window to review the report in PDF format.

FSA CLAIMS PROCESSING CHECKLIST

1. FSA Claims Entry

Benefits>Admin Flex Spending Acct US>Submit Claims>Create FSA Claims
Enter FSA claims

Enter Empl ID, Plan Type (60 or 61), Service From and To dates, Submitted Amount. Click the refresh button to have the amounts fields populate.
Verify if the claim is a grace period claim, if so check the Use Previous Plan Year box.
Save and Add Next button will save the claim and give the claim number. Another employee's claim can be entered.

Total all claims, dependent care and medical together, to verify amount with the query total.

Benefits>Admin Flex Spending Acct US>Submit Claims>Modify FSA Claims

Modify FSA Claims can be used to make corrections before the claims process is run.

2. Queries

Run the following queries:

NDU_FS_BATCH_COUNTS
The query claims total should balance with the total of claims entered.

NDU_FS_DIR_DEP_CHECK
The query will show if the employee has a direct deposit flag checked at:
Benefits>Manage Automated Enrollment>Participant Enrollment>HE/State FSA Payment Options

NDU_FS_DIR_DEP_CHECK1
The query ensures the Direct Deposit has a 'B' value (balance). The FSA reimbursements are deposited into the account designated as Balance in the direct deposit setup for the employee. The query shows the 'Type' of account (C - checking or S - savings), the pre-note 'Status' column (C means the pre-note is complete) and last 'Type' column should have B which designates the account to receive the balance.

3. Claims Processing Run Control

Benefits>Admin Flex Spending Acct US>Process Claims>Specify Processing Prarmeters

Insert a new row for the advice Form ID with today's date and the Run Status set to Ready for the correct year of the claims being processed. The Run Status will change to Calculated after the Claims Process is run.

Delete the previous Calculated rows.

Save the changes.

4. HE/State Claims Processing (NDUFS503)

Benefits>Admin Flex Spending Acct US>Process Claims>HE/State FSA Claims Processing

Note: Create a Run Control ID for each Plan Type, such as Dep and Med. This will allow the Run Control fields to auto-populate with the correct information each time it is used.
Flexible Spending Acct Run ID: HE1
Plan Type: FSA Health and FSA Depnd
Benefit Plan: select the correct Benefit Plan for your campus
Report Type: will default to Higher Ed

Check the Trace File for processing results.

5. HE/State Advice Print (NDSFS04)

Benefits>Admin Flex Spending Acct US>Process Claims>HE/State Advice Print

Note: Create a Run Control ID for the FSA advice Form ID. This will allow the run Control fields to auto-populate with the correct information each time it is used.

This process will produce the FSA advices to be printed and distributed to the employees.

6. NDS FSA DDP (NDSFS01)

Benefits>Admin Flex Spending Acct US>Process Claims>HE/State FSA DDP File

Note: The Run Control ID must be specific to each campus. (UND: HIED1; SCS: NDSCS; BSC: BSC01) Using the incorrect Run Control ID will cause the direct deposit process to either error or process the other campus claims.

Use the Form ID for the FSA Advice for your campus.

This process creates the direct deposit file and should be complete by 3:00 pm to allow the accounting services department to notify the Bank of ND for any account transfers.

7. Check Register   (FSA004)

Benefits>Admin Flex Spending Acct US>Process Claims>Print Check Register

Note: Create a Run Control ID for the Check Register. This will allow the Run Control field for the Form ID to auto-populate with the correct information each time it is used.

Form ID (use the FSA Advice Form ID) and the Check Date fields are the only fields necessary to populate.

FSA QUARTERLY STATEMENTS

The process creates and prints quarterly statements for FSA participants who have had activity in their spending accounts during the current quarter.

Go to ***Benefits > Admin Flex Spending Acct US > Process Claims > Specify Processing Parameters***

Verify that the FSA Advice Form ID has the Quarterly Report Run set to *Ready*. Make sure only one row is set to "Ready", otherwise there will be double printing.

The previous year's statements, run after March of the current year will say "Final" on them.

Statements for two plan years, will need to be run in separate runs.

To run the FSA Quarterly Statements, go to ***Benefits > Admin Flex Spending Acct US > Reports > HE/State Quarterly Report***

Create a Run Control unique to the Quarterly Report.

FSA Run ID: HE1 - This will tell the system which FSA Run IDs to process. For Higher Ed the Run ID is HE1.

Plan Type: FSA Health or FSA Depnd

Benefit Plan: Select the correct Benefit Plan for your campus for the Plan Type selected.

Only select one Plan Type and one Benefit Plan. The FSA quarterly statements will have both FSA Health and FSA Dependent Care on the statement.

The process only needs to be run once to include both FSA Health and FSA Dependent Care.

Click the Run button. This will run the process and will bring up the "Process Scheduler Request" Page.

Change the Type to Web and Format to PDF and click OK.

When the process ends in Success and Posted, click on Details and the View Log/Trace link, which brings up the Report Log Viewer in a new window to review the report in PDF format.

FSA ACCOUNT CLOSURE

FSA Account Closure is an SQR that updates the account status to *Closed* for FSA participants who had an active FSA at the end of the calendar year. It can be run in two modes as depicted in this section.

The Flexible Spending Account Closure report gives you an audit trail of account information for a plan year. You review annual pledge amounts, contributions, claims paid, forfeited amounts, and excess payment amounts to employees and you view program and plan totals for these categories.

The processing parameters need to be setup at: ***Benefits > Admin Flex Spending Acct US > Process Claims > Specify Processing Parameters***

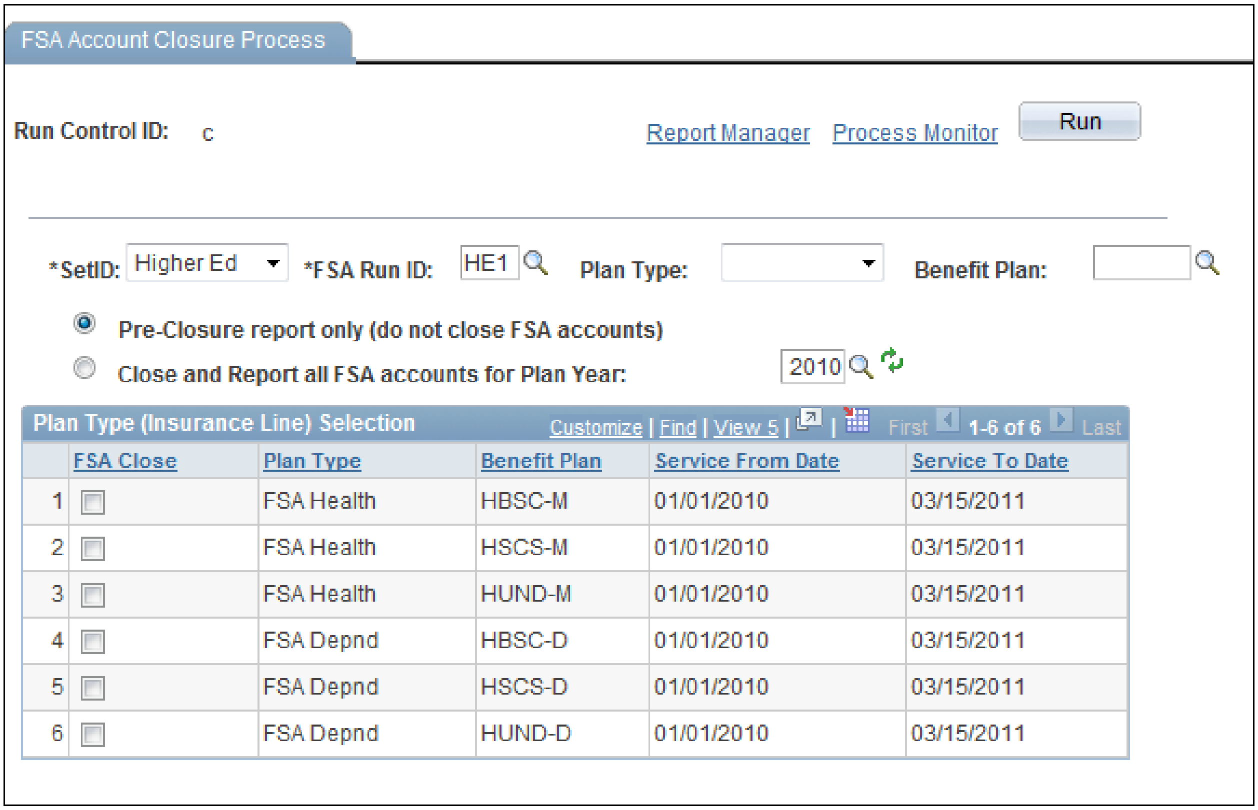
There needs to be only ***one*** HE1 row for the plan year being closed for the process and report to run. Multiple pages will appear on the report if there is more than one HE1 row for the plan year being closed.

