

DATAIR FlexPlus Version 1.10 Update Notes

CA 1.10a

CA Version 1.10.5891

March 11, 2010

This update contains the following New Features, Enhancements and Issues Addressed:

New Features

- Employee History – Upon downloading this update, the system creates a history of employee events, such as date of hire, date of termination, change in hours, ownership percentage, etc. from existing employee census information. The purpose of tracking changes to employee census and eligibility information is to enable FlexPlus to share a common SQL database with other DATAIR software systems that utilize employee events. The Employee History is then used to determine employment status, enrollment eligibility and report grouping.

Enhancements

- Claims Processing – Added ‘Limit to Current Plan & Plan Year’ option to 132(f) plans
- Claims Screen – If employee is enrolled in only one reimbursement benefit, system automatically loads that benefit.
- Employee Proposal – Added ‘As-Of’ date in the report header
- Employer Proposal – Added ‘As-Of’ date in the report header
- Find Employee List – Allow employee selection when no plan is loaded and automatically load the default plan for the employee selected
- Employee, Contribution, Enrollment folders – Using <PgUp> and <PgDn> keys now move quicker through the employee, contribution and enrollment screens while displaying each employee name in the title bar as it scrolls.

Issues Addressed

- Check Register Report – Fixed the beginning balance when limiting the selection of a global checkbook by ‘All Plans’
- MFSA Test – Fixed the calculation and rounding of the percentage
- Benefits folder – When changing from HSA to another classification, the ‘Print Checks’ option and ‘Outside Insurance’ check boxes are available.

Report Updates

NEW! 125 POP Safe Harbor Test	Added special safe harbor for premium only plans
Check Payment List	Added summary by benefit classification
Check Register	Added summary by benefit classification
Report Headers	Reduced the font size of long plan names appearing in the report header

The below detailed Release Notes include a list of new and changed features of the system. Please be sure to thoroughly review them **before** installing the new release.

CA 1.10a Release Notes

New Features: The purpose of tracking...

The purpose of tracking the employee's event history is to more accurately determine eligibility and employment status as of a particular date, and provides a better overview of employee event changes. Reports are now able to display a more accurate snapshot per an as-of date or date range. On a system level, it will allow future releases of FlexPlus to share a common SQL database with other DATAIR software systems that utilize employee events.

Enhancements

Check Register - Added a 'Transaction Type' filter

Status	Date	Type	Nur	Plan	Memc
None	02/03/2008	Check		CHKPLAN1	
None	02/03/2008	Check		CHKPLAN1	
None	02/03/2008	Check		CHKPLAN1	
None	02/03/2008	Check		CHKPLAN1	
None	02/03/2008	Check		CHKPLAN1	
None	02/03/2008	Check	0 Company of Check Testing	CHKPLAN1	
None	02/03/2008	Check	0 Company of Check Testing	CHKPLAN1	
None	02/03/2008	Check	0 Company of Check Testing	CHKPLAN1	

Batch Print (Reports) - The 'Select Employee' option now allows filtering on groups (Location, Division and Job Class) for easier selection of one or multiple groups.

Last Name	First Name	#	SSN	Status
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ACH Tracking - Transactions that are printed to a file through the ACH File Generation will now show as Printed in the Check Register. It also allows the ACH File Generation and the ACH Advice report to default the starting and ending range to that of new unprinted transactions.

Batch Print

Employee Communications

Administrative

- All Employee Communications
- ACH Advice
- ACH Authorization Agreement
- Debit Card Request For Additional Info
- Denial Letter
- Electronic Communications Consent
- Employee Envelope
- Employee Proposal
- Explanation of Benefits
- FSA Balance Report
- Salary Reduction

Communications

Select Records

Select Employee(s)

ACH# Start: 44890

ACH# End: 44993

ACH Payment Date From: 03/18/2010

ACH Payment Date To: 03/18/2010

Batch Print

Processing

Administrative

- All Processing
- ACH File Generation
- Check File Generation
- Print Checks

Communications

Select Records

ACH Reference # Start: 44890

ACH Reference # End: 44993

Payment Date: 03/31/2010

File Name: PLAN_03-08-2010.ACH

NEW! *Safe Harbor for Premium-Only-Plans Test*

Under the special safe harbor for premium only plans, if a cafeteria plan offers as its sole benefit an election between cash and payment of the employee share of the premium for employer- provided accident and health insurance, and if all employees can participate and can elect the same salary reductions for the same benefits the plan is deemed to satisfy the Code §125 nondiscrimination rules because it passes the Eligibility Test (utilization is not tested).

