



Benefit Programs

Finance > Payroll > Benefit Programs

A benefit program is any program to which an employee may elect non-statutory deductions and/or contributions to be applied to his/her paycheck. (These are a combination of previous Payroll Plans and Benefit Groups.)

There are three primary types of plans:

- **Subscription Based** – includes all TRS plans in which an employee is subscribed. (This does not include TRS ActiveCare-health insurance). WebSmart will update these as needed.
- **Election Based (or Flat Amount)** - the plan or the employee's election into the plan are used to determine the amount of the deduction and/or contribution.
- **Offering Based** - the plan itself is configured with several "options" to which an employee elects. It is the option they select that determines the amount of the deduction and/or contribution. Within offering based, there are two types: fixed contribution and fixed deduction. In each case, the "fixed" element is calculated and the balance is applied to the remaining element.



Add Benefit Program (Offering Based)

| Benefit Program + Add Benefit Program | | | | |
|--|-----------------------------|------------------------|--------------------|---------|
| Page Size: 10 | | Filter: Active Records | | |
| System ID | Name | Vendor | Calculation Method | Actions |
| 52 | * AT Deduction | AFLAC | Election-based | |
| 1 | 403(b) MassMutual | MassMutual | Election-based | |
| 2 | 403(b) ROTH MassMutual | MassMutual | Election-based | |
| 3 | AT - Active Care Substitute | TRS ActiveCare | Offering-based | |
| 4 | AT Dental Adj | Dental Select | Election-based | |
| 5 | AT-ActiveCare Health | TRS ActiveCare | Offering-based | |
| 6 | AT-ActiveCare Health Adj | TRS ActiveCare | Offering-based | |
| 7 | AT-ActiveCare Non Member | TRS ActiveCare | Offering-based | |
| 8 | AT-Aflac ACC | AFLAC | Offering-based | |
| 9 | AT-Aflac STD | AFLAC | Election-based | |

Records: 53 Page 1 of 6

New Benefit Program

A benefit program as any program to which an employee may elect that results in non-statutory deductions and/or contributions being applied to their paycheck. There are two primary types of plans: calculation based and offering based. With calculation based, the plan or the employee's election into the plan are used to determine the amount of the deduction and/or contribution. In offering based plans, however, the plan itself is configured with several "options" to which an employee elects. It is the option they select that determines the amount of the deduction and/or contribution. Within offering based, there are two types: fixed contribution and fixed deduction. In each case, the "fixed" element is calculated and the balance is applied to the remaining element. Please refer to help for more information.

Identifier

Name* C125 - Dental

Effective Date* 04/01/2015

Calculation Method* Offering-based

Vendor* AFLAC

- ▶ **Name** – Enter a description for the program
- ▶ **Effective Date** – Enter the effective date of the Benefit Program
- ▶ Select the **calculation method** from the drop down box
- ▶ Select the **Vendor** associated with the Benefit Program
- ▶ Select **Create**

General Offerings Configuration

Edit: C125 Dental

Identifier

Calculation Method* Offering-based

Calculation Timing* Calculate BEFORE Statutories Are Calculated

Name* C125 Dental

Vendor* AFLAC

The calculation timing will default to BEFORE tax. To change to an After Tax Deduction use the Edit Identifier

Before Tax or After Tax?

General Offerings Configuration

Edit: C125 Dental

Identifier

Calculation Method* Offering-based

Calculation Timing* Calculate BEFORE Statutories Are Calculated

Name Calculate BEFORE Statutories Are Calculated

Vendor* AFLAC

- ▶ Click on **Edit Identifier**
- ▶ **Calculation Timing** – Select before tax or after tax from the drop down box
- ▶ **Save**

Set the Offerings for the Benefit Type

General **Offerings** Configuration

Edit: C125 Dental Return to list

Identifier Edit Identifier

Calculation Method* Offering-based

Calculation Timing* Calculate BEFORE Statutories Are Calculated

Name* C125 Dental

Vendor* AFLAC

- ▶ Click on the **Offerings Tab**

General Offerings **Configuration**

Edit: C125 Dental Return to list

Program Offerings Add An Offering

Page Size: 10 Filter: Active Records

| System ID | Name | Actions |
|--------------------|------|---------|
| No Offerings Found | | |

Records: 0 Page 1 of 1

- ▶ Select **Add an Offering**

General Offerings **Configuration**

Edit: C125 Dental Return to list

Offering Rate

Name*

Save Cancel

- ▶ Select Name of the Offering

Examples would be for insurance:

EO – Employee Only

ES – Employee Spouse

EC – Employee and Children

EF – Employee and Family

General Offerings Configuration

Edit: C125 - Dental Return to list

Offering Rate

Name* X

- ▶ Select  to Save

General Offerings Configuration

Edit: C125 Dental Return to list

Program Offerings Add An Offering

Page Size: 10 Filter: Active Records

| System ID | Name | Actions |
|-----------|------|---------|
| 97 | EC | |
| 96 | EF | |
| 94 | EO | |
| 95 | ES | |