To access the Account Closure component, go to: ***Benefits > Admin Flex Spending Acct US > Create Account Reports > HE/State Account Closure***

The account closure component has two modes.

1. The first mode is the Pre-Closure Report Only. This report will allow you to view what will happen when the user closes all the Accounts.

2. Secondly, there is a Close and Report mode. This will officially close the FSA Accounts for the previous year.


FSA Account Closure Process

Run Control ID: c

Report Manager Process Monitor Run

*SetID: Higher Ed *FSA Run ID: HE1 Plan Type: Benefit Plan:

Pre-Closure report only (do not close FSA accounts)

Close and Report all FSA accounts for Plan Year: 2010

Plan Type (Insurance Line) Selection Customize | Find | View 5 | First 1-6 of 6 Last

	FSA Close	Plan Type	Benefit Plan	Service From Date	Service To Date
1		FSA Health	HBSC-M	01/01/2010	03/15/2011
2		FSA Health	HSCS-M	01/01/2010	03/15/2011
3		FSA Health	HUND-M	01/01/2010	03/15/2011
4		FSA Depnd	HBSC-D	01/01/2010	03/15/2011
5		FSA Depnd	HSCS-D	01/01/2010	03/15/2011
6		FSA Depnd	HUND-D	01/01/2010	03/15/2011

SetID: Select Higher Ed

Flexible Spending Acct Run ID: HE1

Plan Type: Leave blank to run both Dep and Med

Benefit Plan: Leave blank to run both Dep and Med

- Select the Pre-Closure button to run the report process and review before running the closure process. This report will give you an audit trail of account information for a plan year.

- Select the Close and Report button to run the process to close all FSA accounts for the Benefit Plan selected.

Plan Year Field: Needs to be populated to have the Plan Type Selection list appear.

Plan Type Selection: Select the FSA Medical and Dependent Care benefit plans for your campus; run the Pre-Closure report only first; then run the Close and Report process.

Click Run and select Server Name PSNT; Type: Web and Format: PDF; Click OK
When the process changes to Success, you can click on the Details link to view the PDF file.

FSA CHECK REVERSAL (FSA006 – REVERSE CHECKS IN ERROR)

From time to time, users will need to reverse FSA checks for multiple reasons. One of the most common reasons is a lost check.

If a claim is processed and the check is not printed, the Reverse Check process sets:

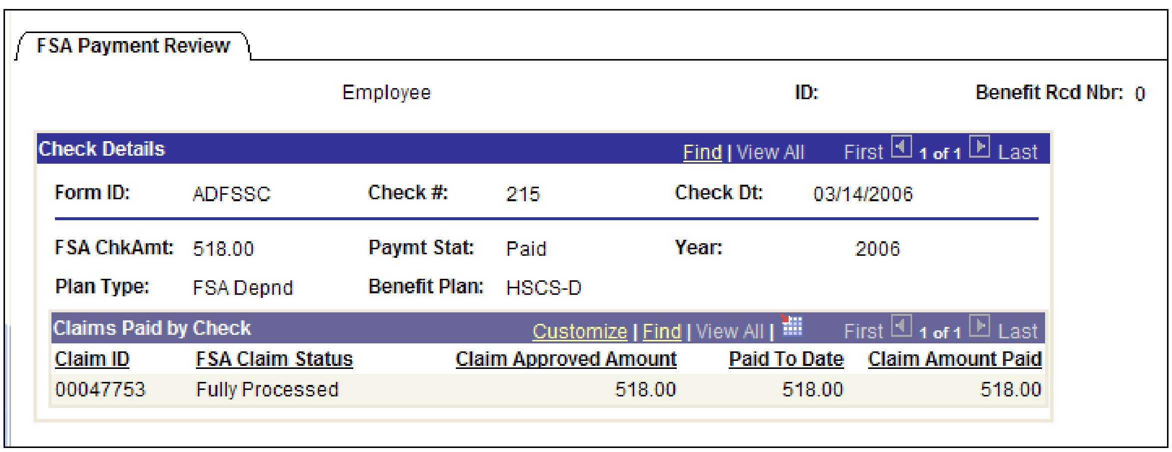
- Check Status to Void
- Claim Status to Pended

If a claim is processed and the check is printed, the process:

- Sets Check Status to Reversed
- Sets Claim Status to Pended
- Reduces the claim's Paid-to Date field by the appropriate amount and marks it so it will be picked up during the next Claims Processing run.

Before you can reverse the check you will need to know the Form ID, Check # and Check Date. This information can be found at

Benefits > Admin Flex Spending Acct US > Review Claim Payment/Info > FSA Payment Details

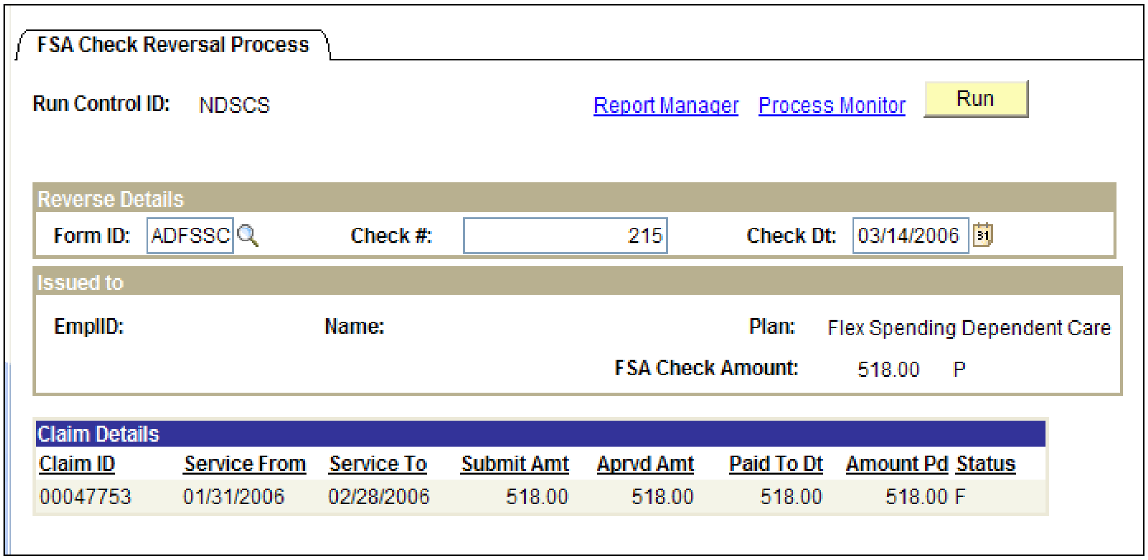


To reverse a check, go to

Benefits > Admin Flex Spending Acct US > Correct Errors > Reverse Checks in Error

Enter a Run Control ID.

The next page you access is the Check Reversal Page:



FSA Check Reversal Process

Run Control ID: NDSCS   Report Manager   Process Monitor   Run

Reverse Details

Form ID: ADFSSC   Check #: 215   Check Dt: 03/14/2006

Issued to

EmplID: Name: Plan: Flex Spending Dependent Care

FSA Check Amount: 518.00 P

Claim Details

Claim ID	Service From	Service To	Submit Amt	Aprvd Amt	Paid To Dt	Amount Pd	Status
00047753	01/31/2006	02/28/2006	518.00	518.00	518.00	518.00	F

Form ID: The Form ID is unique to FSA advices for each campus and state agency.

