Benefits Accounting User Guide
for
Health Insurance and Life Insurance Billing Liaisons

Personnel Cabinet
&
Department for
Employee Insurance & Group Life Insurance

June 2014

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I. Purpose of this Guide

The purpose of this guide is to provide step-by-step instructions, guidance and information regarding accessing, reconciling and paying health insurance, life insurance, and flexible benefits bills generated by Kentucky Human Resource Information System (KHRIS).

The movement to KHRIS has caused a tremendous amount of change to the procedures and activities. This guide is designed to augment coordinator training and to serve as a reference in the conduct of duties as a billing liaison.

Questions and/or suggestions for improvements to this guide should be directed to the Financial Management Branch (FMB) Manager, the Premium Billing Branch (PBB) Manager or the Group Life Insurance Branch Manager at the addresses below:

Department of Employee Insurance
Attn: Manager, FMB/PBB
501 High Street, 2nd Floor
Frankfort, KY 40601

Group Life Insurance Branch Manager
501 High Street, 3rd Floor
Frankfort, KY 40601

II. Roles and Responsibilities

This section is designed to provide you with a guide to your everyday responsibilities as an Insurance Coordinator (IC) and/or Billing Liaison (BL). In order to best assist your Employees, it is important that you have knowledge of the insurance plans offered, an understanding of how the plans work, know the eligibility requirements and be familiar with the forms used by Kentucky Employee Health Plan (KEHP) as listed at https://personnel.ky.gov/Pages/ICs-and-HRGs.aspx and Kentucky Group Life Insurance (KGLI) as listed at https://personnel.ky.gov/Pages/LifeInsurance.aspx.

As a representative of an agency that participates in KEHP, an IC or BL is responsible for the following actions:

A. Attend IC Training conducted by the Department of Employee Insurance (DEI) including:

   1. New IC Training

      a. KHRIS Access Training - online training that includes modules on the Health Insurance Portability and Accountability Act (HIPAA) and an overview to KHRIS; once required modules are completed you must complete the security paperwork to gain access to KHRIS; online training modules are located at https://ky.train.org

      b. KEHP Policies and Procedures training for new ICs

   2. Open enrollment and Spring Training to learn about updates and plan changes

   3. HIPAA Training – required as new IC and then annually

   4. Consolidated Omnibus Reconciliation Act (COBRA) Ceridian Training

   5. Training information can be found on KEHP's website, https://personnel.ky.gov/Pages/ICs-and-HRGs.aspx

B. Provide new Employee(s):

   1. Current health insurance and life insurance information and application

   2. Training on benefits available and web address to obtain the Summary Plan Descriptions for KEHP, https://personnel.ky.gov/Pages/healthinsurance.aspx and for KGLI https://personnel.ky.gov/Pages/LifeInsurance.aspx.

   3. Find the *Checklist for New Employees, Appendix C, of KEHP Administration Manual located at* https://personnel.ky.gov/Pages/ICs-and-HRGs.aspx.

4. Training on enrollment requirements

    a. Set up new members in the KHRIS portal

    b. Show new members how to elect benefits using Employee Self-Service (ESS)

5. Training on qualifying events and deadlines

    a. Sign and submit forms to DEI

    b. Request supporting documentation from member

6. Information on COBRA

    a. Enter qualifying events into Ceridian's WebQE

7. Open enrollment information

C. Process employee enrollment, termination, leave without pay (LWOP), social security number corrections, DOB, name change, and address change actions in KHRIS in a timely manner.

D. Provide DEI with Update Forms for employee transfers, military leave begin/end, retirement, death, cross-reference payment option elections, and qualifying events in a timely manner.

E. Manage monthly bills by reconciling, processing and releasing the life and health premiums, administrative fees, flexible benefits and health reimbursements within Biller Direct if your duties include Billing Liaison.

F. Counsel employees on health insurance questions and provide contact details where they may receive additional information.

G. Be familiar with and use the KEHP Administration Manual and this User Guide to complete your responsibilities as an IC.

III. Required Training

In order to prepare our insurance coordinators and billing liaisons for the changes in duties and responsibilities that were mandated by the implementation of the KHRIS system, the Department of Employee Insurance and the Group Life Insurance branch developed a number of training courses and modules.

The KHRIS system allows insurance coordinators and billing liaisons to have a great deal of flexibility in performing their duties, we require that all go through comprehensive system training before they are granted access to the system.

For all coordinators (enrollment and billing), this training includes:

Course Name	Course ID	Training Delivery
KEHP HIPAA Training Module	1019274	KY Train
KHRIS Basics and Navigation		PowerPoint

Insurance coordinators must also take the following additional courses:

Course Name	Course ID	Training Delivery
KHRIS Benefits Administration for NCP ICs Module One	1026372	KY Train
KHRIS Benefits Administration for NCP ICs Module Two	1026375	KY Train
KHRIS Benefits Administration for NCP ICs Module Three	1026457	KY Train
KHRIS Benefits Administration for NCP ICs Module Four	1026459	KY Train
KHRIS Benefits Administration for NCP ICs Module Five	1026460	KY Train

Billing Liaisons must take the following additional course:

Course Name	Course ID	Training Delivery
KHRIS Benefits Accounting for NCP ICs	1026376	KY Train

Coordinators who are responsible for both enrollment and billing must take all training listed above before being granted system access.

The KEHP HIPAA Training module must be taken before any of the other courses administered online through KY Train. (The KHRIS Basics and Navigation course may be taken at any time.) The Benefits Administration for Non-Commonwealth Paid (NCP) ICs modules must be taken in order and passing each module is required in order to move on to the next module. The KHRIS Basics and Navigation course and instructions for registering for the KY Train courses are available at https://personnel.ky.gov/Pages/KHRIS-Training-.aspx.

IV. Reconciling Your Insurance Bill

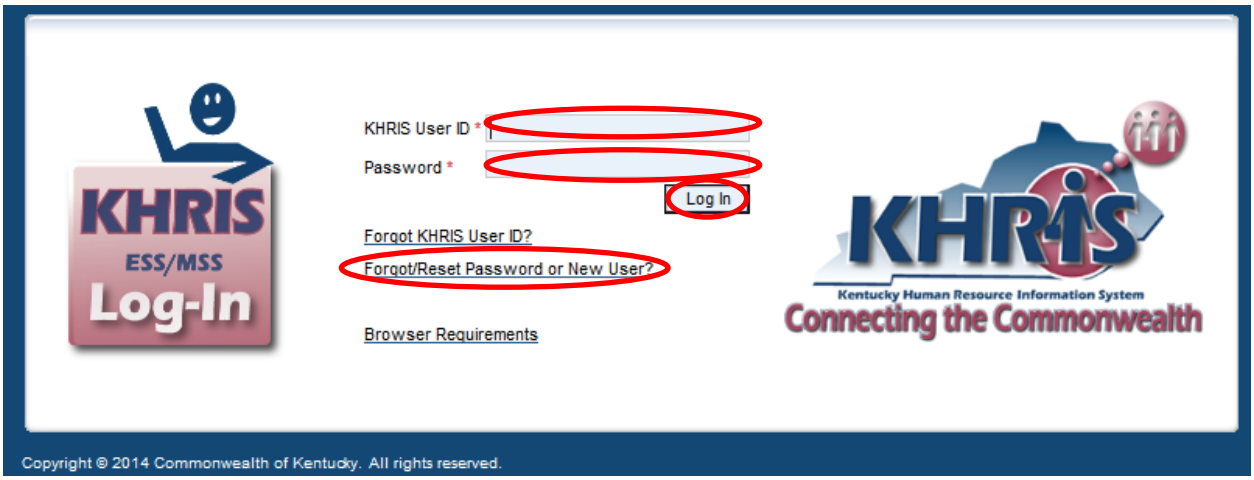
Accessing your Bill

You can access KHRIS through the ESS/MSS portal directly through https://KHRIS.ky.gov.

Logging on to KHRIS:

Enter your **KHRIS User ID** and **password** and click Log In to enter KHRIS. Your KHRIS User ID is your 3-letter, 4-digit employee ID (Ex: ABC1234).

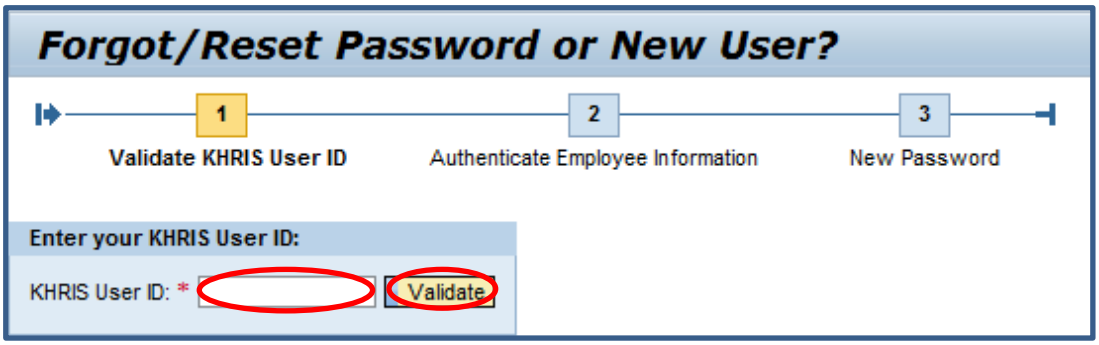
If this is your first time using KHRIS, select the **Forgot/Reset Password or New User** link.



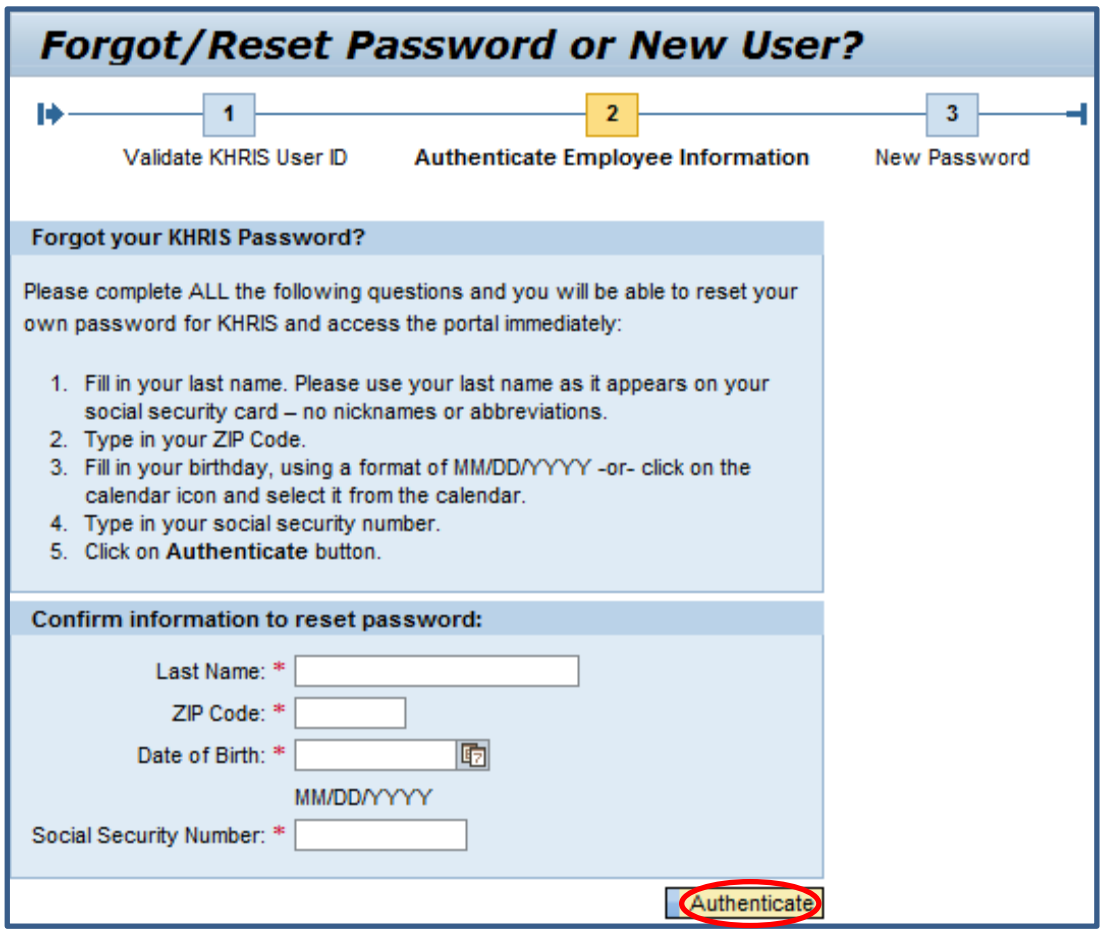
In order to access KHRIS for the first time as a Billing Liaison, you must pass the required training and have requested KHRIS security access.
If you have not already completed the training, GO BACK to page 8 Section III, "Required Training"

The reset password link will take you through a series of screens which will allow you to access the portal.

First enter your **Employee ID** and click the **Validate** button



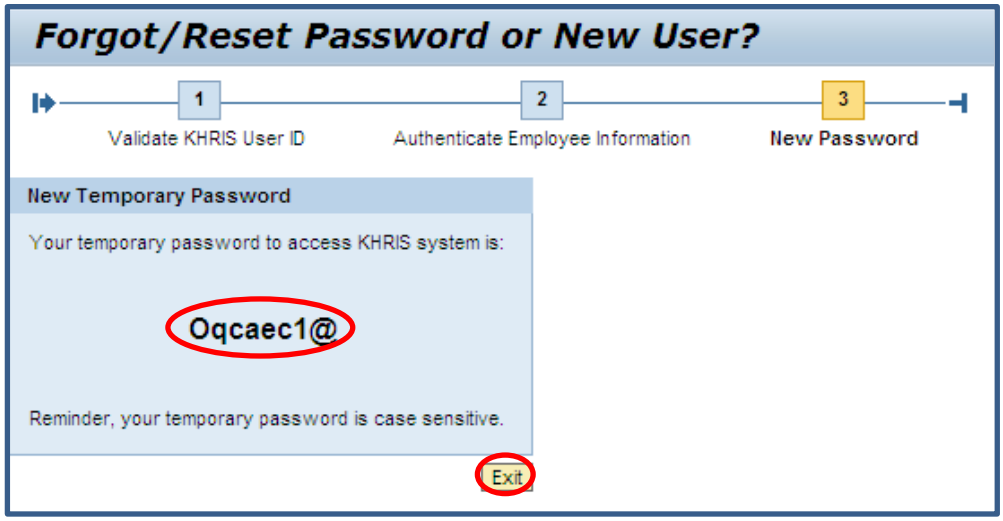
Next, enter your **name**, **zip code**, **date of birth** and **SSN** and click **Authenticate** in order to be able to generate a new password and enter KHRIS.



KHRIS will assign you a *temporary* password. Either write down the "temporary password" <u>exactly</u> as it appears; or highlight the temporary password by copying & pasting. If you chose to write down the password, go on to step 2.

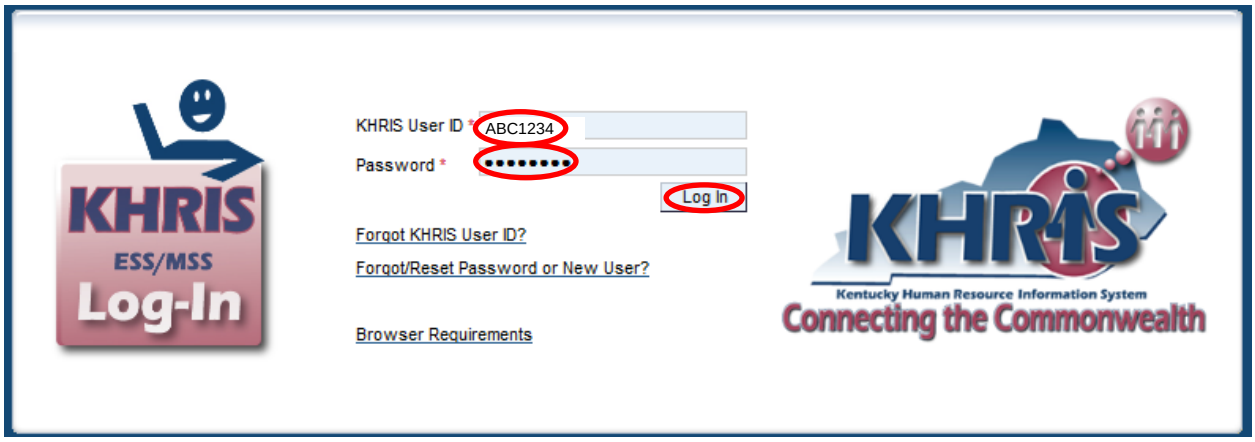
- Step 1. To copy and Paste in KHRIS:

  - Highlight by left clicking the cursor at the beginning of the password, hold down the left mouse button and drag the cursor past the last letter before you let it go.
  - While the password is highlighted, (on your keyboard) hold down the Control key (Ctrl) and the "C" key. This *copies* the temporary password.
  - Click Exit.



- Step 2.

  - Enter your KHRIS User ID in KHRIS User ID
  - Enter "temporary password" in Password
    - If you are using the copy & past method, click in the Password section, now hold down the Control key (Ctrl) and the "V" key. This pastes the temporary password.
  - Click Log In



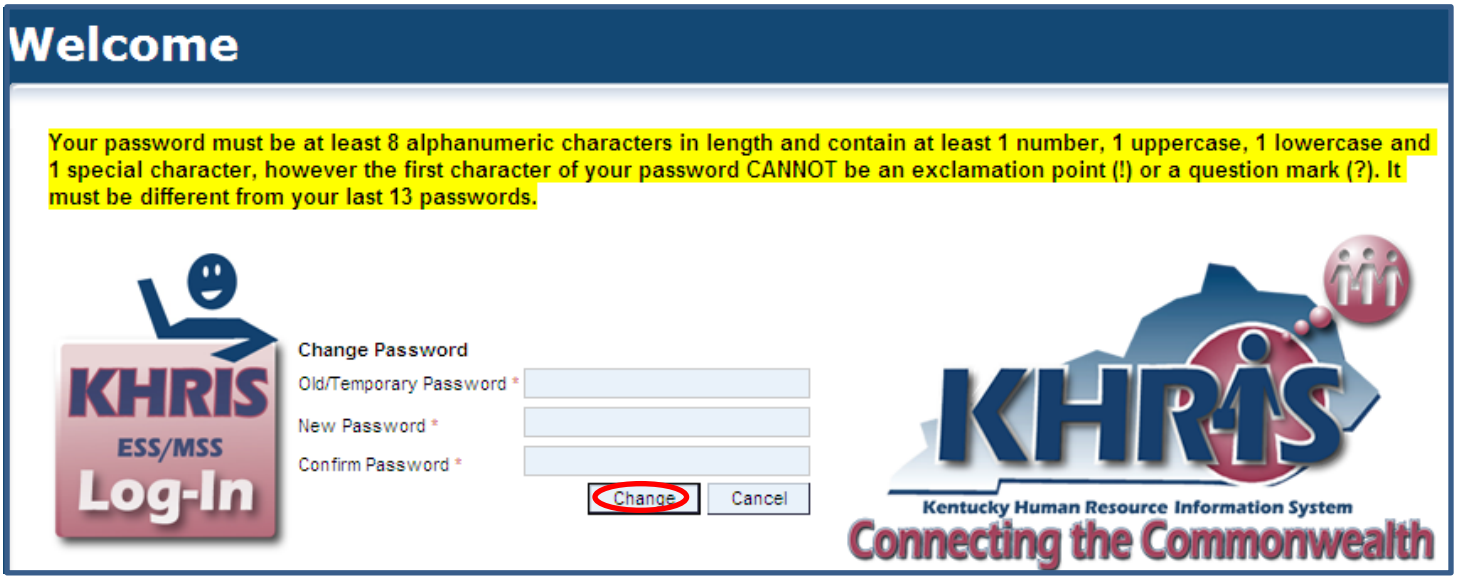
- Step 3. KHRIS will now prompt you to create a new password.

  - Retype the old temporary password or hit Ctrl and "V" to paste it again
  - Type in a new password.

- **The New password must be at least 8 alphanumeric characters in length**,
  - ❖ (A – Z and 0 – 9)
- **And contain at least 1 number, 1 uppercase letter, 1 lowercase and 1 special character.**
  - ❖ (!,@,#,$,%,^,&,*,(,),_,+,<,>,?,.<,/)
- However…the first character of your password CANNOT be an exclamation point (!), or a question mark (?). And it must be different from your last 13 passwords.)

o Confirm the new password

o Click Change



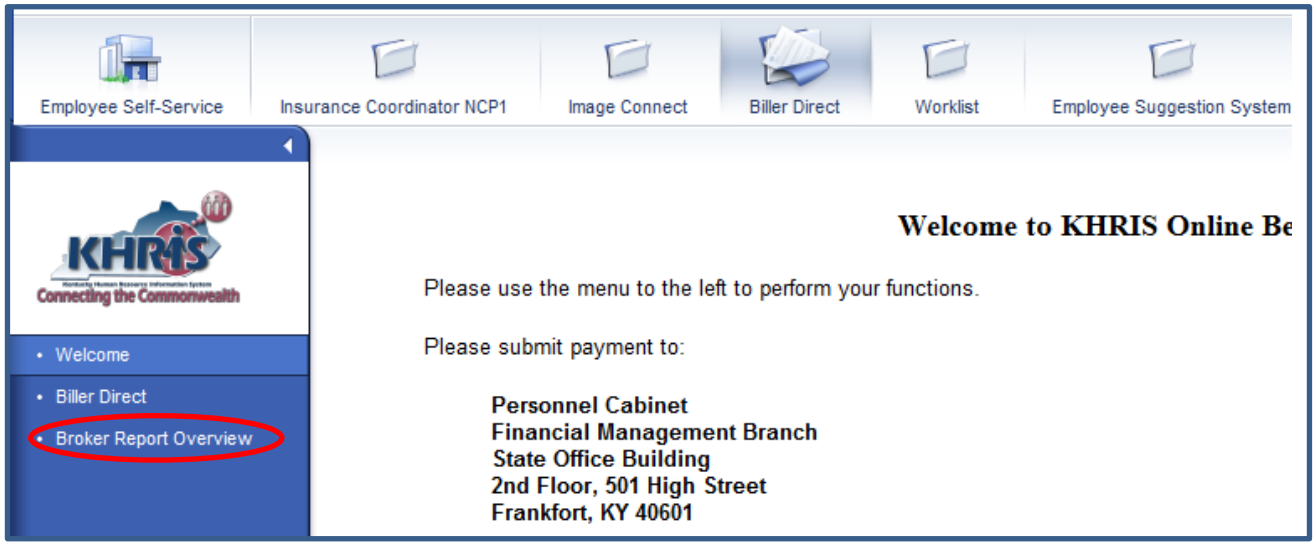
Biller Direct and Web Broker Bill

Once logged into KHRIS, you can access Biller Direct. For a more detailed review of the items on your Broker Bill, please see “Broker Bill Explanation” on page 16 of this User Guide.

To access broker reports, click **Biller Direct.**

This action will reveal the Biller Direct portion of the Detailed Navigation menu on the left side of the screen.

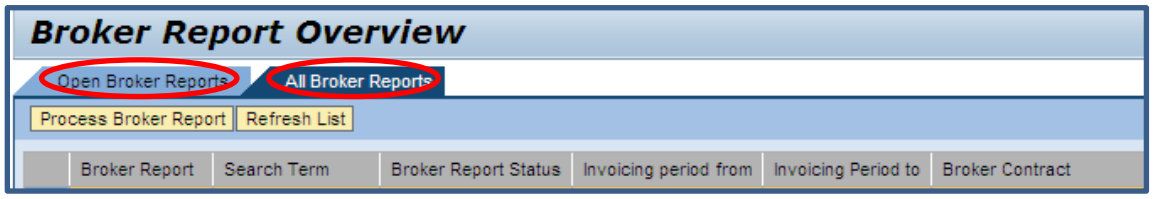
Click on the “**Broker Report Overview**” link in order to display broker reports (or bills) for your agency.



On the next window you will see the Broker Report Overview, it contains two tabs, Open Broker reports and All Broker Reports

- <u>Open Broker Reports</u> are your agencies bill’s that have “not been worked”. Only open bills are listed on the Open Broker Reports tab.

- <u>All Broker Reports</u> are ALL your agencies bill’s, open and posted.

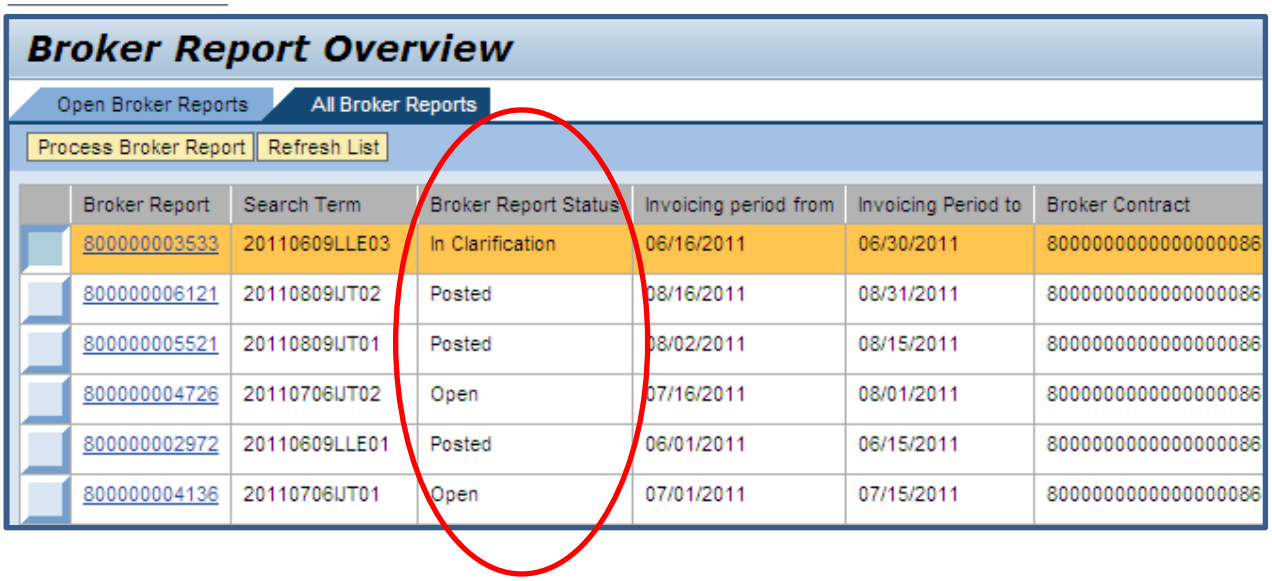


There are three categories that the bills in the All Broker Reports can be in:

1. **Open –** bills listed in the Broker Report Status column have not been worked or have been partially processed. Changes can be made to open bills.

2. **Posted –** bills have been worked and released. Released bills have been completely processed and are ready for payment in Biller Direct. Premium amounts listed on the bill for each individual have been applied to the employee. No further changes can be made to broker bills after they have been released.

3. **In Clarification –** bills have entries that KHRIS did not know how to post. Those amounts will not show up in Biller Direct until the clarification cases have been resolved by FMB/PBB or KGLI. After resolution, those amounts will roll into Biller Direct and there will only be one line per Product, as long as you wait until ALL clarifications items have been resolved then process payment in Biller Direct.



School Boards and **QUASI agencies** that participate in KEHP's FSA program have 2 broker bills each month.
Health Departments and **QUASI agencies** that do not participate in FSA will have only one broker bill per month.

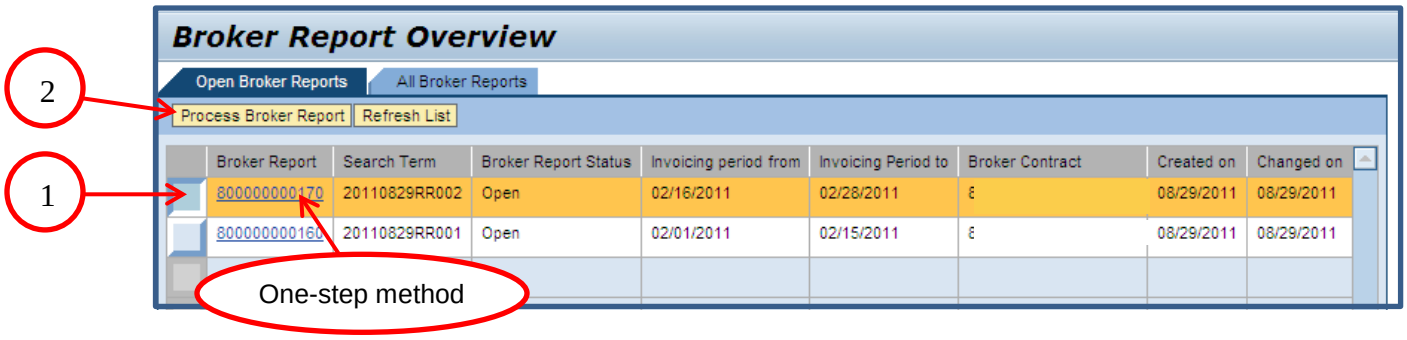
- The bill for invoice period 1st to 15th is for half month of FSA.
- The bill for invoice period 16th to 30th is for a full month of health and life insurance and half month of FSA.

The broker bill for 16th to 30th of the month will also include arrears for prior months that were not on that month's bill, i.e. QEs or any changes processed after the previous bill was generated.

Note: If the 15th or 30th falls on a weekend, the system will use the next business day for bill dates.

To choose the bill that you wish to process, 1st click in the square to the left of the report number, 2nd click Process Broker Report to open bill.

*If you prefer one-step opening, click on the underlined Broker Report Number.

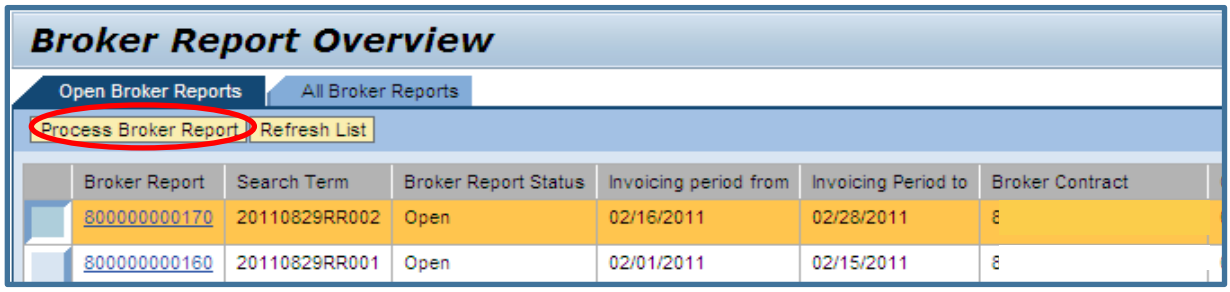


A new window will open the Broker Report. For a closer look at the items on a Broker Report, see "Broker Bill Explanation" on page 16. For instructions on Reconciling a Broker Bill, see page 69 of the User Guide.

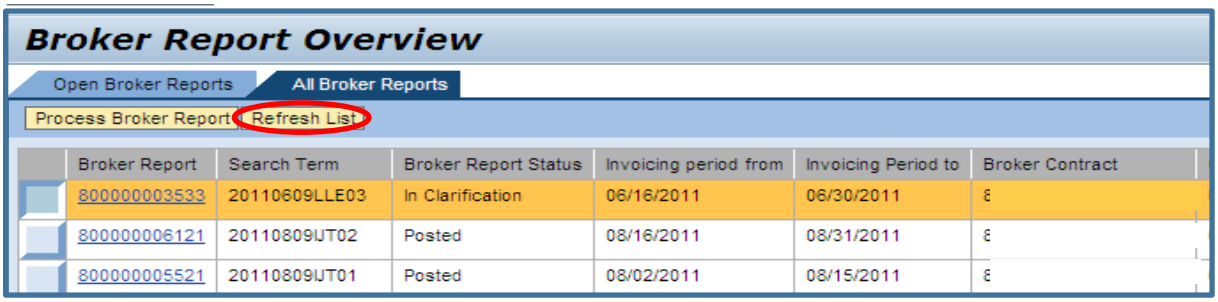
Broker Bill Explanation

In the Broker Report Overview screen, the right panel of this screen is shown in each of the figures below. For instructions on getting to the Broker Report Overview screen, see the previous section titled “Biller Direct and Web Broker Bill”.

The **Process Broker Report** button opens the bill on the selected line.



The **Refresh List** button refreshes Broker Report Status.



The **All Broker Reports** tab lists all the bills, open and processed, that have been created for your agency.

The column headings of the Broker Report Overview are: **Broker Report, Search Term, Broker Report Status, Invoicing Period from, Invoicing Period to, Broker Contract, Created On and Changed on**. Descriptions of the contents of these columns also appear on the following page.

Broker Report column contains the identifying number for the bill.

Search Term column shows “the job” that created the bill; this column is NOT USED by agencies.

Broker Report Status column, shows if the bill is Open, Posted or In Clarification.

Invoicing Period from column shows the first day of the bill period.

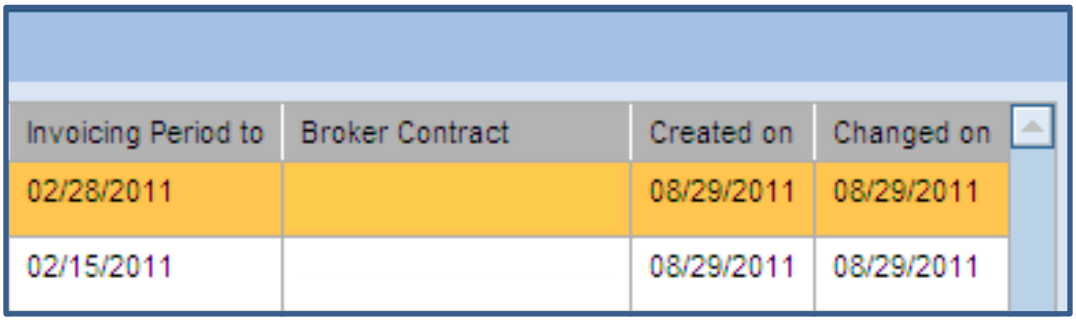
Invoicing Period to column shows the last day of the bill period.

Broker Contract column is the agency’s broker contract number. This number is a constant for the agency.

Created on is the date the bill was generated.

Changed on is the date the bill was last changed.

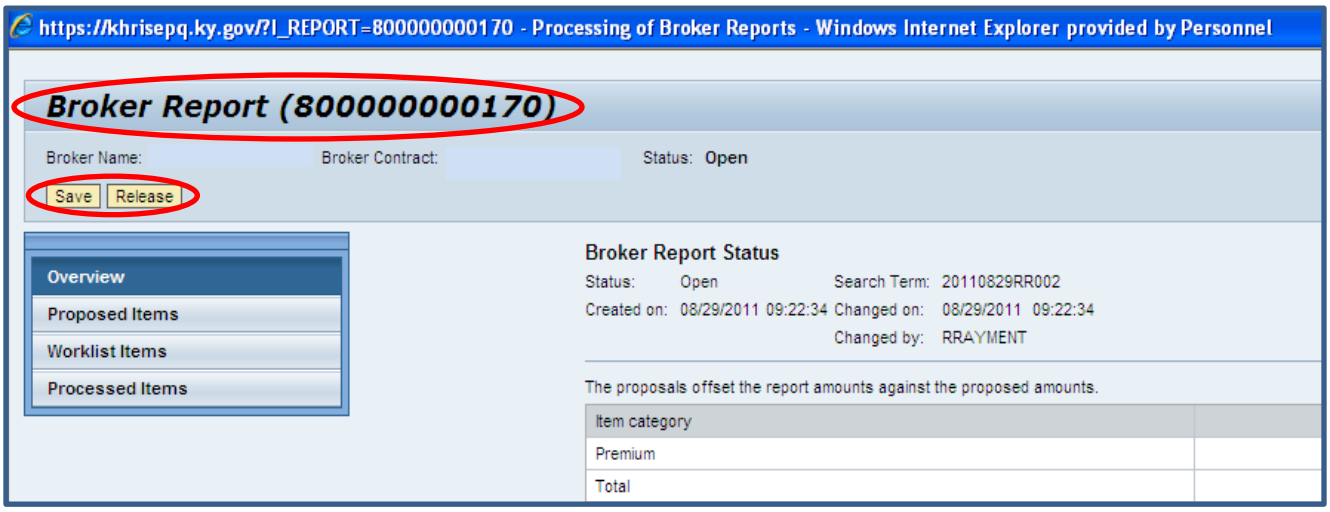
Double-click on a Broker Report number in the Broker Report Column to open a Broker Report. The Broker Report opens in Overview mode in a separate window.



Overview – The Overview screen displays basic information about the broker bill. We will look at the screen in different sections.

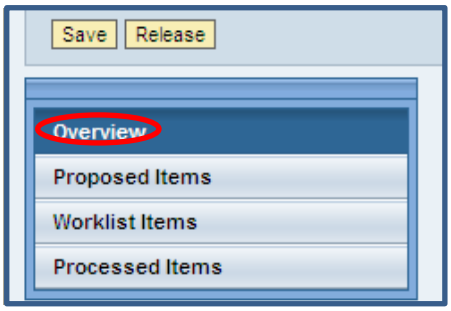
The upper left corner of the screen shows the **Broker Report** number.

The **Save** and **Release** buttons are beneath the Broker Report number and Broker Name.



SAVE YOUR WORK OFTEN. KHRIS sometimes has Time-out errors that may occur without warning. If you experience a time-out error, you will lose all work since your last save.

Directly under the Save and Release Buttons to the left of the screen is a Box containing **Overview, Proposed Items, Worklist Items** and **Processed items**.



Proposed Items - the list of employees for whom payment is expected and the premium amounts your agency is expected to pay.
Worklist Items - Proposed Items that can't be worked immediately can be placed on the Worklist to prevent accidental confirmation.
Processed Items - Confirming, changing, creating or rejecting items places them in Processed Items.

The center portion of the Overview screen appears below.

Amount (or payment amount) and **Proposed Amount** are located near the middle of the screen.

Broker Report Status

Status: Open Search Term: 20140306CLT02

Created on: 03/06/2014 11:20:44 Changed on: 03/06/2014 11:20:44

Changed by:

The proposals offset the report amounts against the proposed amounts.

Item category	Amount	Proposed Amount	Currency
Premium	0.00	14,218.58	USD
Total	0.00	14,218.58	USD

The processing status offsets the already processed broker report items against the total number of broker report items.

This table tells you how many broker report items you have to process in this settlement period.