Records: 4 Page 1 of 1

Set the Configurations for the Benefit Type

- ▶ Click on the Configuration

General Offerings **Configuration**

Edit: C125 Dental Return to list

Program Offerings Add An Offering

Page Size: 10 Filter: Active Records

| System ID | Name | Actions |
|-----------|------|---------|
| 97 | EC | |
| 96 | EF | |
| 94 | EO | |
| 95 | ES | |

Records: 4 Page 1 of 1

General Offerings Configuration

Edit: C125 Dental Return to list

Each program may have a different configuration based upon an effective date. Payrolls run after the effective date will "assess" employees who have elected into the program the appropriate contributions and deductions based upon the configuration that was effective on the pay date of the payroll.

Program Configurations Change Configuration

Page Size: 10

| System ID | Effective Date | Configure | Actions |
|-----------|----------------|---|---------|
| 60 | 4/1/2012 | 0 Deduction(s) 0 Contribution(s) 0 Offerings(s) | |

Records: 1 Page 1 of 1

***** The configuration process HAS to be set up in the following order:**

Offering > Deduction (or Election Based Calculation) > Contribution (or Flat Based Calculations)

▶ Click on the **Offering(s)**

General Offerings Configuration

Edit: C125 Dental Return to list

Each program may have a different configuration based upon an effective date. Payrolls run after the effective date will "assess" employees who have elected into the program the appropriate contributions and deductions based upon the configuration that was effective on the pay date of the payroll.

Program Configurations Change Configuration

Page Size: 10

| System ID | Effective Date | Configure | Actions |
|-----------|----------------|---|---------|
| 60 | 4/1/2012 | 0 Deduction(s) 0 Contribution(s) 0 Offerings(s) | |

Records: 1 Page 1 of 1

General | Offerings | Configuration

Edit: C125 Dental Return to list

Program Configurations : 4/2/2015 Return to Configuration Menu

This editor allows you to add and manage offering rates that will be effective for this program as of 4/2/2015

Program Offering Rates **Edit Amounts**

Page Size: 10

| System ID | Name | Amount |
|-----------|------|--------|
| 97 | EC | \$0.00 |
| 96 | EF | \$0.00 |
| 94 | EO | \$0.00 |
| 95 | ES | \$0.00 |

Records: 4 Page 1 of 1

- ▶ Enter the **TOTAL** premiums into Amount fields
- ▶ Save

General | Offerings | Configuration

Edit: C125 Dental Return to list

Program Configurations : 4/2/2015 Return to Configuration Menu

This editor allows you to add and manage offering rates that will be effective for this program as of 4/2/2015

Program Offering Rates

| SystemId | Offering | Amount |
|----------|----------|-----------------------------------|
| 97 | EC | <input type="text" value="0.00"/> |
| 96 | EF | <input type="text" value="0.00"/> |
| 94 | EO | <input type="text" value="0.00"/> |
| 95 | ES | <input type="text" value="0.00"/> |

General Offerings Configuration

Edit: C125 Dental Return to list

Program Configurations : 4/2/2015 Return to Configuration Menu

This editor allows you to add and manage offering rates that will be effective for this program as of 4/2/2015

Program Offering Rates

| SystemId | Offering | Amount |
|----------|----------|----------|
| 97 | EC | 575.00 |
| 96 | EF | 1,200.00 |
| 94 | EO | 325.00 |
| 95 | ES | 850.00 |

Save Cancel

▶ Select  **Return to Configuration Menu**

General Offerings Configuration

Edit: C125 Dental Return to list

Program Configurations : 4/2/2015 Return to Configuration Menu

This editor allows you to add and manage offering rates that will be effective for this program as of 4/2/2015

Program Offering Rates Edit Amounts

Page Size: 10

| System ID | Name | Amount |
|-----------|------|------------|
| 97 | EC | \$575.00 |
| 96 | EF | \$1,200.00 |
| 94 | EO | \$325.00 |
| 95 | ES | \$850.00 |

Records: 4 Page 1 of 1

General Offerings Configuration

Edit: C125 Dental Return to list

Each program may have a different configuration based upon an effective date. Payrolls run after the effective date will "assess" employees who have elected into the program the appropriate contributions and deductions based upon the configuration that was effective on the pay date of the payroll.