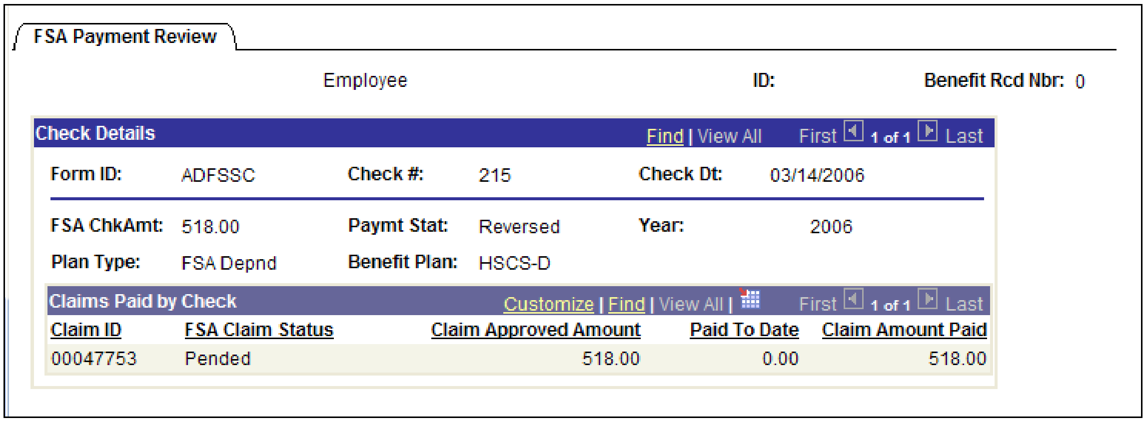
Check #: The advice number issued.

Check Dt: The date of the advice.

Once information is added to these fields, the Issued To and Claim Details information will automatically feel.

Verify this is the correct check you want to reverse, click save and run the process.

Once the process is a Success, return to
Benefits > Admin Flex Spending Acct US > Review Claim Payment/Info > FSA Payment Details



FSA Payment Review

Employee ID: Benefit Rcd Nbr: 0

Check Details Find | View All First 1 of 1 Last

Form ID:	ADFSSC	**Check #:**	215	**Check Dt:**	03/14/2006
FSA ChkAmt:	518.00	**Paymt Stat:**	Reversed	**Year:**	2006
Plan Type:	FSA Depnd	**Benefit Plan:**	HSCS-D		

Claims Paid by Check Customize | Find | View All | First 1 of 1 Last

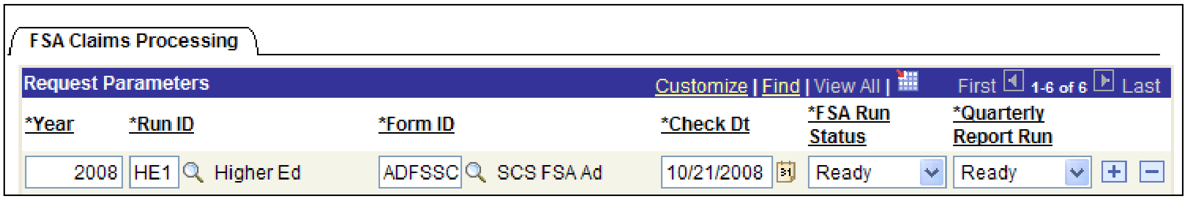
Claim ID	FSA Claim Status	Claim Approved Amount	Paid To Date	Claim Amount Paid
00047753	Pended	518.00	0.00	518.00

Note the Payment Status is **Reversed** and the FSA Claim Status is **Pended.**

The claim now has a status of Pended. The next time the FSA Claim Process is run, the status will be updated to Fully Processed.

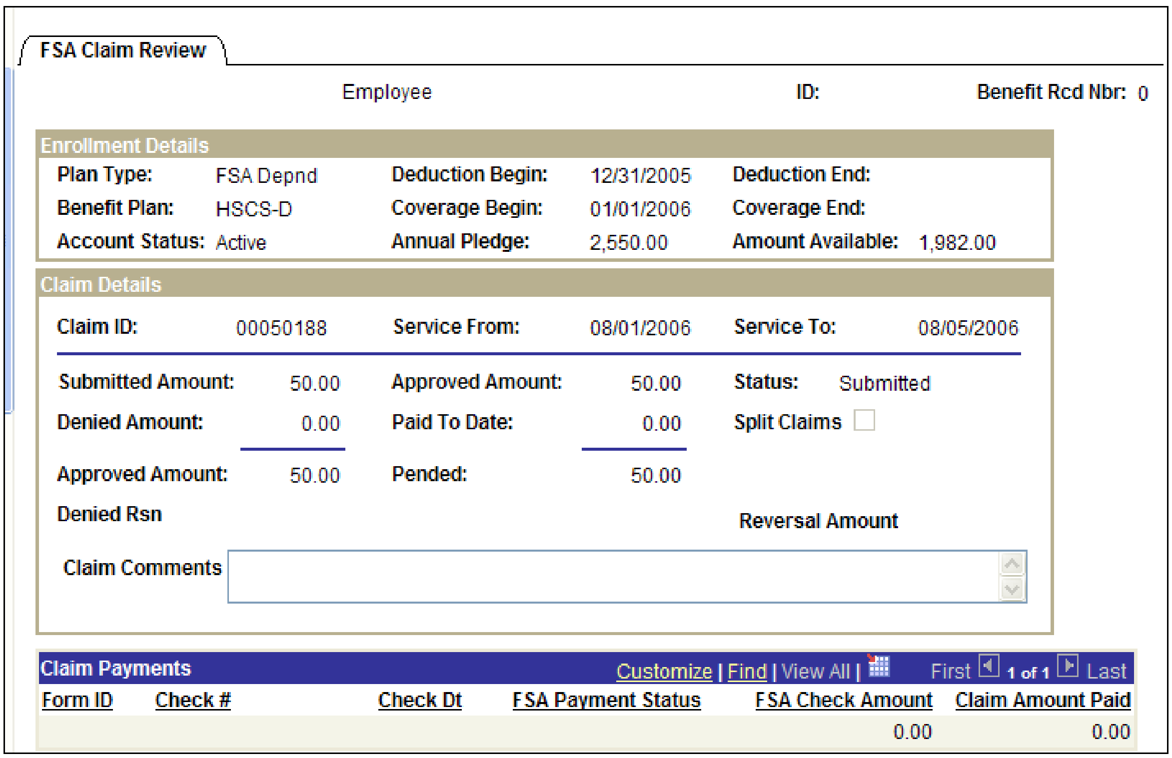
Below is a screen shot of the FSA Claims Processing Run Control page to update the FSA Claim Status; the 2008 Advice Form ID for SCS is set to Ready:

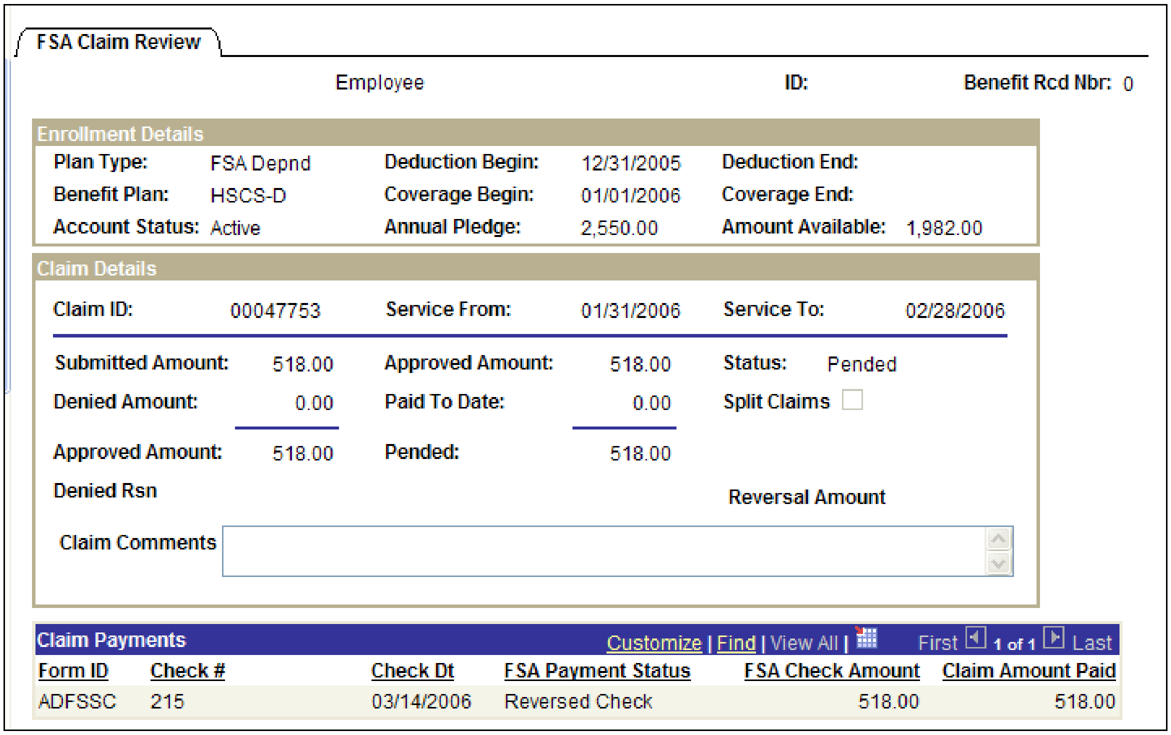
Benefits > Admin Flex Spending Acct US > Process Claims > Specify Processing Parameters