Item category	Items	Processed items	Percentage of completion
Premium	31	0	0%
Total	31	0	0%

Before bill has been worked or processed the amount will always be $0.

The proposals offset the report amounts against the proposed amounts.

Item category	Amount	Proposed Amount	Currency
Premium	0.00	5,377.72	USD
Total	0.00	5,377.72	USD

After processing or working the bill, the amount will be the confirmed amount and the amount to be paid by the agency. The Proposed Amount will **not** match the Amount when changes, corrections and rejections are made.

The proposals offset the report amounts against the proposed amounts.

Item category	Amount	Proposed Amount	Currency
Premium	5,381.66	5,377.72	USD
Total	5,381.66	5,377.72	USD

The number of **Items** on the broker bill is located under Amount/Proposed Amount near the middle of the screen.

Broker Report Status

Status: Open Search Term: 20140306CLT02
Created on: 03/06/2014 11:20:44 Changed on: 03/06/2014 11:20:44
Changed by: RTJ0056

The proposals offset the report amounts against the proposed amounts.

Item category	Amount	Proposed Amount	Currency
Premium	0.00	14,218.58	USD
Total	0.00	14,218.58	USD

The processing status offsets the already processed broker report items against the total number of broker report items.
This table tells you how many broker report items you have to process in this settlement period.

Item category	Items	Processed items	Percentage of completion
Premium	31	0	0%
Total	31	0	0%

Before bill has been worked or processed the percentage of completion will always be 0%.

The processing status offsets the already processed broker report items against the total number of broker report items.
This table tells you how many broker report items you have to process in this settlement period.

Item category	Items	Processed items	Percentage of completion
Premium	31	0	0%
Total	31	0	0%

After processing or working the bill, the percentage will be 100%.

The processing status offsets the already processed broker report items against the total number of broker report items.
This table tells you how many broker report items you have to process in this settlement period.

Item category	Items	Processed items	Percentage of completion
Premium	31	31	100%
Total	31	31	100%

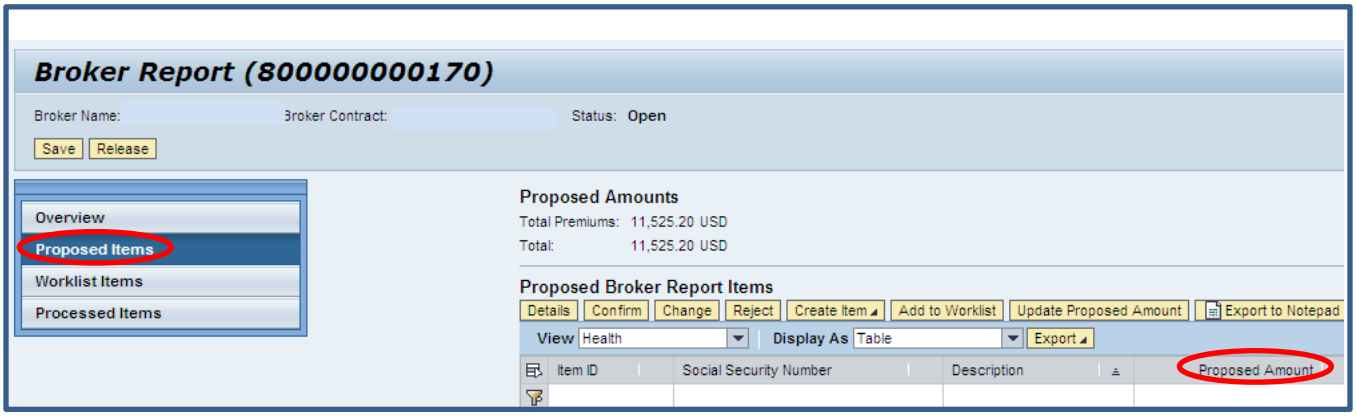
- **Items** is the total number of items on the bill
- **Processed Items** is the number of items that have been changed, rejected, added or confirmed (this is referred to as “working the bill”)
- **Percentage of completion** is the percentage of the items that have been worked

As you work the bill and save changes to individual items, they will be moved from Proposed Items to Processed Items, and the completion rate will change. Working the bill is described in detail in “Working/Processing Broker Bills.”

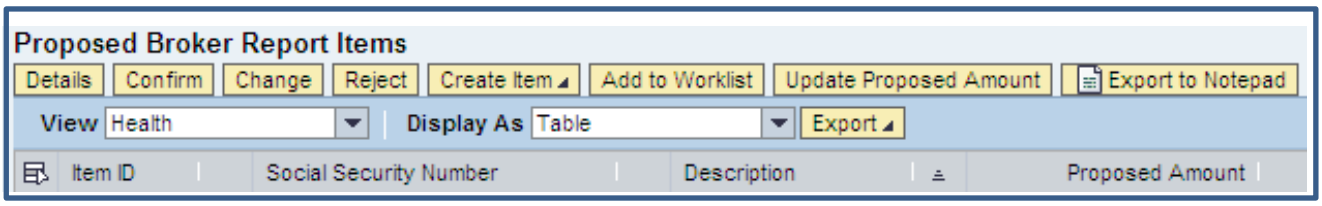
Broker bills can be released for payment only after all Proposed Items have been processed.

Proposed Items

Clicking the Proposed Items button displays the list of employees for whom payment is expected and the premium amounts your agency is expected to pay.



Proposed Items are what KHRIS thinks is owed, which is not necessarily the amount that will be paid. Employment terminations, new employees or QEs may cause the actual payment to be different than the Proposed Amount. The screen below is a magnification of the Proposed Broker Report Items of the proposed items portion of the Broker Report.



Details button displays system information related to the selected employee.

Confirm is used to process items when the employee is paying their Proposed Amount.

Change is used to make corrections to Proposed Amounts that do not match the employee’s payment amount. (Note: Proposed Amount does not change.)

Reject is used to remove employees who are not paying from the bill.

Create Item is used to add employees who are not listed on the broker bill.

Add to Worklist moves the selected employee to the Worklist screen.

Confirming, changing or rejecting an item moves the item from Proposed Items to Processed Items.

Creating an item saves it directly to Processed Items.

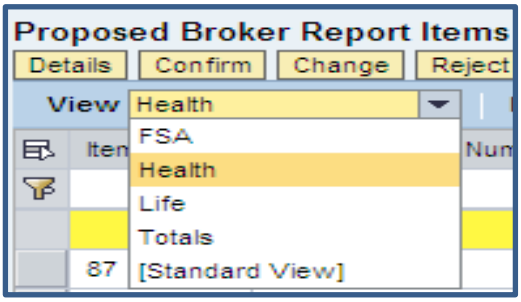
Update Proposed Amount may be used to change the proposed amount for employees who have made a payment since the bill was generated. This is the only change that will be made by updating proposed amounts. **WARNING:** Be sure to double check your work; using this button will update all amounts including those worked and saved.

- New employees will not be added to the bill.
- Arrears or credits for QE processed after the bill was generated will not be added.

Export to Notepad exports the selected bill view to notepad as a text file. There is no formatting applied to this type of export and it may be more helpful to export to Excel using the Export button, which is demonstrated later.

The figures below are enlargements of the menu beneath the buttons described above.

View allows user to select the customized list they wish to display. Drop down the View list and click the desired view to access customized lists. See Customizing Bill View for instructions on setting up customized views.



The **Display As** feature allows the bill to be displayed as a table, as a graphic, or as both.

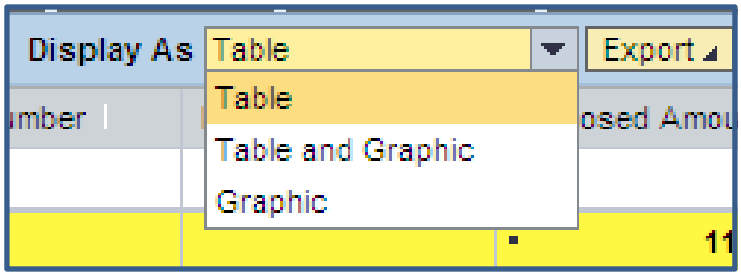


Table display allows the bill to be displayed in different ways.

Graphic display isn't very useful for reconciling the bill, but it can be interesting to switch it up and see different versions.

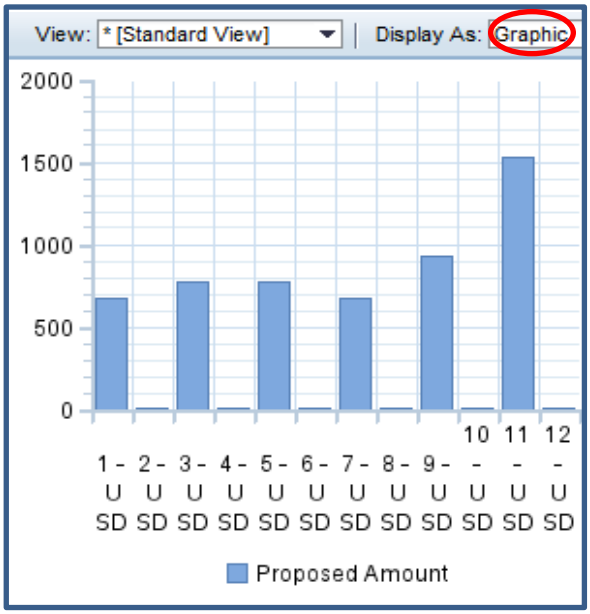
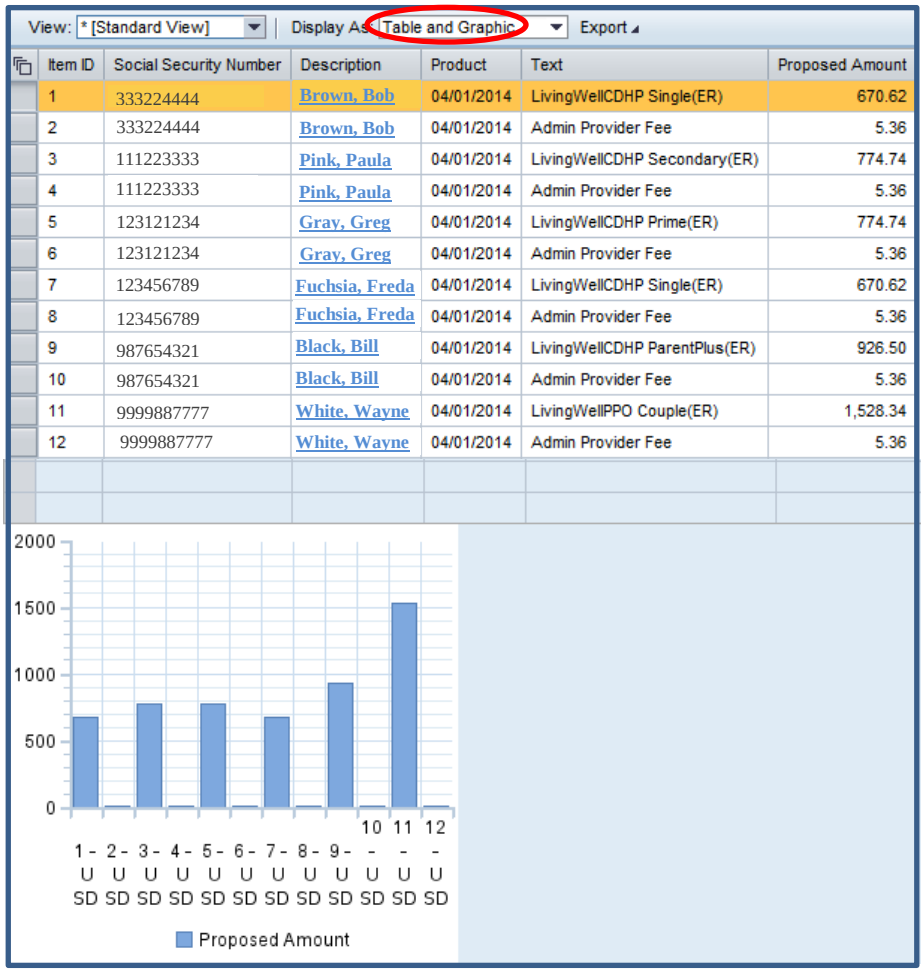
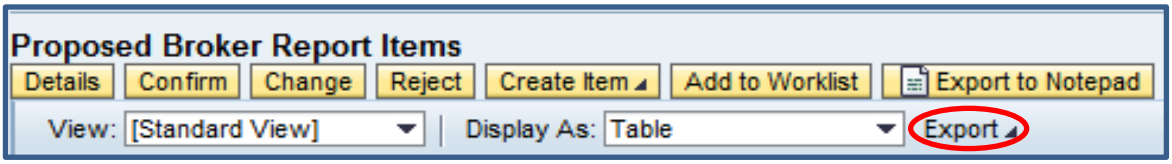


Table and Graphic display allows for both versions to be displayed.

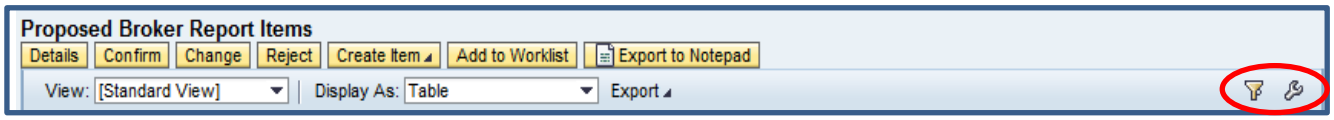


Item ID	Social Security Number	Description	Product	Text	Proposed Amount
1	333224444	Brown, Bob	04/01/2014	LivingWellCDHP Single(ER)	670.62
2	333224444	Brown, Bob	04/01/2014	Admin Provider Fee	5.36
3	111223333	Pink, Paula	04/01/2014	LivingWellCDHP Secondary(ER)	774.74
4	111223333	Pink, Paula	04/01/2014	Admin Provider Fee	5.36
5	123121234	Gray, Greg	04/01/2014	LivingWellCDHP Prime(ER)	774.74
6	123121234	Gray, Greg	04/01/2014	Admin Provider Fee	5.36
7	123456789	Fuchsia, Freda	04/01/2014	LivingWellCDHP Single(ER)	670.62
8	123456789	Fuchsia, Freda	04/01/2014	Admin Provider Fee	5.36
9	987654321	Black, Bill	04/01/2014	LivingWellCDHP ParentPlus(ER)	926.50
10	987654321	Black, Bill	04/01/2014	Admin Provider Fee	5.36
11	9999887777	White, Wayne	04/01/2014	LivingWellPPO Couple(ER)	1,528.34
12	9999887777	White, Wayne	04/01/2014	Admin Provider Fee	5.36

Export is used to export the broker bill to Microsoft Excel to facilitate reconciling.

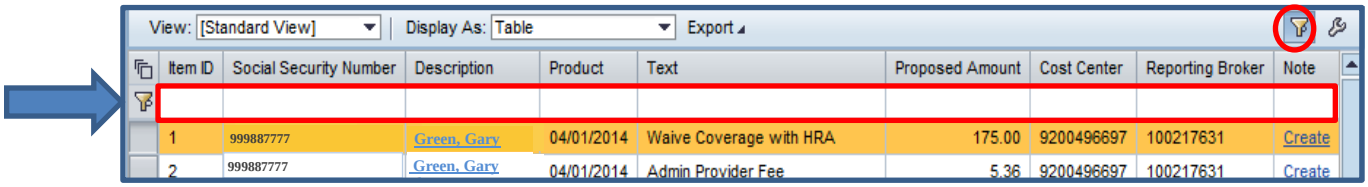


To the far right of the Export button, you will find the **Filter** and **Settings** links.



Settings link is used set up customized views. This is described in "Customizing Your Bill View."

To create a filter which can be used to search for a specific item, click on the picture of the Filter. A filter line will be inserted below the grey column headings line.



Below are the columns that appear in the Proposed Broker Report Items.

The **Table Selection Menu** can be used to Select or Deselect All items .

Item ID column is an auto-assigned number assigned to each bill entry.

Social Security Number is the employee's SS#.

Description is the employee's name.

Product is the code for health insurance, life insurance or Flexible Spending Account (FSA).

School boards

- 10 is employee portion of health insurance
- 20 is optional or dependent life insurance
- 30 is 2011 FSA arrears on 2012 broker bills
- 33 is Health Care Flexible Spending Account (FSH)
- 34 is Dependent Care Flexible Spending Account (FSD)

Health Departments

- 10 is employee paid portion of health ins
- 11 is employer paid portion of health ins
- 20 is life ins (both employee and employer paid)

QUASI agencies will not have Product Codes on their broker bills. They are billed one amount that contains both employer and employee amounts. Quasi agencies may or may not choose to participate in KGLI or KEHP's FSA program.

Text is the name of the employee's health insurance, life insurance or FSA plan

Proposed Amount is the amount KHRIS expects will be paid, not necessarily the amount that will be paid.

Cost Center is not used.

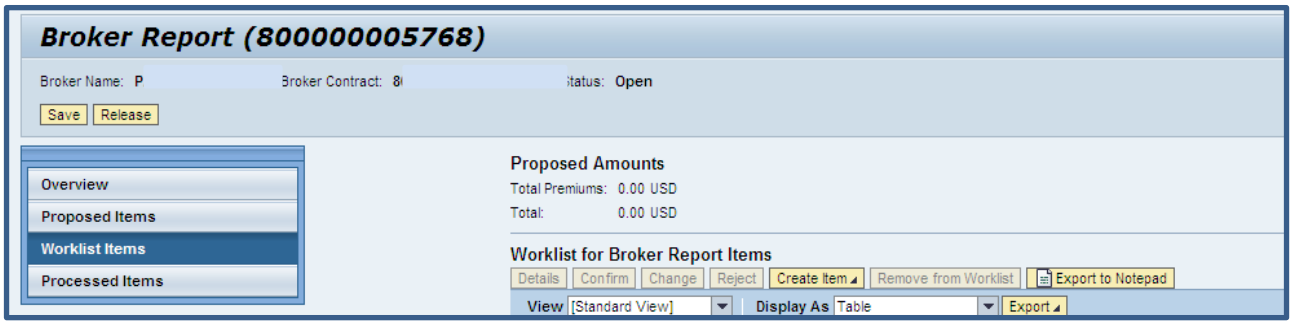
Reporting Broker is the employee's Business Partner number in Benefits Accounting module, equivalent to Pern in Benefits module.

Note is where a note can be added for the broker report item.

This symbol, below the Table Selection Menu, lets you know a filter is open for searching.

Worklist Items

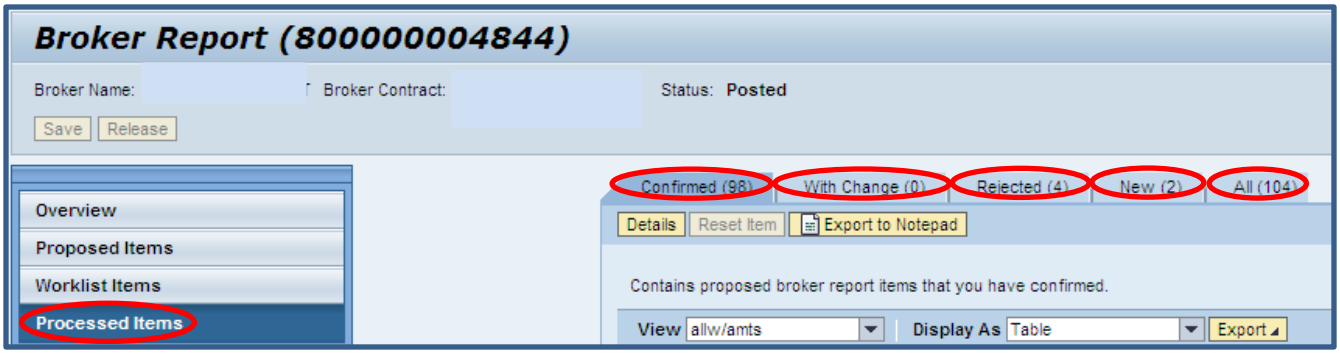
Proposed Items that can't be worked immediately can be placed on the Worklist to prevent accidental confirmation. Items can be confirmed, changed, created or rejected from the Worklist.



The buttons and columns on this area of the broker report are the same as those available and described in the Proposed Items section. To see a description of how to work items on the worklist, see "Working/Processing Broker Bills."

Processed Items

Confirming, changing, rejecting or creating items places them in Processed Items.



Confirmed tab shows all items that were confirmed without changes.

With Changes tab shows all items that were changed.

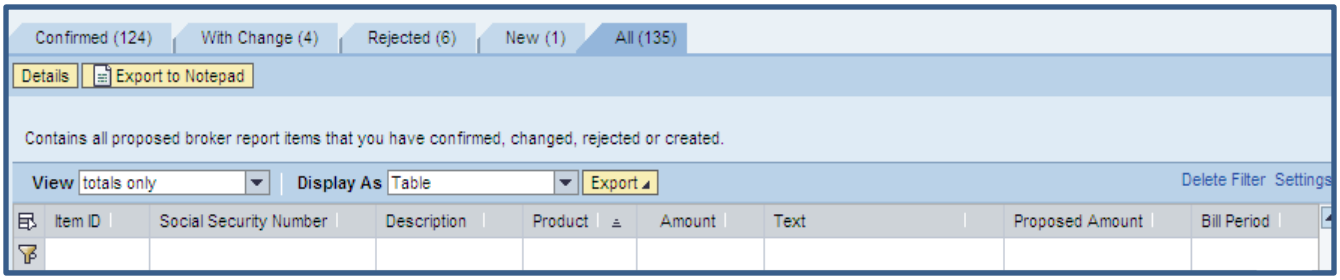
Rejected tab shows all items that were rejected.

New tab shows all items that were added.

- These items will not have a Product code, 10, 20, 30 33 or 34.

All tab shows all entries on the bill. It will be helpful to set up customized views on the All tab. For a description on setting up a customized view, see "Customizing Bill View."

The numbers in ( ) beside each tab name indicate how many entries are listed on that tab.



Item ID, SSN and **Description** are the same as in Proposed Items.

Amount is the total the employee is paying for health, life or FSA. In Processed Items, the amount is the important column. This column is located on the far right side of standard view and can be moved to the left for easier viewing when customized views are set up.

Product, Text and **Bill Period** are the same as in Proposed Items.

Reporting Broker is the employee's Business Partner (BP) # in Benefits Accounting module of KHRIS. BP is equivalent to the employee's PerNr in Benefits.

Cost Center is the level at which the bill is paid. For Non-Commonwealth-paid agencies, the last 5 digits of the cost center is the legacy system 5 digit agency #.

Note displays explanation for change, rejections or added items. If note was entered, you must click to view note.

Change Reason displays the reason that was selected when the item was changed.

Confirmation Status shows whether the entry was confirmed, confirmed with changes, rejected, or added.

Currency should say USD for U.S dollars.

Insurance Object is the identifying number for an employee's health insurance, life insurance or FSA. Each one has a unique identifier that links to each individual.

Item category should say Premium.

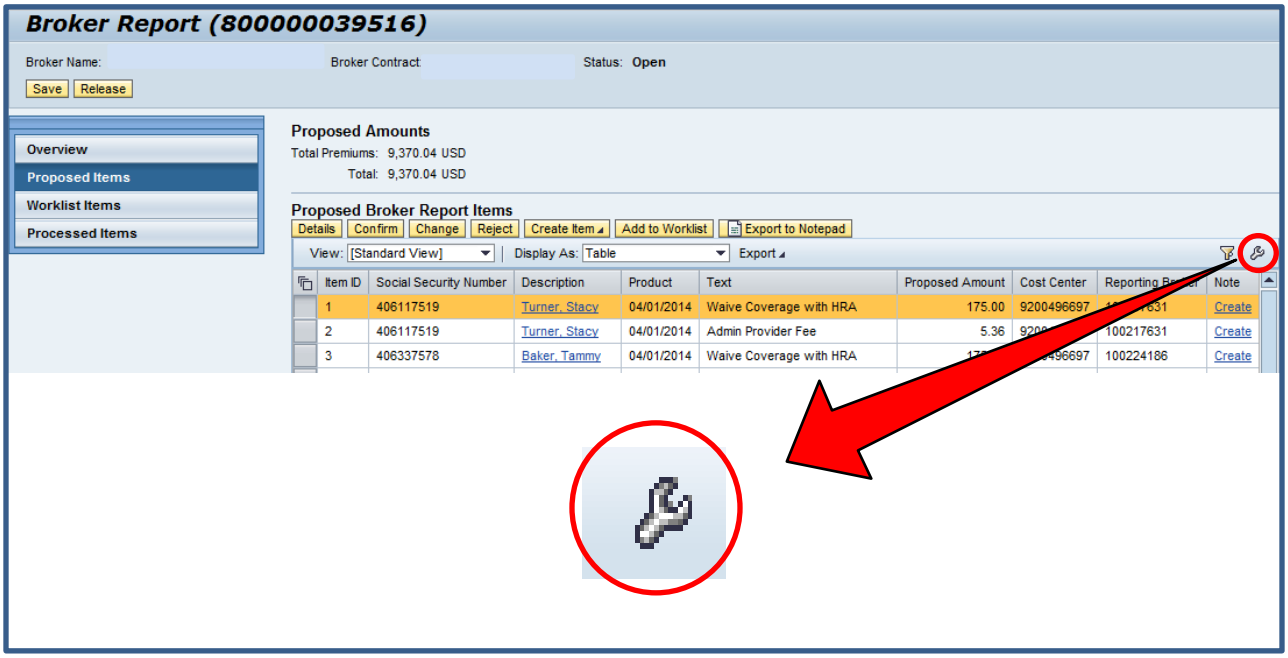
Customizing Bill View (School Boards)

Customizing views allow the user to see health insurance, life insurance and FSAs separately.

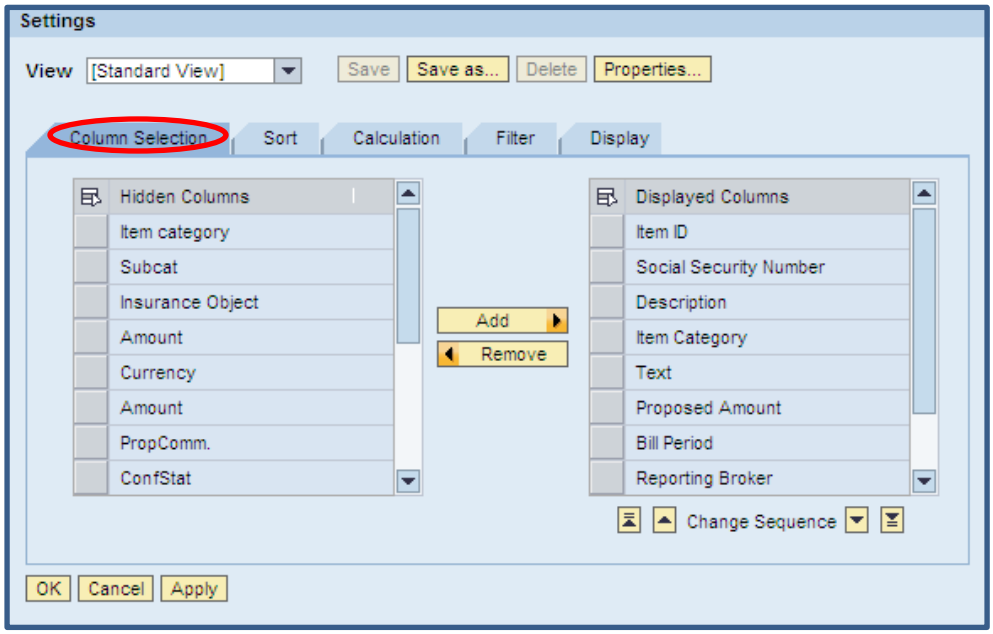
Standard View is the default view for KHRIS and can be seen by all users. Customized views are user specific and can only be viewed by the user who sets them up.

> Views do not automatically transfer from Proposed to Processed Items. If you want customized views in Processed Items as well as Proposed Items, you'll have to set them up on each tab in Processed Items.

Open a Broker Report (this is described in "Access Biller Direct and Web Broker Bill") In Proposed Items, click Settings on the far right of screen



The **Column Selection** tab allows you to select which columns to view. Working with your broker bill for a couple of months will help you decide which columns you prefer to view and in what order you wish to see them.



To highlight a column name, click on the grey square to the left of the name.

To move a column from *Hidden Columns* to *Displayed Columns*, highlight the desired column and click the **Add** button.

To remove a column from Displayed Columns, highlight it and click **Remove.** This places the selected items on the Hidden Columns list.

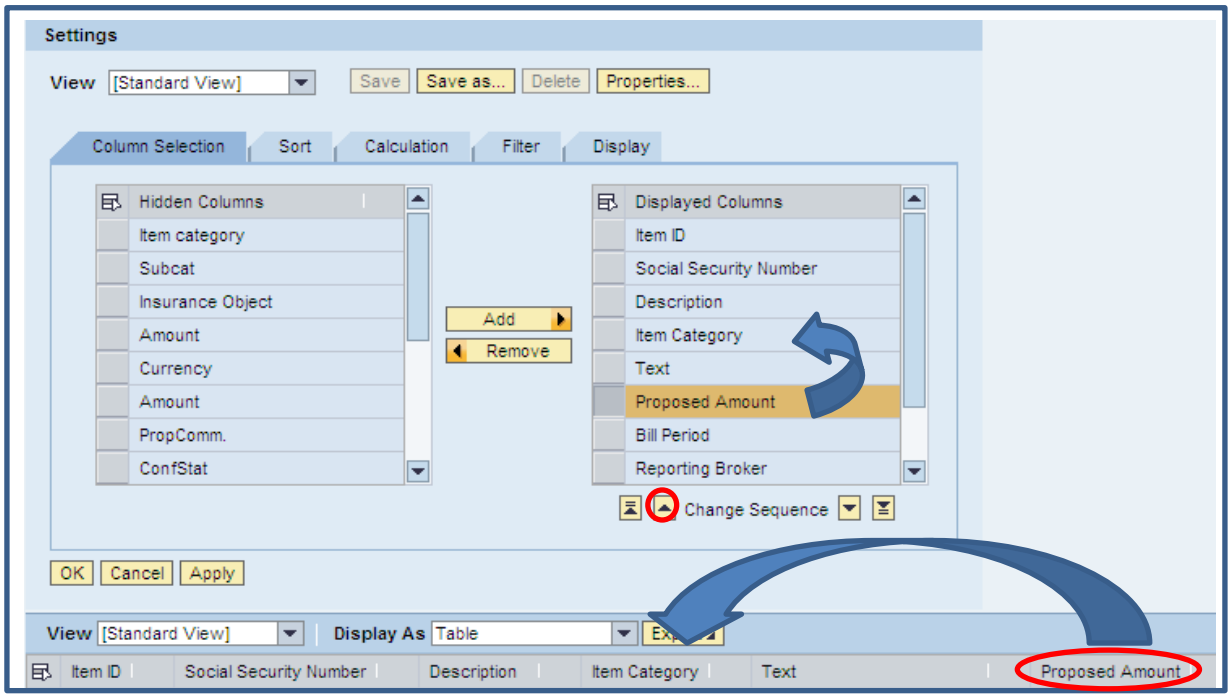
Note: *Ensure that **Insurance Object** is moved to **Displayed Items** so it can be used to help identify which Products have credits.*

To change the column order, highlight the column name in the Displayed Columns list and click the Change Sequence arrows at the bottom of list to move selected items up or down.

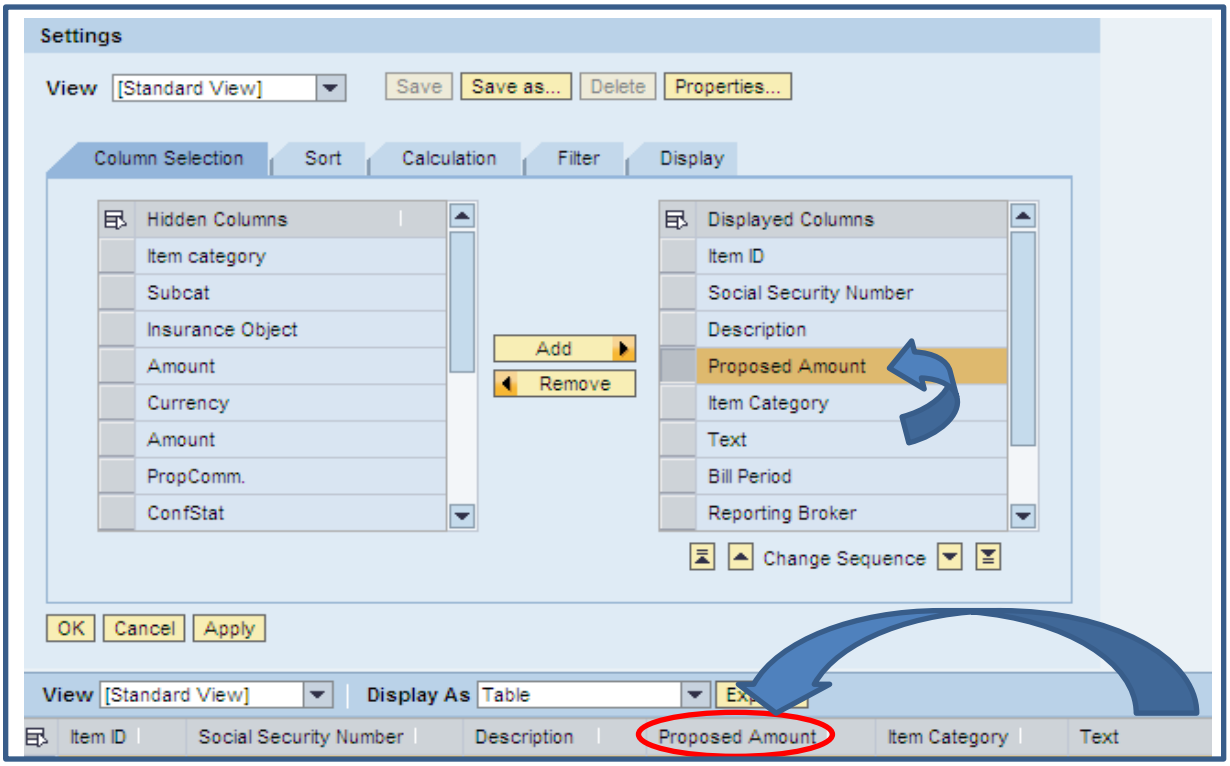
- moves column all the way to the left of list
- moves column one place to the left
- moves column one place to the right
- moves column all the way to the right

Click **Apply** when columns are in the order you wish them to be.

In this example, we wish to move the Proposed Amount farther to the left so that it appears in a more convenient location.



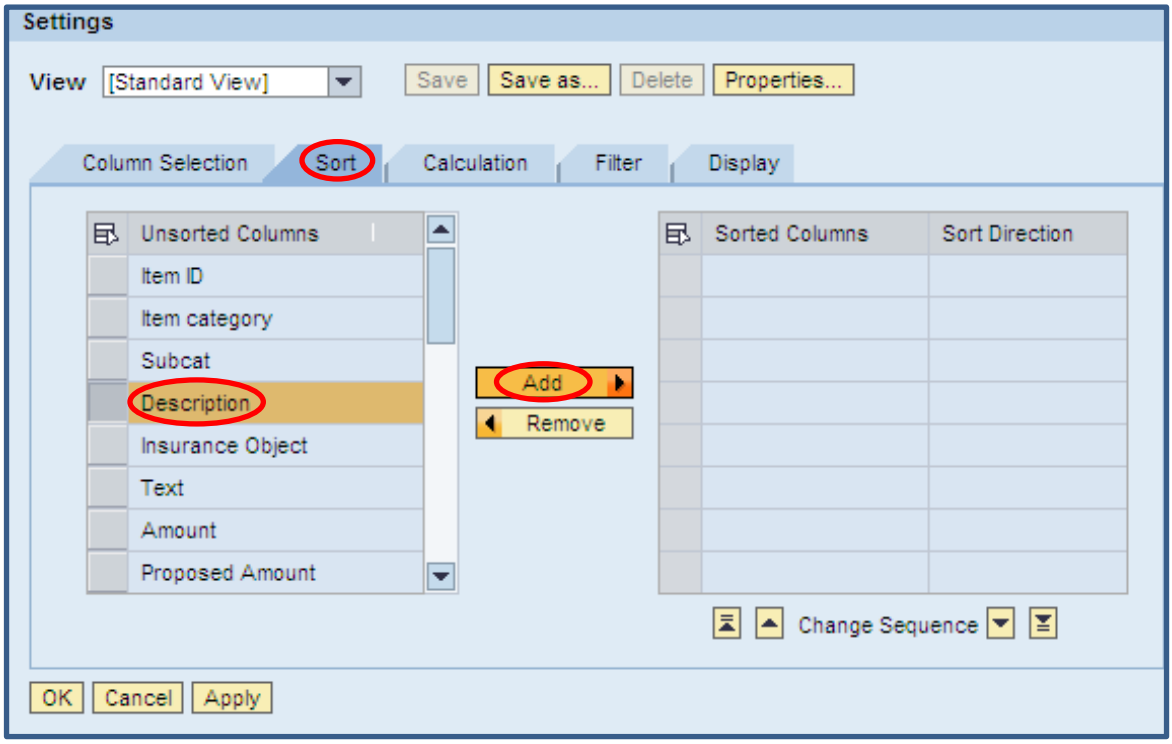
Proposed Amount was highlighted and the change sequence button was used to move this item 2 rows up on the table, which will in turn move “Proposed Amount”, 2 columns to the left.



The Proposed Amount column has been moved next to employee's name.

Note: When setting up views in Processed Items, you will want to move the Amount column to the left so it can be easily viewed.

The **Sort** tab allows you to select how your view is sorted. For instance, sorting by Description will put the list in alphabetical order by employee name.