Program Configurations Change Configuration

Page Size: 10

| System ID | Effective Date | Configure | Actions |
|-----------|----------------|---|---------|
| 61 | 4/2/2015 | 0 Deduction(s) 0 Contribution(s) 4 Offerings(s) | |

Records: 1 Page 1 of 1


- ▶ Click on the  **Deduction(s)**
- ▶ Select  **Add Deduction**

General | Offerings | Configuration

Edit: C125 Dental Return to list

Program Configurations : 4/2/2015 Return to Configuration Menu

This editor allows you to add and manage deductions that will be effective for this program as of 4/2/2015

Program Deductions  Add Deduction

Page Size: 10

| System ID | Name | Tax Treatment | Calc Method | Coding | Actions |
|---------------------|------|---------------|-------------|--------|---------|
| No Deductions Found | | | | | |

Records: 0 Page 1 of 1

Program Configurations : 4/1/2015 Return to Configuration Menu

This editor allows you to add and manage deductions that will be effective for this program as of 4/1/2015

Program Deductions

Name* C125 - Dental



Payroll Tax Treatment* Exempt from Withholding, FICA, Medicare

Adjustment Category* None

Calculation Method* Election based

Liability Mask* ??? -00 -2159 -00 -000 -? -00 -0 -00

W2 Reporting* None

 Save  Cancel

- ▶ **Payroll Tax Treatment** – The tax treatments are now preset categories. Use the drop down box to select the appropriate tax treatment.

Qualified from all taxes (default) ▼

Qualified from all taxes (default)

Exempt from FICA

Exempt from FICA, Medicare, State

Exempt from FICA, State

Exempt from Nothing

Exempt from State

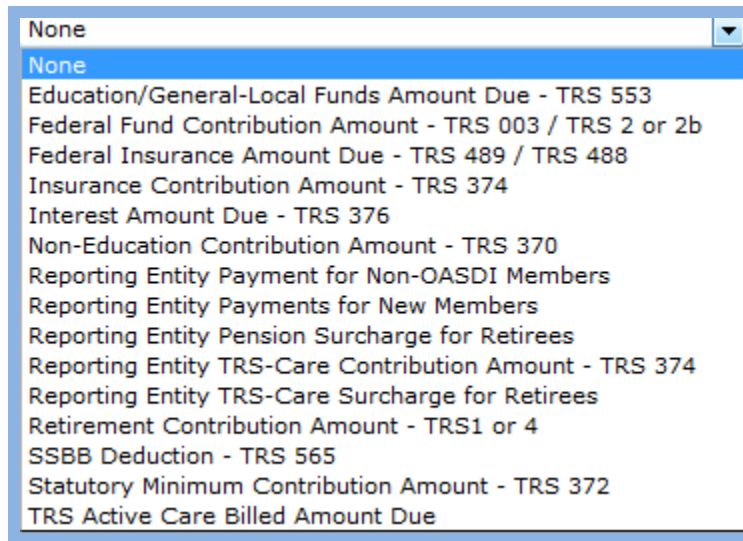
Exempt from Withholding, FICA, Medicare

Exempt from Withholding, FICA, Medicare, State

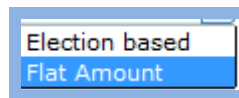
Exempt from Withholding, FICA, State

Exempt from Withholding, State

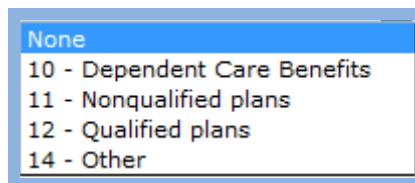
- ▶ **Payroll Tax Treatment** – The tax treatments are now preset categories. Use the drop down box to select the appropriate tax treatment.
- ▶ **Adjustment Category** – Use the drop down box to select the appropriate adjustment category if applicable



- ▶ **Calculation Method** – Use the drop down box to select the appropriate calculation method for the employe contribution.



- ▶ **Liability Account Mask** – Remember this MUST be completed.
- ▶ **W2 Reporting** – Use the drop down box to select the appropriate W-2 Reporting code.



- ▶ **Save**

General Offerings Configuration

Edit: C125 Dental Return to list

Program Configurations : 4/2/2015 Return to Configuration Menu

This editor allows you to add and manage deductions that will be effective for this program as of 4/2/2015

Program Deductions

Name* C125 Dental

Payroll Tax Treatment* Exempt from FICA

Adjustment Category* TRS Active Care Billed Amount Due

Calculation Method* Election based

Liability Mask* ??? - 00 - 2159 - .00 - .000 - ? - .00 - 0 - .00


W2 Reporting* 12 - Qualified plans DD

Save Cancel

▶ Select  **Return to Configuration Menu**

General Offerings Configuration



Edit: C125 Dental Return to list

Program Configurations : 4/2/2015  **Return to Configuration Menu**

This editor allows you to add and manage deductions that will be effective for this program as of 4/2/2015

Program Deductions

Page Size: 10

| System ID | Name | Tax Treatment | Calc Method | Coding | Actions |
|-----------|-------------|------------------|----------------|------------------------------|---|
| 61 | C125 Dental | Exempt from FICA | Election Based | ???-00-2159.00-000-?-00-0-00 |   |

Records: 1 Page 1 of 1

▶ Click on the  **Contribution(s)**






General Offerings Configuration

Edit: C125 Dental Return to list

Each program may have a different configuration based upon an effective date. Payrolls run after the effective date will "assess" employees who have elected into the program the appropriate contributions and deductions based upon the configuration that was effective on the pay date of the payroll.