Below is a screen shot of the new Claim and the Reversed Claim as viewed at

Benefits > Admin Flex Spending Acct US > Review Claim/Payment Info > FSA Claim Details





FSA Claim Review

Employee ID: Benefit Rcd Nbr: 0

Enrollment Details

Plan Type: FSA Depnd | Deduction Begin: 12/31/2005 | Deduction End:
Benefit Plan: HSCS-D | Coverage Begin: 01/01/2006 | Coverage End:
Account Status: Active | Annual Pledge: 2,550.00 | Amount Available: 1,982.00

Claim Details

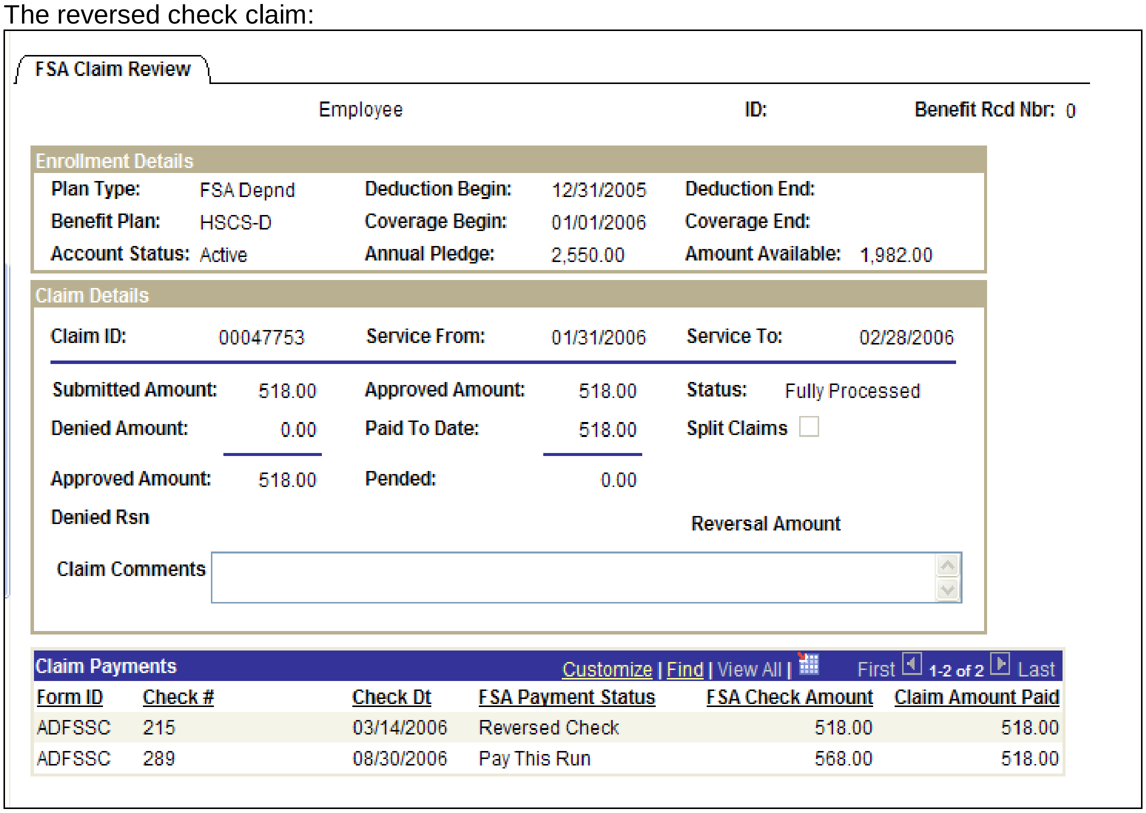
Claim ID: 00047753 | Service From: 01/31/2006 | Service To: 02/28/2006
Submitted Amount: 518.00 | Approved Amount: 518.00 | Status: Pended
Denied Amount: 0.00 | Paid To Date: 0.00 | Split Claims
Approved Amount: 518.00 | Pended: 518.00
Denied Rsn | Reversal Amount
Claim Comments

Claim Payments Customize | Find | View All | First 1 of 1 Last

Form ID	Check #	Check Dt	FSA Payment Status	FSA Check Amount	Claim Amount Paid
ADFSSC	215	03/14/2006	Reversed Check	518.00	518.00

After the claims process has been run the FSA Claims Detail pages looks like this:

The reversed check claim:



FSA Claim Review

Employee ID: Benefit Rcd Nbr: 0

Enrollment Details

Plan Type: FSA Depnd | Deduction Begin: 12/31/2005 | Deduction End:
Benefit Plan: HSCS-D | Coverage Begin: 01/01/2006 | Coverage End:
Account Status: Active | Annual Pledge: 2,550.00 | Amount Available: 1,982.00

Claim Details

Claim ID: 00047753 | Service From: 01/31/2006 | Service To: 02/28/2006
Submitted Amount: 518.00 | Approved Amount: 518.00 | Status: Fully Processed
Denied Amount: 0.00 | Paid To Date: 518.00 | Split Claims
Approved Amount: 518.00 | Pended: 0.00
Denied Rsn | Reversal Amount
Claim Comments

Claim Payments Customize | Find | View All | First 1-2 of 2 Last

Form ID	Check #	Check Dt	FSA Payment Status	FSA Check Amount	Claim Amount Paid
ADFSSC	215	03/14/2006	Reversed Check	518.00	518.00
ADFSSC	289	08/30/2006	Pay This Run	568.00	518.00

The new claim:

FSA Claim Review

Employee ID: Benefit Rcd Nbr: 0

Enrollment Details

Plan Type:	FSA Depnd	Deduction Begin:	12/31/2005	Deduction End:	
Benefit Plan:	HSCS-D	Coverage Begin:	01/01/2006	Coverage End:	
Account Status:	Active	Annual Pledge:	2,550.00	Amount Available:	1,982.00

Claim Details

Claim ID:	00050188	Service From:	08/01/2006	Service To:	08/05/2006
Submitted Amount:	50.00	Approved Amount:	50.00	Status:	Fully Processed
Denied Amount:	0.00	Paid To Date:	50.00	Split Claims	
Approved Amount:	50.00	Pended:	0.00		
Denied Rsn				Reversal Amount	

Claim Comments

Claim Payments Customize | Find | View All | First 1 of 1 Last

Form ID	Check #	Check Dt	FSA Payment Status	FSA Check Amount	Claim Amount Paid
ADFSSC	289	08/30/2006	Pay This Run	568.00	50.00

Note: The FSA Check amount for the 8/30/2006 row includes both the reversed check and the new claim amounts.