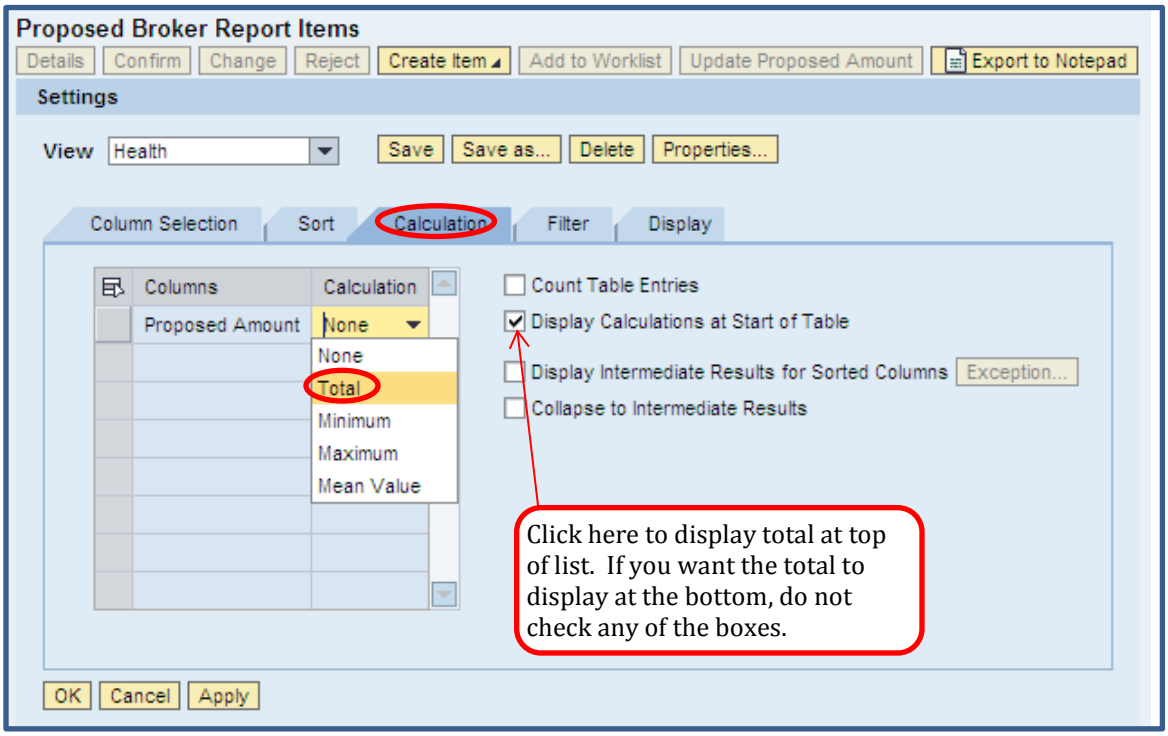


Find the column you wish to sort by in the *Unsorted Columns* list

Highlight the column and click **Add** to move the column to the *Sorted Columns* list.

Click **Apply**.

The **Calculation** tab allows you to total the Proposed Amount column and display the total at the top or bottom of the list.



Click in the drop down box and choose **Total**.

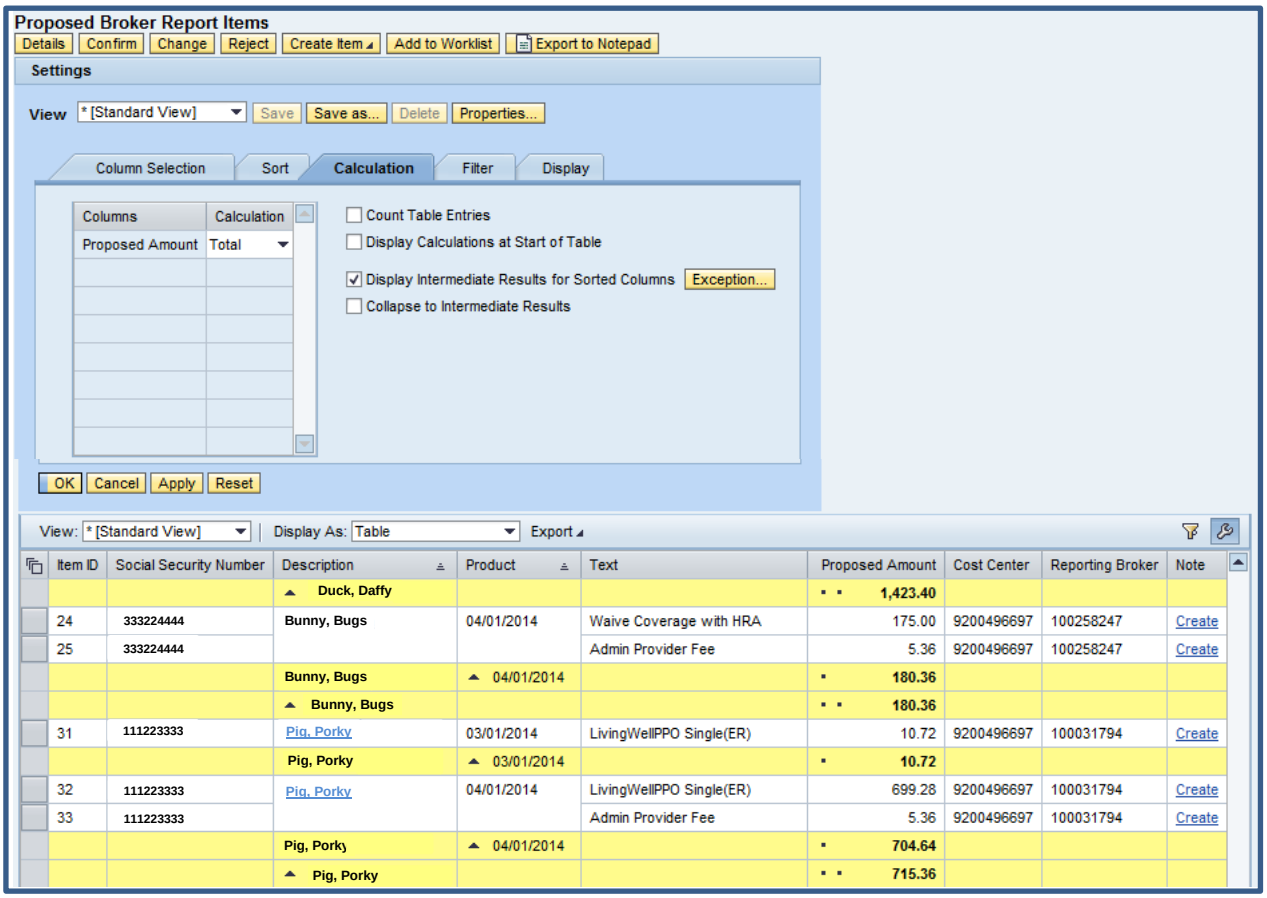
To see the total at the top of your list, click on *Display Calculations at Start of Table*. Remove the checks from all other selections.

If you wish to display the total at the end of your list, remove the checks from all boxes.

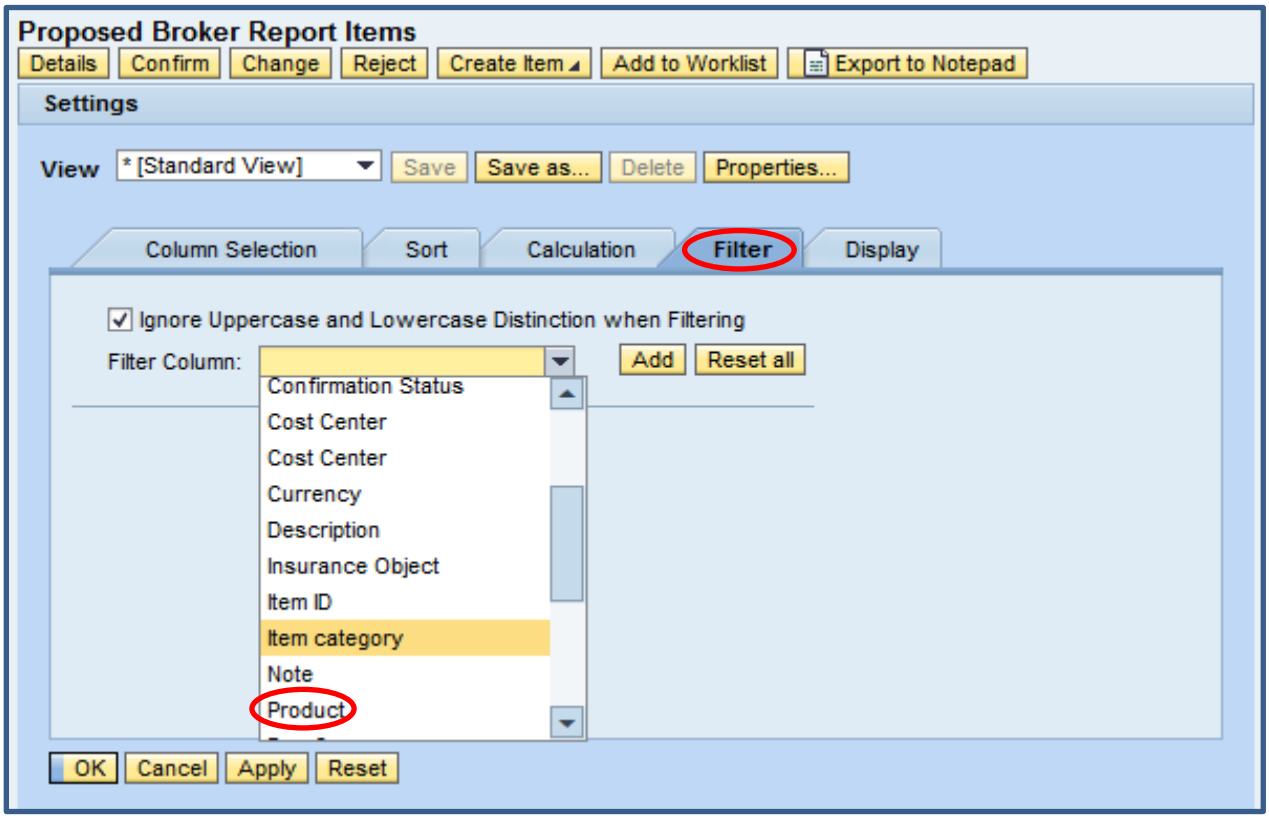
Click **Apply**.

When entries are sorted and calculated, intermediate results may be displayed. The Exception button allows you to choose the column for which you wish to see intermediate results when the list is sorted by more than one column.

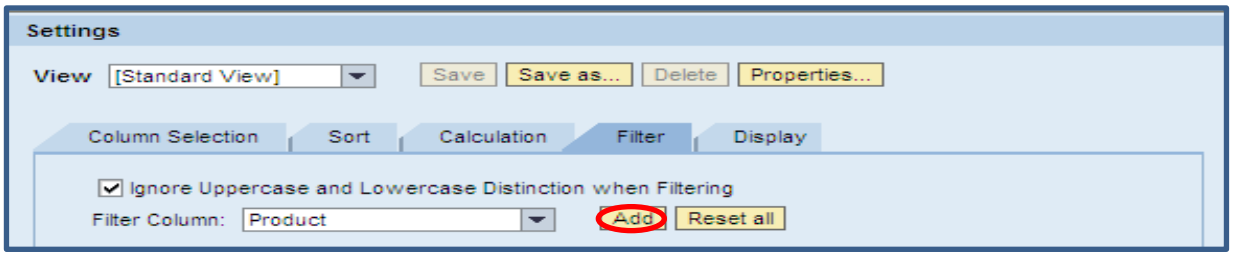
In this example, the entries are sorted by Description (employee name) and Product. Intermediate results for both are displayed.



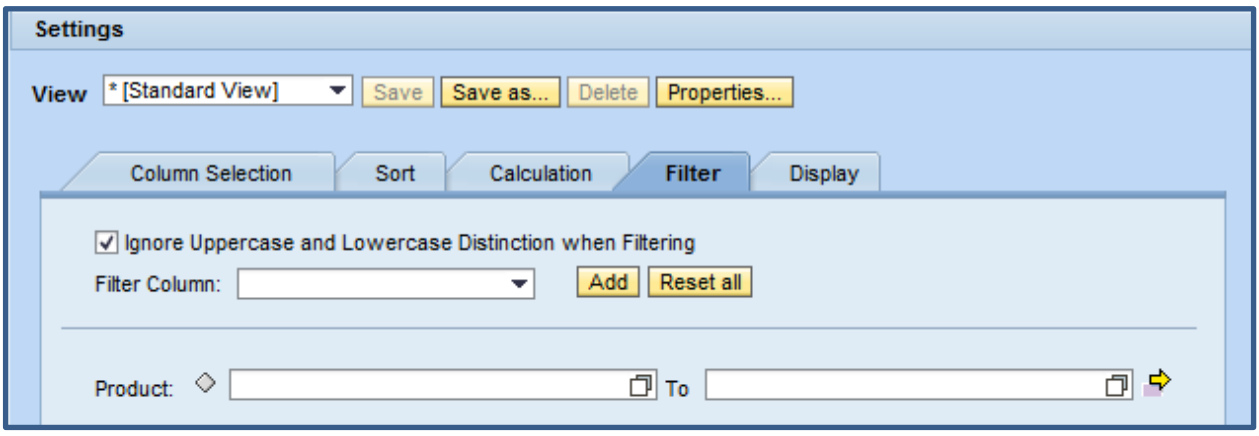
The **Filter** tab allows you to display selected insurance types.



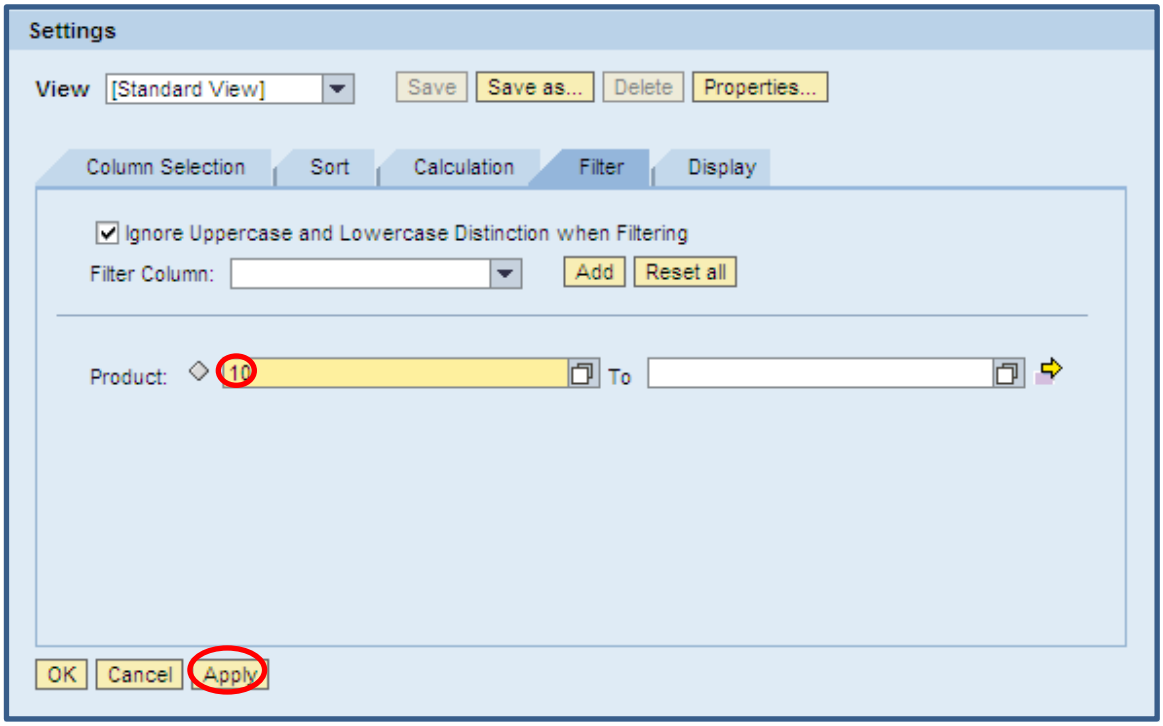
Scroll down in the Filter Column box, and click on **Product**.



Click add, “Product” will disappear from the Filter Column box, 2 boxes will open.

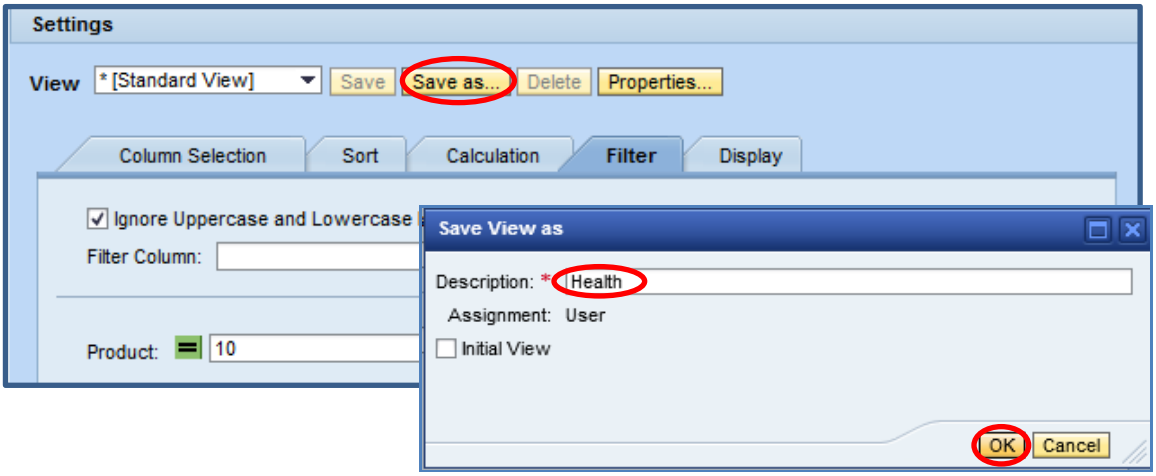


In the first box beside Product: ◇, type the number **10** to show only health insurance.



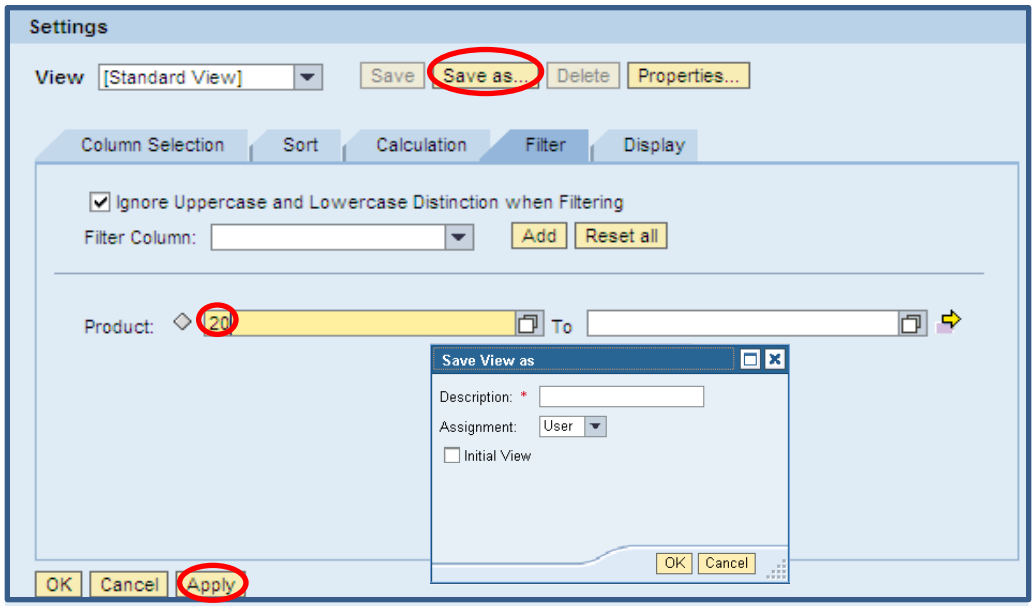
Click **Apply.**

Click **Save As** to save the view. Enter a name into the Description box. In this case, we named the view "Health", and click OK.

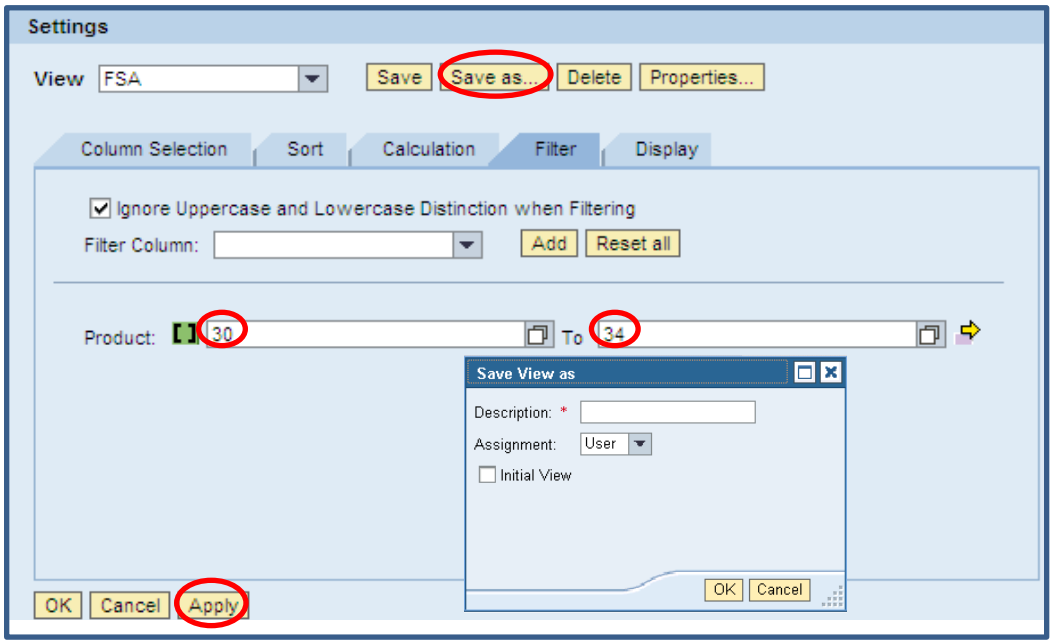


Clicking the **Initial View** checkbox will set this as user's initial view. Whenever you open Proposed Items, this view will be the first view you see.

To show only life insurance, change the 10 to **20**. Click **Apply** and **Save As** and enter an appropriate name in the Description Box, which will pop up after clicking Save As.

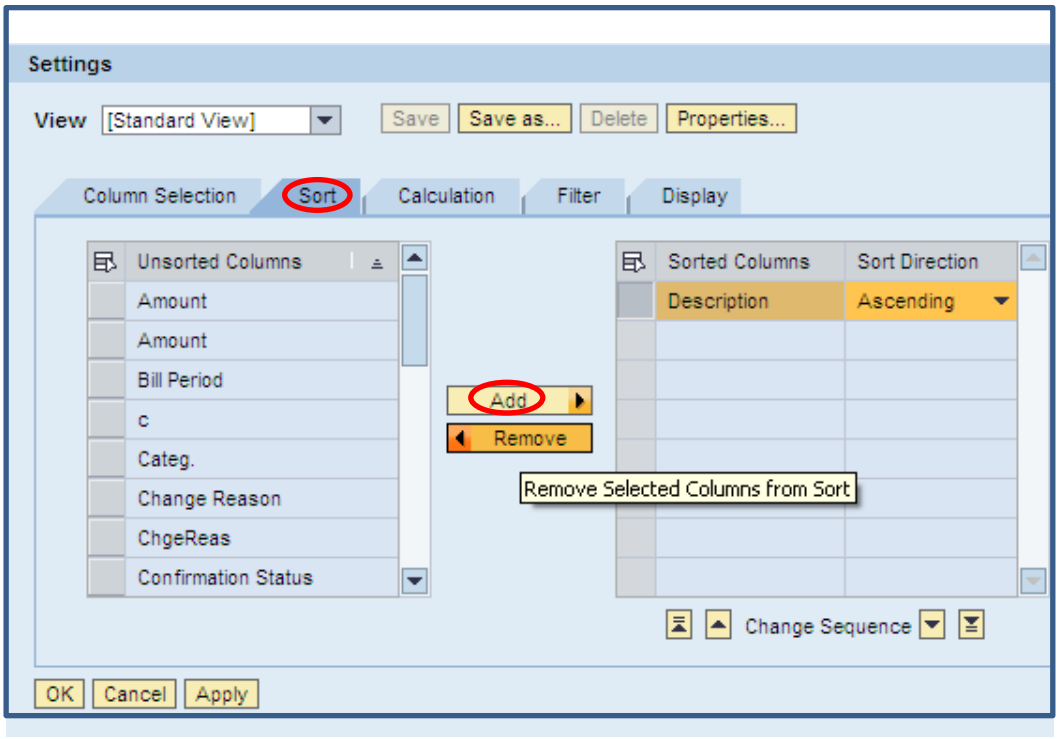


To show only FSA, change the 20 to **30**. In the "To" box, type 34. Click **Apply** and **Save As** and enter an appropriate name in the Description Box, which will pop up after clicking Save As.

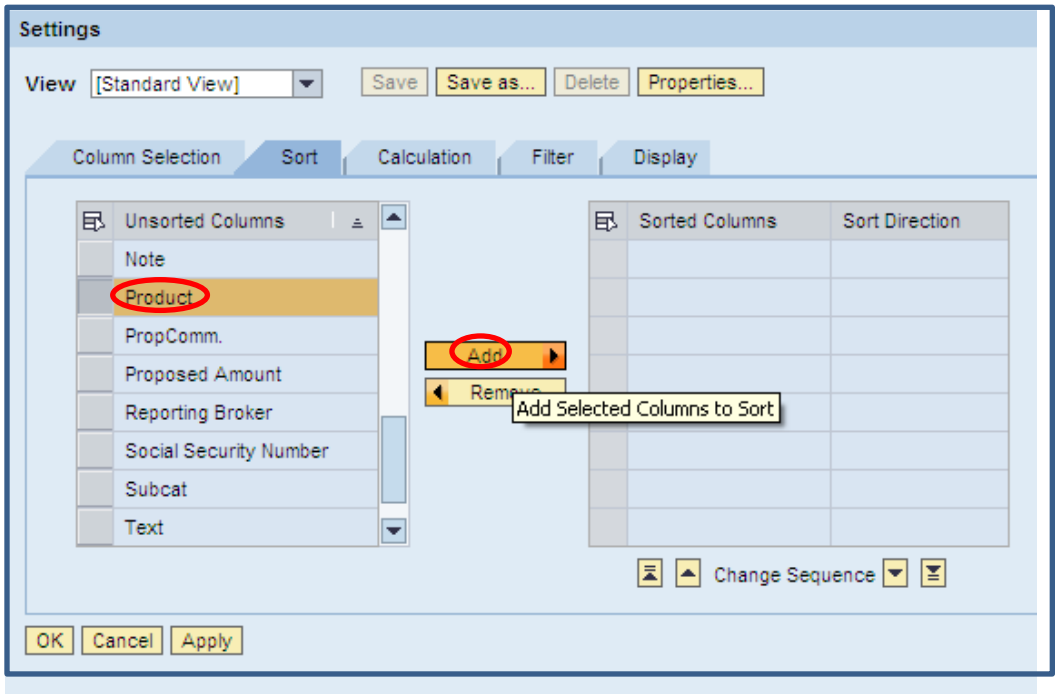


Next, set up a view that shows a summary of Proposed Amounts.

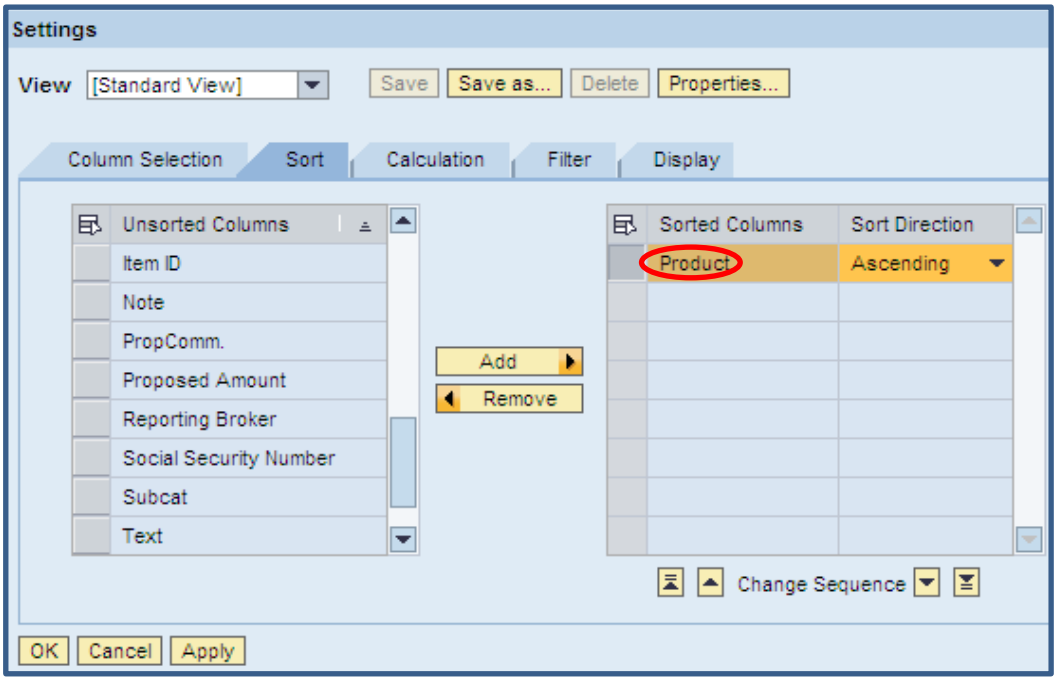
Click the **Sort** tab. If there are entries in the **Sorted Columns** field on the right side of the screen (as below), highlight the entry by clicking the gray box to the left and clicking on the **Remove** button.



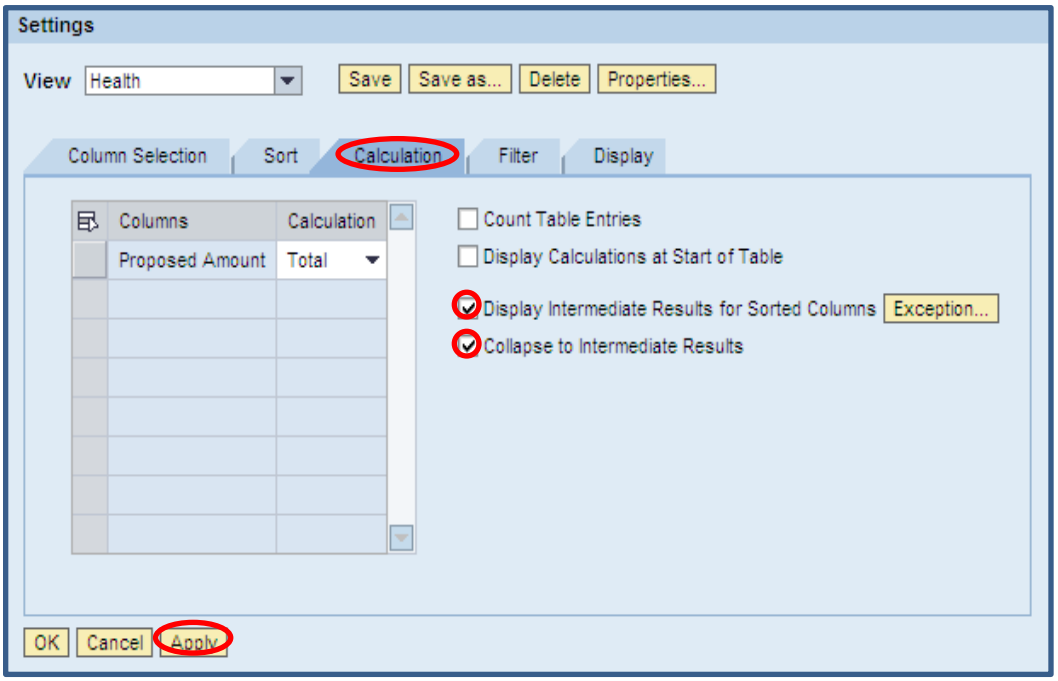
Scroll down in the Unsorted Columns on the left side and highlight **Product**. Click **Add.**



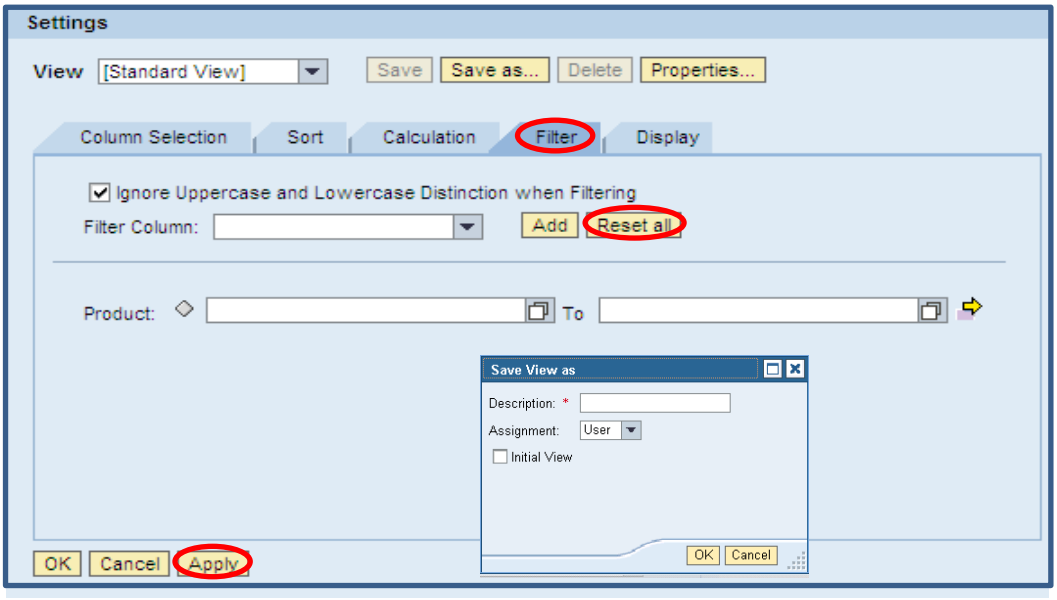
Entries will be sorted by Product, 10, 20, 30, 33, and 34.



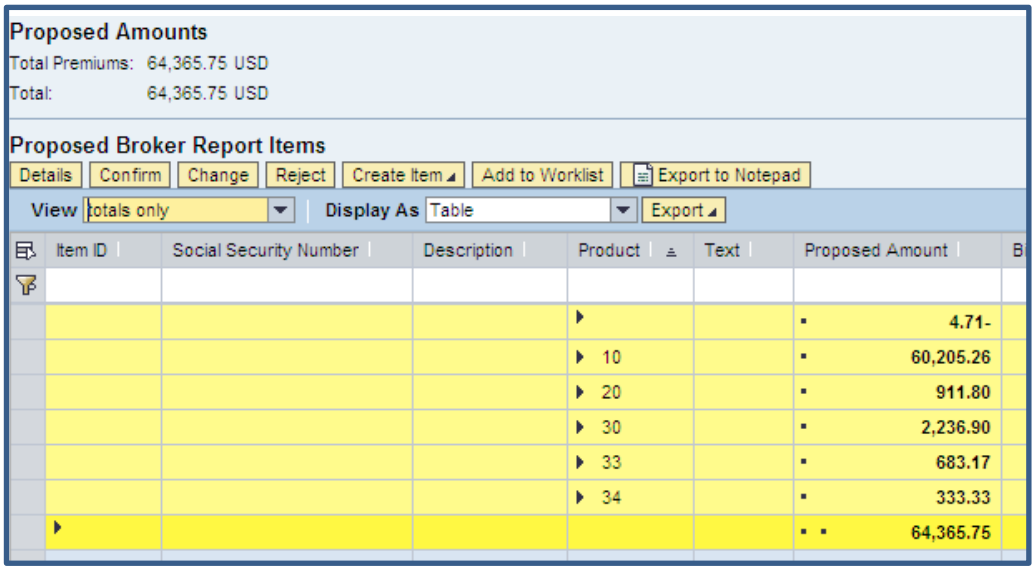
Click the **Calculation** tab. Check the *Display Intermediate Results for Sorted Columns* and the *Collapse to Intermediate Results* check boxes. Uncheck all other check boxes.



Click the **Filter** tab. Click *Reset All* to remove any filters.
Click **Apply.**



Click **Save As** and enter an appropriate name in the Description field of the box that pops up. This view shows totals for each Product.



Reminder:

Credits are not associated with a Product code. They are on a separate line from Health, Life or FSA.

Insurance Object can be used to identify which Products have credits.

FSAs are split on 2012 broker bills, product codes 30, 33, and 34.

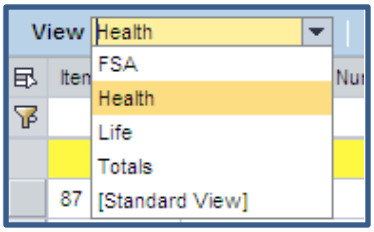
In Proposed Items this can be used to get a quick idea of where the bill is off.

In Processed items, if new items have been added to the broker bill, KHRIS will not know which Product they belong to. These items will be in a separate line in the Totals view and you'll have to determine which category they belong with and add them to that total. These items will appear in the processed view on the New Tab.

In Processed Items on the All tab, this can be used to ensure that payment amounts for each Product, health insurance, life insurance and FSA match the amounts of the individual checks. Remember that each customized view must be created in each area (Proposed,

Worklist, and Processed) that you wish to have customized views. The steps remain the same for each area.

To switch between customized views, drop down the View box and click desired view.



Finding Credits on Broker Bills **– Payment from Agency or Payment on Account**

It may be useful to set up a view that will show only Payments from Agency or Payments on Account in your Proposed Items.

Payments from Agency and Payments On Account entries are either credits or arrears. For more information, see “What is Payment from Agency on my broker bill?” on page 77 and “Credits and Arrears” on page 122.