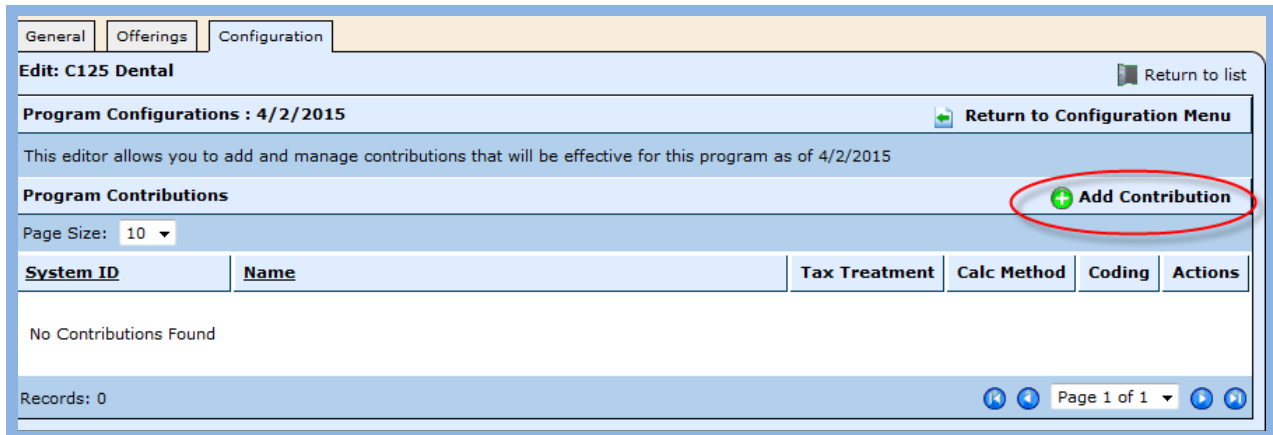
Program Configurations Change Configuration

Page Size: 10

| System ID | Effective Date | Configure | Actions |
|-----------|----------------|---|---|
| 61 | 4/2/2015 |  1 Deduction(s)  0 Contribution(s)  4 Offerings(s) |   |

Records: 1 Page 1 of 1

► Select  **Add Contribution**




General | Offerings | Configuration

Edit: C125 Dental Return to list

Program Configurations : 4/2/2015 Return to Configuration Menu

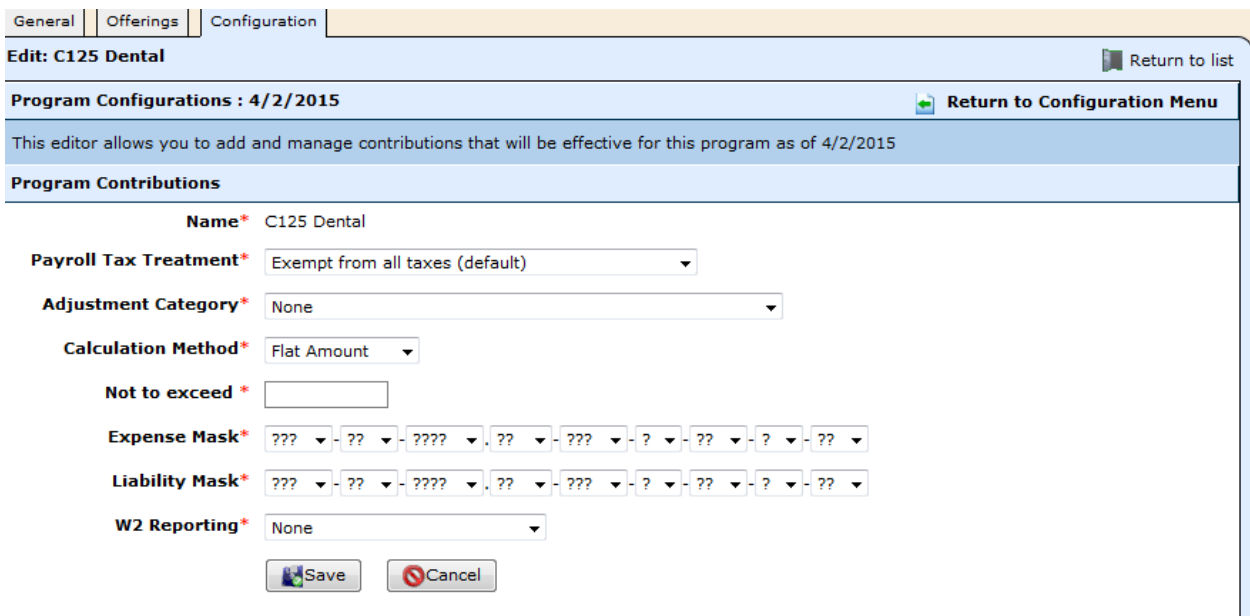
This editor allows you to add and manage contributions that will be effective for this program as of 4/2/2015