Below is a screen shot of the FSA Payment Review after the Check Print Process has been run:

Benefits > Admin Flex Spending Acct US > Review Claim/Payment Info > FSA Payment Details

FSA Payment Review

Employee ID: Benefit Rcd Nbr: 0

Check Details Find | View All First 1 of 1 Last

Form ID:	ADFSSC	Check #:	289	Check Dt:	08/30/2006
FSA ChkAmt:	568.00	Paymt Stat:	Dir Dep	Year:	2006
Plan Type:	FSA Depnd	Benefit Plan:	HSCS-D		

Claims Paid by Check Customize | Find | View All | First 1-2 of 2 Last

Claim ID	FSA Claim Status	Claim Approved Amount	Paid To Date	Claim Amount Paid
00047753	Fully Processed	518.00	518.00	518.00
00050188	Fully Processed	50.00	50.00	50.00

FSA CLAIM REVERSAL (FSA 007 – CANCEL CLAIM/REVERSE CHECK)

This process will reverse an FSA claim and the advices that reimbursed that claim. This would only be used if the claim was found to be an erroneous claim and the employee has cashed their FSA check. The claim can be reversed, but not the payment. Or the check hasn't been cashed and both the claim and the check can be reversed.

If a claim is not processed, the process sets the claim to Void.
If a claim is processed, but the check is not printed, the process:

- Sets Claim Status to Reversed
- Sets Check Status to Void

If a claim is processed and the check is printed, the process:

- Sets Claim Status to Reversed
- Sets Check Status to Reversed
- Clears the Claim's Paid-to-Date field
- Subtracts the claim's submitted and approved amounts from the committed FSA balances
- Lists other claims that are affected by the reversal
-

We will review two scenarios for claim reversals.

1. An employee has cashed their FSA check and the claim was found to be erroneous. The institution wants to reverse the claim, but not the payment.
2. The claim was found to be a 'bad' claim or duplicate. The check hasn't cleared or been cashed. Therefore we need to reverse both the claim and the check.

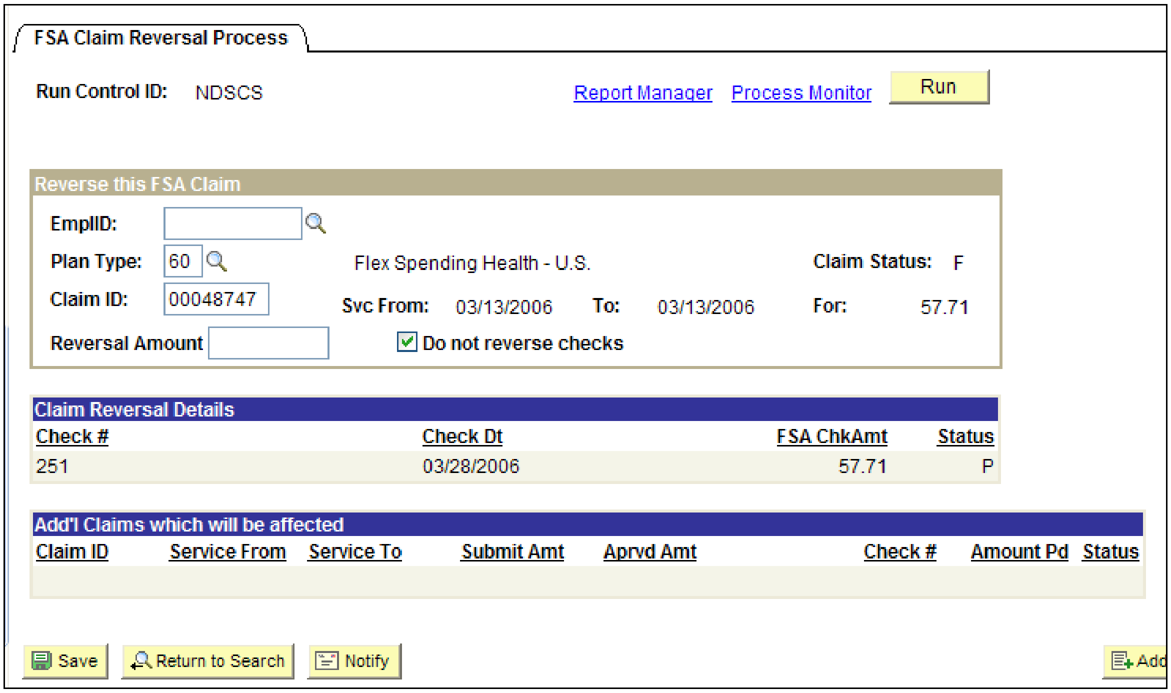
Senario 1: An employee has cashed their FSA check, and the claim was found to be erroneous. The institution wants to reverse the claim but not the payment.

Before you can reverse the claim you will need to know the Claim ID. This information can be found at

Benefits > Admin Flex Spending Acct US > Review Claim Payment/Info > FSA Payment Details

Go to
Benefits > Admin Flex Spending Acct US > Correct Errors > Cancel Claim Reverse Check

Enter a Run Control ID. The next page you access is the Claim Reversal Page:



Employee ID: Choose the employee ID for the Claim Reversal

Plan Type: Choose the Plan Type of the Claim Reversal

Claim ID: Input the claim ID to be reserved.

Service From: Defaults once claim ID is input.

Service To: Defaults once claim ID is input.

Reversal Amt: Defaults once claim ID is input or an amount can be entered, if different.

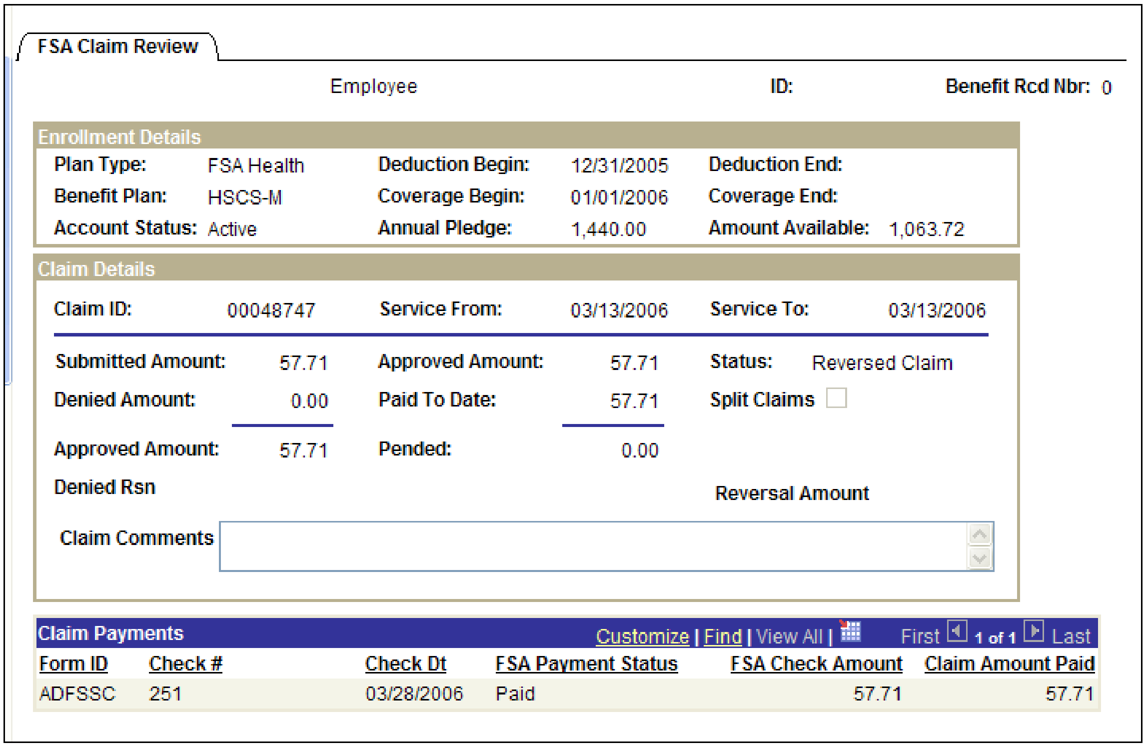
Do Not Reverse Checks: Check this box if you don’t want the check to be reversed. If you check this box, the claim will show Reversed, and the Claim Payments will still show paid.

Claim Reversal Details: Once the Employee ID, Plan Type, and Claim ID have been input, the Claim Reversal Details section will autofill.

Addl Claims Which will be Affected: PeopleSoft will default this field if there are additional claims that will be affected by the claim reversal process

Run the process.