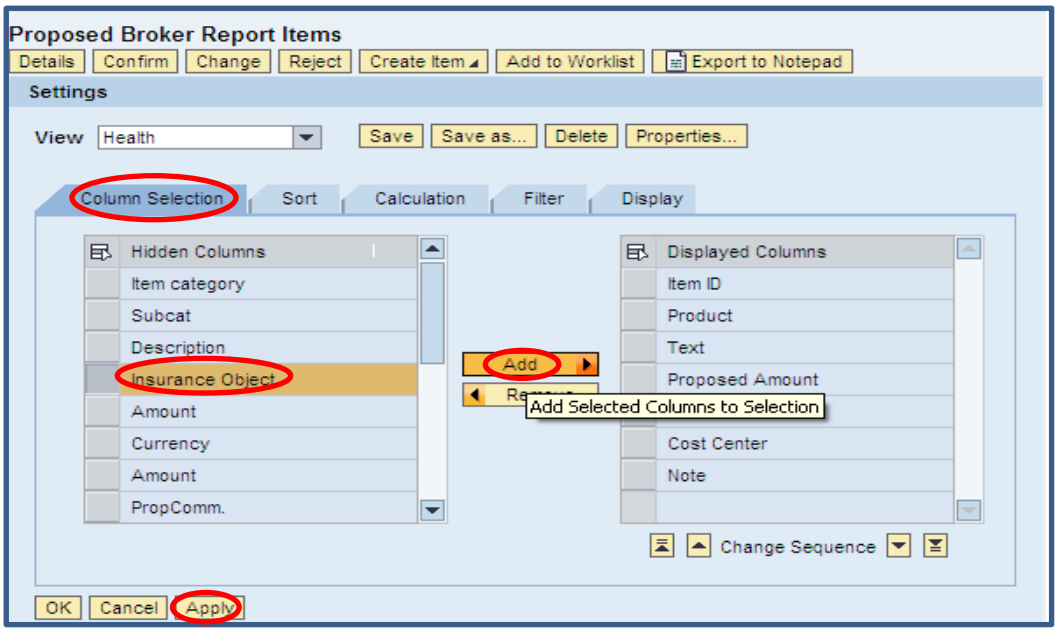
		p*			
1217		Payment from Agency	255.92-	1000000000000087107	10/18/2011
1218		Payment from Agency	345.48	1000000000000087107	11/16/2011

To set up this view, pull up **Standard View** in Proposed Items and click on **Settings.**

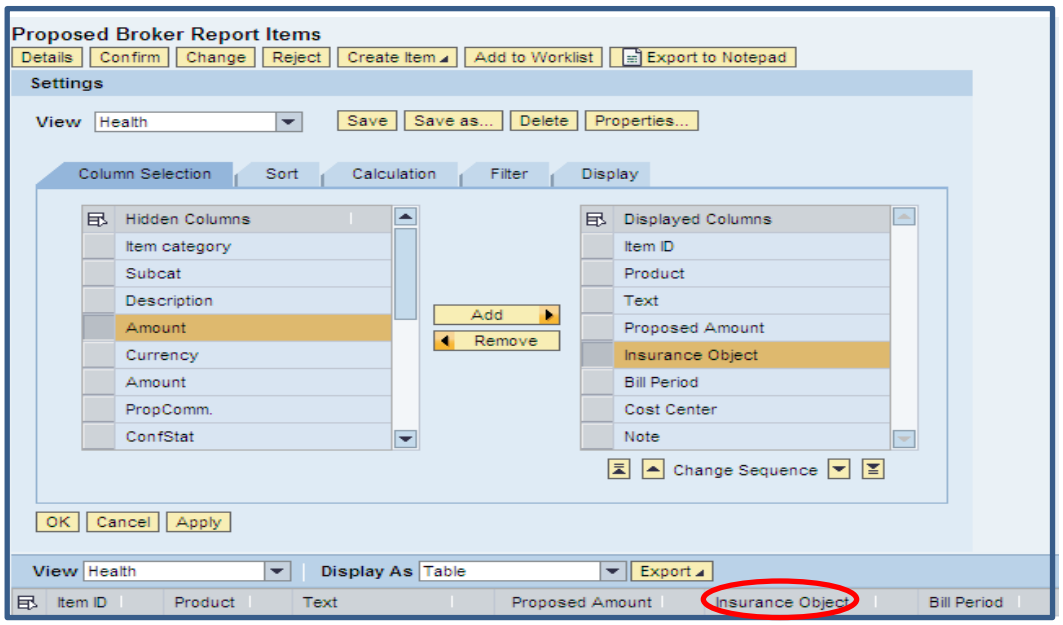
On **Column Selection** tab, make sure **Insurance Object** is listed in the *Displayed Columns.*

To add **Insurance Object** to Displayed Items:

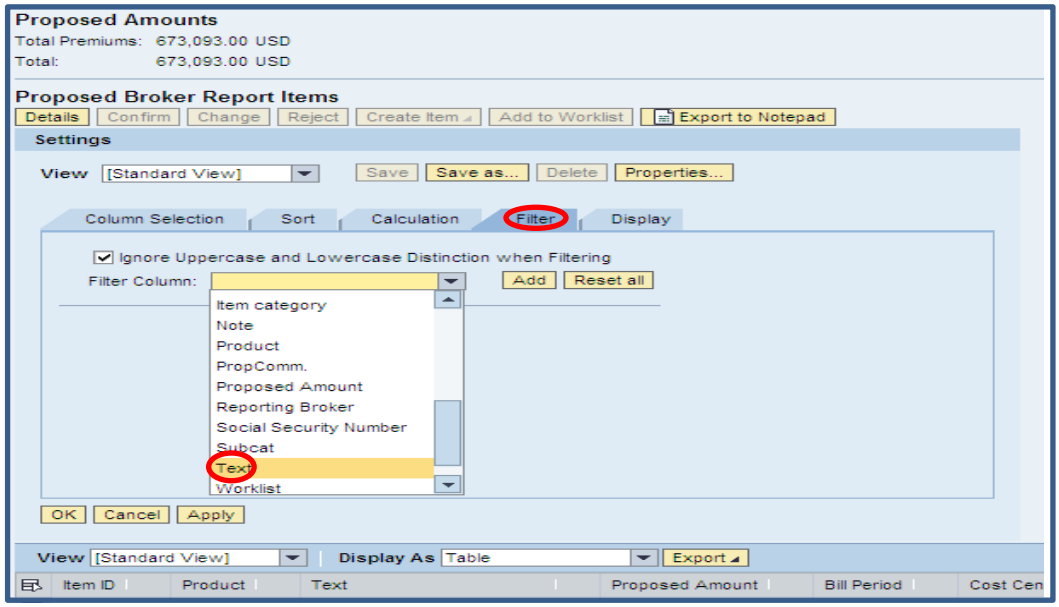
- Click on **Insurance Object** in Hidden Columns list
- Click **Add**
- Click **Apply**



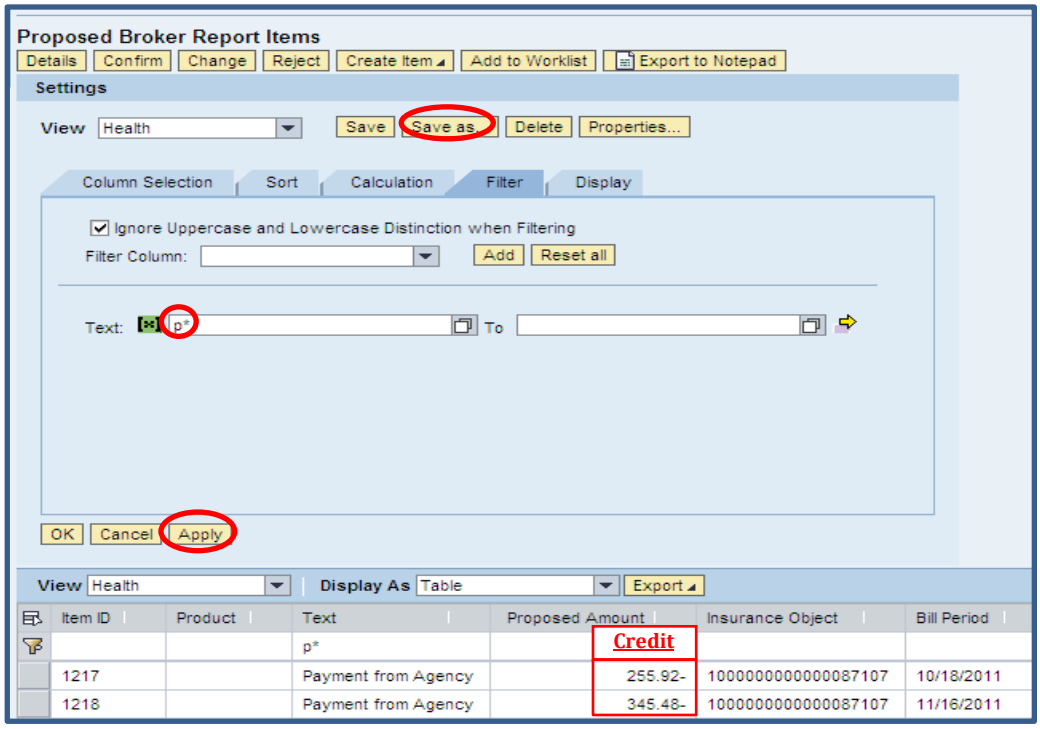
Since credits are not associated with a Product code, including **Insurance Object** on this view will help determine which Product the credit is for, health insurance, life insurance or FSA.



- Click on **Filter** tab
- Drop down **Filter Column** box
- Scroll down to **Text** and click on it
- Click **Add**



- In the **Text** field, type “p*”
- Click **Apply**
- Click **Save As** and enter name to save this view



Payments from Agency credits or arrears on broker bills are **NOT** tied to a specific Product: health insurance, life insurance or FSA. Adding Insurance Object to your view can help determine which Product has a credit. See “How to Determine Which Products Have Credits” on page 130 for instructions.

Credits **are** tied to *individual employees*. Employee Names, SSN and Business Partner Numbers are not shown in the screen shot for purposes of HIPAA compliance.

It may also be helpful to set up this “credit only” view in **Processed Items** on the **Confirmed** or **All** tab.

There are different ways to sort and filter bill entries. To see another way to sort your bill, watch the webcast at this link: mms://video1.education.ky.gov/On-Demand2011/KHRIS_Billing_9-21-11.wmv.

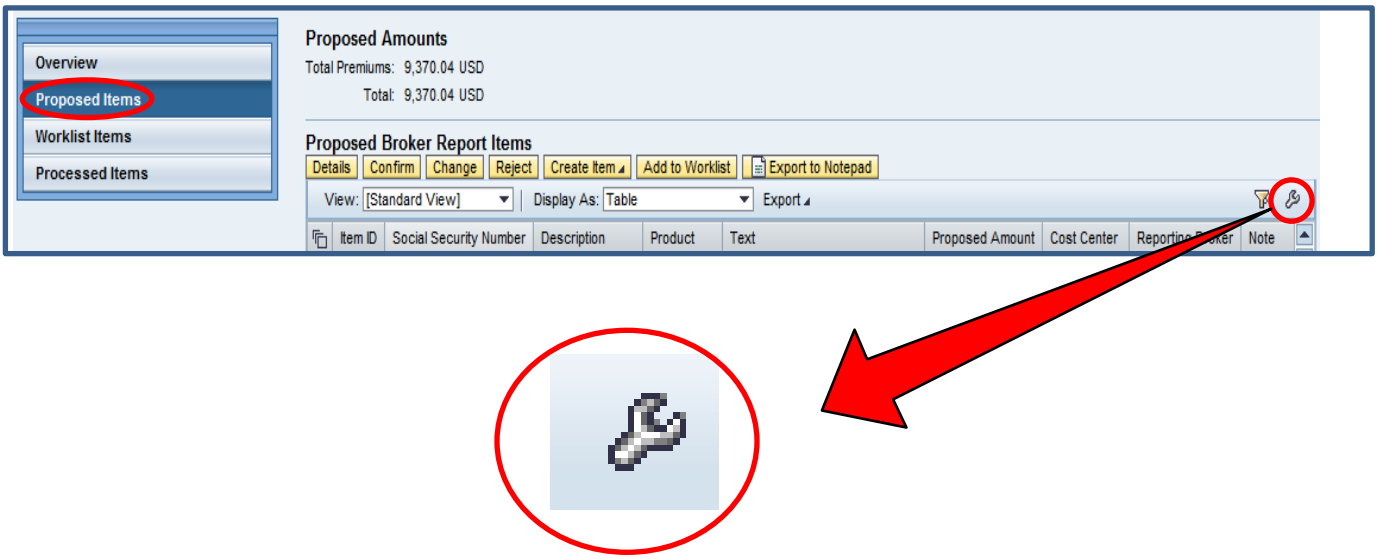
Customizing Bill View (Quasi Agencies/ Health Departments)

The bills for Quasi Agencies are composed somewhat differently from School Boards. Quasi Agencies are not able to sort the bills as easily on the type of payment because the KHRIS bills both the Employer and Employee amounts together on the bill. Quasi Agencies can use the sorting techniques in this module to more easily reconcile your bill.

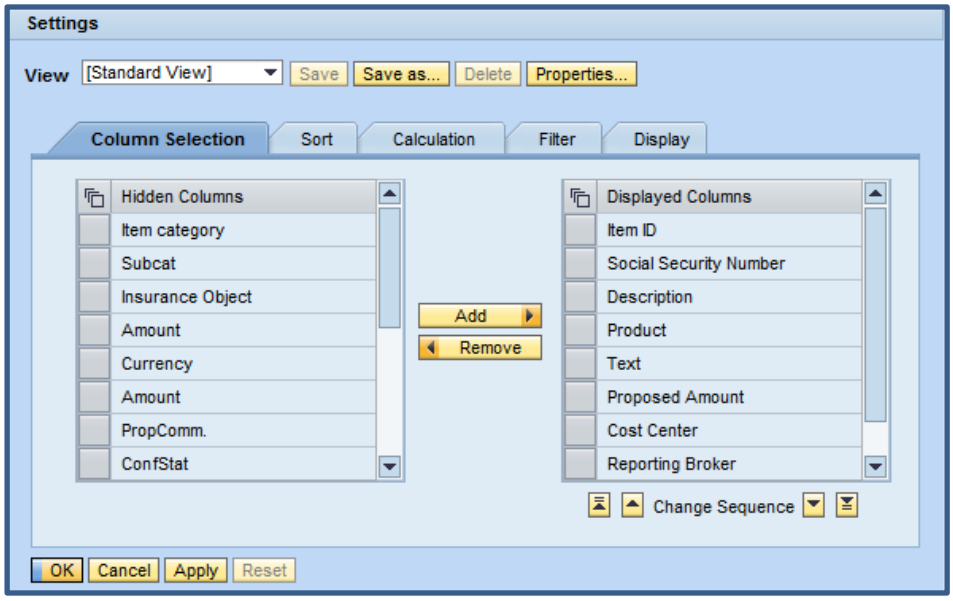
Standard View is the default view for KHRIS and can be seen by all users. Customized views are user specific and can only be viewed by the user who sets them up.

Views do not automatically transfer from Proposed to Processed Items. If you want customized views in Processed Items as well as Proposed Items, you'll have to set them up on each tab in Processed Items.

Open a Broker Report (this is described in "Access Biller Direct and Web Broker Bill") In Proposed Items, click Settings on the far right of screen.



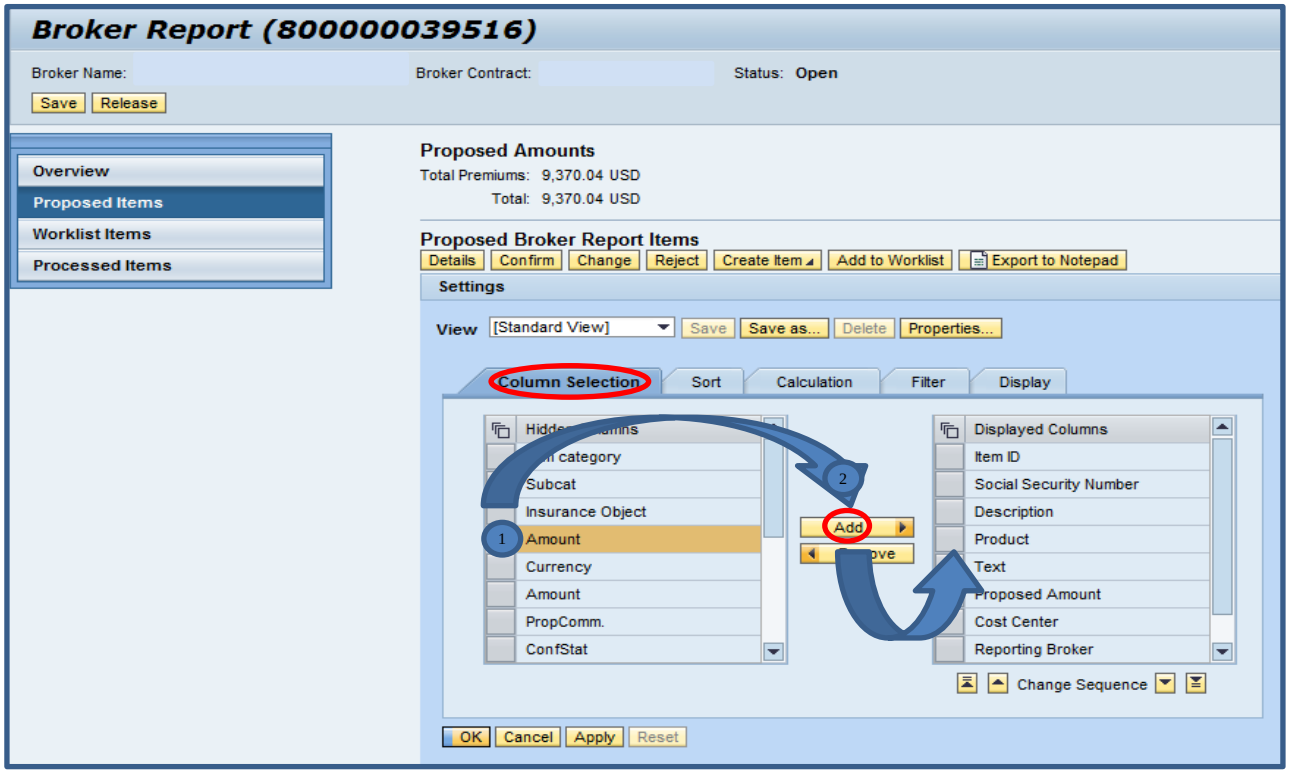
Clicking on **Settings** will cause a new window to open:



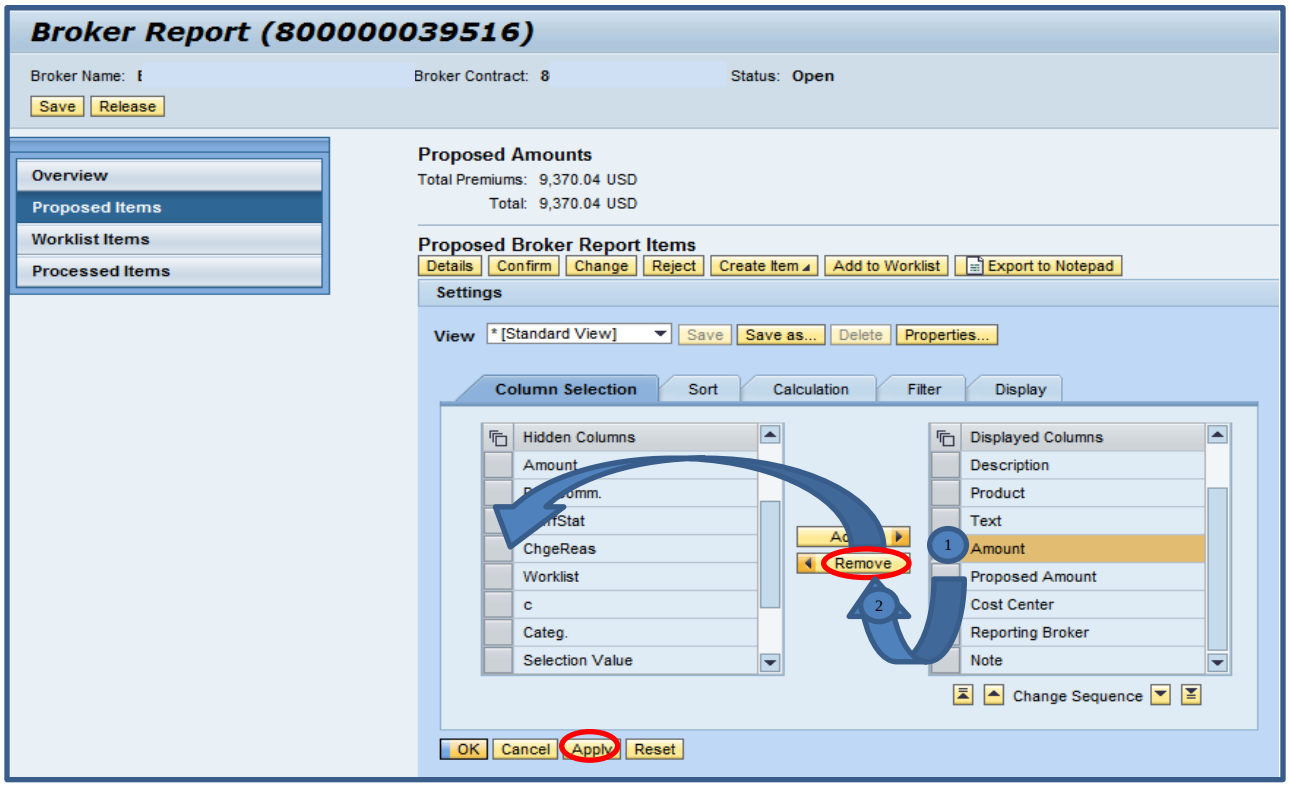
The **Column Selection** tab allows you to select which columns to view. Working with your broker bill for a couple of months will help you decide which columns you prefer to view and in what order you wish to see them.

To highlight a column name, click on the grey square to the left of the name.

To move a column from *Hidden Columns* to *Displayed Columns*, highlight the desired column and click the **Add** button.



To remove a column from Displayed Columns, highlight it and click **Remove.** This places the selected items on the Hidden Columns list.



To change the column order, highlight the column name in the Displayed Columns list and click the Change Sequence arrows at the bottom of list to move selected items up or down.

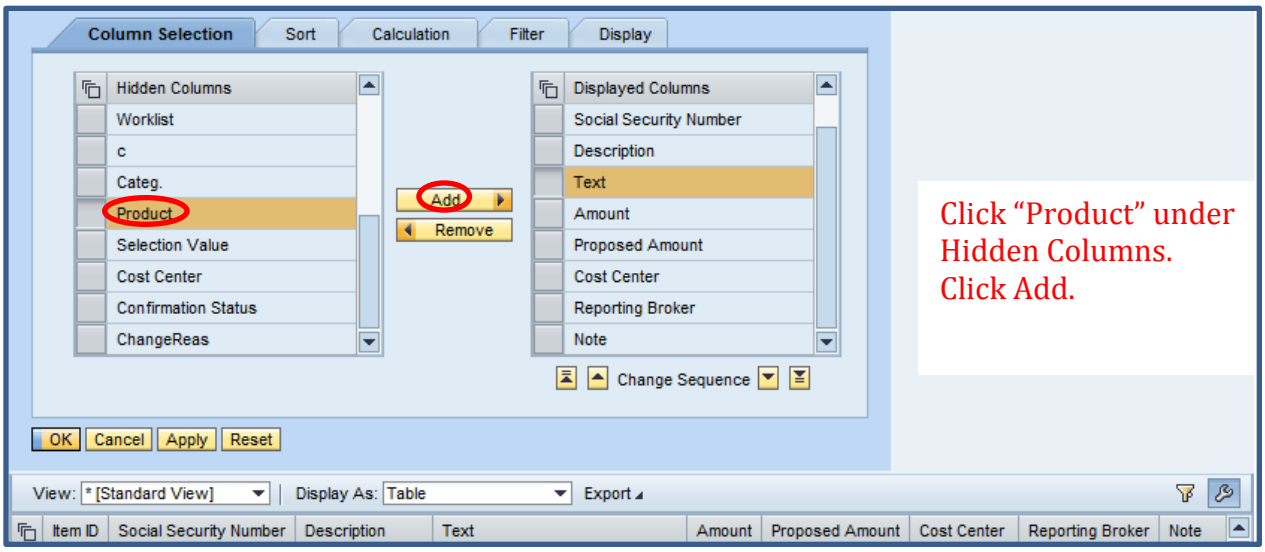
- moves column all the way to the left of list
- moves column one place to the left
- moves column one place to the right
- moves column all the way to the right

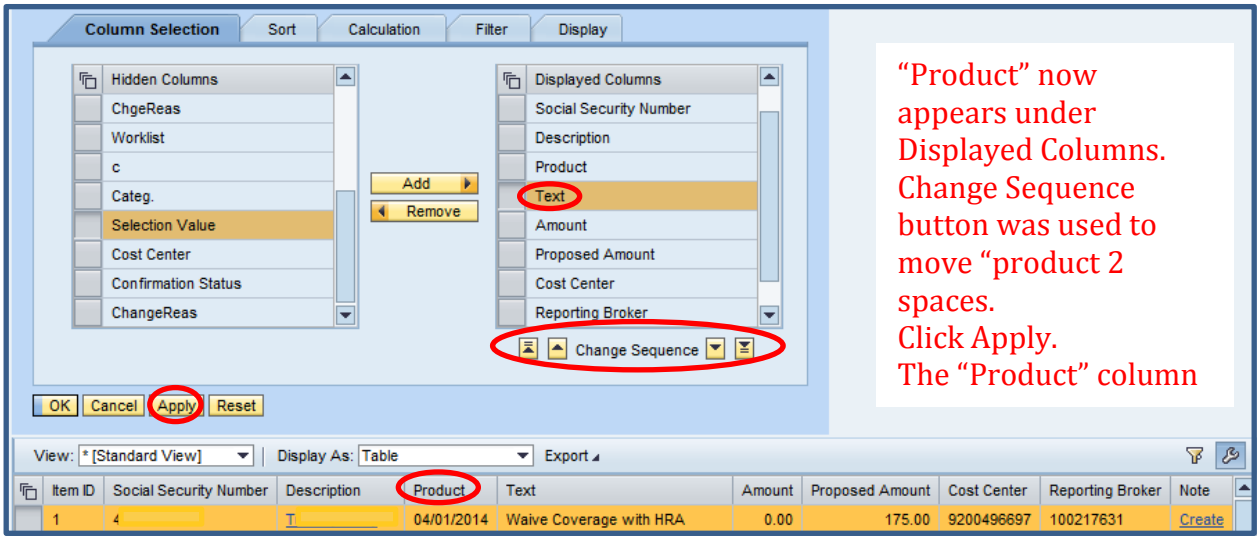
Note: *Ensure that **Insurance Object** is moved to **Displayed Items** so it can be used to help identify which Products have credits.*

Click **Apply** when columns are in the order you wish them to be.

I

In this example, we wish to move the Proposed Amount farther to the left so that it appears in a more convenient location.





When setting up and saving a view in Processed Items, move the "Amount column to the left so that it can be easily viewed.

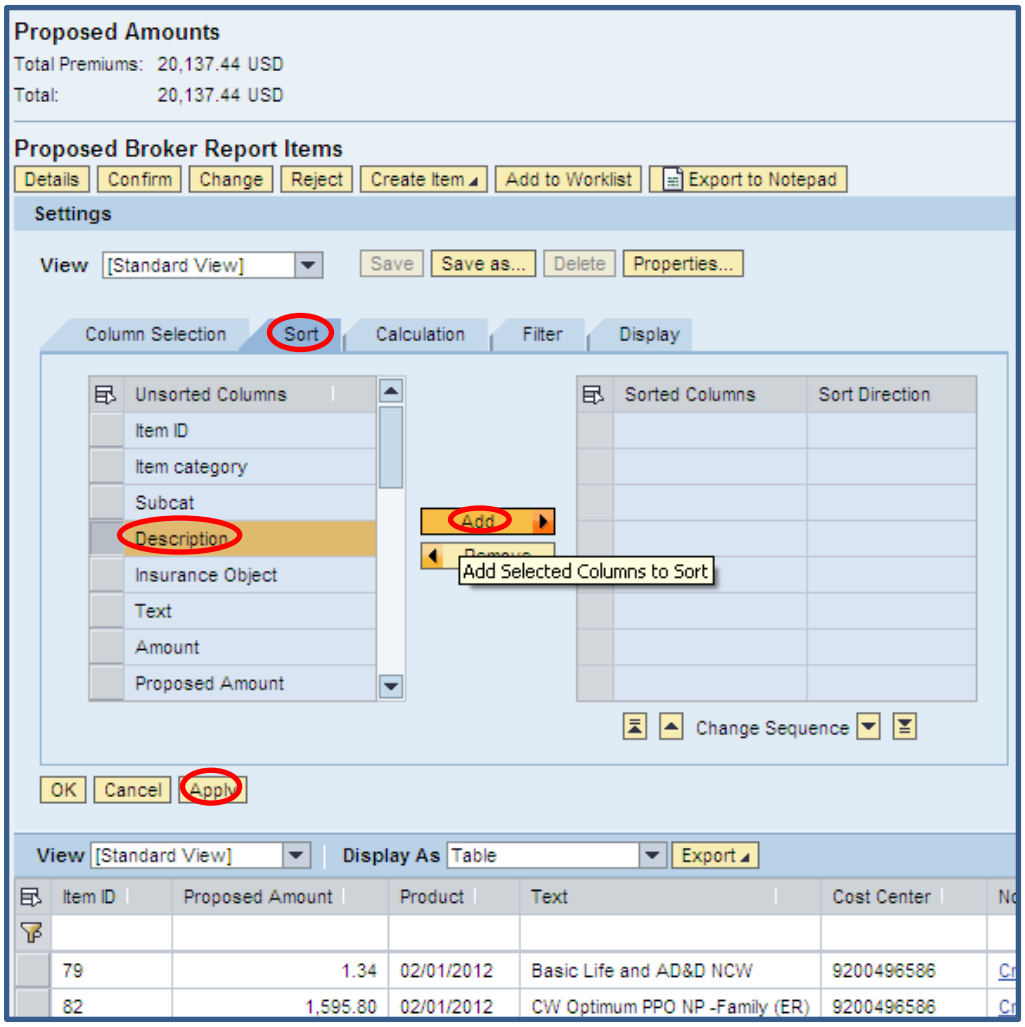
There are multiple ways Quasi Agencies and Health Departments can sort bills. Several examples are on following pages.

Sorting by Description, Filtering by Text/Plan Information

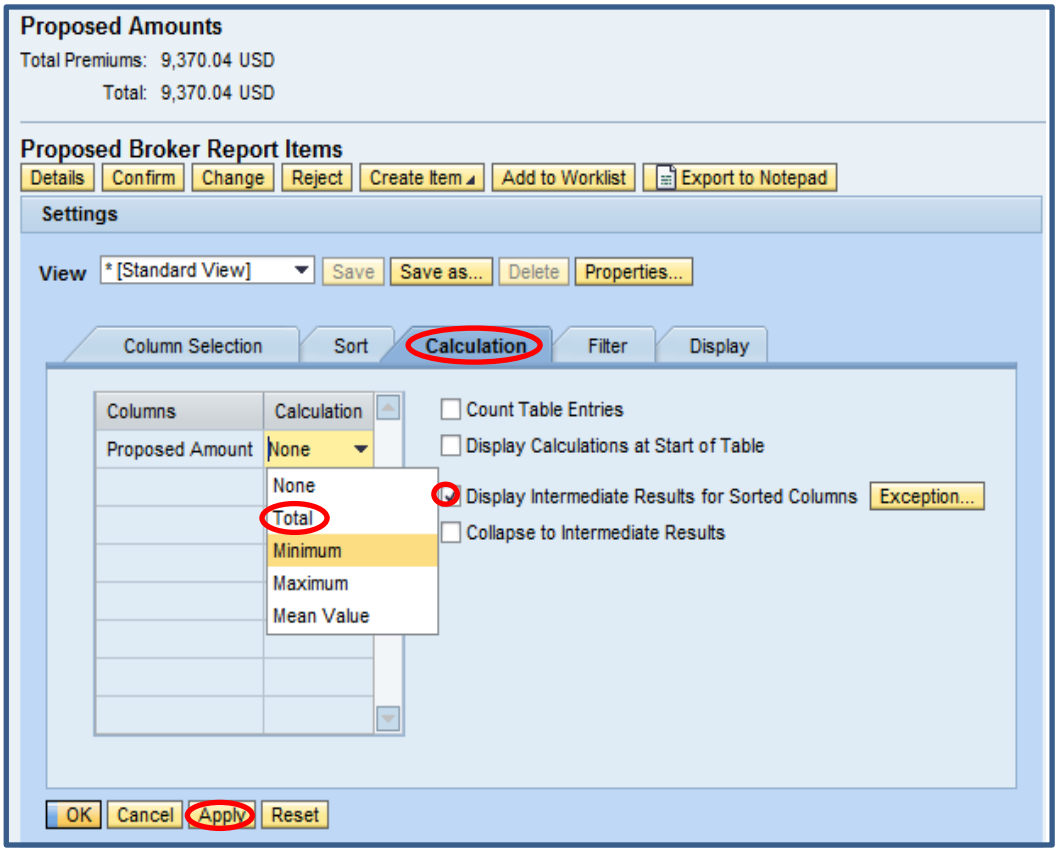
Sorting by Description then filtering by Text or plan information will put your bill in alphabetical order, separated by plan type. This will allow you to save separate views for health insurance, admin fees, life insurance, FSA, and HRA.

In Proposed Items

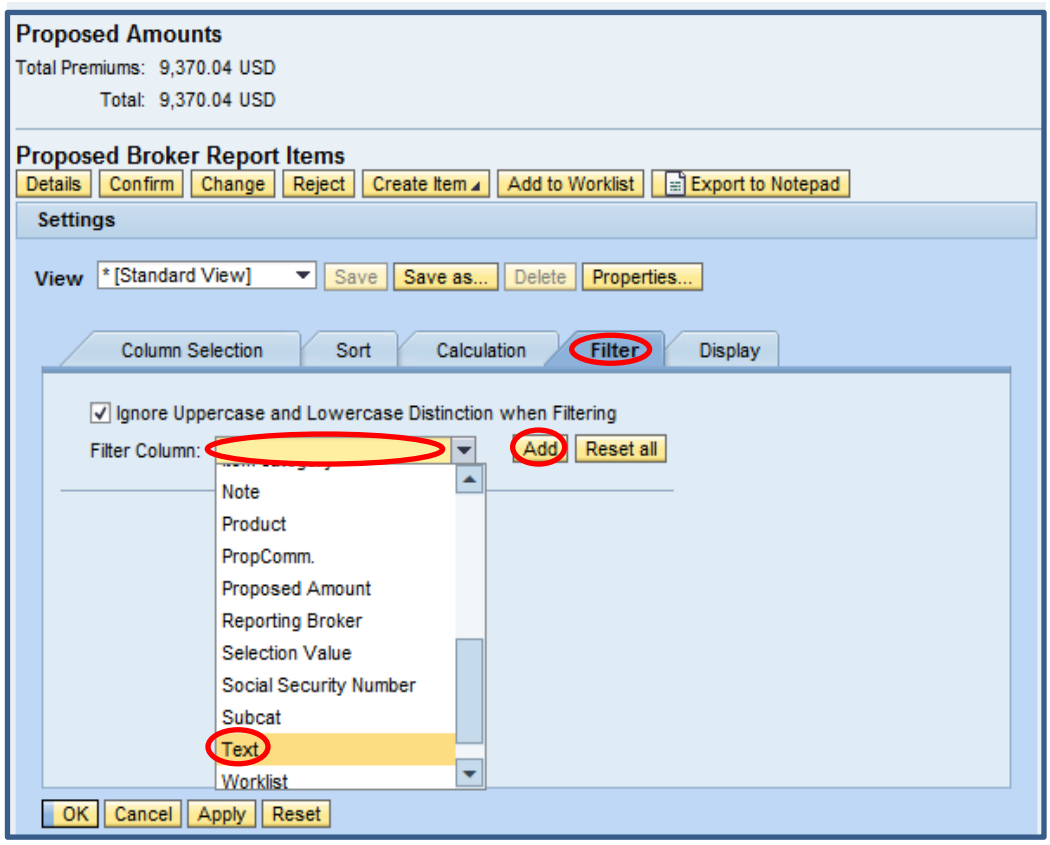
1. On **Sort** tab, in **Unsorted Columns**, click **Description** to sort by employee name
   Click **Add**
   Click **Apply**



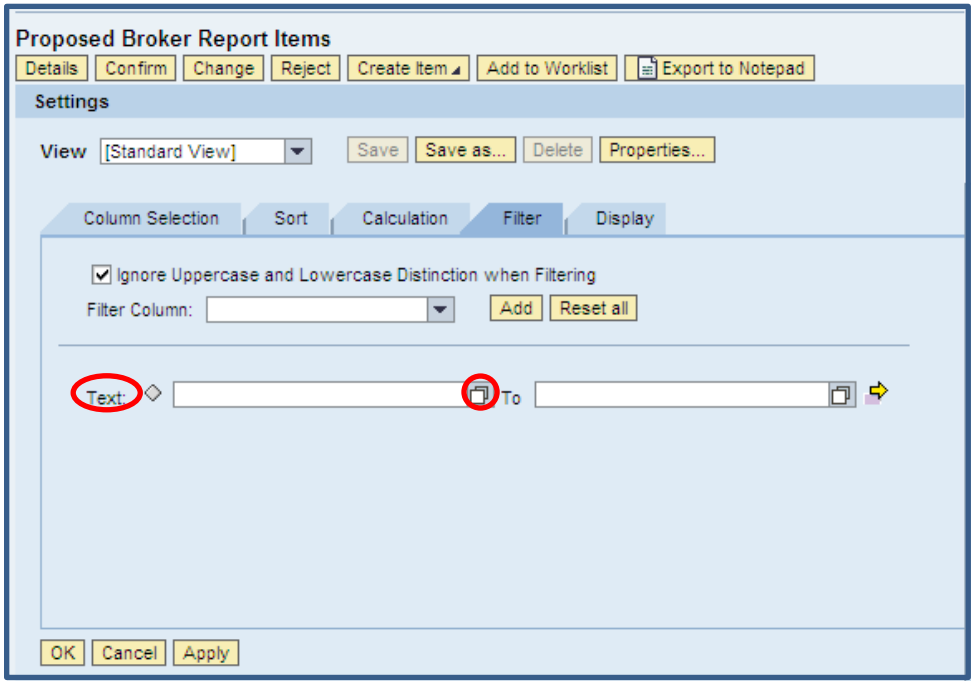
2. On **Calculation** tab
   Click the down arrow
   Select **Total**
   Select *Display Calculations at Start of Table*
   Click **Apply**