Program Contributions  Add Contribution

Page Size: 10

| System ID | Name | Tax Treatment | Calc Method | Coding | Actions |
|------------------------|------|---------------|-------------|--------|---------|
| No Contributions Found | | | | | |

Records: 0 Page 1 of 1



General | Offerings | Configuration

Edit: C125 Dental Return to list

Program Configurations : 4/2/2015 Return to Configuration Menu

This editor allows you to add and manage contributions that will be effective for this program as of 4/2/2015

Program Contributions

Name* C125 Dental

Payroll Tax Treatment* Exempt from all taxes (default)

Adjustment Category* None

Calculation Method* Flat Amount

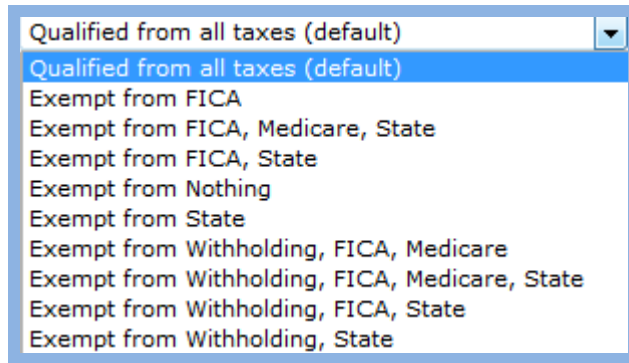
Not to exceed*

Expense Mask* ??? - ?? - ??? - ?? - ??? - ? - ?? - ? - ??

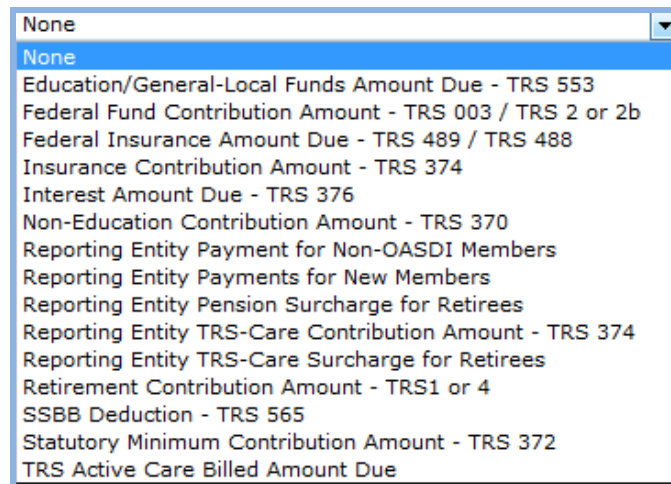
Liability Mask* ??? - ?? - ??? - ?? - ??? - ? - ?? - ? - ??

W2 Reporting* None

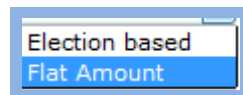
- **Payroll Tax Treatment** – The tax treatments are now preset categories. Use the drop down box to select the appropriate tax treatment.



- ▶ **Adjustment Category** – Use the drop down box to select the appropriate adjustment category if applicable



- ▶ **Calculation Method** – Use the drop down box to select the appropriate calculation method for the employe contribution. If the District is paying a portion of the premium, you must select Flat Amount



- ▶ **Not to exceed** – Enter the cap amount that will be contributed for this benefit program.
- ▶ **Expense Mask** – Enter the expense mask or at the very least the object code. If everything else is left with question marks it will default to the employees payroll expense code except for the object code that was entered.
- ▶ **Liability Account Mask** – Remember this MUST be completed.
- ▶ **W2 Reporting** – Use the drop down box to select the appropriate W-2 Reporting code.

- None
- 10 - Dependent Care Benefits
- 11 - Nonqualified plans
- 12 - Qualified plans
- 14 - Other

► Save

General Offerings Configuration

Edit: C125 Dental Return to list

Program Configurations : 4/2/2015 Return to Configuration Menu

This editor allows you to add and manage contributions that will be effective for this program as of 4/2/2015

Program Contributions

Name* C125 Dental

Payroll Tax Treatment* Exempt from FICA

Adjustment Category* TRS Active Care Billed Amount Due

Calculation Method* Flat Amount

Not to exceed * 325.00

Expense Mask* ??? - ?? - 6142 - ?? - ??? - ? - ?? - ? - ??