The claim will now have a status of Reversed Claim. To review the claim status, go to
Benefits > Admin Flex Spending Acct US > Review Claim Payment/Info > FSA Claim Details



FSA Claim Review

Employee ID: Benefit Rcd Nbr: 0

Enrollment Details

Plan Type:	FSA Health	Deduction Begin:	12/31/2005	Deduction End:	
Benefit Plan:	HSCS-M	Coverage Begin:	01/01/2006	Coverage End:	
Account Status:	Active	Annual Pledge:	1,440.00	Amount Available:	1,063.72

Claim Details

Claim ID:	00048747	Service From:	03/13/2006	Service To:	03/13/2006
Submitted Amount:	57.71	Approved Amount:	57.71	Status:	Reversed Claim
Denied Amount:	0.00	Paid To Date:	57.71	Split Claims	
Approved Amount:	57.71	Pended:	0.00		
Denied Rsn				Reversal Amount	

Claim Comments

Claim Payments Customize | Find | View All | First 1 of 1 Last

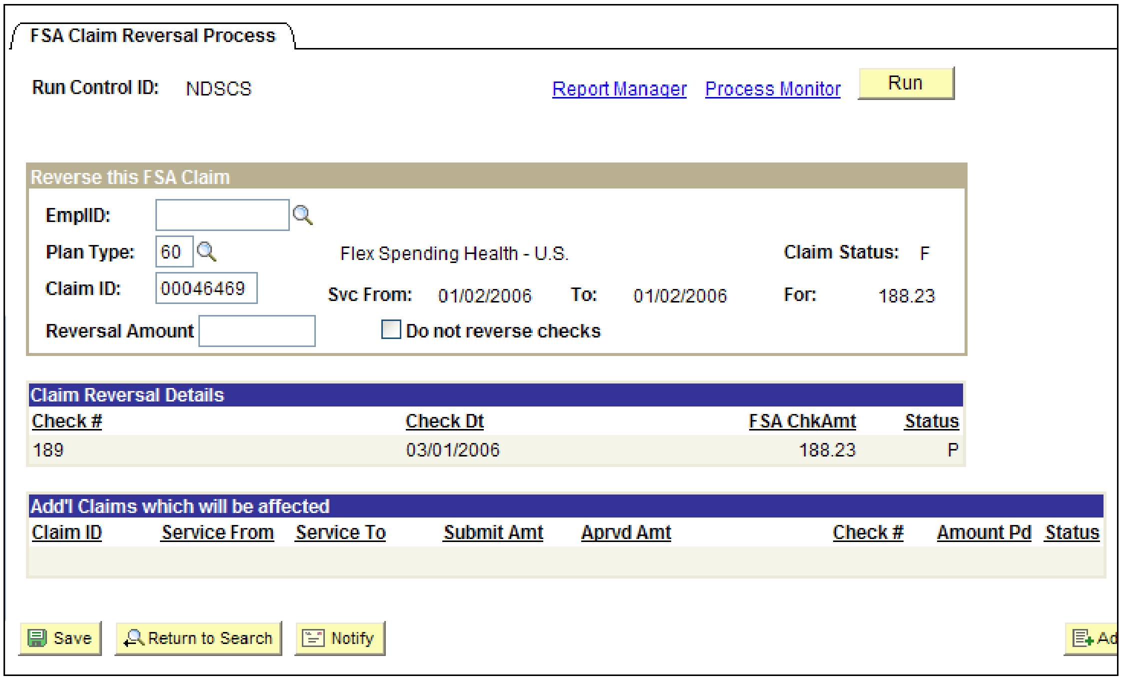
Form ID	Check #	Check Dt	FSA Payment Status	FSA Check Amount	Claim Amount Paid
ADFSSC	251	03/28/2006	Paid	57.71	57.71

Scenario 2: The claim was found to be a 'bad' claim or duplicate. The check hasn't cleared or been cashed. Therefore we need to reverse both the claim and the check.

Complete the steps as directed for Scenario 1 but do not check the box:

☐ Do not reverse checks

Below is an example of a fully filled out claim reversal that will reverse the check as well:



FSA Claim Reversal Process

Run Control ID: NDSCS   Report Manager   Process Monitor   Run

Reverse this FSA Claim

EmplID:

Plan Type: 60   Flex Spending Health - U.S.   Claim Status: F

Claim ID: 00046469   Svc From: 01/02/2006   To: 01/02/2006   For: 188.23

Reversal Amount   Do not reverse checks

Claim Reversal Details

Check #	Check Dt	FSA ChkAmt	Status
189	03/01/2006	188.23	P

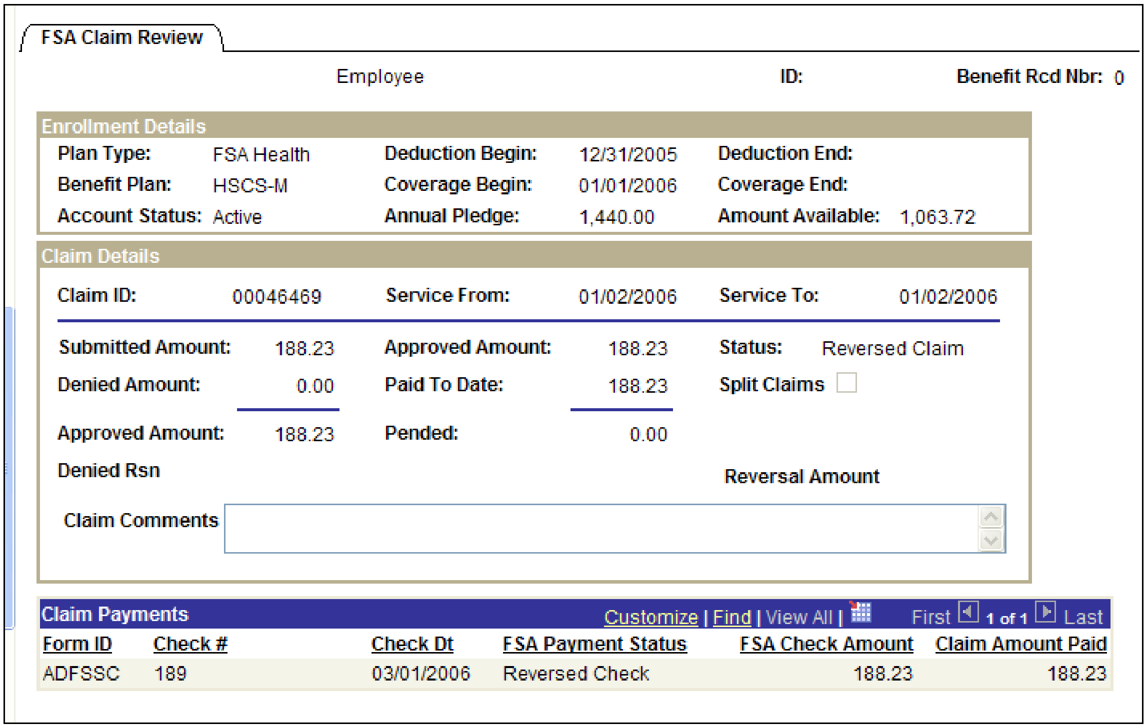
Add'l Claims which will be affected

Claim ID	Service From	Service To	Submit Amt	Aprvd Amt	Check #	Amount Pd	Status

Save   Return to Search   Notify   Ad

Run the process.