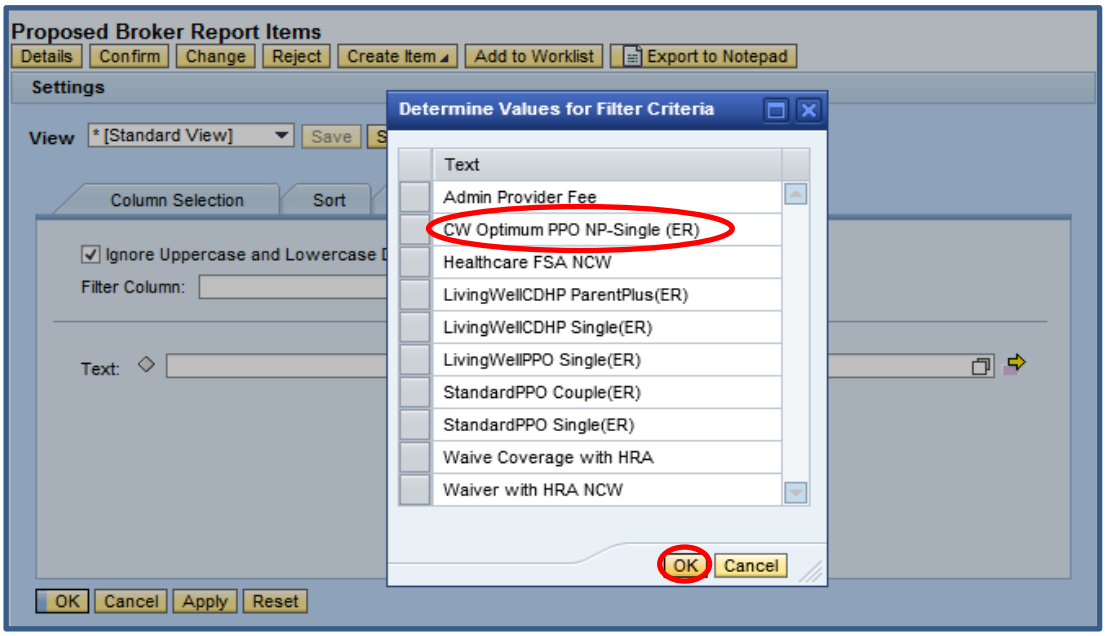
3. Click on **Filter** tab
   Click in **Filter Column** box
   Select **Text**
   Click **Add**



4. In **Text** field
   Click to select start of filter range

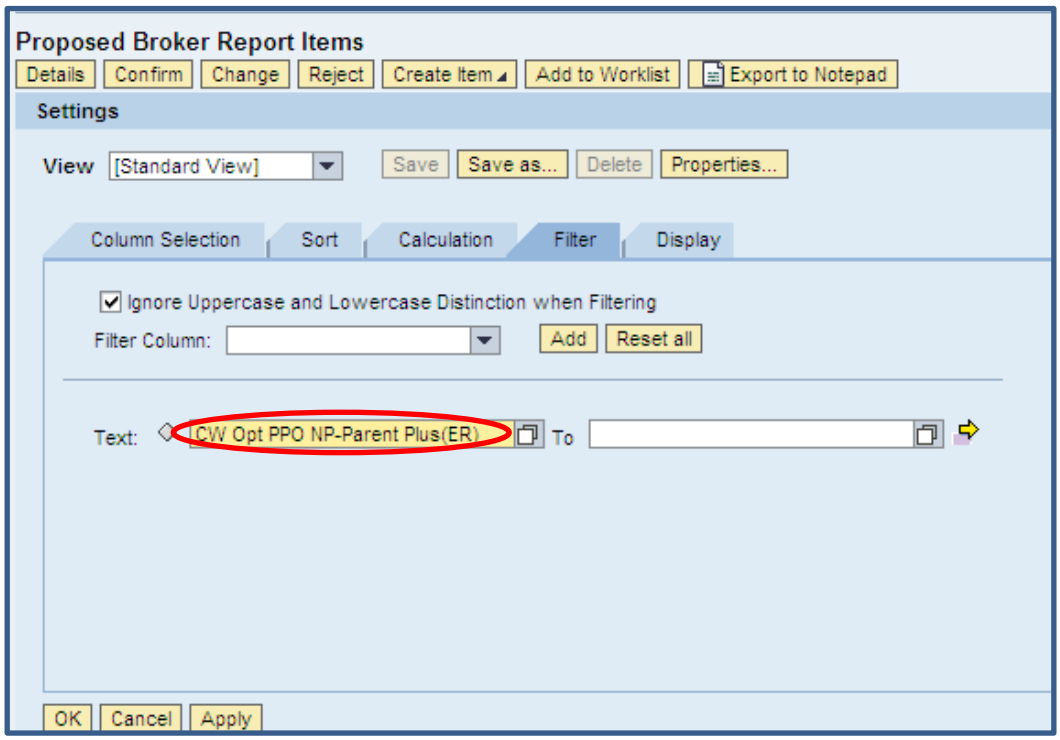


5. Select first value
   Click **OK**

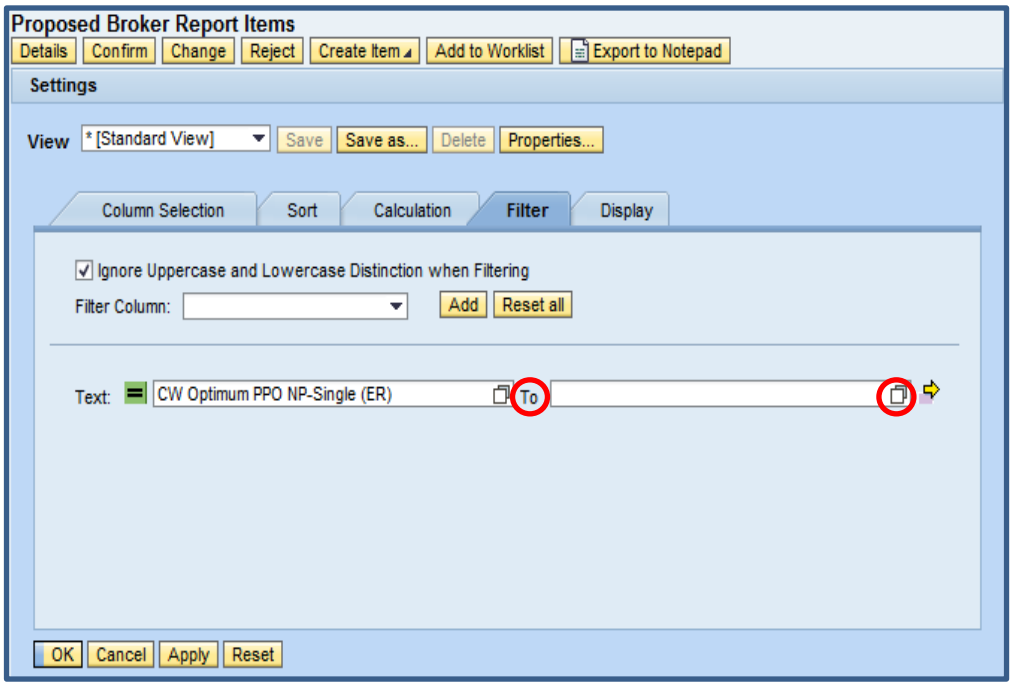


NOTE: For the filter to work correctly, the plans you choose must be in order in the list. You can set up a view to show only the health insurance plans in the list above because they are listed in order with no other plans between them. You cannot set up a single view that will show basic life insurance and dependent life insurance because the health insurance plans are listed between basic and dependent life.

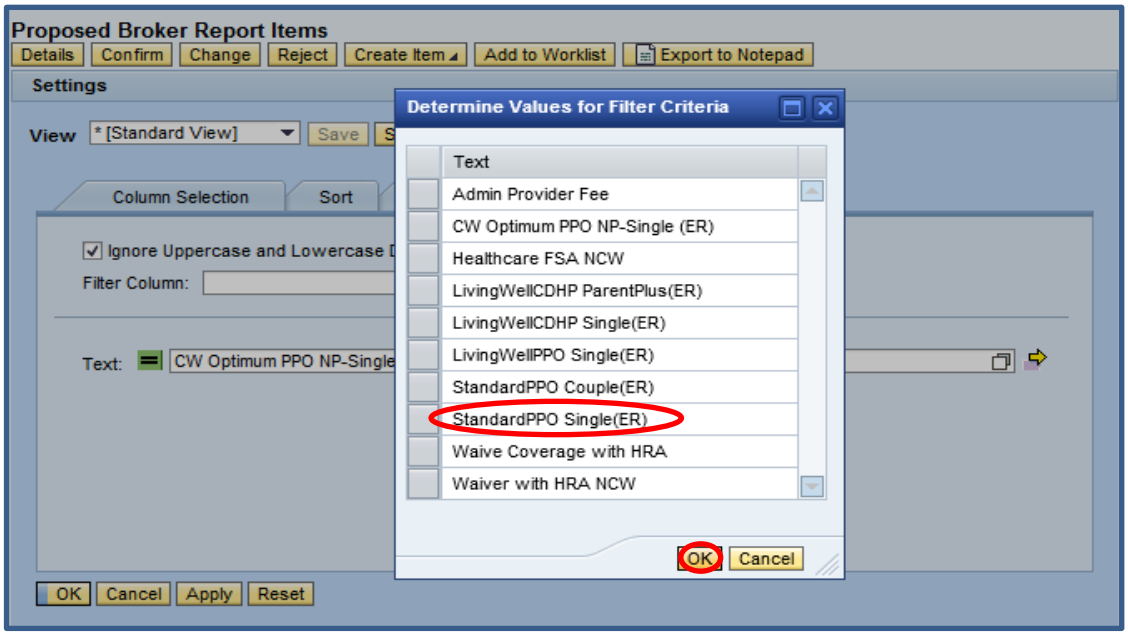
You will see the first plan you selected in the Text box.



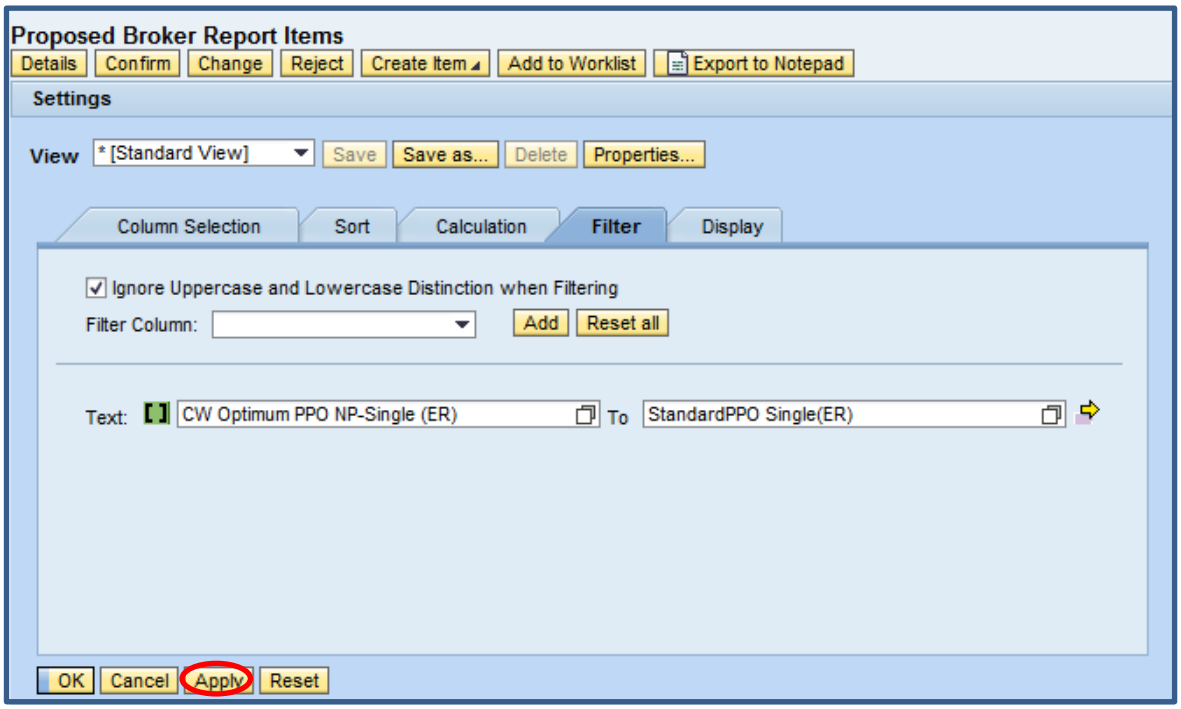
6. In **To** field
   Click to select end of filter range



7. Select value for end of range
   Click **OK**



8. Click **Apply**

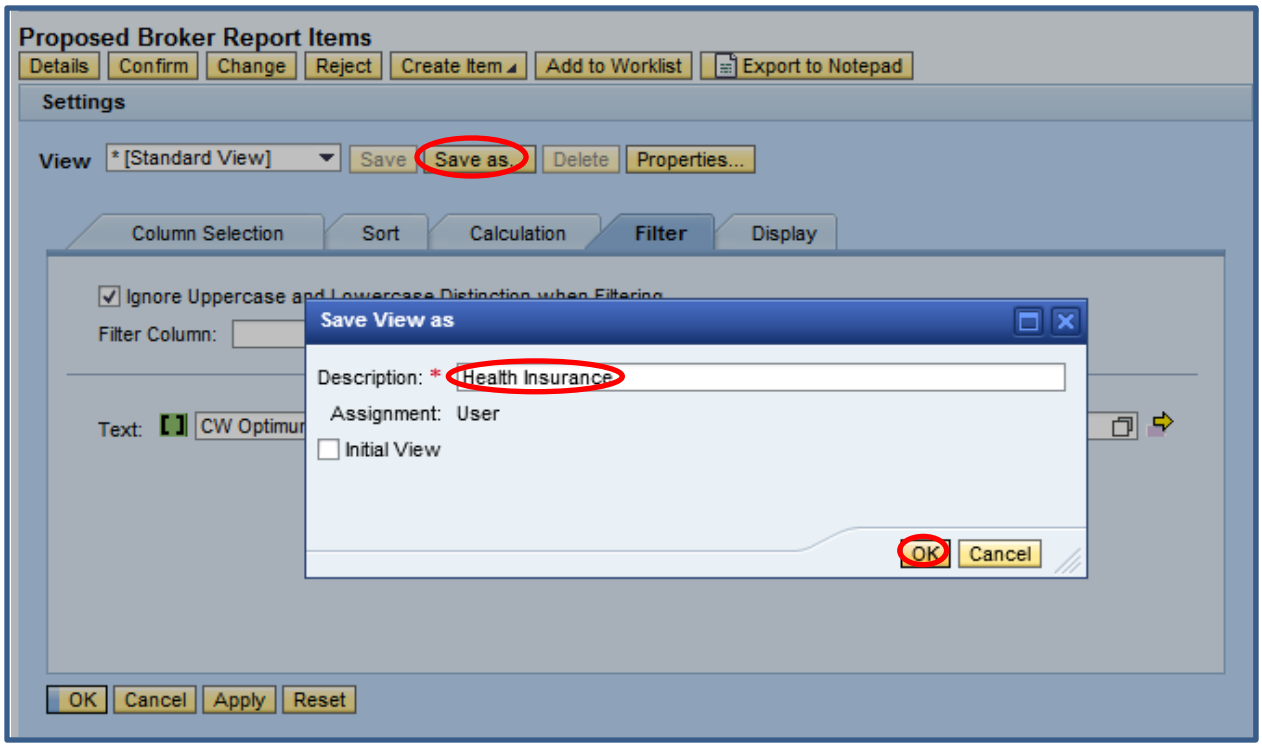


This lists all employees who have health insurance and totals the Proposed Amount.

View: * [Standard View] | Display As: Table | Export

Item ID	Social Security Number	Description	Product	Text	Proposed Amount	Cost Center	Reporting Broker	Note
					9,370.04			
3	123456789	Fudd, Elmer	04/01/2014	Waive Coverage with HRA	175.00	9200496697	100224186	Create
4	123456789		04/01/2014	Admin Provider Fee	5.36	9200496697	100224186	Create
14	987654321	Bird, Tweety	04/01/2014	LivingWellPPO Single(ER)	699.28	9200496697	100201657	Create
15	98765432		04/01/2014	Admin Provider Fee	5.36	9200496697	100201657	Create
8	333224444	Bunny, Bugs	02/01/2014	LivingWellCDHP ParentPlus(ER)	348.81	9200496697	100199305	Create
9	333224444		04/01/2014	LivingWellCDHP ParentPlus(ER)	926.50	9200496697	100199305	Create
10	333224444		04/01/2014	Admin Provider Fee	5.36	9200496697	100199305	Create
5	111223333	Pig, Porky	02/01/2014	LivingWellCDHP Single(ER)	284.93	9200496697	100166704	Create
6	111223333		04/01/2014	LivingWellCDHP Single(ER)	670.62	9200496697	100166704	Create
7	111223333		04/01/2014	Admin Provider Fee	5.36	9200496697	100166704	Create
21	111223333		01/16/2014	Healthcare FSA NCW	104.16	9200496697	100166704	Create
22	111223333		03/16/2014	Healthcare FSA NCW	104.17	9200496697	100166704	Create
23	111223333		04/16/2014	Healthcare FSA NCW	104.17	9200496697	100166704	Create

9. Click **Save As** to save view.
   Click in **Description** Field and name this view.



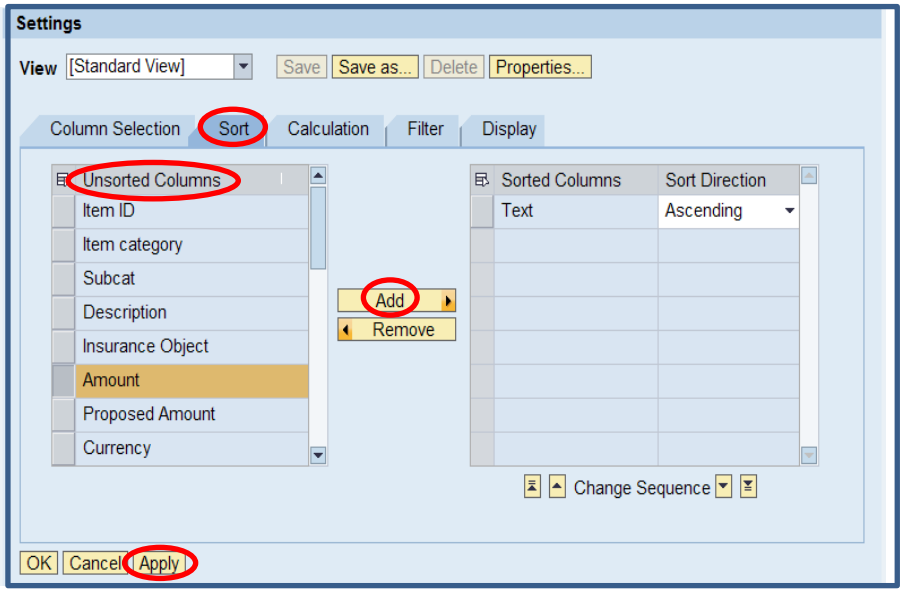
If you wish to have this view in your Processed Items, you will have to set it up on each tab in Processed Items.

To set up this type of view for admin fees, life insurance, FSA or HRA, you will have to follow the steps again and choose the correct Text for each range.

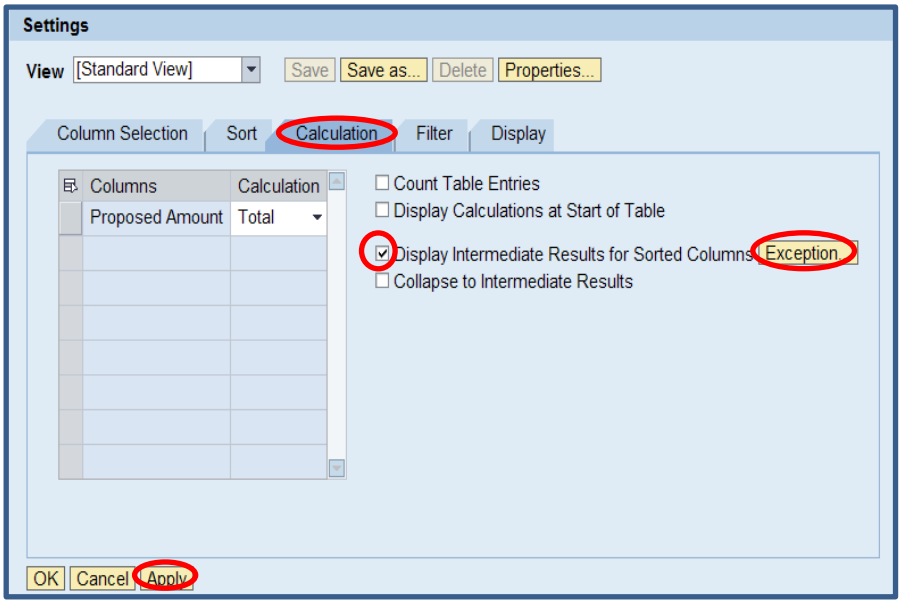
Sorting by Text/Plan Information

Sorting by text will put your bill in order by admin fees, life insurance, health insurance and FSA or HRA.

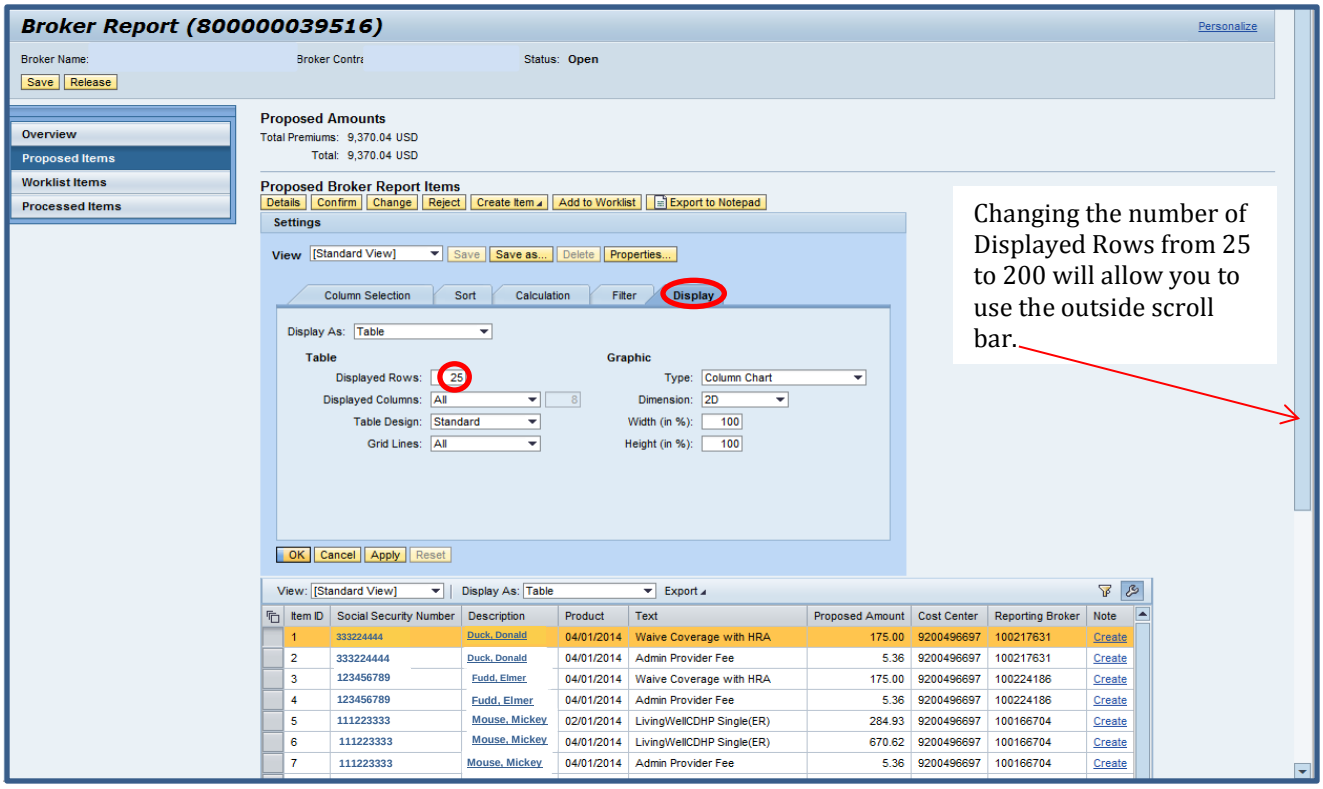
The **Sort** tab allows you to select how your view is sorted. In the **Unsorted Columns** area, click the gray box next to Text in order to highlight it and then click **Add** in order to move the column to the **Sorted Columns** area. To complete the sort, click **Apply.**



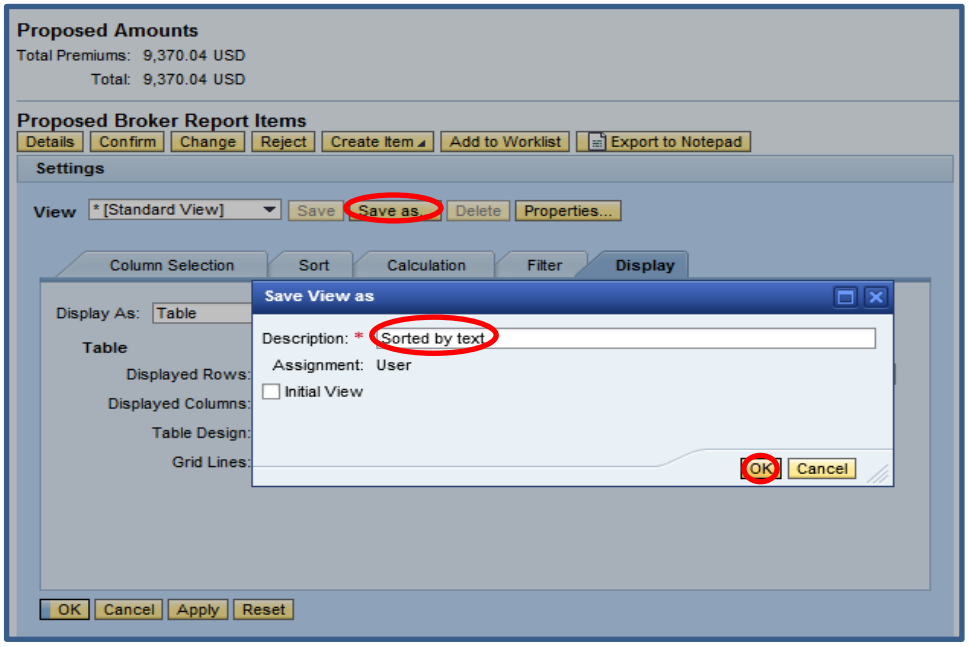
The **Calculation** tab allows you to total the Proposed Amount column and display the total at the top or bottom of the list. Make sure that "**Display intermediate results for sorted columns"** has a check mark in the box. The **Exception** button allows you to choose the column for which you wish to see intermediate results when the list is sorted by more than one column. Click **Apply.**



Now click on the **Display** tab. Look down until you see the heading TABLE, below that you will see a displayed rows box. The default value in that box is 25 rows. Change the 25 to 200 or more to be able to scroll down from the blue scroll bar on the side instead of the one in the box. (Note: changing this may degrade system performance for you.)



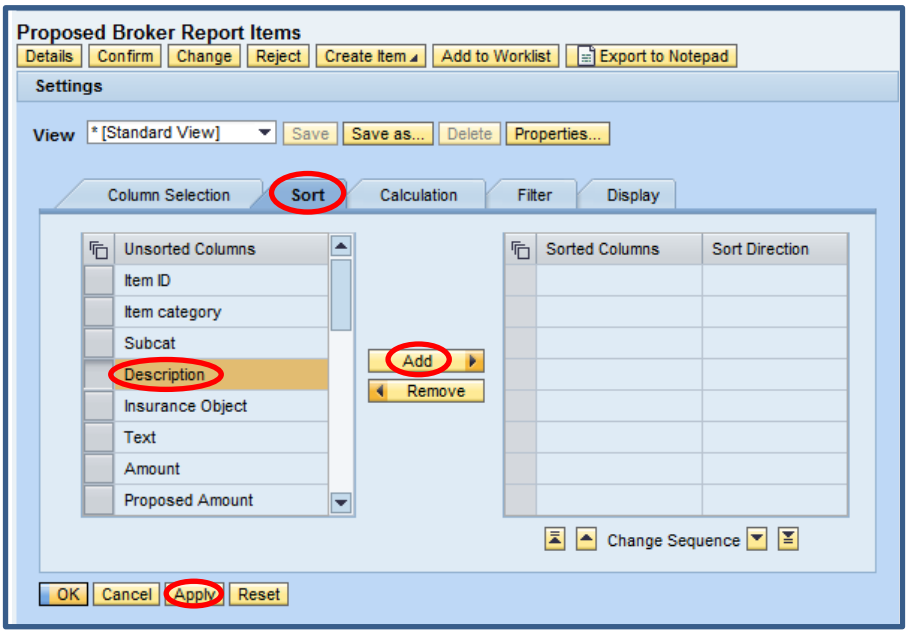
To save this layout for future use click on the **Save as** button. The save as dialog box will appear. Give the layout a short descriptive name. In this example, we used Sorted by text. Click **OK** to save.



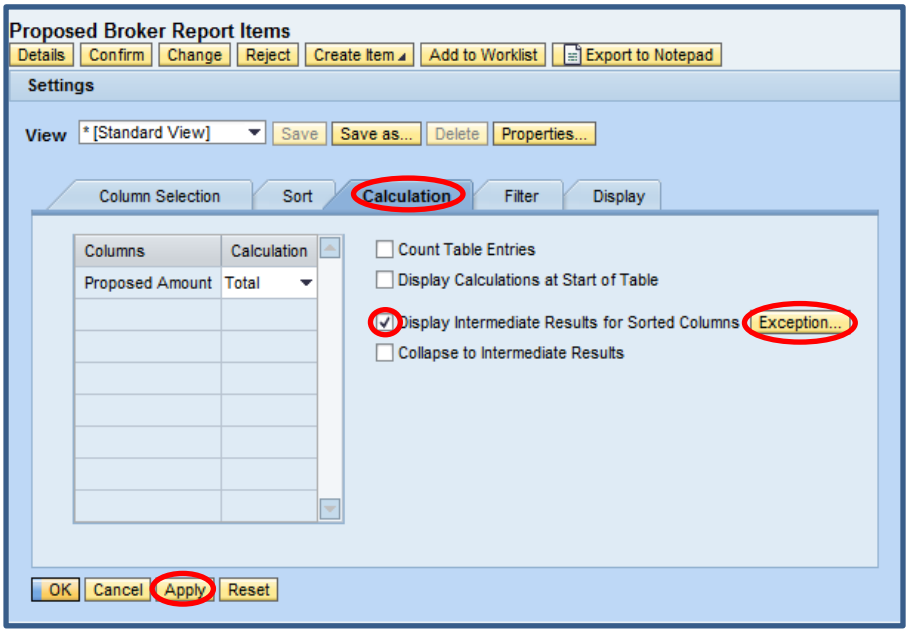
Sorting by Description

Sorting by Description will put your bill in alphabetical order.

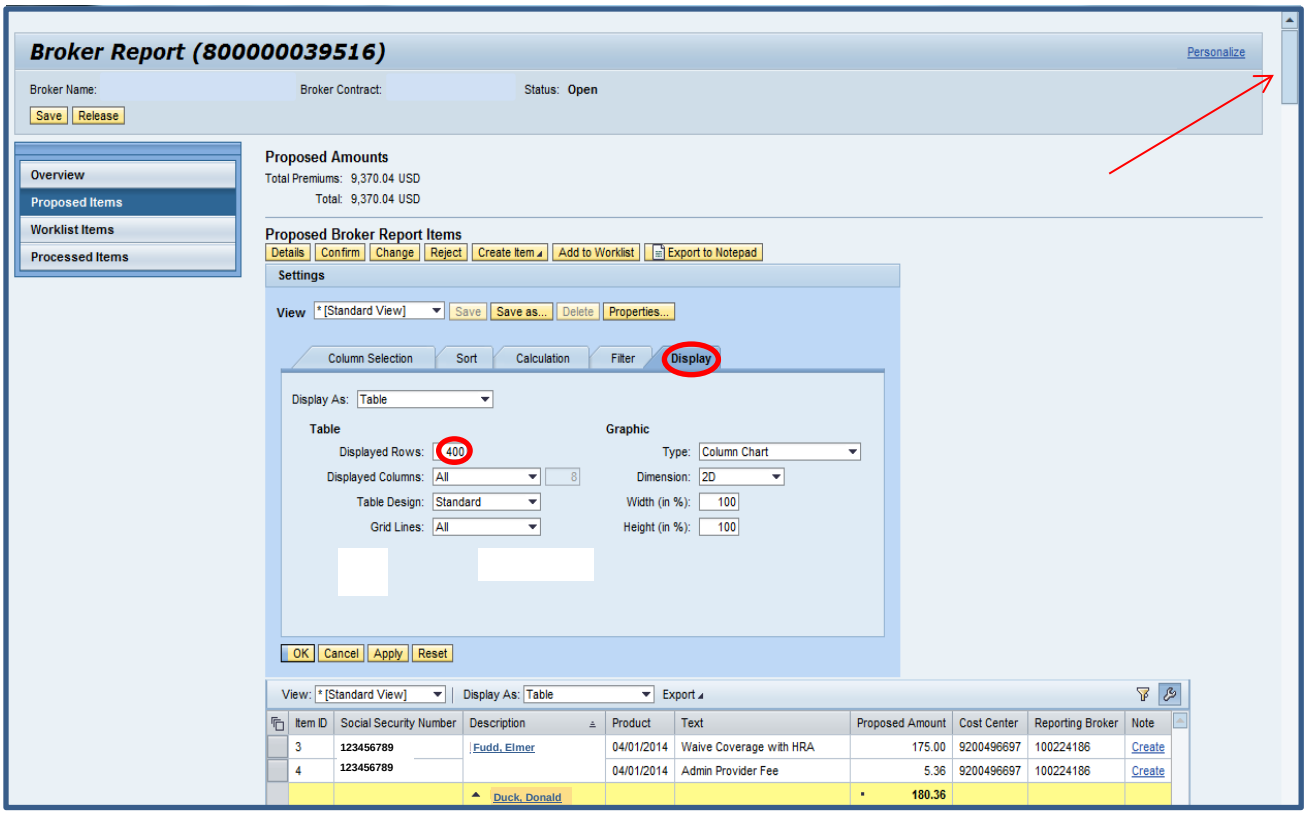
The **Sort** tab allows you to select how your view is sorted. In the **Unsorted Columns** area, click the gray box next to Description order to highlight it and then click **Add** in order to move the column to the **Sorted Columns** area. To complete the sort, click **Apply.**



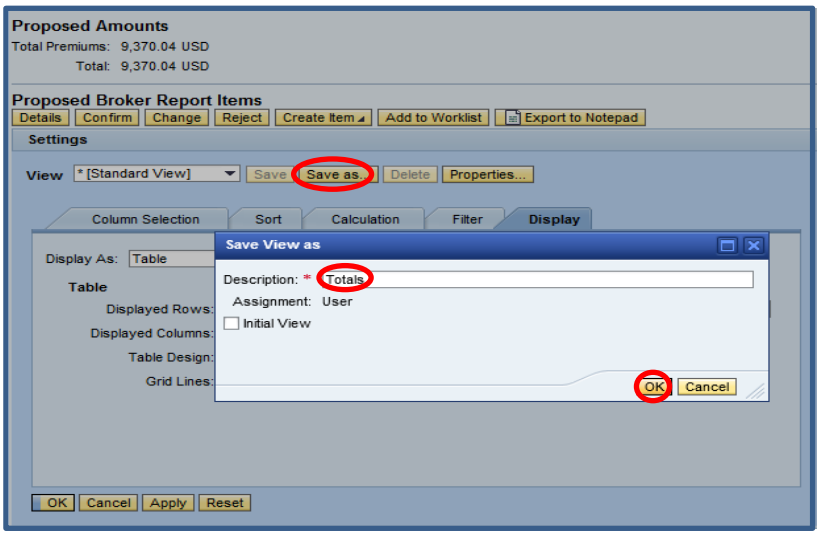
The **Calculation** tab allows you to total the Proposed Amount column and display the total at the top or bottom of the list. Make sure that "**Display intermediate results for sorted columns"** has a check mark in the box. The **Exception** button allows you to choose the column for which you wish to see intermediate results when the list is sorted by more than one column. Click **Apply.**



Now click on the **Display** tab. Look down until you see the heading TABLE, below that you will see a displayed rows box. The default value in that box is 25 rows. Change the 25 to 400 to be able to scroll down from the blue scroll bar on the side instead of the one in the box. (Note: changing this may degrade system performance for you.)



To save this layout for future use, click on the "**Save as"** button. The Save As dialog box will appear. Give the layout a short descriptive name. In this example, we used Totals. Click **OK** to save.



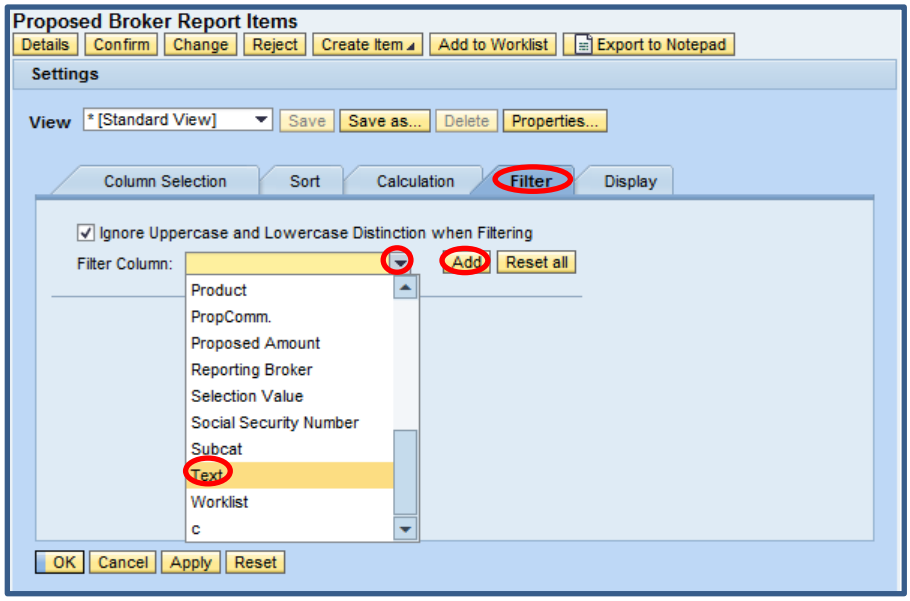
If you wish to set up a credit only view, see "*Finding Credits on Broker Bills* – Payment from Agency" on page 40.

To Filter With Multiple Selections

You may wish to see your health insurance, HRA and Admin Fees on all one view. Your bill can be displayed with multiple selections.