Liability Mask* ??? - 00 - 2159 - 00 - 000 - ? - 00 - 0 - 00

W2 Reporting* 12 - Qualified plans DD

General Offerings Configuration

Edit: C125 Dental Return to list

Program Configurations : 4/2/2015 Return to Configuration Menu

This editor allows you to add and manage contributions that will be effective for this program as of 4/2/2015

Program Contributions

Page Size: 10

| System ID | Name | Tax Treatment | Calc Method | Coding | Actions |
|-----------|-------------|------------------|---------------------------------|--|---------|
| 40 | C125 Dental | Exempt from FICA | \$325.00 not to exceed \$325.00 | ???-??-6142.??-???-?-??-?-?? ???-00-2159.00-000-?-00-0-00 | |

Records: 1 Page 1 of 1



Add Benefit Program (Election Based)

| Benefit Program + Add Benefit Program | | | | |
|--|-----------------------------|------------------------|--------------------|---------|
| Page Size: 10 | | Filter: Active Records | | |
| System ID | Name | Vendor | Calculation Method | Actions |
| 52 | * AT Deduction | AFLAC | Election-based | |
| 1 | 403(b) MassMutual | MassMutual | Election-based | |
| 2 | 403(b) ROTH MassMutual | MassMutual | Election-based | |
| 3 | AT - Active Care Substitute | TRS ActiveCare | Offering-based | |
| 4 | AT Dental Adj | Dental Select | Election-based | |
| 5 | AT-ActiveCare Health | TRS ActiveCare | Offering-based | |
| 6 | AT-ActiveCare Health Adj | TRS ActiveCare | Offering-based | |
| 7 | AT-ActiveCare Non Member | TRS ActiveCare | Offering-based | |
| 8 | AT-Aflac ACC | AFLAC | Offering-based | |
| 9 | AT-Aflac STD | AFLAC | Election-based | |


Records: 53 Page 1 of 6

New Benefit Program

A benefit program as any program to which an employee may elect that results in non-statutory deductions and/or contributions being applied to their paycheck. There are two primary types of plans: election based and offering based. With election based, the plan or the employee's election into the plan are used to determine the amount of the deduction and/or contribution. In offering based plans, however, the plan itself is configured with several "options" to which an employee elects. It is the option they select that determines the amount of the deduction and/or contribution. Within offering based, there are two types: fixed contribution and fixed deduction. In each case, the "fixed" element is calculated and the balance is applied to the remaining element. Please refer to help for more information.



Identifier

Name*

Effective Date* 


Calculation Method* Election-based

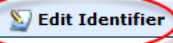
Vendor*

- ▶ **Name** – Enter a description for the program
- ▶ **Effective Date** – Enter the effective date of the Benefit Program
- ▶ Select the **calculation method** from the drop down box
- ▶ Select the **Vendor** associated with the Benefit Program
- ▶ Select **Create**

General | Configuration

Edit: AT - AFLAC  Return to list

Identifier 

Calculation Method* Election-based

Calculation Timing* Calculate AFTER Statutories Are Calculated

Name* AT - AFLAC

Vendor* AFLAC

The calculation timing will default to Before Tax. To change to After Tax select the Edit Identifier

Before Tax or After Tax?

General Configuration

Edit: AT - AFLAC Return to list

Identifier

Calculation Method* Election-based

Calculation Timing* Calculate AFTER Statutories Are Calculated

Name Calculate AFTER Statutories Are Calculated

Vendor* AFLAC

Save Cancel

- ▶ Click on **Edit Identifier**
- ▶ **Calculation Timing** – Select before tax or after tax from the drop down box
- ▶ **Save**
- ▶

General Configuration

Edit: AT - AFLAC Return to list

Identifier Edit Identifier

Calculation Method* Election-based

Calculation Timing* Calculate AFTER Statutories Are Calculated

Name* AT - AFLAC

Vendor* AFLAC

Set the Configurations for the Benefit Type

- ▶ Click on **Configuration**

General Configuration

Edit: AT - AFLAC Return to list

Each program may have a different configuration based upon an effective date. Payrolls run after the effective date will "assess" employees who have elected into the program the appropriate contributions and deductions based upon the configuration that was effective on the pay date of the payroll.

Program Configurations Change Configuration

Page Size: 10

| System ID | Effective Date | Configure | Actions |
|-----------|----------------|----------------------------------|---------|
| 62 | 4/1/2015 | 0 Deduction(s) 0 Contribution(s) | |

Records: 1 Page 1 of 1

***** The configuration process HAS to be set up in the following order:**

Deduction (or Election Based Calculation) > Contribution (or Flat Based Calculations)

General Configuration

Edit: AT - AFLAC Return to list

Each program may have a different configuration based upon an effective date. Payrolls run after the effective date will "assess" employees who have elected into the program the appropriate contributions and deductions based upon the configuration that was effective on the pay date of the payroll.