The claim will now have a status of Reversed Claim and the payment status as Reversed.
To review the claim status, go to ***Benefits > Admin Flex Spending Acct US > Review Claim Payment/Info > FSA Claim Details***


FSA Claim Review
Employee
ID:
Benefit Rcd Nbr: 0
Enrollment Details
Plan Type: FSA Health
Deduction Begin: 12/31/2005
Deduction End:
Benefit Plan: HSCS-M
Coverage Begin: 01/01/2006
Coverage End:
Account Status: Active
Annual Pledge: 1,440.00
Amount Available: 1,063.72
Claim Details
Claim ID: 00046469
Service From: 01/02/2006
Service To: 01/02/2006
Submitted Amount: 188.23
Approved Amount: 188.23
Status: Reversed Claim
Denied Amount: 0.00
Paid To Date: 188.23
Split Claims
Approved Amount: 188.23
Pended: 0.00
Denied Rsn
Reversal Amount
Claim Comments
Claim Payments
Customize | Find | View All |
First 1 of 1 Last
Form ID
Check #
Check Dt
FSA Payment Status
FSA Check Amount
Claim Amount Paid
ADFSSC
189
03/01/2006
Reversed Check
188.23
188.23

VIEWING CLAIM, PAYMENT AND YEAR TO DATE DETAIL

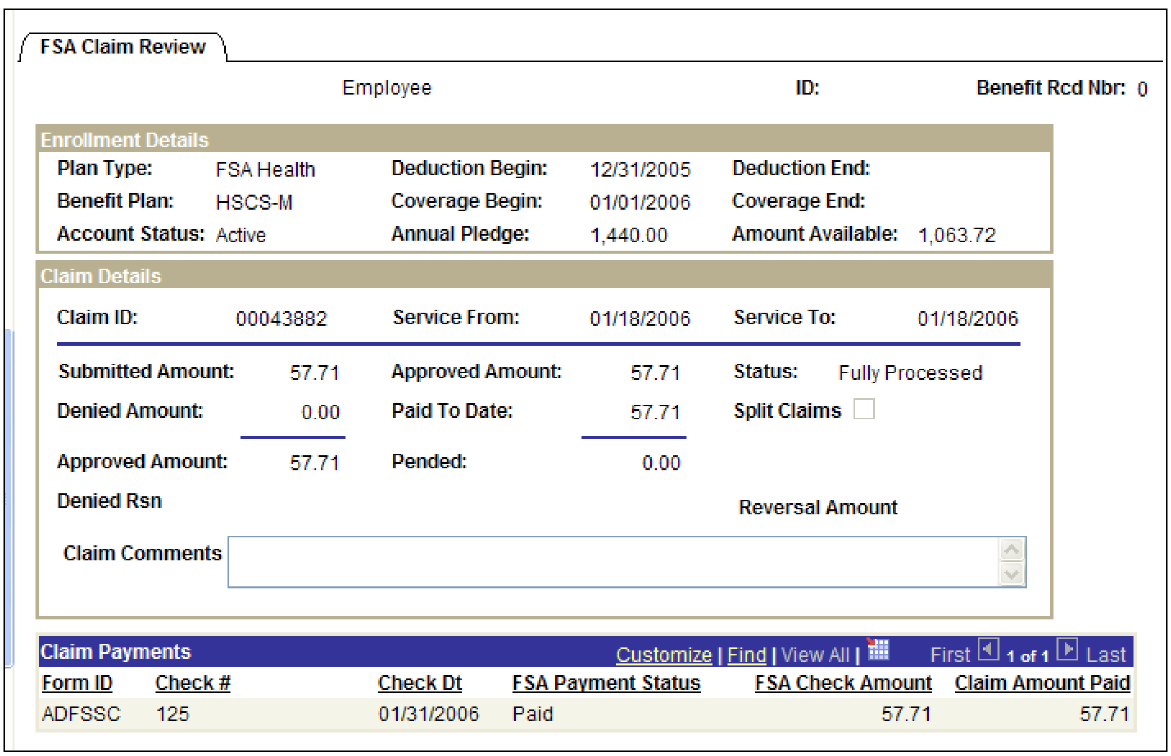
This section of the training manual will give an overview of the Inquire screens that are used so often during the FSA process. The inquire screens are the best and sometimes the only way to verify claim and payment statuses.

While working in FSA, it is recommended that the user uses the **New Window** function and has one window on the Inquire menu item.

FSA CLAIM REVIEW

Go to ***Benefits > Admin Flex Spending Acct US > Review Claim Payment/Info > FSA Claim Details*** and search for an employee or claim status.

Once you have chosen an employee and claim, the FSA Claim Review page will open.



FSA Claim Review

Employee   ID: Benefit Rcd Nbr: 0

Enrollment Details

Plan Type:	FSA Health	Deduction Begin:	12/31/2005	Deduction End:	
Benefit Plan:	HSCS-M	Coverage Begin:	01/01/2006	Coverage End:	
Account Status:	Active	Annual Pledge:	1,440.00	Amount Available:	1,063.72

Claim Details

Claim ID:	00043882	Service From:	01/18/2006	Service To:	01/18/2006
Submitted Amount:	57.71	Approved Amount:	57.71	Status:	Fully Processed
Denied Amount:	0.00	Paid To Date:	57.71	Split Claims	
Approved Amount:	57.71	Pended:	0.00		
Denied Rsn				Reversal Amount	

Claim Comments

Claim Payments   Customize | Find | View All | First 1 of 1 Last

Form ID	Check #	Check Dt	FSA Payment Status	FSA Check Amount	Claim Amount Paid
ADFSSC	125	01/31/2006	Paid	57.71	57.71

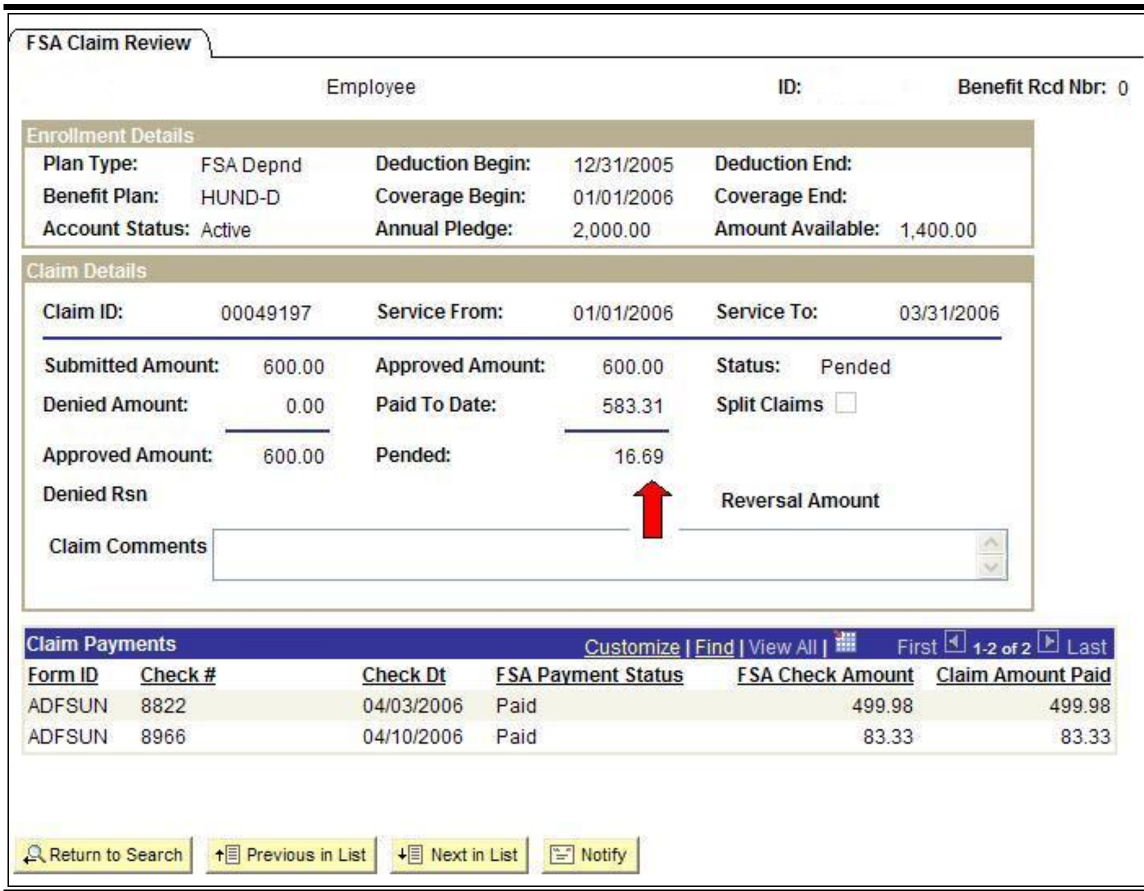
Enrollment Details: This group box contains the enrollment information for the Plan Type.

Claim Details: This group box contains various claim amounts, such as amounts approved and denied.