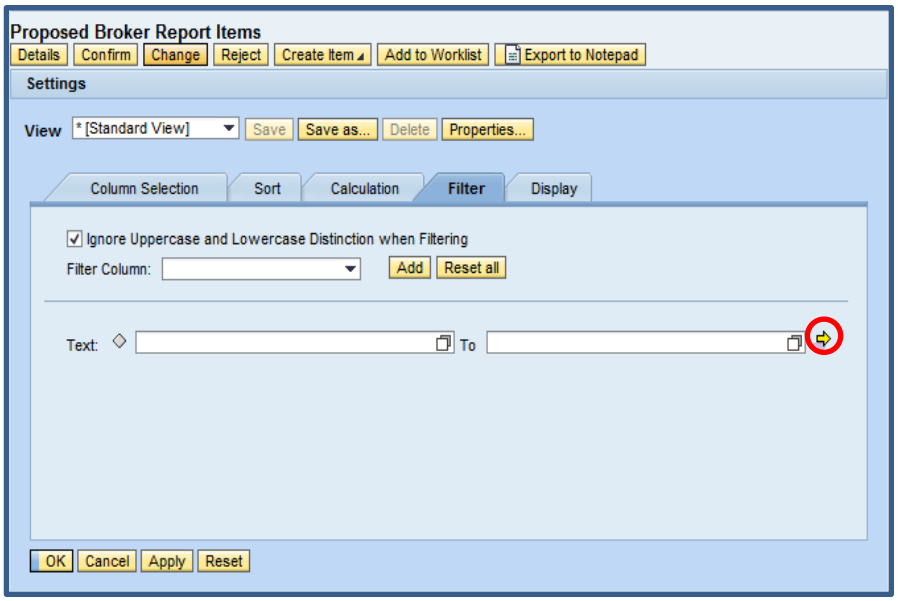
On the **Filter** tab

- Drop down **Filter Column** selections
- Select **Text**
- Click **Add**



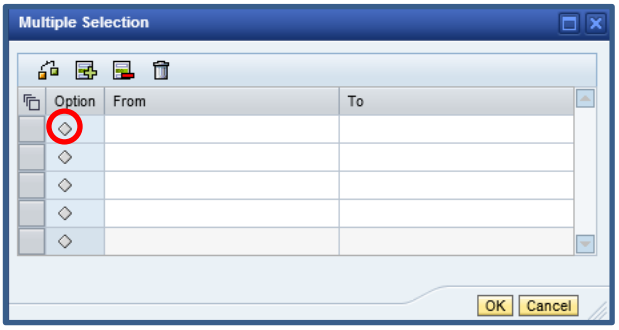
In **Text** box

- Click Advanced Options arrow to open Multiple Selections



In **Multiple Selections**

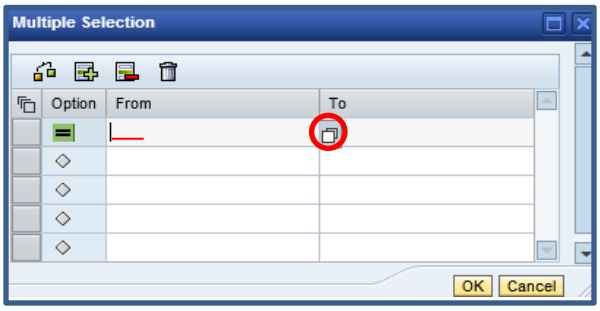
- Click to select option.



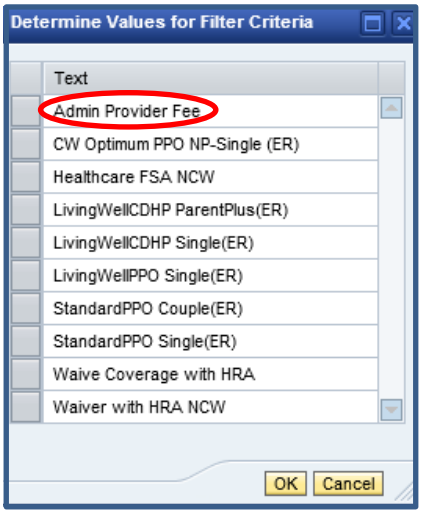
In **Selection Options**

- Click **Single Value**

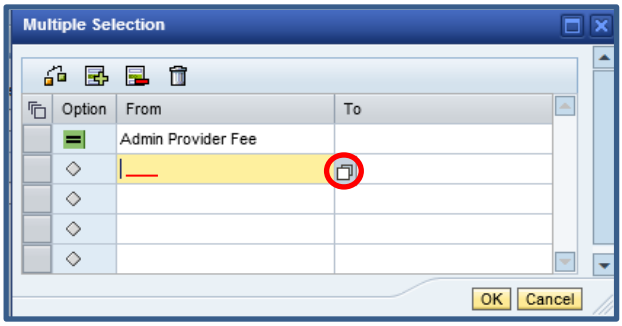
- Click in “From” field
- Click to select plan



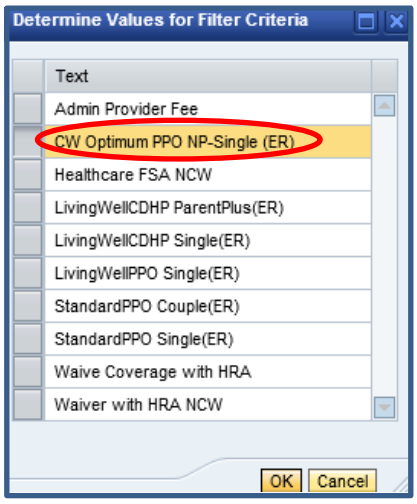
- Click **Admin Provider Fee** to include admin fees in your view



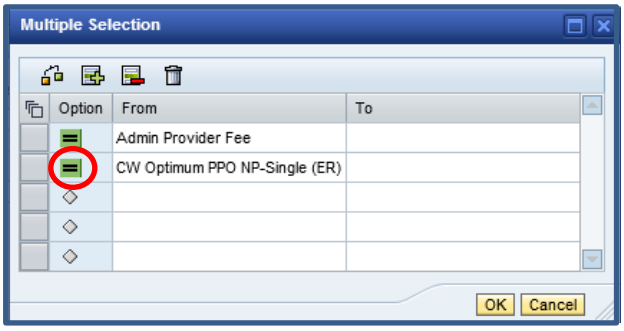
- Click in "From" field, under Admin Provider Fee.
- Click to select plan



- Click first plan in the range

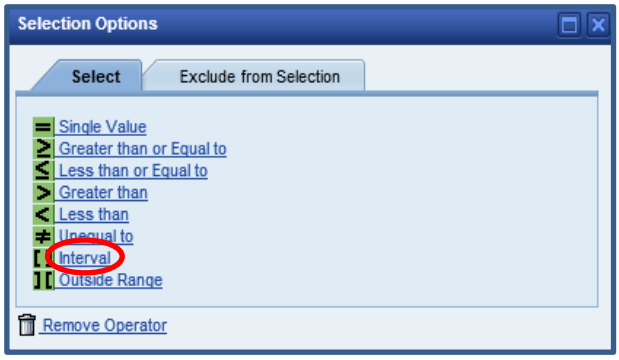


- Click “equal” under “Option”, to select option.

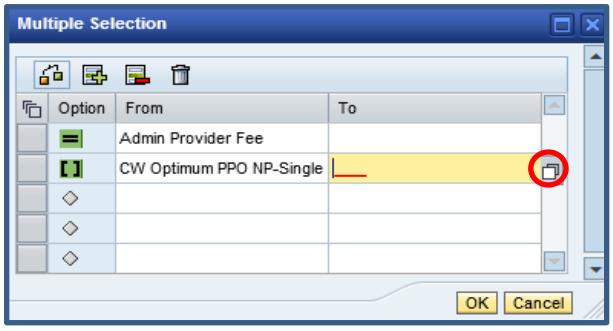


In **Selection Options**

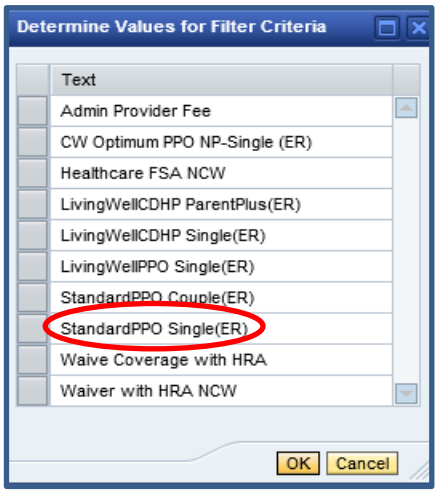
- Click **Interval** to select range.



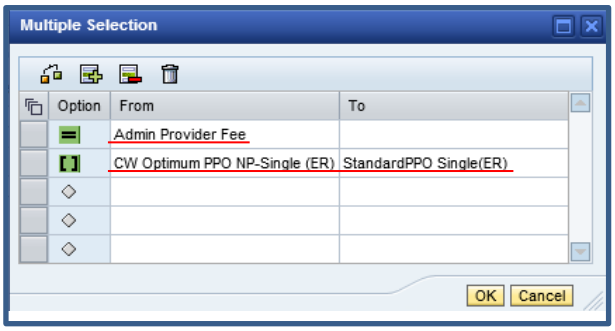
- Click in adjacent cell under “To” field.
- Click to select plan



- Scroll down to last health insurance plan
- Click on plan

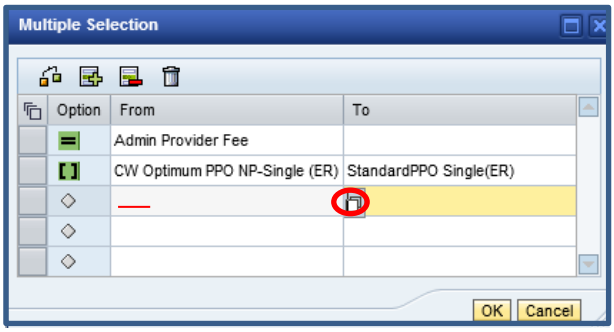


Your view will now display admin fees and health insurance plans.

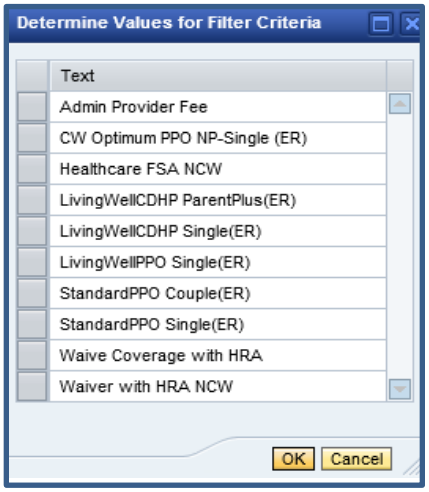


To add HRA

- Click in next blank field
- Click to display drop down menu

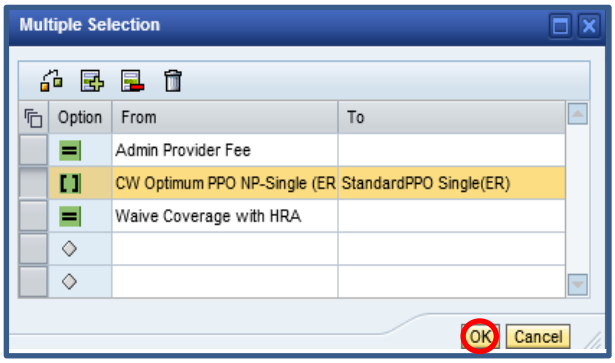


- Click item you wish to display

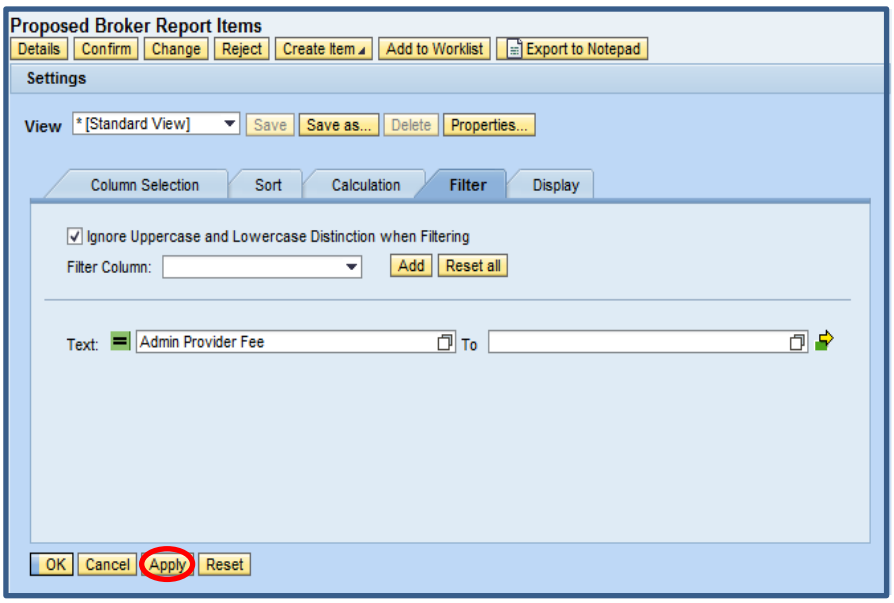


There are 2 options for Waivers; Waive Coverage with HRA and Waiver with HRA NCW (Non Commonwealth). If your agency offers HRA as an option, choose the one that you offer.

- Click OK



- Click Apply



Your view will now display admin fees, health insurance and HRAs.

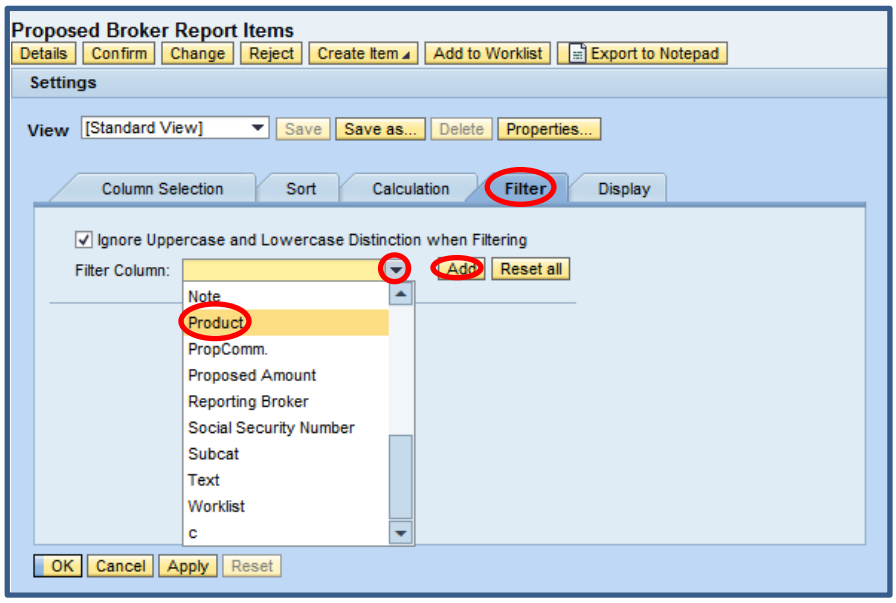
Remember to save the view. Click Save to save changes to an existing view or Save as to save a new view.

To set the filter to see only Life items

You may wish to set up a view that will display only life insurance items.

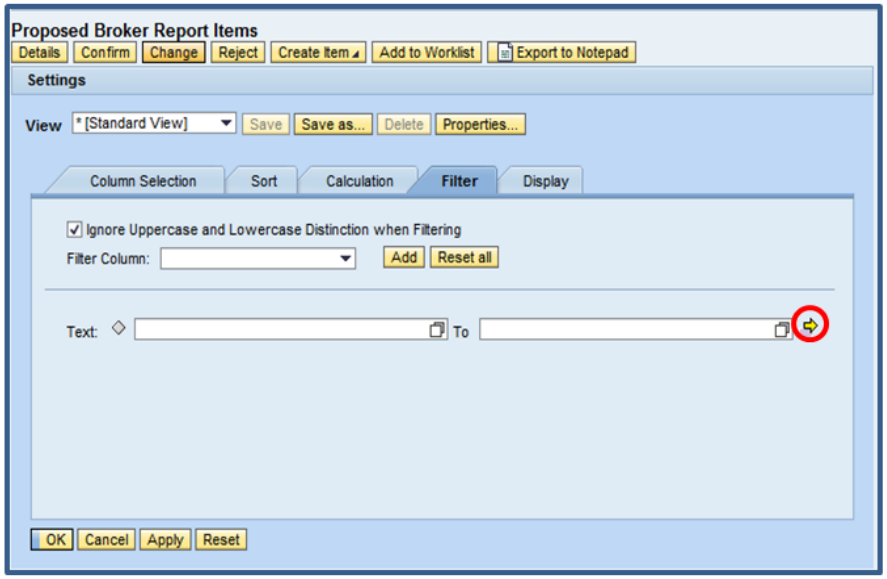
On the Filter tab

- Drop down Filter Column selections
- Select Text
- Click add



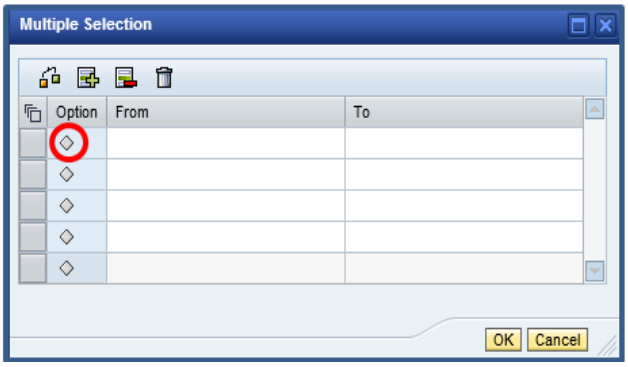
In Text box

- Click Advanced Options arrow to open Multiple Selections



In Multiple Selections

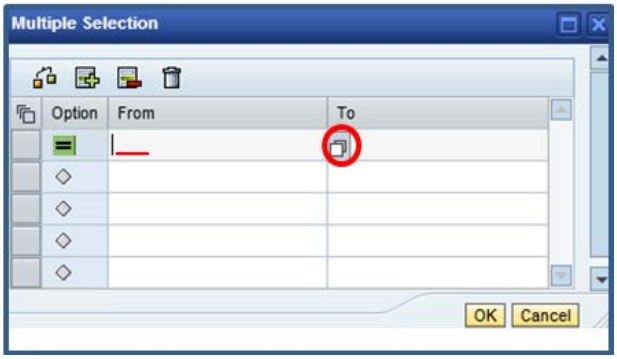
- Click to select option.



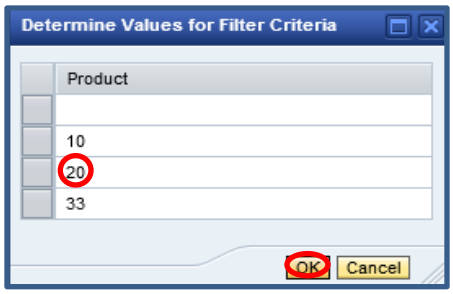
In Selections Options

- Click Single Value

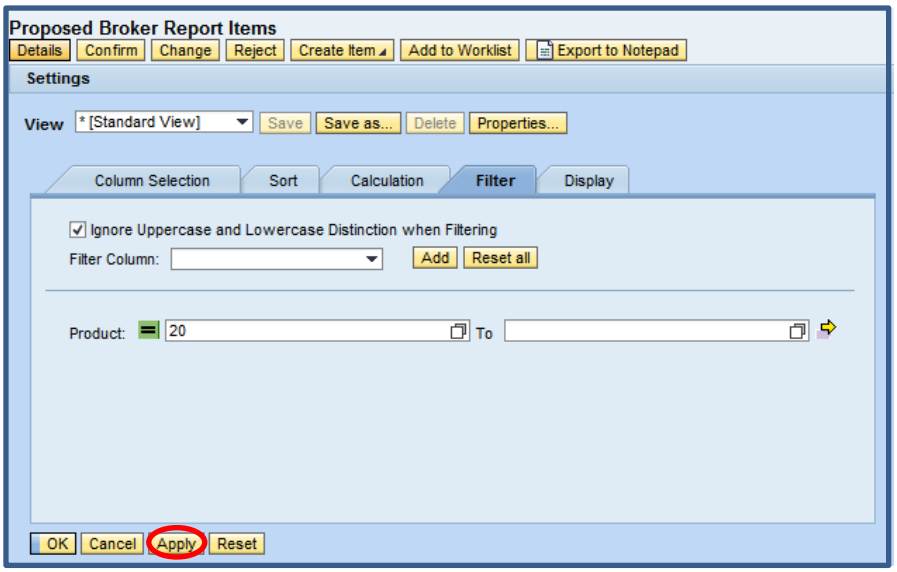
- Click in “From” field
- Click to select plan



- Click “20” for Life Insurance
- Click OK



- Click Apply



The list in now filtered to show Life only plans.

Remember to save the view. Click Save to save changes to an existing view or Save as to save a new view.

Reconciling Bills and Payments

Working/Processing Broker Bills

It is essential to work broker bills in date order. Working bills in any other order may cause payments to be posted incorrectly.

How do I know when my bill is ready for me to work?

- The NCP KHRIS Operations Calendar lists all important events related to KHRIS, down times, payroll runs, bill generation dates, etc. The calendar can be accessed through the following link: http://personnel.ky.gov/persadmin/hradministrators/KHRISCalendars.htm

Remember that billing is driven by enrollment and past broker bill entries.

- When changes such as QEs, termination of employment, reinstatements or corrections are made in Benefits Administration, i.e. enrollment information, changes may occur on broker bills.
- Errors in enrollment will cause errors on broker bills.
    - Incorrect dates in enrollment will cause employees to be listed incorrectly on broker bills.
    - Processing plans "out of sequence" will cause employees to be listed incorrectly on broker bills.
- Incorrect entries on prior broker bills will cause inaccurate credits or arrears.

It is imperative that payment amounts listed on the broker bill for each employee match the amount deducted from payroll for that employee or the amount that employee is paying by personal check.

It is very important for each agency to closely check their broker bill each month to determine that individual employees are billed the correct premium amount.

- KHRIS is no longer a new system, but it is not perfect either. Many problems and defects have been identified. Some of the identified problems have been corrected. Some are still under review. Others may be identified in the future. Your patience is appreciated.

Reconciling your broker bill to the remittance file or payroll deduction list involves comparing the amounts deducted from employee's pay to the Proposed Amounts listed on the broker bill to determine changes that need to be made to the bill.

- School boards will need to reconcile broker bills to their MUNIS remittance file.

- Health departments or QUASI agencies will need to reconcile their payroll deduction list to their payroll broker bill.

After you have compared the remittance or payroll deduction list to the broker bill export, it's time to work the broker bill. Working or processing the broker bill involves adding new entries or changing, rejecting and/or confirming **Proposed Items** to move them to **Processed Items**.

Recommended Method: *An employee-by-employee comparison of the broker bill and remittance/deduction amounts works best for finding differences. It is recommended that each employee on the broker bill be compared directly to the remittance/payroll deduction list to determine what changes will be needed to balance the broker bill and payment amount. Simply comparing the bill totals for health insurance, life insurance and FSA to the payment amounts does not guarantee that each employee's premium will be paid correctly when the payment is posted.*

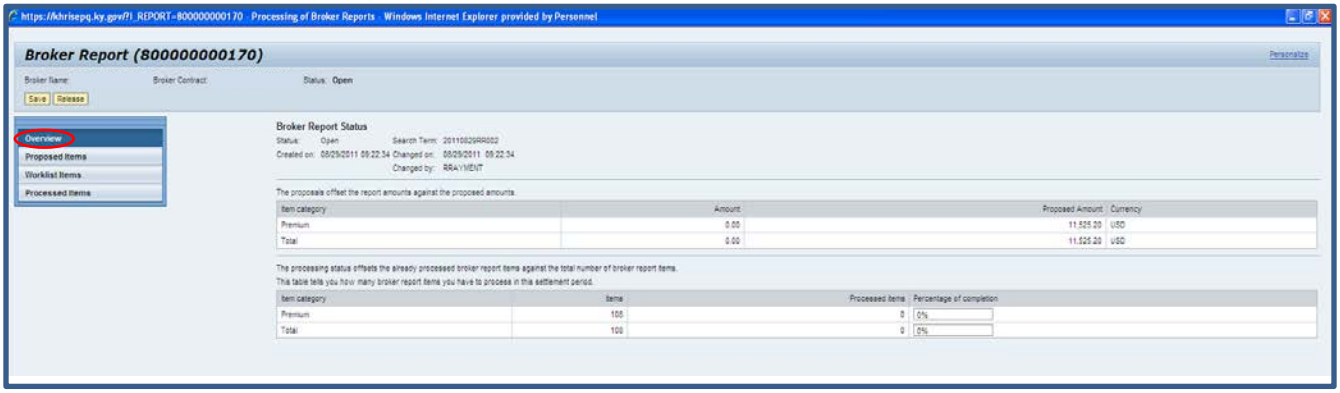
It is not recommended to match the total payment amount to the broker bill proposed amount. It is recommended to match the billed amount for health insurance, life insurance and/or by comparing employee-by-employee.

As you work the bill and save changes to individual items, they will be moved from Proposed Items to Processed Items, and the completion rate will change.

After all changes have been made and all other items confirmed, the **Overview** screen will also show the total payment Amount. The payment amount may not match the Proposed Amount.

All items on the broker report must be processed before the bill can be released.

The Broker Report begins on the **Overview** screen.



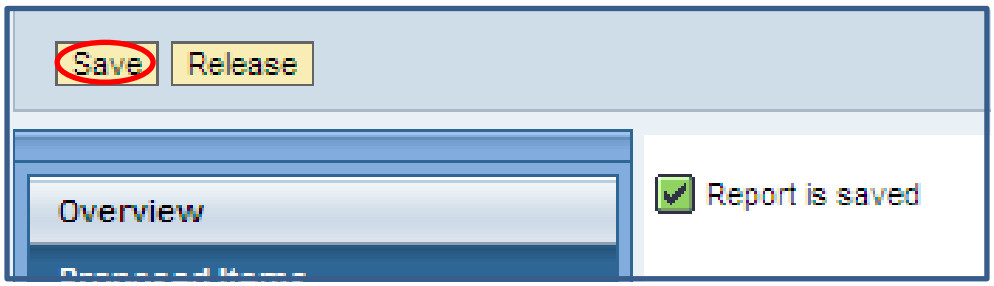
The broker bill can be worked in any order you wish. You may work FSA first, then do life insurance and leave health insurance for last. You may want to make all the necessary changes first, and then reject employees who are not paying and add new entries. Confirming all unchanged entries can be saved for last. Or you can confirm all unchanged entries line by line first, and then make changes. Rejections and additions can be done last. The order in which you work your bill is up to you.

To begin working the bill, click on **Proposed Items** on left side of screen (under Overview).

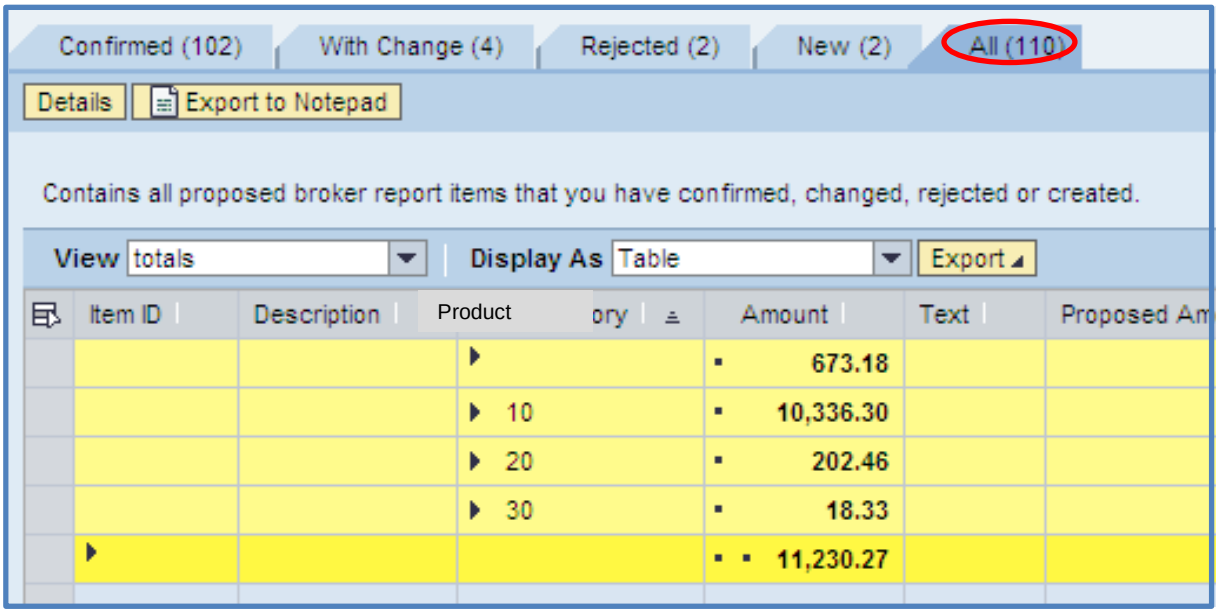
Bills can be viewed in the Standard View which shows all entries or customized so that only health, life or FSA is displayed. It may be beneficial to set up customized views of your bill if you have more than one type of billing. The views you set up will only apply to you. Each user must set up their customized views. No other user can see your views.

SAVE YOUR WORK OFTEN

Click the **Save** button at the top left of the screen often. It doesn't hurt to Save after each change, addition or rejection. The KHRIS portal may time out after periods of inactivity (or during periods of activity). Unsaved changes will be lost. **Always** save before you close the broker report.



Changing, adding and rejecting entries to broker bills is covered in separate sections of the User's Guide. See Table of Contents to find them.



School board employees and board members who do not pay an employee contribution for health insurance or who waive coverage will not be listed on the board's broker bills. KDE pays the state contribution and admin fees for school board employees. Please do not add these employees.

For **Health Departments** and **QUASI agencies**, all eligible employees, including those who do not pay an employee contribution and those who waive coverage should appear on the broker bill. For employees who waive coverage, only an administrative fee will be listed on the broker bill. If these employees do not appear on the bill, please add them. Any employee who pays ahead in full will not appear on the bill for the month that was paid in advance.

Employees who make a partial payment for a future month will only show the balance on the bill. KHRIS applies those credits automatically.

What is Payment from Agency on my broker bill?

Payments from Agency on your broker bills are one of two things:

1. **Credits** for overpayments KHRIS thinks an employee has made.
   - Credits will be shown as negative amounts, such as -30.76, -192.40
2. **Arrears** caused by taking credits that KHRIS thinks were not actual overpayments and no refund was due.
   - Arrears of this type will be positive amounts, such as 36.54, 96.20, not negative amounts

Credits

KHRIS is programmed to handle credits differently than the legacy system did. KHRIS automatically applies any credit amount to the next month's premium. In KHRIS, this is known as "clearing" the credit.

When KHRIS uses an employee's overpayment to clear their next bill, if there is a balance left, that amount will be listed on the broker bill as a Payment from Agency, or credit.

> Credits are **not** assigned a Product code.
> Credits on broker bills are not identified as health insurance, life insurance or FSA. Credits are tied to individual employees, but not to a specific Product. Insurance Object can be used to identify which Products have credits.

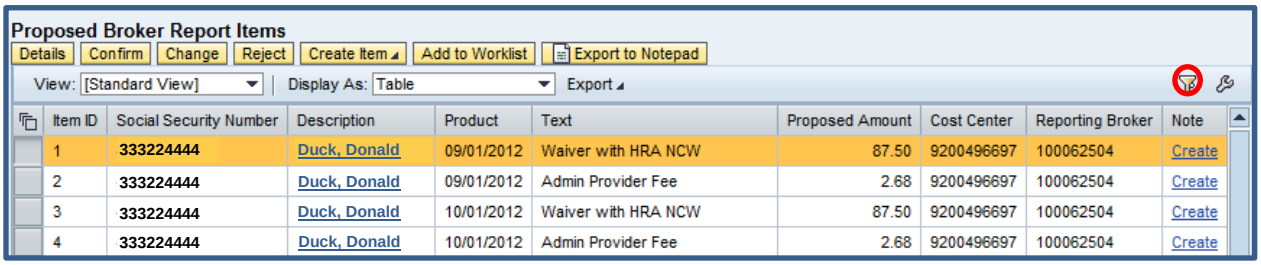
If you export your customized views to Excel, the credits will not be exported because they have no Product code.

Credits can easily be confirmed in error if you work all your changes, additions and rejections then confirm all remaining entries in the Standard View.

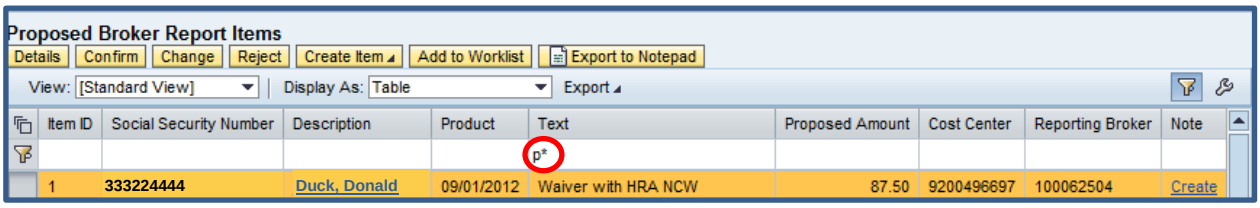
Be sure to check Proposed Items to see if there are credits on your broker bill before you work it. Before you release your bill, check the Confirmed tab in Processed Items to ensure that no credits have been confirmed by mistake.

There is an easy way to check for credits on broker bills if you do not wish to have a separate credit only view:

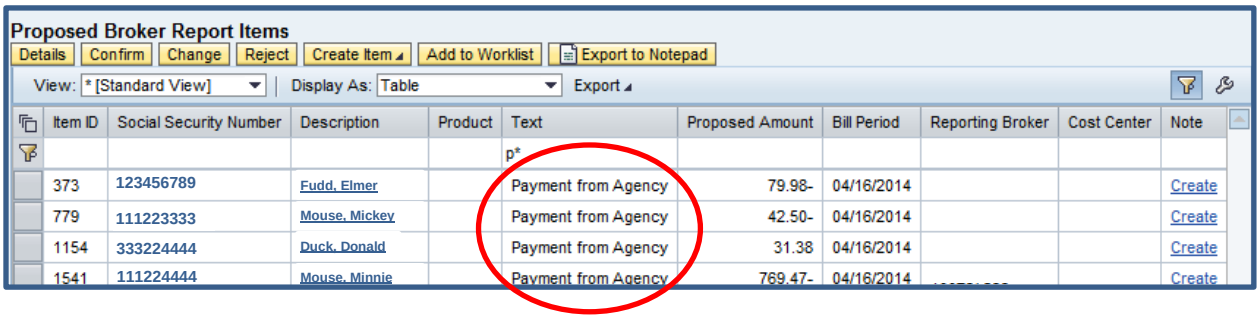
- In Proposed Items, pull up standard view
- On the far right of the screen, click on the Filter to open the filter line



- In the Text column, type "p*" and hit Enter to pull up Payment From Agency entries



“Payment from Agency” entries are credits. Notice that there is no Product code.



Item ID	Social Security Number	Description	Product	Text	Proposed Amount	Bill Period	Reporting Broker	Cost Center	Note
				p*					
373	123456789	Fudd, Elmer		Payment from Agency	79.98-	04/16/2014			Create
779	111223333	Mouse, Mickey		Payment from Agency	42.50-	04/16/2014			Create
1154	333224444	Duck, Donald		Payment from Agency	31.38	04/16/2014			Create
1541	111224444	Mouse, Minnie		Payment from Agency	769.47-	04/16/2014			Create

(Employee Names, SSN and Business Partner number have been removed for HIPAA compliance.)

Research credits to confirm that the employee did in fact overpay before refunding the employee and taking credits on your broker bill. FMB/PBB/PBB and KGLI will not be able to issue refunds for any credits that are taken on broker bills.

<u>Arrears</u>
Taking a credit for employees who KHRIS thinks did not overpay will cause arrears to show on broker bills. This can happen for different reasons, but may be caused by QEs.

Example:
An employee has Capitol-Family coverage. His spouse gains employment and becomes eligible for KEHP. They begin the cross-reference payment option on 5/1/13.

- There is a problem which delays processing of the cross-reference application and the change is not entered in KHRIS until 7/14/13, even though cross-reference became effective 5/1/13.
- For May, the employee pays the full Family rate, $584.
- For June the employee pays the cross-reference rate, $160, and the agency refunds him $424 for the difference between full Family and cross-reference for May.
- At the time the June bill is released and payment is made, KHRIS does not know the employee has changed from full Family to cross-reference payment option so the system expects a payment of $548 for both May and June.
- KHRIS thinks the employee was not due a refund. Arrears will show on the July broker bill as a Payment from Agency in the amount of $424.
- IC/BL should reject those arrears Payment from Agency entries until enrollment is corrected and billing catches up with enrollment.

For more information see “Credits and Arrears” on page 125.

Potential Problems & Solutions

1. Members who are correct in Benefits Administration (PA20) are not listed on the broker bill and cannot be added.

This defect is currently being investigated to determine the cause and solution. Further information will be provided when it becomes available.

In the meantime, if you have employees who cannot be added to your broker bill as a SIBRODUMMY (see "Adding Employees to the Broker Bill" on page 77), write a note on the coupon. In the note include employee's name, SSN, payment amount and what is being paid, health insurance, life insurance or FSA.

2. Retired or termed employees appear on broker bills after employment termination.

Retired, transferred, or termed employees will only appear on broker bills after their employment ends if KHRIS thinks they owe arrears or have overpaid. Always check PA20 first to ensure that term date has been entered correctly. Both employment and benefits must be termed.

a) Incorrect term dates lead KHRIS to think the employee either owes arrears or has a credit, which keeps them on the broker bill.
b) Terms entered on the MUNIS file may not feed to KHRIS.
    - If a termed employee appears on the broker bill after they have been termed in MUNIS, term them in KHRIS.
c) There may be a timing issue between end of employment and effective date of retirement coverage. This could cause arrears to appear on broker bills.
d) There may be date issues involved in summer transfers. Hiring agencies should coordinate with the employee's previous agency to ensure that term and effective dates agree and premiums are correctly deducted from employee's pay.
e) Incorrect payment amount may have been entered on a previous broker bill. Check previous bills to ensure payments were reported accurately.
f) Processing plans or plan changes "out of order" in Benefits Administration may also cause employees to return to or be dropped from broker bills. Pay attention to change dates on PA20 to see if plans have been changed out of sequence.

3. Employees that have been retired and have come off the bill may suddenly appear on the bill again for no reason.

If employees who no longer work for your agency are listed on the bill after their employment ended, their coverage may not been termed correctly in KHRIS. Check PA20 to verify term date. Incorrect term dates lead KHRIS to think the employee either owes arrears or has a credit, which keeps them on the broker bill.

Employees may also appear on broker bills if there is timing issue between their last day of work and when retirement system picks them up.

a) If there is a gap of a month between when your agency last pays for an employee's insurance and the time that the retirement system picks them up, depending on the term date that has been entered for coverage at your agency, KHRIS could think the employee owes arrears.