Program Configurations Change Configuration

Page Size: 10

| System ID | Effective Date | Configure | Actions |
|-----------|----------------|----------------------------------|---------|
| 62 | 4/1/2015 | 0 Deduction(s) 0 Contribution(s) | |

Records: 1 Page 1 of 1

► Click on the Deduction(s)

Select **Add Deduction**

General | Configuration

Edit: AT - AFLAC Return to list

Program Configurations : 4/1/2015 Return to Configuration Menu

This editor allows you to add and manage deductions that will be effective for this program as of 4/1/2015

Program Deductions + Add Deduction

Page Size: 10

| System ID | Name | Tax Treatment | Calc Method | Coding | Actions |
|---------------------|------|---------------|-------------|--------|---------|
| No Deductions Found | | | | | |

Records: 0 Page 1 of 1

Program Configurations : 4/1/2015 Return to Configuration Menu

This editor allows you to add and manage deductions that will be effective for this program as of 4/1/2015

Program Deductions

Name*

Payroll Tax Treatment* Exempt from Withholding, FICA, Medicare

Adjustment Category* None

Calculation Method* Election based

Liability Mask* ??? 00 2159 00 000 ? 00 0 00

W2 Reporting* None

Save
Cancel

- ▶ **Payroll Tax Treatment** – The tax treatments are now preset categories. Use the drop down box to select the appropriate tax treatment.

Qualified from all taxes (default) ▾

Qualified from all taxes (default)

Exempt from FICA

Exempt from FICA, Medicare, State

Exempt from FICA, State

Exempt from Nothing

Exempt from State

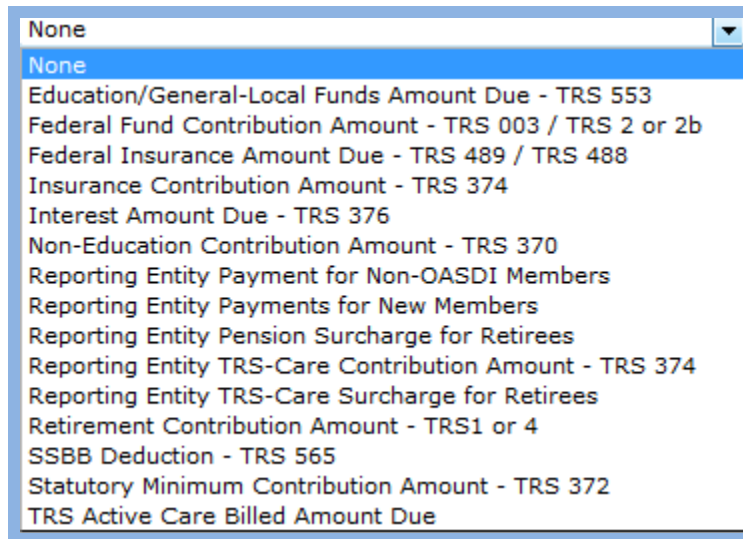
Exempt from Withholding, FICA, Medicare

Exempt from Withholding, FICA, Medicare, State

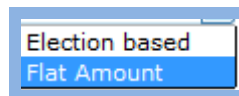
Exempt from Withholding, FICA, State

Exempt from Withholding, State

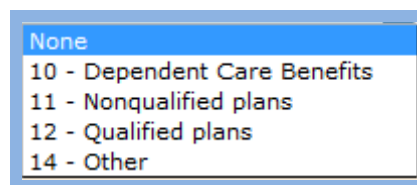
- ▶ **Payroll Tax Treatment** – The tax treatments are now preset categories. Use the drop down box to select the appropriate tax treatment.
- ▶ **Adjustment Category** –Use the drop down box to select the appropriate adjustment category if applicable



- ▶ **Calculation Method** –Use the drop down box to select the appropriate calculation method for the employe contribution.



- ▶ **Liability Account Mask** –Remember this MUST be completed.
- ▶ **W2 Reporting** – Use the drop down box to select the appropriate W-2 Reporting code.



- ▶ **Save**

General Configuration

Edit: AT - AFLAC Return to list

Program Configurations : 4/1/2015 Return to Configuration Menu

This editor allows you to add and manage deductions that will be effective for this program as of 4/1/2015

Program Deductions

Page Size: 10

| System ID | Name | Tax Treatment | Calc Method | Coding | Actions |
|-----------|------------|------------------|----------------|------------------------------|---------|
| 62 | AT - AFLAC | Exempt from FICA | Election Based | ???-00-2159.00-000-?-00-0-00 | |

Records: 1 Page 1 of 1

▶ Click on the Contribution(s)

General Configuration

Edit: AT - AFLAC Return to list

Each program may have a different configuration based upon an effective date. Payrolls run after the effective date will "assess" employees who have elected into the program the appropriate contributions and deductions based upon the configuration that was effective on the pay date of the payroll.