Upon selecting '125 POP' as the sub-type on the Plan Info tab (Plan Info folder), the '125 POP Safe Harbor Test' will be made available for testing purposes.

Plan Information

1 Sponsor | 2 Plan Info | 3 FlexPlus Info | 4 Groups

Plan Details

Plan Ident : SAMPLEPOP

3 Digit Plan # : 501

Trust Tax ID : -

Plan Name : Sample POP Plan

Plan Sort Name : Sample POP Plan

Trust Name : Sample Cafeteria Company

Plan Type : Fringe Benefit/Welfare

Sub Type : 125 POP

Plan Status : Active

NEW! *Employee History*

Employee History – Upon downloading this update, the system creates a history of employee events, such as date of hire, date of termination, change in hours, ownership percentage, etc. from existing employee census information. The purpose of tracking changes to employee census and eligibility information is to enable FlexPlus to share a common SQL database with other DATAIR software systems that utilize employee history. Employee dates are then used to determine employment status, enrollment eligibility and report grouping.

The screenshot shows a software interface for an employee record. The title bar reads "Employee - Smith, Mary (222-22-2222) Emp #: 22". Below the title bar are tabs for "1 - EE Census", "2 - Address", "3 - Enrollment", "4 - Account", "5 - Claims", "7 - Proposal", "8 - Testing", and "9 - History". The main form is divided into several sections:

- Identification:** SSN: 222-22-2222, Number: 22, Calendar: (None), Last, First, Middle, Suffix: Smith, Mary.
- Employee Dates:** Birth Date: 06/01/1970, Hire Date: 10/01/2008, Participation Date: (empty), Termination Date: / /, Term. Code: (None), and a circled "Event Dates" field.
- Employee Location and Classification:** Division: OFFICE, Location: CHICAGO, Class: (empty).
- Work Status:** Part Time (unchecked), Minimum Hours: 0.0, Union Employee (unchecked), Non Resident Alien (unchecked).
- General Employee Information:** Gender: (empty), Marital Status: Single, Non Spousal Dependents: 0, Smoker (unchecked), Spending Credit: 0.00, PIN #: (empty).

Upon installation of 1.11 your database will be automatically updated.

- Create Employee History
 - o Based on the current Employee records, FlexPlus will create a record for each employee for any applicable field that is populated. The fields are named in one of the following sections titled *Employee Events*. For example, for one employee the system may end up creating multiple events – one for Hire Date, one for Union employee, one for the Division the employee belongs to, etc.

IMPORTANT!

The first time you run CA/Win after downloading this update your database will be updated; the next time you start CA/Win the system will run the event functions. **This is a one-time process and will only run one time, but could take minutes, depending on how much data you have in your plan – DO NOT cancel this process.**

- After the system is finished creating the employee history, FlexPlus will then test all of the current enrollments in every plan for the past couple of years, and will print a log of any enrollments that are in conflict with the eligibility requirements set up for the benefit.
 - When the final portion of event testing begins, the Cancel button at the bottom of the screen becomes enabled.
 - **Cancelling the process before that point will cause the entire process to run again the next time you start FlexPlus.**
 - **Cancelling the process during the final stage will prompt you whether to skip the final stage of testing. For extremely large databases, it gives the client the ability to cancel the test after testing the most important areas.**

Employee History

- Event Usage
 - o Employee events are used to determine employment status, enrollment eligibility and report grouping.
- Real Events vs. Status Events
 - o **Real Events** are events that we know the actual date of. An example is an employee that we know joined the union on 5/6/2009.
 - o **Status Events** are events that we know the status as of a particular date. For example, knowing the employee is Part-Time during this plan year, but not knowing exactly what date the employee switched from Full-Time to Part-Time.
 - Most status events generated through FlexPlus will have the 'Plan Year Begin' date as the event date so they apply to the entire plan year for reporting purposes.