Example:

Employee's last day is 6/30/13 and school board does not enter term date for employee.

The employee pays for insurance through June.

Retirement system picks up coverage for the individual effective 8/1/13.

Processing retirement application causes employee's coverage at school board to be termed effective 7/31/13, which causes KHRIS to think the employee owes arrears for July.

b) An employee's last day of work at your school board was 6/30/13 and the employee paid through the summer until 8/31/13. But the retirement system picked them up effective 8/1/13. That employee will have a credit for the month of August at your agency.

Processing plans or plan changes "out of order" in Benefits Administration may also cause employees to return to or be dropped from broker bills. Pay attention to change dates on PA20 to see if plans have been changed out of sequence.

4. Premium amounts are billed incorrectly or a full time regular employee may suddenly change to ½ month premium or be deleted from the bill completely.

When an employee is left off the broker bill or their payment amount is incorrect, this may have been caused by:

a) The individual's payment may have been incorrect on a previous broker bill leading KHRIS to think the individual has overpaid or owes arrears.
   - Remember, if KHRIS thinks an employee has overpaid, the system will use the credit to pay ahead and the employee will not be listed on the broker bill or will show a partial payment due.

b) An entry for the individual might have been added to a previous broker bill using an incorrect Insurance Object. Be sure to choose the correct Insurance Object for the product being added to the broker bill.

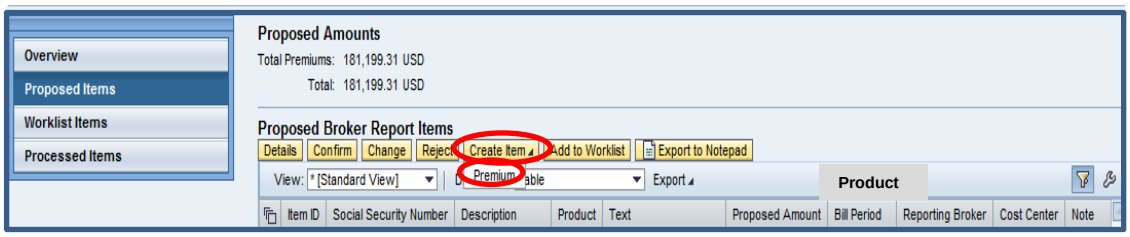
If you find an error on your agency's broker bill, contact FMB/PBB/PBB for health insurance and FSA or KGLI life insurance issues *immediately*. You are all an incredibly valuable source of information for FMB/PBB/PBB and KGLI. The earlier FMB/PBB/PBB or KGLI is notified of a problem, the quicker the problem can possibly be corrected.

Remember that ultimately, billing is driven by enrollment. When changes such as QEs, termination of employment, reinstatements or corrections are made in Benefits Administration, changes may occur on broker bills.

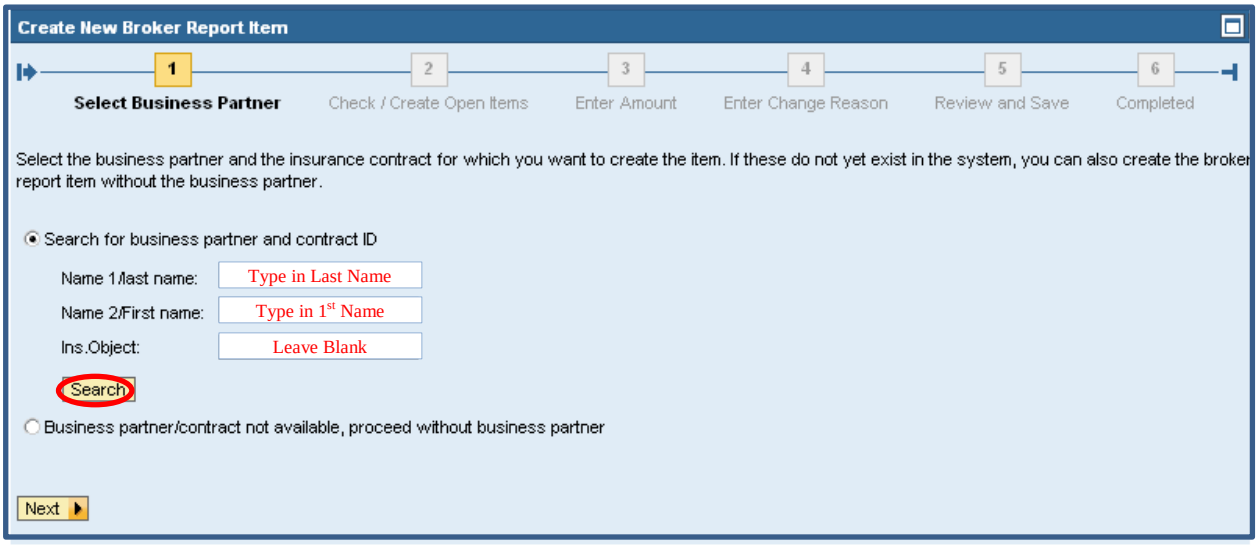
Adding Employees to the Broker Bill

Open the Broker Report for your agency. Steps to do this can be found in Accessing Biller Direct and Web Broker Bill. Select **Proposed Items.**

Click the **Create Item** button. A small tag will appear that says “Premium.” Click **Premium.**



The screen shown below will open. Click in **Name 1/last name** and type the last name of the employee you wish to add to the bill. Tab and type employee’s first name in **Name 2/first name.**
Do not enter Ins Object. Leave field blank.
Do not click the “Business partner/contract not available” radio button.
Click **Search** and follow the wizard through the process



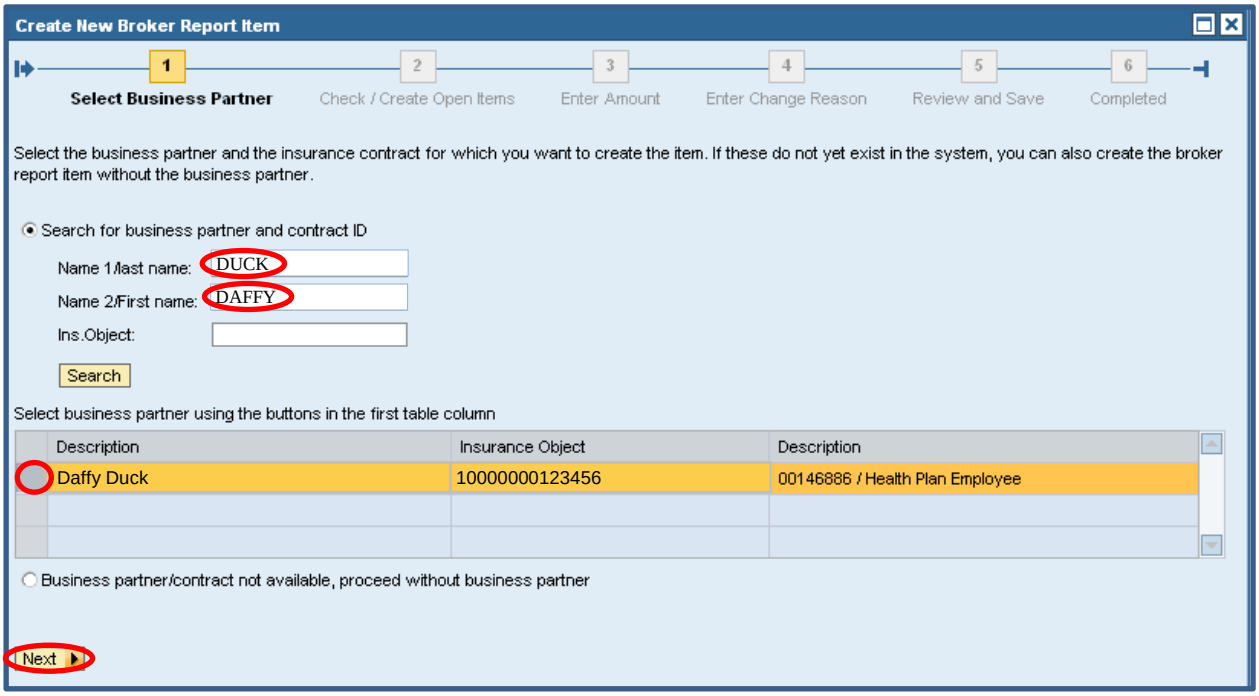
Note: Employee’s names may be spelled differently in MUNIS or other payroll system than in KHRIS. Names may be hyphenated or contain apostrophes or spaces between syllables. Some employees may use maiden name in one system and married name in the other. Searches that are too restricted may not produce the desired result.

- *You may search last name by entering at least the first 3 letters of the name followed by an asterisk(*), i.e. for Madison Jones, search Mad* Jon*. Searches that contain only the first three characters of a first or last name and an asterisk may time out. If at all possible, use both a first and last name.*

- *If searching for employee's first and last name doesn't find the correct employee, search only the employee's last name. If you have several employees with the same last name, you'll have to scroll through the list to find the correct one.*

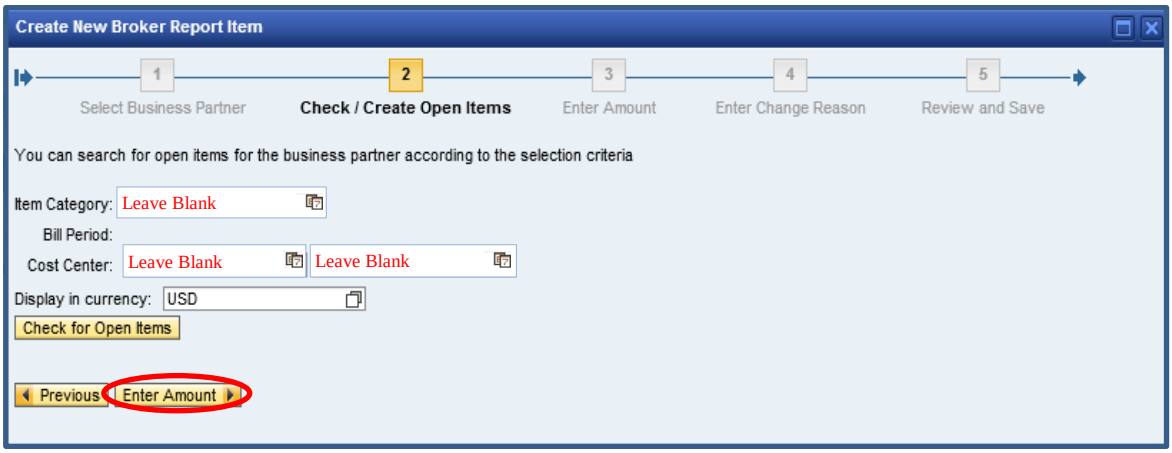
Verify that the correct employee and insurance object (IO) are selected. If you need to pick a different employee or IO, click the grey square to the left of name to highlight correct employee and insurance object.

Click **Next.**

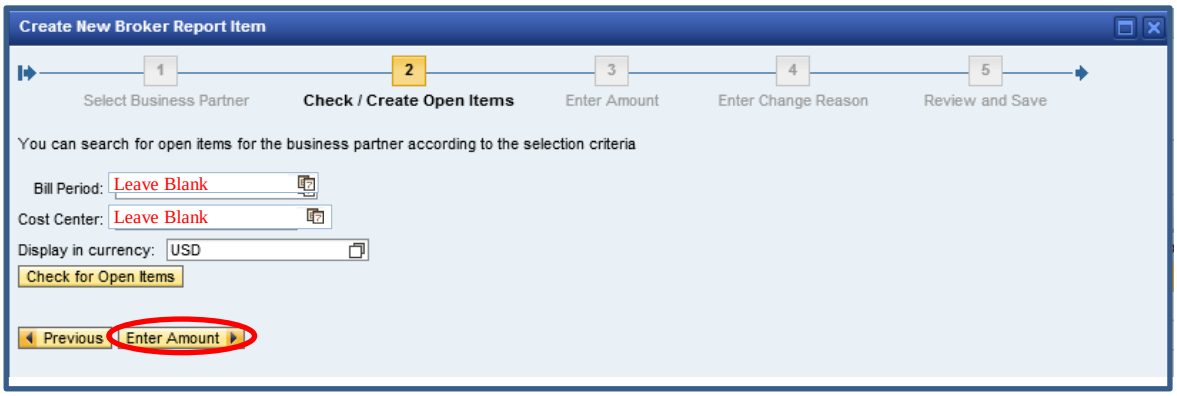


It is very important to select the correct insurance object for employee you wish to add. DO NOT select an incorrect insurance object just to get the employee's money on the bill.

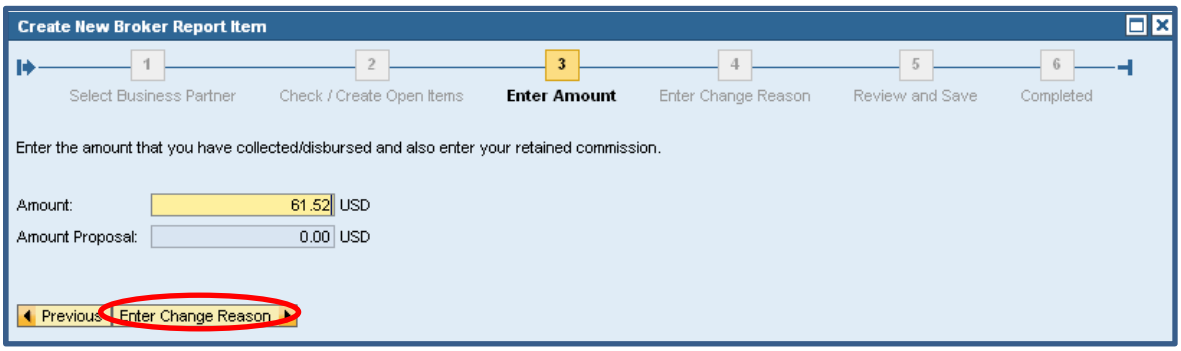
<u>For Boards of Education & Health Departments</u> this screen will have blanks beside Item Category and Cost Center - Leave ALL fields blank – Click on **Enter Amount**.



<u>For Quasi Agencies</u> this screen will have blanks beside Bill Period and Cost Center - Leave ALL fields blank – Click on **Enter Amount**.

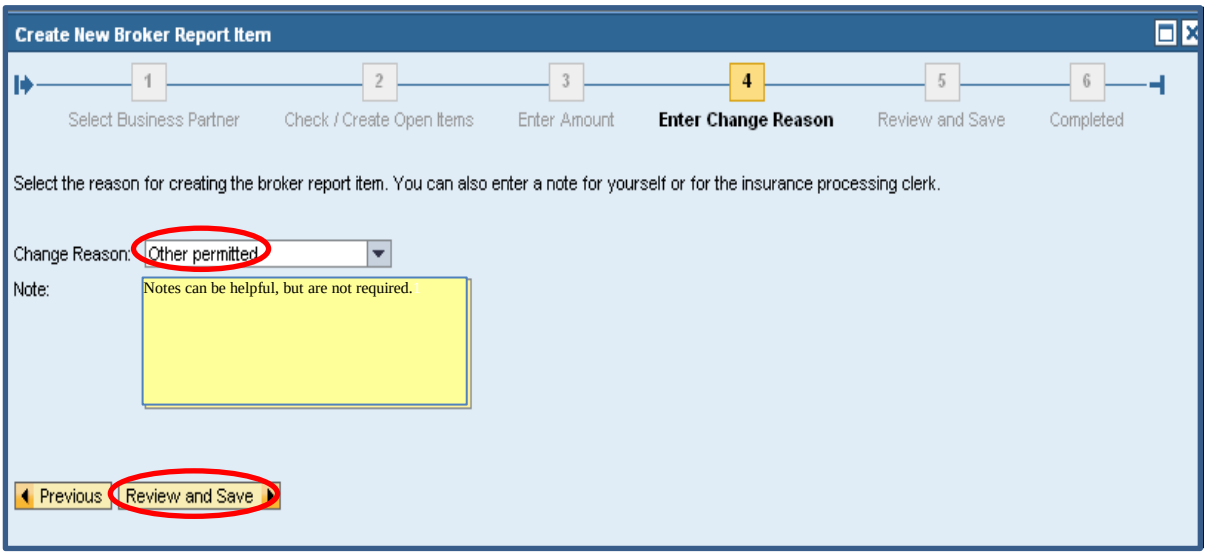


Click in **Amount** and enter payment amount. Do not enter any amount in Proposed Items (box should be grayed out). Click **Enter Change Reason**.



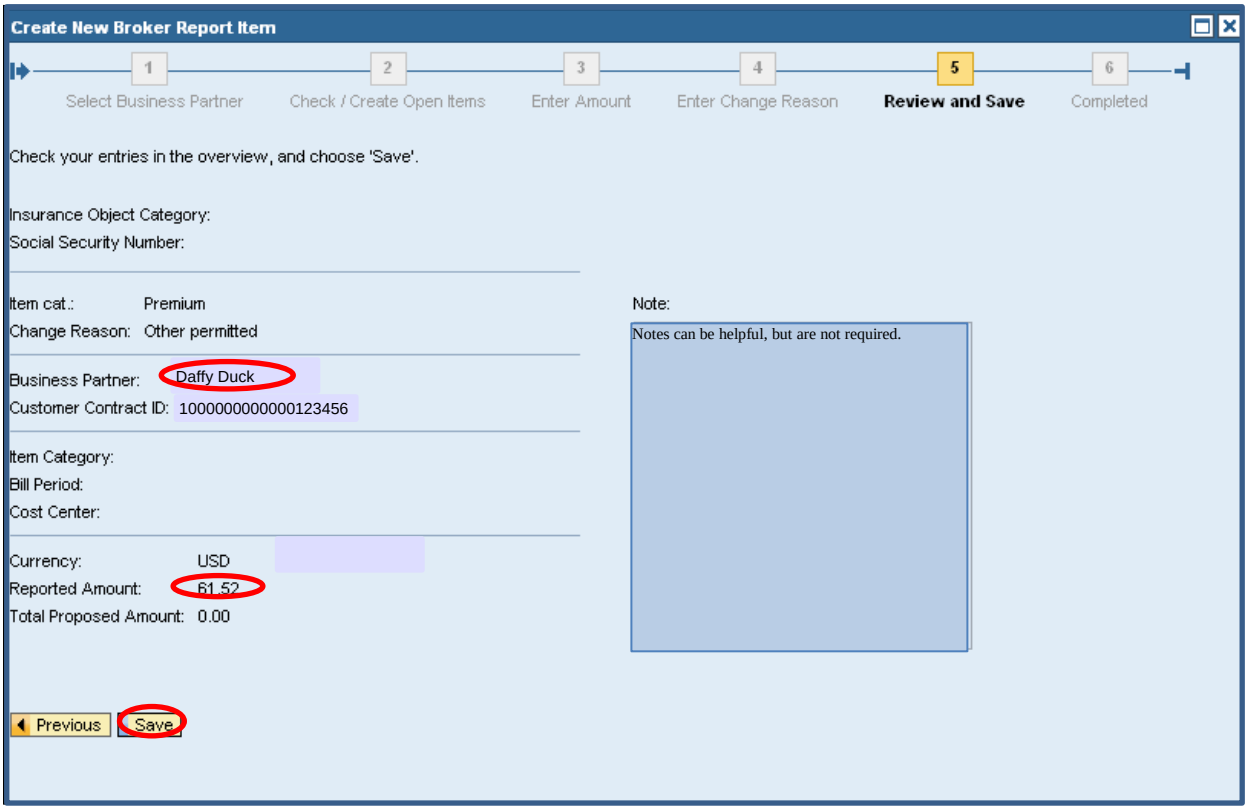
Drop down **Change Reason** and select the reason that best fits the situation. If none of the options fit the situation, click Other Permitted. You *may* enter a *brief* note.

Click **Review and Save**.



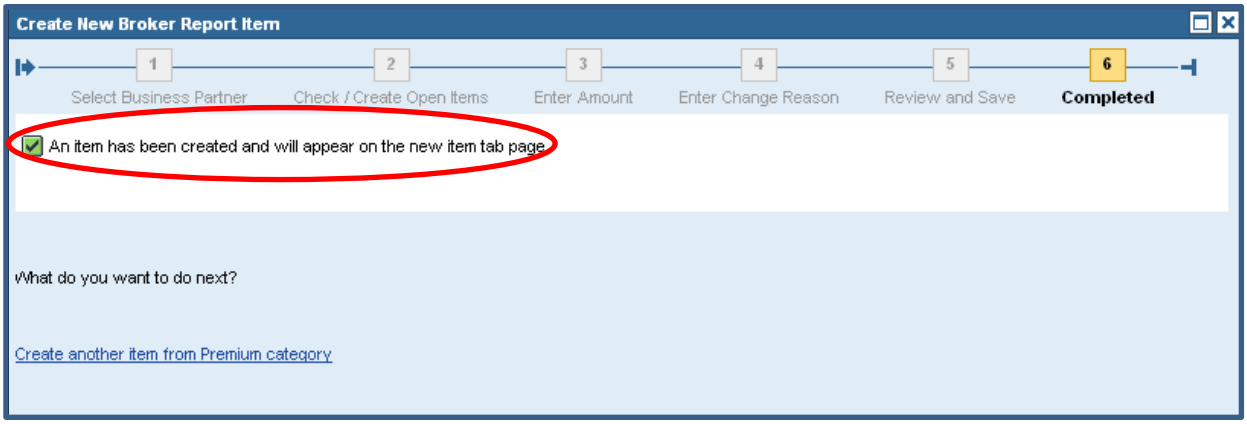
Review entry for accuracy, Check Employee's name (next to Business Partner) and Payment amount (next to Reported Amount).

If entry is correct, click **Save**.

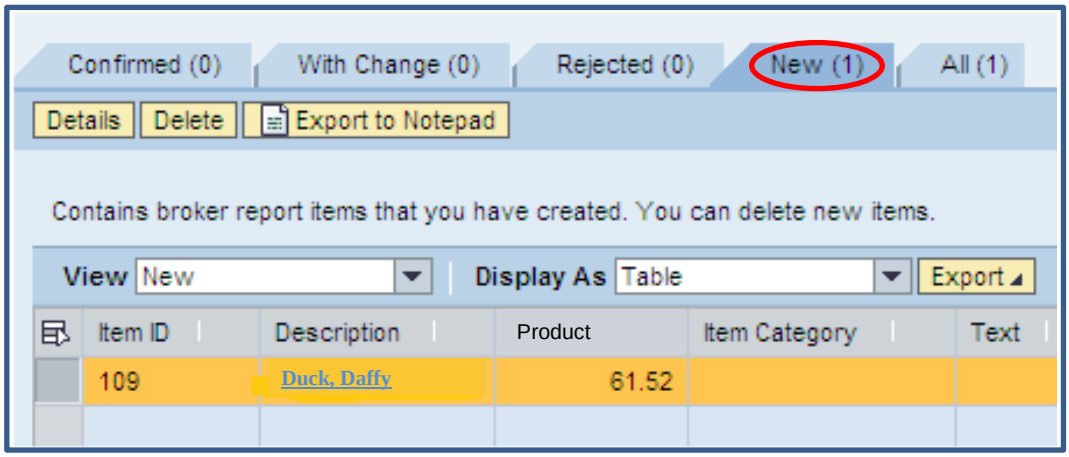


Do not Close or ☒ out of screen until you see message verifying that an entry has been added.

At this point, you may click Create another item from Premium category to add further entries. Or you may close Create New Broker Report item by clicking the ☒ in top right corner.



New (added) items can be found on the **New** tab in Processed Items.

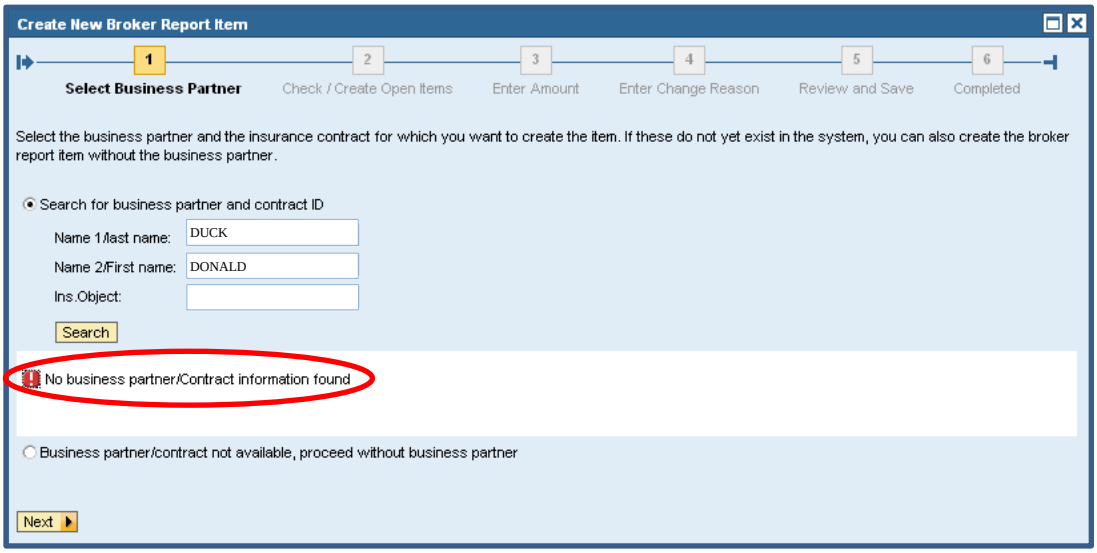


Potential Problems & Solutions

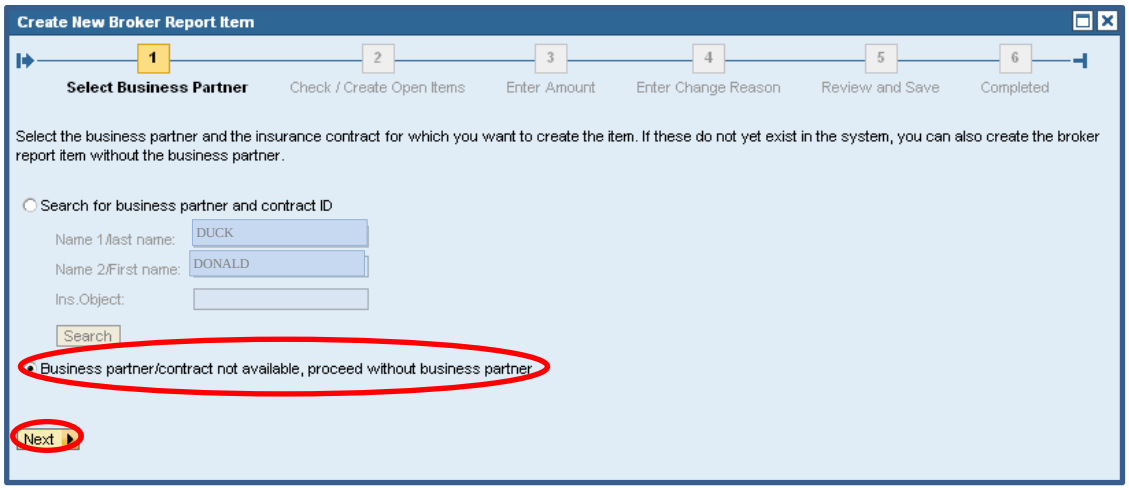
1. New employee is not found when creating an item and searching by name.

Billing is driven by enrollment information. Always check PA20 to see if the employee has been set up in Benefits.

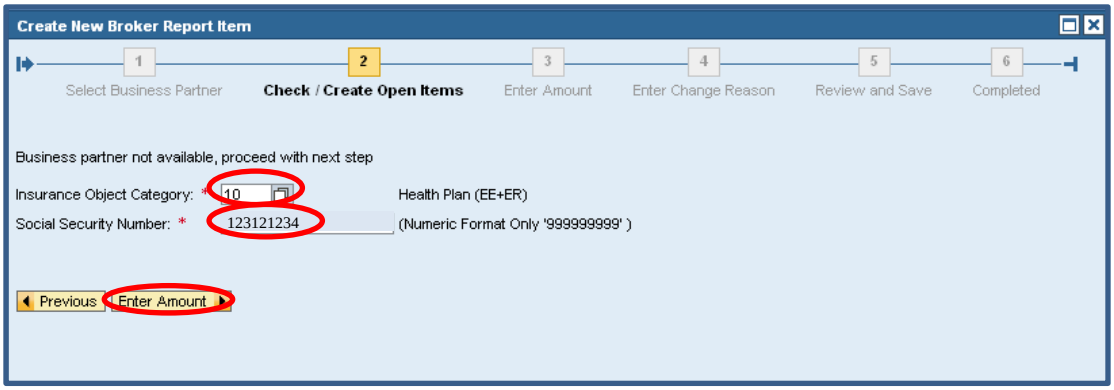
New employees who have not been entered in Benefits may be added to the broker bill by clicking the *Business Partner/contract not available, proceed without business partner* radio button.



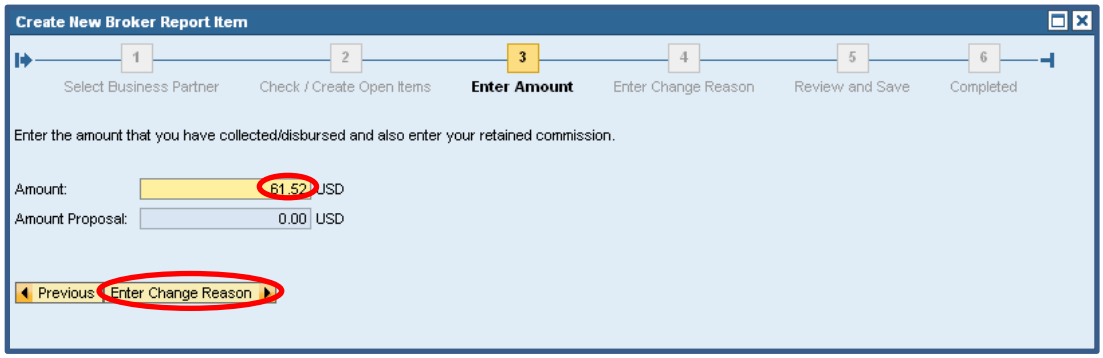
- Search by name and if employee is not found,
- Click the *Business Partner/contract not available, proceed without business partner*
- Click Next



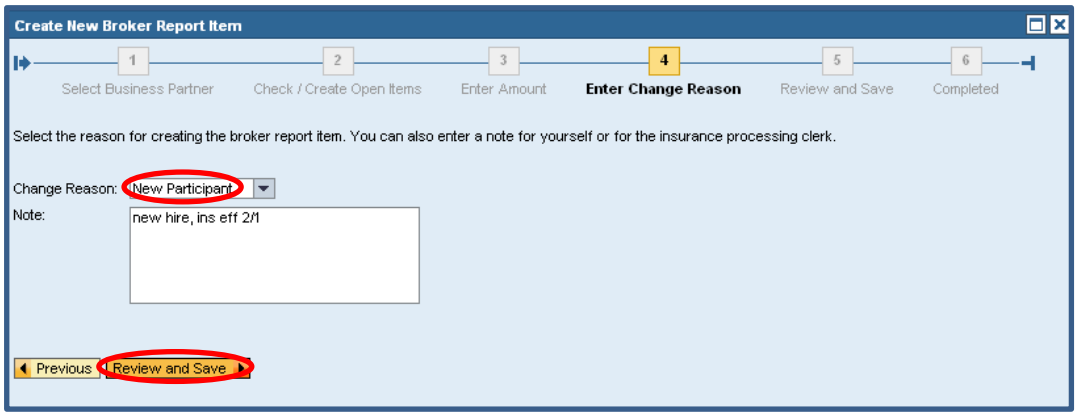
- Enter Insurance Object Category (Product code)
- Enter SSN
- Click Enter Amount



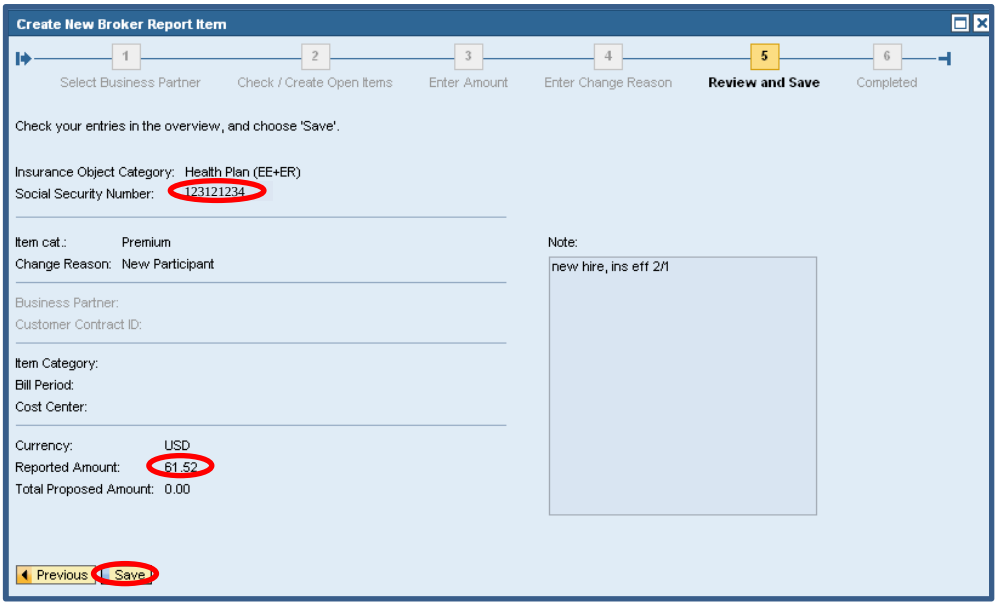
- Enter Amount of payment



- Dropdown Change Reason and select a reason
- Enter a note if you desire
- Click Review and Save



- Verify SSN and Amount
- Click Save



This process creates a SIBRODUMMY and the item will go into clarification when the bill is released. SIBRODUMMY clarification cases cannot be resolved until the employee has been entered in Benefits.

FMB/PBB or GLI staff must resolve the clarification case before the amount will show in biller direct, but the clarifications cannot be resolved until the employee has been entered in Benefits.

2. An employee who recently transferred to your district cannot be added to the bill.

This error message means that a transfer has not been entered in Benefits for the new agency:

If the employee has not been termed from their previous district, you will not see them in PA20 and you won't have access to add them to your bill.

If you try to find a transferred employee on PA20 and get an error message you are not authorized access to the employee, the previous agency has not termed them. You will not be able to access them until previous agency has termed them and EIB has entered the transfer.

Do not add them to the bill. If premiums have been deducted and will be sent to DEI or KGLI, make a note on the billing coupon. List the employee's name, SS#, payment amount, whether they are paying health, life or FSA and that they could not be added to the bill.

If you have any other problems adding employees to your bill, please contact FMB/PBB for health insurance or FSA questions or KGLI for life insurance questions.

Changing the Broker Bill

When an employee's payment amount is different from the Proposed Amount on the broker bill, their bill entry should be changed.

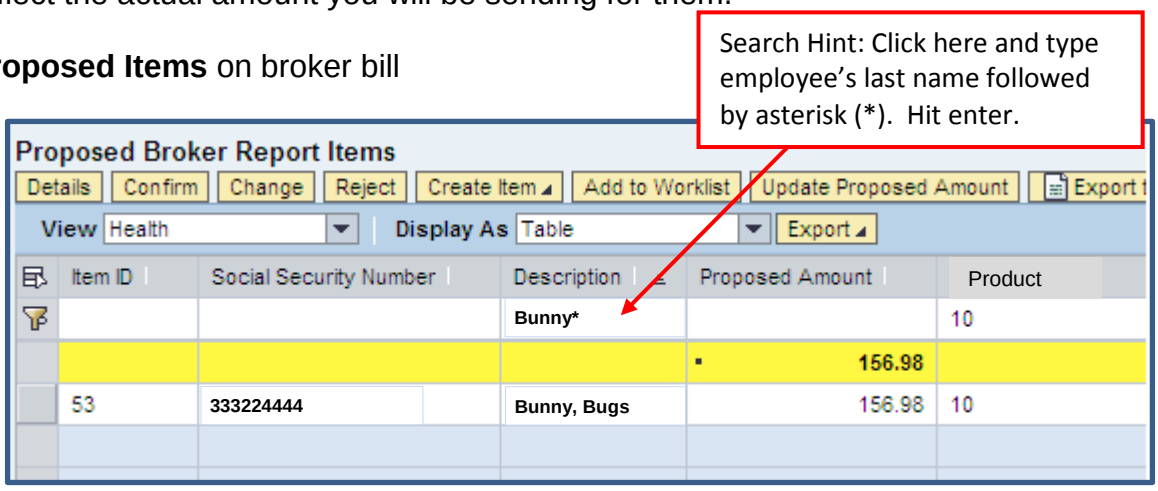
Changing an item removes the Proposed Item and places it in Processed Items.

- Proposed amounts may be increased due to QEs or if an employee wishes to pay ahead
    - If an employee pays one month in advance, they will not be listed on the next broker bill. KHRIS will automatically credit the payment to the next month.
- Proposed amounts may be decreased due to QEs or partial payroll deductions.

Note: No change to the broker bill is necessary for an employee who wishes to make a partial payment by payroll deduction and pay the balance of their premium by personal check. Ensure that the total of the deduction and personal check add up to the full premium due and confirm their entry.

If the employee is only making a partial payment, their broker bill entry should be changed to reflect the actual amount you will be sending for them.

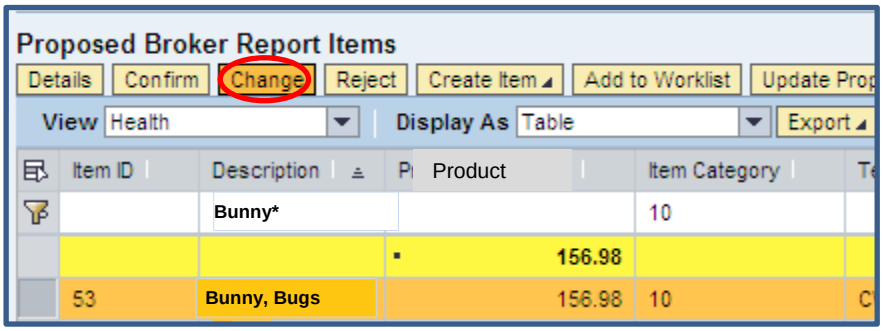
In **Proposed Items** on broker bill



- Quick way to pull up a specific employee
    1. Click Filter on far right hand side of screen. This opens up a blank line under the grey bar with all the column headings. *If you see Delete Filter on far right of screen, your filter is already on.*
    2. To pull up a specific individual, click in the blank cell under Description. Type the employee's last name and an asterisk (*) and hit enter. This will pull up all employees with that last name. You may have to scroll down the list to find the correct employee.