Program Configurations Change Configuration

Page Size: 10

| System ID | Effective Date | Configure | Actions |
|-----------|----------------|-----------------------------------|---------|
| 62 | 4/1/2015 | 1 Deduction(s) 0 Contribution(s) | |

Records: 1 Page 1 of 1

▶ Select Add Contribution

General Configuration

Edit: AT - AFLAC Return to list

Program Configurations : 4/1/2015 Return to Configuration Menu

This editor allows you to add and manage contributions that will be effective for this program as of 4/1/2015

Program Contributions Add Contribution

Page Size: 10

| System ID | Name | Tax Treatment | Calc Method | Coding | Actions |
|------------------------|------|---------------|-------------|--------|---------|
| No Contributions Found | | | | | |

Records: 0 Page 1 of 1

General Configuration

Edit: AT - AFLAC Return to list

Program Configurations : 4/1/2015 Return to Configuration Menu

This editor allows you to add and manage contributions that will be effective for this program as of 4/1/2015

Program Contributions

Name* AT - AFLAC

Payroll Tax Treatment* Exempt from all taxes (default)

Adjustment Category* None

Calculation Method* Flat Amount

Rate*

Cap Amount *Leave blank for none*

Expense Mask* ??? - ?? - ??? - ?? - ??? - ? - ?? - ? - ??

Liability Mask* ??? - ?? - ??? - ?? - ??? - ? - ?? - ? - ??

W2 Reporting* None

- ▶ **Payroll Tax Treatment** – The tax treatments are now preset categories. Use the drop down box to select the appropriate tax treatment.

Qualified from all taxes (default) ▼

Qualified from all taxes (default)

Exempt from FICA

Exempt from FICA, Medicare, State

Exempt from FICA, State

Exempt from Nothing

Exempt from State

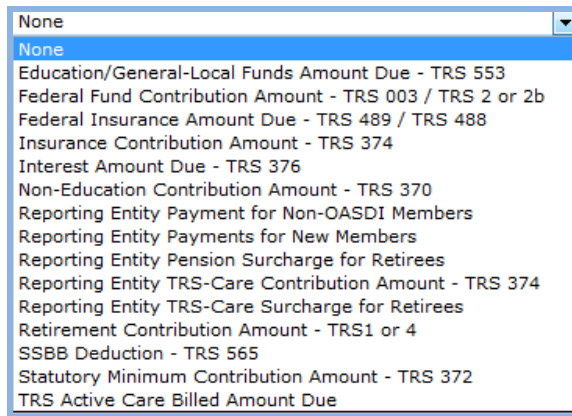
Exempt from Withholding, FICA, Medicare

Exempt from Withholding, FICA, Medicare, State

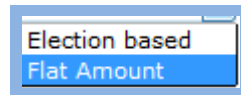
Exempt from Withholding, FICA, State

Exempt from Withholding, State

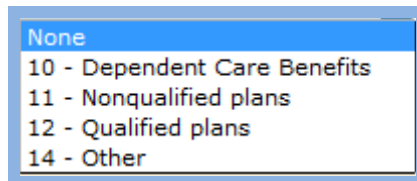
- ▶ **Adjustment Category** –Use the drop down box to select the appropriate adjustment category if applicable



- ▶ **Calculation Method** – Use the drop down box to select the appropriate calculation method for the employee contribution. If the District is paying a portion of the premium, you must select Flat Amount



- ▶ **Not to exceed** – Enter the cap amount that will be contributed for this benefit program.
- ▶ **Expense Mask** – Enter the expense mask or at the very least the object code. If everything else is left with question marks it will default to the employee's payroll expense code except for the object code that was entered.
- ▶ **Liability Account Mask** –Remember this MUST be completed.
- ▶ **W2 Reporting** – Use the drop down box to select the appropriate W-2 Reporting code.



- ▶ **Save**

General | Configuration

Edit: AT - AFLAC Return to list

Program Configurations : 4/1/2015 Return to Configuration Menu

This editor allows you to add and manage contributions that will be effective for this program as of 4/1/2015

Program Contributions

Name* AT - AFLAC

Payroll Tax Treatment* Exempt from FICA

Adjustment Category* TRS Active Care Billed Amount Due

Calculation Method* Flat Amount

Rate * 50.00

Cap Amount 50.00 *Leave blank for none*

Expense Mask* ??? - ?? - 6142 - ?? - ??? - ? - ?? - ? - ??

Liability Mask* ??? - 00 - 2159 - .00 - 000 - ? - 00 - 0 - 00!

W2 Reporting* None

General | Configuration

Edit: AT - AFLAC Return to list

Program Configurations : 4/1/2015 Return to Configuration Menu

This editor allows you to add and manage contributions that will be effective for this program as of 4/1/2015

Program Contributions

Page Size: 10

| System ID | Name | Tax Treatment | Calc Method | Coding | Actions |
|-----------|------------|------------------|-------------------------------|--|---------|
| 41 | AT - AFLAC | Exempt from FICA | \$50.00 not to exceed \$50.00 | ???-??-6142.??-???-?-??-?-?? ???-00-2159.00-000-?-00-0-00 | |

Records: 1 Page 1 of 1