Claim Payments: This group box provides payment information for this claim. Note that you might see more than one check for the same claim. This can happen in a situation where the system held part of a claim and paid it after funds became available.

Status: When you enter claim data, this system sets the claim Status to *Submitted*. When the system approves payment for a claim, it sets the Status to *Ready to Pay*, *Pending*, or *Fully Processed*.

NOTE: *FSA Dependent Care account cannot be overdrawn. The claim will be Pended status if not enough funds are available when viewing the FSA Payment Review. Once payroll confirms, that total amount will be reduced by the FSA DepCare deduction and a statement will be printed for the participant.*



FSA Claim Review

Employee ID: Benefit Rcd Nbr: 0

Enrollment Details

Plan Type:	FSA Depnd	Deduction Begin:	12/31/2005	Deduction End:	
Benefit Plan:	HUND-D	Coverage Begin:	01/01/2006	Coverage End:	
Account Status:	Active	Annual Pledge:	2,000.00	Amount Available:	1,400.00

Claim Details

Claim ID:	00049197	Service From:	01/01/2006	Service To:	03/31/2006
Submitted Amount:	600.00	Approved Amount:	600.00	Status:	Pended
Denied Amount:	0.00	Paid To Date:	583.31	Split Claims	
Approved Amount:	600.00	Pended:	16.69		

Denied Rsn

Reversal Amount

Claim Comments

Claim Payments — Customize | Find | View All | First 1-2 of 2 Last

Form ID	Check #	Check Dt	FSA Payment Status	FSA Check Amount	Claim Amount Paid
ADFSUN	8822	04/03/2006	Paid	499.98	499.98
ADFSUN	8966	04/10/2006	Paid	83.33	83.33

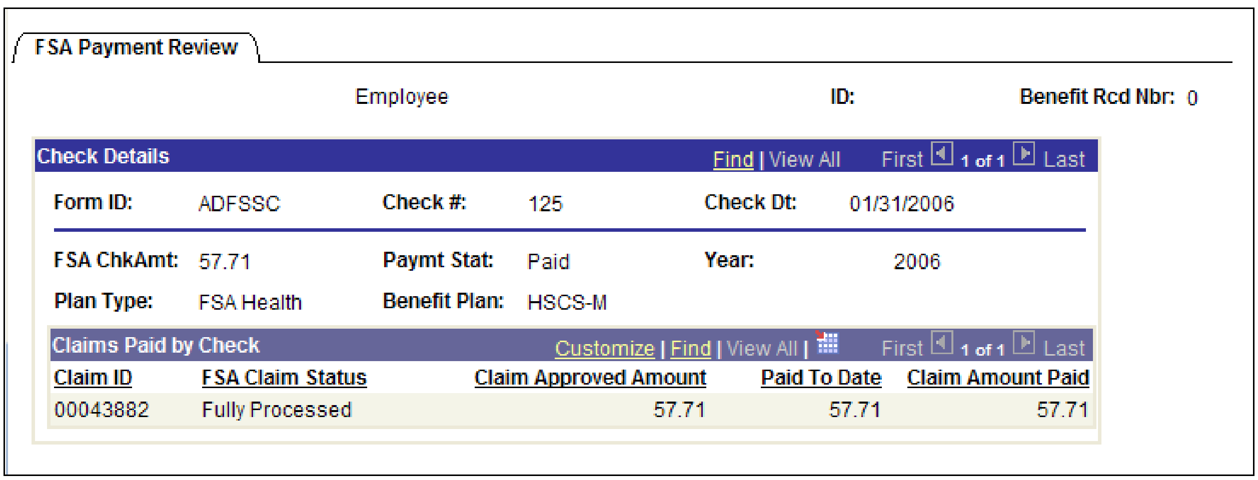
Return to Search | Previous in List | Next in List | Notify

FSA PAYMENT REVIEW

Go to ***Benefits > Admin Flex Spending Acct US > Review Claim Payment/Info > FSA Payment Details*** and search for an employee.

NOTE: View payment detail for any claim payment with the FSA Payment Details page. As with claim detail, to view payment detail, enter one or more search criteria. The more that you enter, the shorter the list from which you can choose the payment detail that you want to view. For example, if you know the employee's ID and that the claim has been paid, it is faster to search for an FSA payment status of Paid and the employee's name.

Below is an example of the FSA Payment Review Screen:



Paymt Stat: The system displays one of the following values:

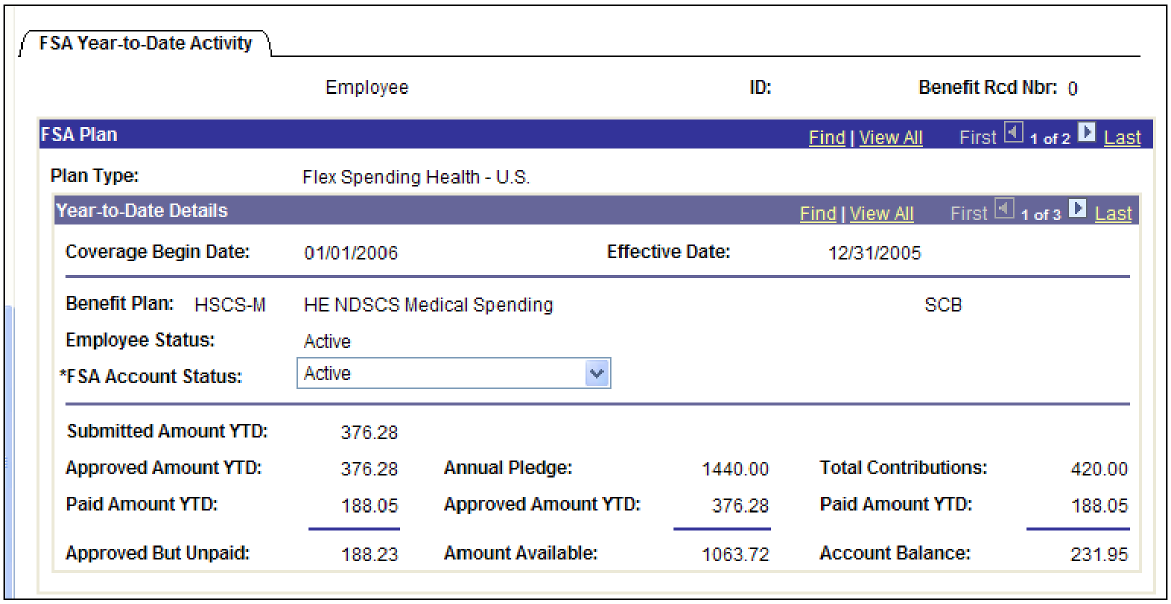
- **Pay This Run:** Payment has been calculated and authorized but a check has not yet been printed.
- **Reversed:** Payment was cancelled before a check was printed (although a check number has still been allotted).
- **Paid:** A check has been printed.
- **Void:** A check has been printed and subsequently voided.

VIEWING YEAR-TO-DATE FSA ACTIVITY:

Go to ***Benefits > Admin Flex Spending Acct US > Review Claim Payment/Info > Year-To-Date Activity*** and search for an employee.

Use the FSA Year-to-Date Activity page to view all year-to-date data for an employee.

Below is a screen shot of the Year-to-Date Activity page:


FSA Year-to-Date Activity

Employee ID: Benefit Rcd Nbr: 0

FSA Plan — Find | View All — First 1 of 2 Last

Plan Type: Flex Spending Health - U.S.

Year-to-Date Details — Find | View All — First 1 of 3 Last

Coverage Begin Date: 01/01/2006 Effective Date: 12/31/2005

Benefit Plan: HSCS-M HE NDSCS Medical Spending SCB

Employee Status: Active

*FSA Account Status: Active

Submitted Amount YTD:	376.28				
Approved Amount YTD:	376.28	Annual Pledge:	1440.00	Total Contributions:	420.00
Paid Amount YTD:	188.05	Approved Amount YTD:	376.28	Paid Amount YTD:	188.05
Approved But Unpaid:	188.23	Amount Available:	1063.72	Account Balance:	231.95

FSA Account Status: The status of the account. The system maintains this status, but you can update it. You might do so if you decide to close an account before the end of the year, although this would typically be accomplished by terminating the employee's FSA election using the Benefits Administration business process.