The screenshot shows a window titled "Employee History". It contains a table with three columns: "Date", "Event Type", and "Notes". The table has three rows of data:

Date	Event Type	Notes
10/01/2008	Hired	
08/15/2009	Transfer to Division: SALES	
09/01/2009	Transfer to Location: CHICAGO	

Below the table is an "Event Data" form with the following fields:

- Date: 09/01/2009 (dropdown menu)
- Type: Transfer to Location (dropdown menu)
- Data: CHICAGO (dropdown menu)
- Note: (text input field)

At the bottom of the form, there is a checked checkbox labeled "Event Status - The event status is known as of a particular date, but the actual event date is unknown." To the right of the table and form are buttons for "Ok", "New", "Delete", and "Cancel".

NOTE: Nothing is automatically adjusted when you create an event for an employee. You still need to cancel their benefits the way you always have on their respective Enrollment screen.

There are numerous areas throughout FlexPlus affected by the addition of Employee History:

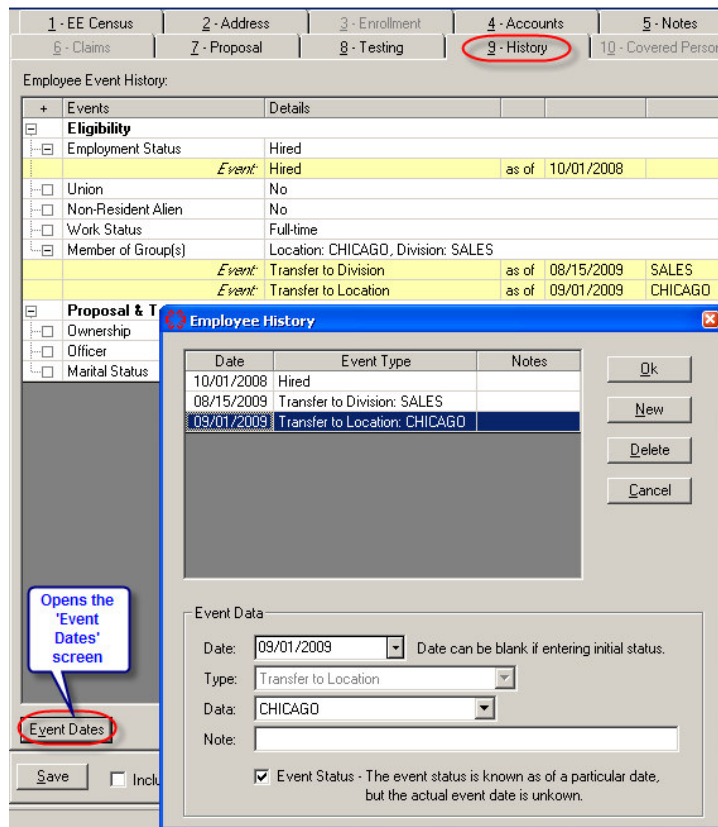
Employee Census

- There are fields on the employee census screen that now carry an event history and are used to determine employment status, enrollment eligibility, and are used extensively on reports.
 - o Fields used to determine Employment Status
 - Hire Date
 - Termination Date & Code
 - o Fields used to determine Enrollment Eligibility
 - Hire Date
 - Termination Date & Code
 - Division
 - Location
 - Class
 - Part-Time
 - Minimum Hours
 - Union Employee
 - Non-resident Alien
 - o Other fields used on reports

- Ownership %
- 5% Ownership Override (new field)
- Spouse or Dependent of Owner
- Officer
- Spouse or Dependent of Officer
- Smoker
- Marital Status (changed from a checkbox to a drop-down list)

- If no history exists for that field, you can still simply check the box or enter a hire date on the employee Census screen.

- Once a history event exists for that field, trying to edit the field will automatically take you to the Employee History window and highlight the most recent event for that field.



Data Transfer

- Copy In
 - o Copying in old 'Copy Out' files that pre-date Employee History and have existing data in the Employee record will create events for any of the above fields that have values entered.
 - o Copying in other employee fields will create events, setting the date of the event to 0 (None).
 - An event date = 0 tells the system that is the employee status for the event as far back as we know.
- Import
 - o Import will create status events for any employee event field with a value.
 - o Import creates Status Events as of 'Plan Year Begin' when imported through FlexPlus.
 - Importing employees through PE/Win will normally create Status Events as of the Period Begin Date.
 - o Import cleans up any duplicate events and redundant status events preventing the event list from getting cluttered with imported status events.

Pre-Enrollment

- Hire & Termination Events
 - o Excludes terminated employees from being pre-enrolled to the next plan year.

Find Employee

- Hire & Termination Events
 - o Un-checking the Include inactive employee's checkbox excludes terminated employees from the list.

Plan Recalc

- Flag enrollments where an employee is ineligible for the benefit based on any of the employee events.

Benefit Screen

- Changing eligibility requirements warns of any enrollments that are invalidated by those changes.

Plan Info

- Deleting a group (Div/Loc/Class) warns of that group's usage in the benefit 'Exclude Group' list and in employee events.
 - o FlexPlus will prompt whether to automatically remove it from the benefit's exclude list.
 - o FlexPlus will prohibit deleting a group that any employee is a part of.

Enrollment (Eligibility)

- Determines employee eligibility in each benefit by examining the employee history and the eligibility requirements entered for the benefit.
- Warns of any existing enrollments that violate the eligibility requirements of the benefit.
- Also uses the employee's DOB field in determining age eligibility, the only non-event field used.

Reports

- Summarization
 - o When you click 'Print', the employee event data is summarized as needed before printing. The reports proceed to use the summarized dates and status flags when printing.
 - o Depending on which reports are selected, the data is summarized per various dates and categories. It does not summarize per dates or categories not used by the current batch. It will avoid summarizing completely if re-printing the same batch without changing dates or leaving Batch Print.
 - o Summary Dates:
 - Date As Of prompt
 - Date End (or Date To) prompt
 - Plan Year Begin
 - Plan Year End
 - o Summary Categories:
 - Employment Status
 - Determine whether the employee is Hired, Terminated, or Not Employed per each of the dates listed above.
 - Eligibility
 - Determine the employee's Union Status, Division, Age, etc., per each of the dates listed above.
 - Other
 - Determine the employee's Ownership Percentage, Marital Status, etc. per each of the dates listed above.

- Sorting
 - o Div/Loc/Class events are also used for sorting and grouping via Batch Print's Sort tab.

All applicable reports have been updated to use the Employee History to determine employment status, eligibility, and testing criteria as of the reporting dates.

Below is a list of the reports and what employee history events are used to generate that report.

Report Name	Employment Status	Enrollment Eligibility	Months Of Service	Other Fields	Marital Status	Date As Of Prompt	Date To or Date End Prompt	PYB and/or PYE
ACH Advice	Yes							PYE
ACH Agreement	Yes							PYE
Salary Reduction	Yes					Yes		
132(f) Salary Reduction	Yes					Yes		
FSA Balance	Yes					Yes		
HRA Balance	Yes					Yes		
Electronic Comm. Consent	Yes							PYE
25% Dependent Care Test				Yes				PYB
25% Nondiscrimination Test				Yes				PYB
125 General Test	Yes	Yes	Yes	Yes				PYB, PYE
55% Average Benefit Test	Yes	Yes	Yes	Yes				PYB, PYE
MFSA Test	Yes	Yes	Yes	Yes				PYB
HRA Test	Yes	Yes	Yes	Yes				PYB
Account Balance	Yes						Yes	PYB
EE Eligible By Benefit	Yes	Yes				Yes		
EE Eligible By Employee	Yes	Yes				Yes		
Employee List	Yes			Yes		Yes		PYB
Enrollment Report	Yes					Yes		
Employer Proposal	Yes	Yes			Yes	Yes		PYB
Employee Proposal	Yes	Yes			Yes	Yes		PYB
Plan & Participation Statistics	Yes	Yes					Yes	
Envelope		Yes						
EOB		Yes						

Employee History Events by Report:

Category	Events	Notes
Employment Status	<ul style="list-style-type: none"> • Hire Date • Termination Date & Code 	Determines whether the employee is Hired, Terminated, or Not Employed.
Enrollment Eligibility	<ul style="list-style-type: none"> • Hire Date • Termination Date & Code • Division • Location • Class • Part-Time • Minimum Hours • Union Employee • Non-resident Alien 	Use these employee events compared to the eligibility requirements of the benefit. The Employee Communication reports only use the Div/Loc/Class fields for grouping and sorting.
Owner or Officer	<ul style="list-style-type: none"> • Ownership % • 5% Ownership Override • Spouse or Dependent of Owner • Officer • Spouse or Dependent of Officer 	For reports, some or all of these fields may be used to determine Key or HC employees.
Marital Status	<ul style="list-style-type: none"> • Marital Status 	For Proposal reports only.
Months Of Service	<ul style="list-style-type: none"> • Hire Date • Termination Date & Code 	Compares the amount of service to the Exclude Months of Service Less Than prompt.