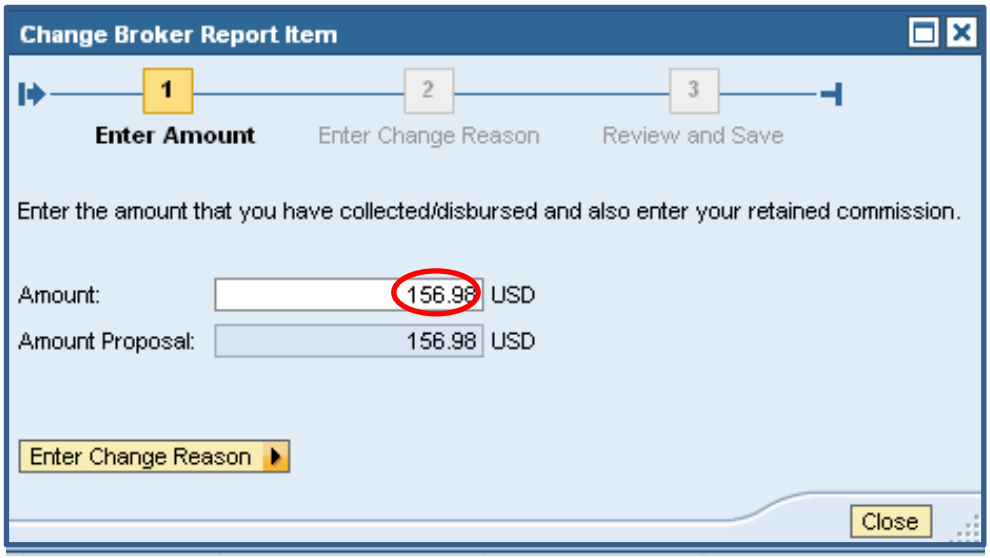
To change a **Proposed Amount**:

Highlight the employee by clicking on the grey square to the left of their line.
Click **Change**



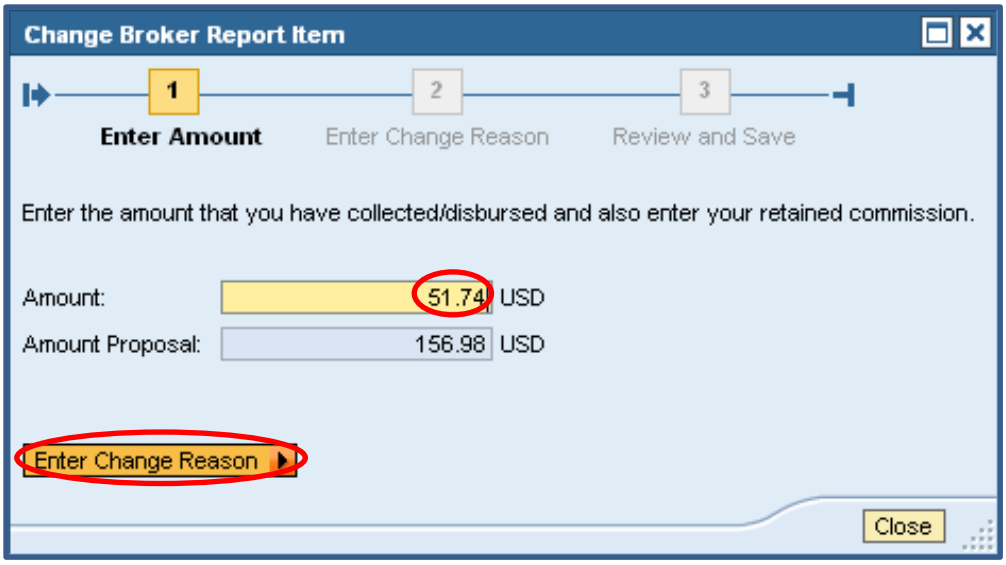
Follow the wizard through change process.

Click in the Amount box to change **Amount**.



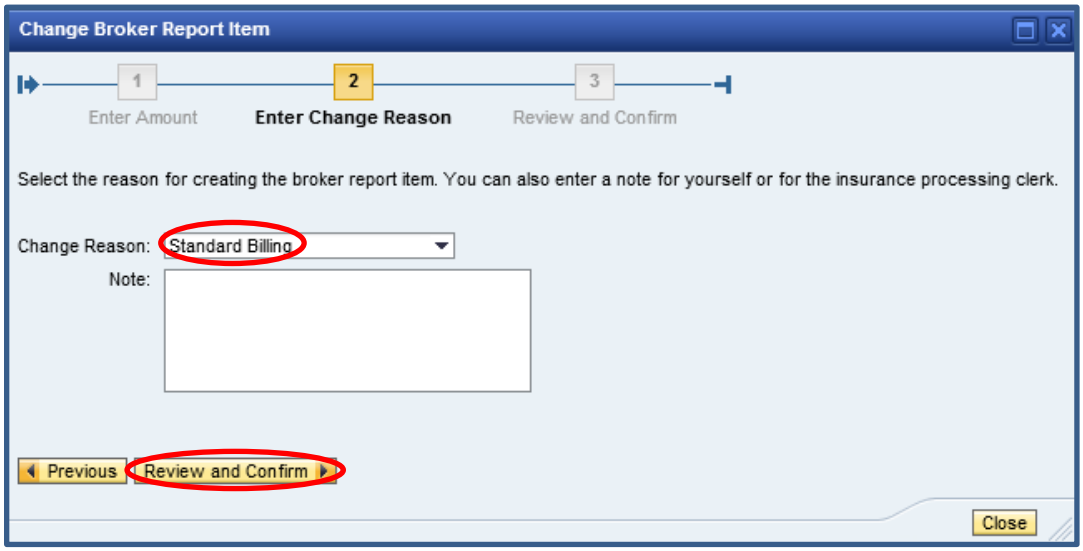
Enter the new amount that will be paid and click “Enter Change Reason” button.

Note: The amount in the Proposed Amount column does not change.



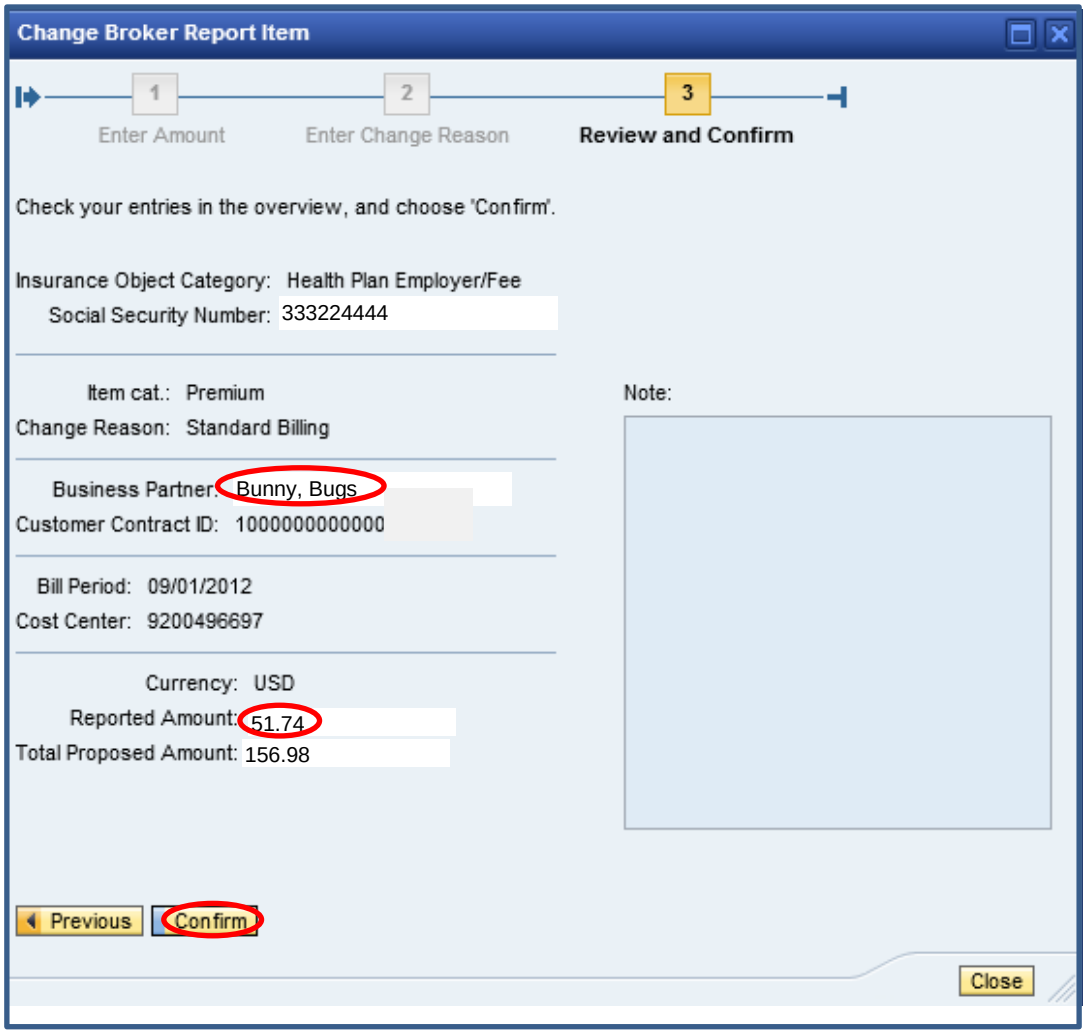
Select the appropriate Change Reason from the dropdown box. You may also enter a short Note if you wish.

Click **Review and Confirm.**

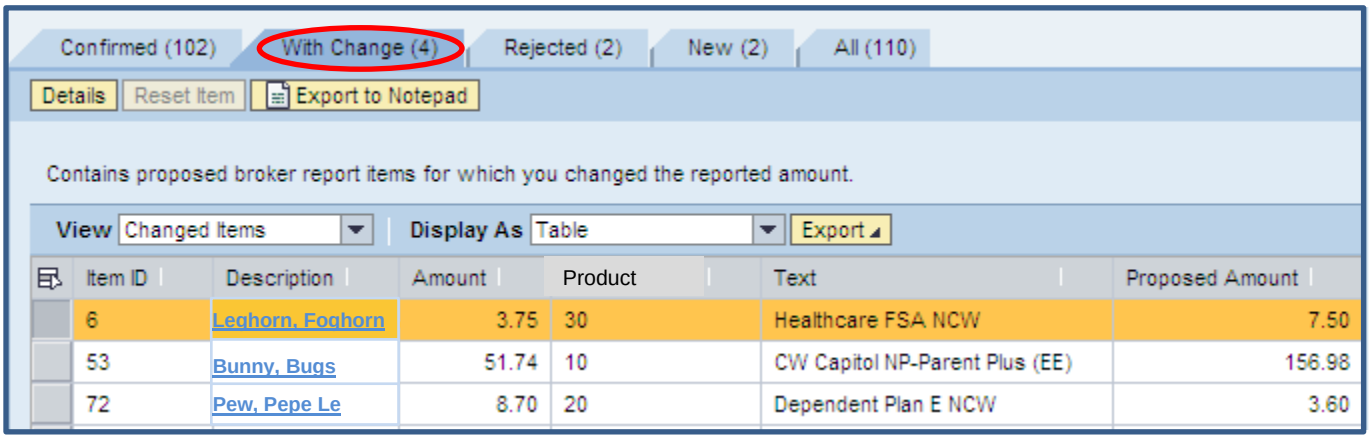


If you enter a note, keep it as brief as possible. Limit your note to no more than 64 characters.

Review for accuracy, if entry is correct, click **Confirm.**



Changed entries can be found on the **With Change** tab in **Processed Items**.



Potential Problems & Solutions

1. *A recently terminated employee needs to be changed on the bill and error message says:* Broker report item cannot be changed: Broker 800000041 do not match the selected items

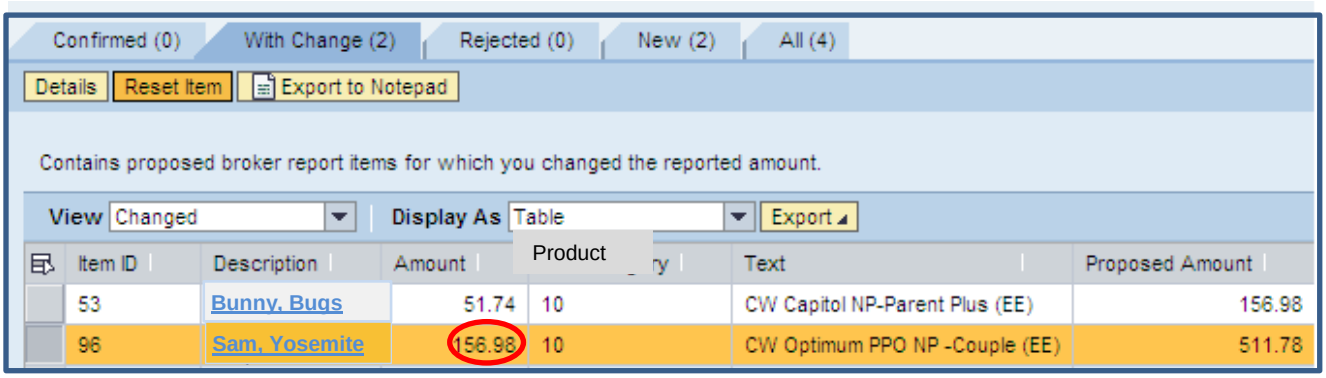
Contact:

- DEI health insurance or FSA billing contact to add/change health insurance or FSA items, 502-564-9097
- KGLI contact to add/change life insurance items, 502-564-4774

KHRIS is a date driven system. KHRIS does not expect records to ever be changed after employment and benefits terminate. There is an "open items" date in the system that DEI or KGLI can change that will allow bill entries to be added or changed for mid-month transfers and terminations.

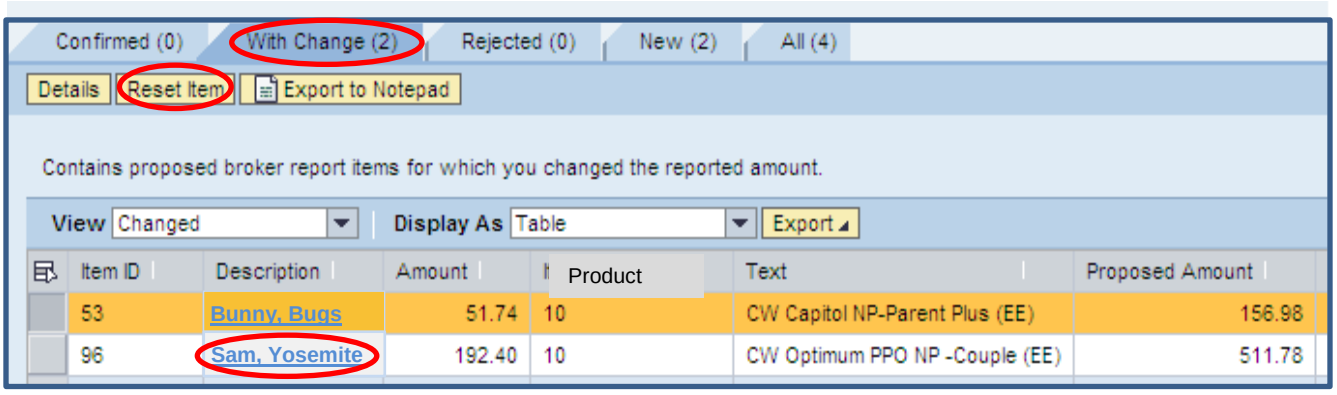
2. *An incorrect change was made to the broker bill*

Incorrect:

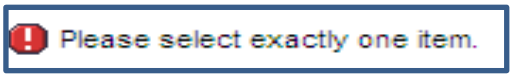


- Reset the item
  - Go to the Changed tab in Processed Items
  - Highlight incorrect item
  - Click Reset Item
  - Go to Proposed Items and make correction

Corrected:



3. This error message means that no line item has been selected.



Highlight an item that needs to be changed or rejected before you click Change or Reject.

Rejecting Items from Broker Bill

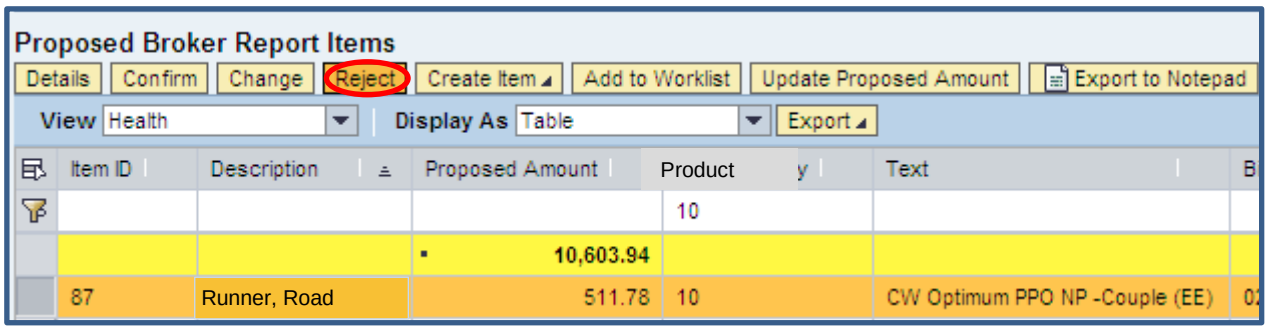
Reject is used to remove employees who are not paying from the bill.

Rejecting an item removes it from Proposed Items and places it in Processed Items.

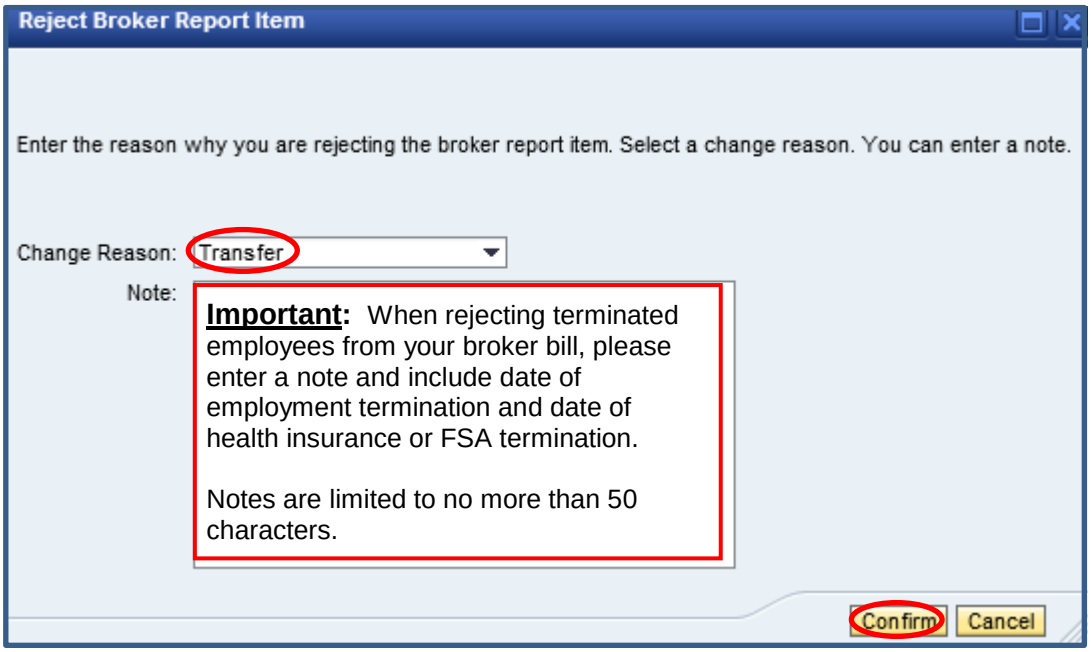
Employees who do not pay should be removed from the bill. REJECT them. DO NOT change the amount to $0.

Go to Proposed Items in your web broker bill (Broker Report)

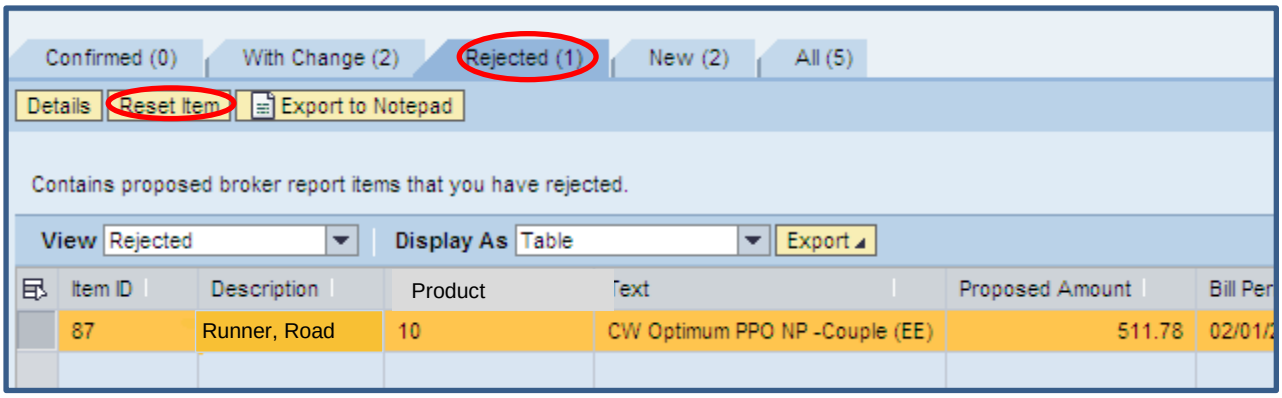
Highlight the employee's line item by clicking on the grey square to the left of their line. Click Reject and follow the wizard



Select appropriate Change Reason for rejection and **Confirm**. (Note: Button may now say "Confirm" instead of "Save.")



Rejected Items can be viewed in Processed Items on Rejected tab.



Items that are rejected in error may be returned to Proposed Items in the same way changed items are reset.

In Processed Items on Rejected tab

- Highlight Item
- Click Reset Item button
- Return to Proposed Items and change or confirm item

<u>Potential Problems & Solutions</u>

1. *A recently terminated employee needs to be rejected from the bill and error message says*

Contact:

- FSA/PBB contact to add/change health ins or FSA items, 502-564-9097
- KGLI contact to add/change life ins items, 502-564-4774

KHRIS is a date driven system. KHRIS does not expect records to ever be changed after employment and benefits terminate. FMB/PBB/PBB or KGLI can change the employee's "open for changes" date and this will allow changes to be made on broker bills for mid month terms and transfers.

2. *The same employee(s) have to be rejected from the broker bill every month.*

Remember that employees appear on broker bills because

a) their benefits are active and/or
b) KHRIS thinks they owe arrears or have overpaid.

When termed or retired employees appear on the broker bill, ICs should **always check PA20** to ensure that the terms have been entered **correctly**. Terming is a two part process. Both employment and benefits must be termed in KHRIS.

If a term is entered in PA40 ***after*** the bill has been generated, terming the employee in PA40 will not remove the employee from the broker bill. These entries must be rejected by the IC.

If there is a problem with the MUNIS term file, school board ICs should contact Kentucky Department of Education (KDE).

If a termed employee appears on a BOE's broker bill the month after they have been termed in MUNIS, the IC should term them in KHRIS.

- There may be timing issues for the MUNIS term file load to KHRIS. If you term an employee in MUNIS during the last week of month, that term may be entered in KHRIS after the next month's broker bill has been generated.

Always check employees on PA20 to verify that the term has been entered in KHRIS. Check payroll deductions to ensure that correct amounts were deducted from the employee's pay and check broker bills to ensure that the correct payment amount was listed on the broker bill before calling DEI or KGLI.

Confirming Unchanged Proposed Items

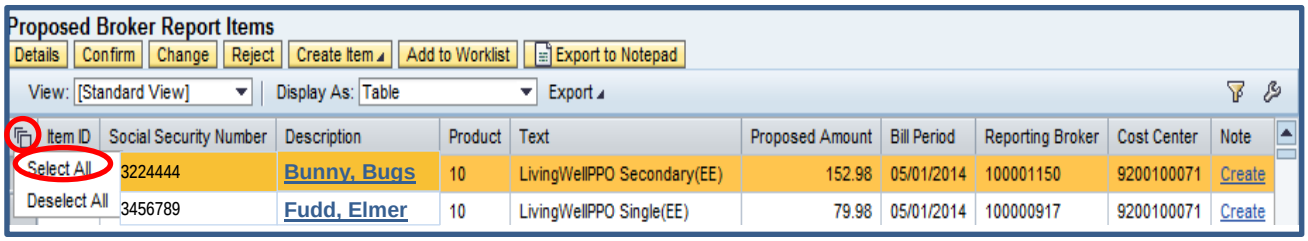
All Proposed Items and Worklist Items must be processed before the broker bill can be released.

Items may be confirmed one at a time or multiple lines may be selected. To select multiple lines, click one line to highlight it, hold down control key and click each additional line to be confirmed. If you wish to select a number of lines that are contiguous to each other, select the first record to be selected, then hold down the Shift key and select the last record to be selected. All records in between will also be selected.

After all necessary changes to Proposed Items/Worklist Items have been made; use the Table Selection Menu to select all remaining line items. Then confirm the entries.

Click Table Selection Menu button .

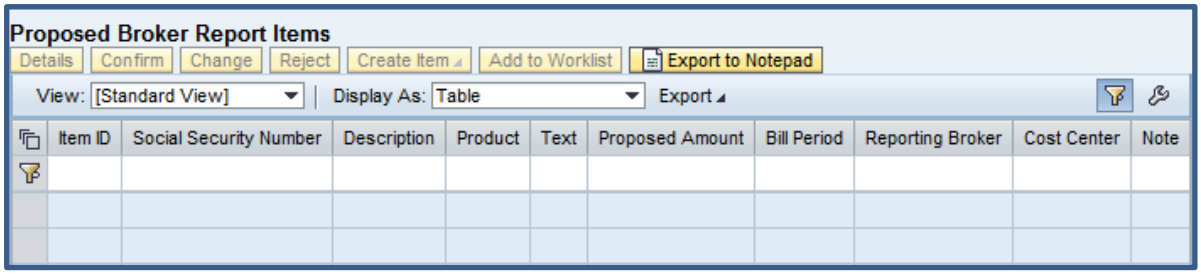
Click **Select All**.



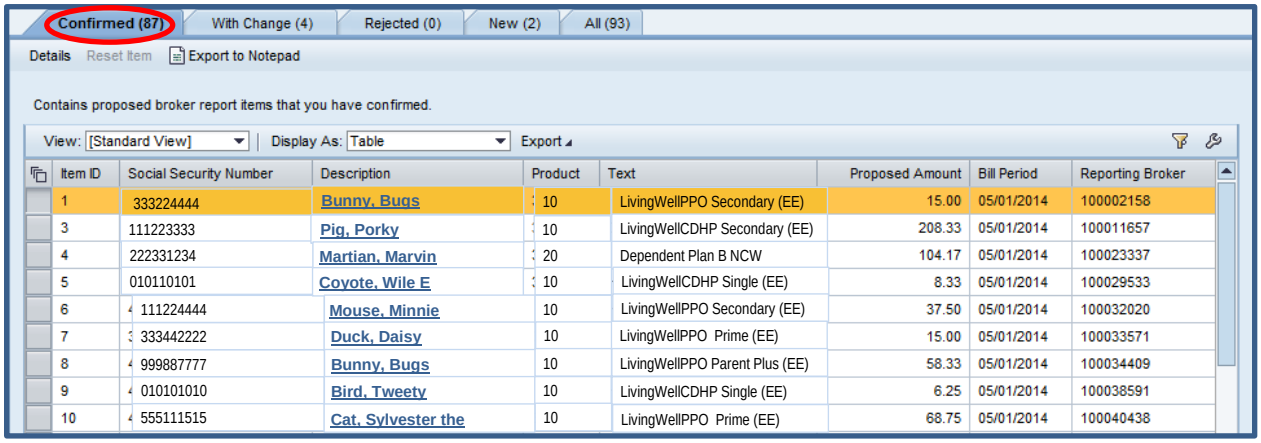
All entries have been selected.

Click Confirm.

All items in **Proposed Items** have now been moved to the Confirmed tab in **Processed Items**, this view is now empty.



The "Confirmed" items selected in the previous step can be found in **Processed Items** on the Confirmed tab.



Remember to save your work often by clicking the Save button in upper left corner. If the portal times out, unsaved changes will be lost.

Placing Items on the Worklist

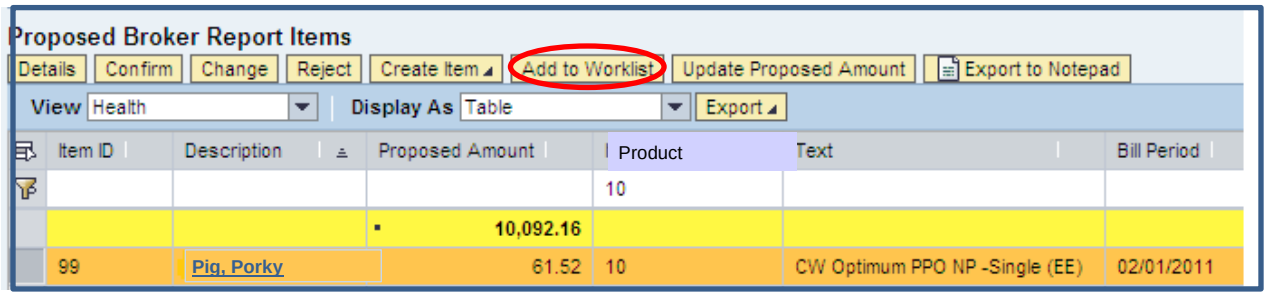
Proposed Items that can't be worked immediately can be placed on the **Worklist** to prevent accidental confirmation.

If an employee wishes to pay all or a portion of their premium by personal check, that employee can be placed on the worklist until their personal check has been received.

To place an item on the **Worklist**:

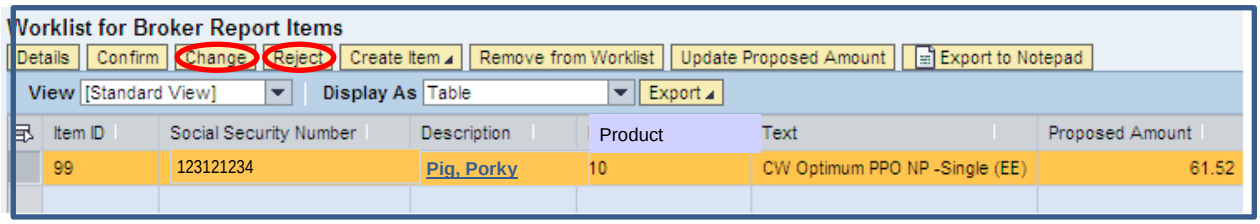
Go to Proposed Items. Highlight item

Click the **Add to Worklist** button.

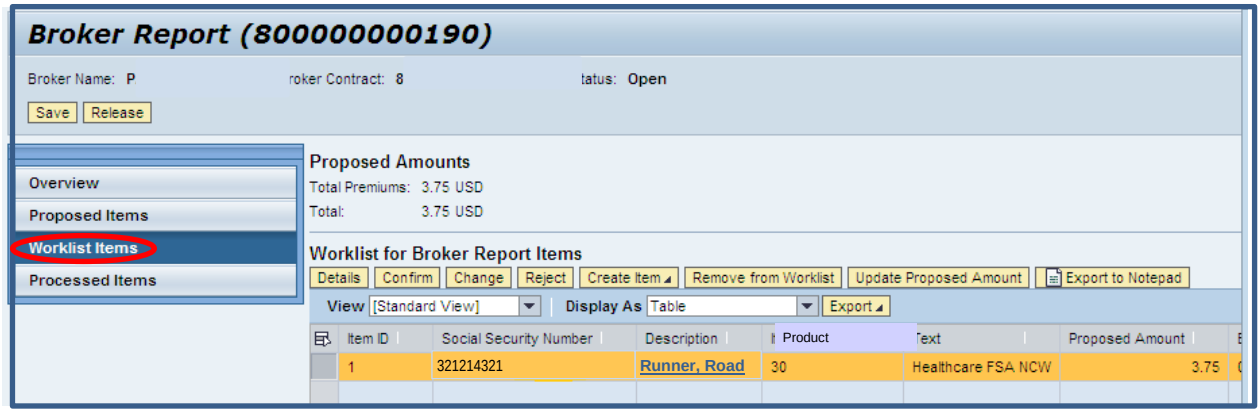


Worklist items must be processed before the broker bill can be released.

Worklist items can be changed or rejected the same way Proposed Items are changed or rejected.



Worklist Items can be accessed by clicking on Worklist Items.



To remove and item from the Worklist, click **Remove from Worklist** button.

The item will be returned to Proposed Items.

Resetting Processed Items

Processed Items may have been changed incorrectly or confirmed in error. These items can be reset for correction.

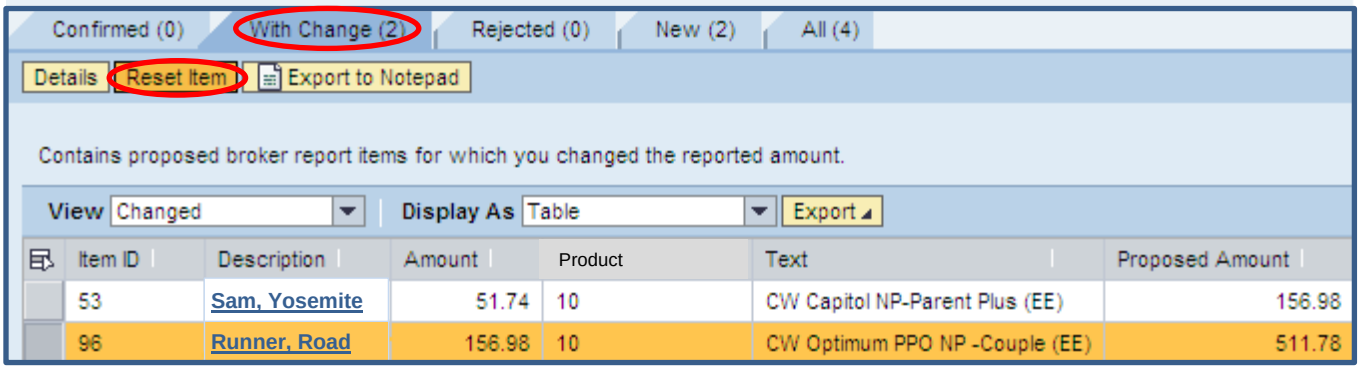
Resetting a Processed Item sends it back to Proposed Items.

Items must be reset from the **Confirmed, With Changes, Rejected** or **New tab**. Even though all Items are included on the All tab, items cannot be reset from the All tab.

Go to correct tab in Processed Items.

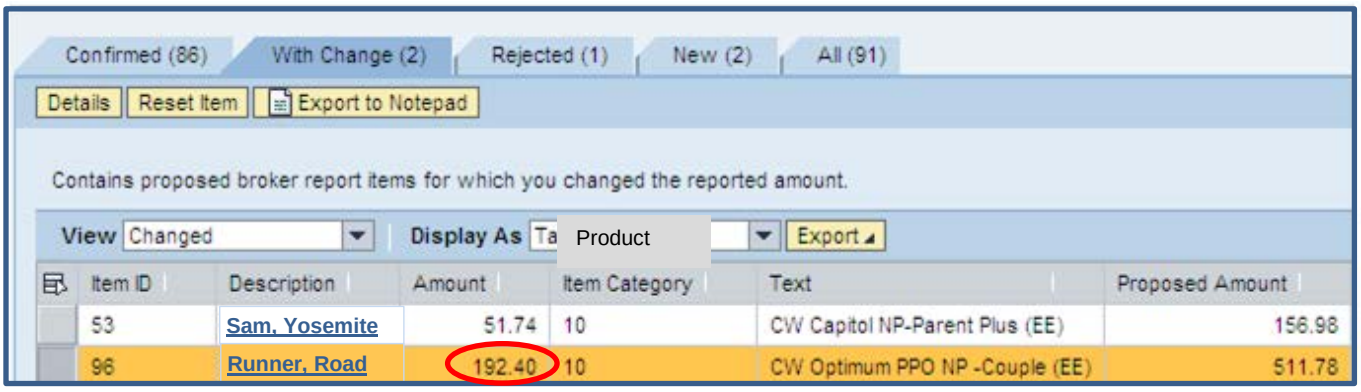
Highlight the “incorrect”.

Click **Reset Item**



Go back to Proposed Items and make the necessary correction.

Corrected:



Releasing the Broker Bill

Releasing the broker bill posts the amounts listed for each employee to their payment history and moves the totals to Biller Direct.

School board employees who do not pay an employee contribution for health insurance or who waive coverage will not be listed on the board's broker bills. KDE pays the state contribution and admin fees for school board employees. Please do not add these employees.

All eligible Health Department employees should appear on broker bills.

All eligible employees of QUASI agencies, including those who do not pay an employee contribution and those who waive coverage should appear on the broker bill. Employees who waive coverage will only show an admin fee on the broker bill. If these employees are not on your bill, please add them.

Any employee who pays ahead in full will not appear on the bill for the month that was paid in advance.

Employees who make a partial payment for a future month will only show the balance on the bill. KHRIS applies those credits automatically.

When the broker bill is released, the amount listed for each employee is applied, or posted, directly to the employee's account balance. The totals for health insurance, life insurance and FSA are then rolled into Biller Direct and become the agency's responsibility to *pay*. Releasing the broker bill does not "pay" the bill. Processing the payment through Biller Direct notifies KHRIS that the agency is remitting the balance due and this *pays* the bill. As with terming insurance coverage, paying the bill is a two-part process. Releasing the broker bill posts the payment to the individual employee's account balance; Biller Direct pays the agency responsibility.

It is imperative that the broker bill entries be as accurate as possible when the bill is released.

After all the changes have been made and all Proposed Items have been processed, verify the broker bill amount matches your payment.

Recommended methods:

Check total payment amount for EACH Product in your Totals view on the All tab in Processed Items to verify that health payment amount matches health check, life payment matches life check and FSA payment matches FSA check.

OR

If your agency pays with a single check, verify that payroll deduction amounts for each Product match the broker bill amounts as well as matching the total on the All tab.

DO NOT CHECK ONLY YOUR TOTAL AMOUNT ON THE BROKER BILL OVERVIEW.
This may cause you to miss differences in payment amounts for a specific Product. After the bill is released, it is too late to make changes. Check thoroughly to verify that payment amounts match before you release your bill.

Potential Problems & Solutions

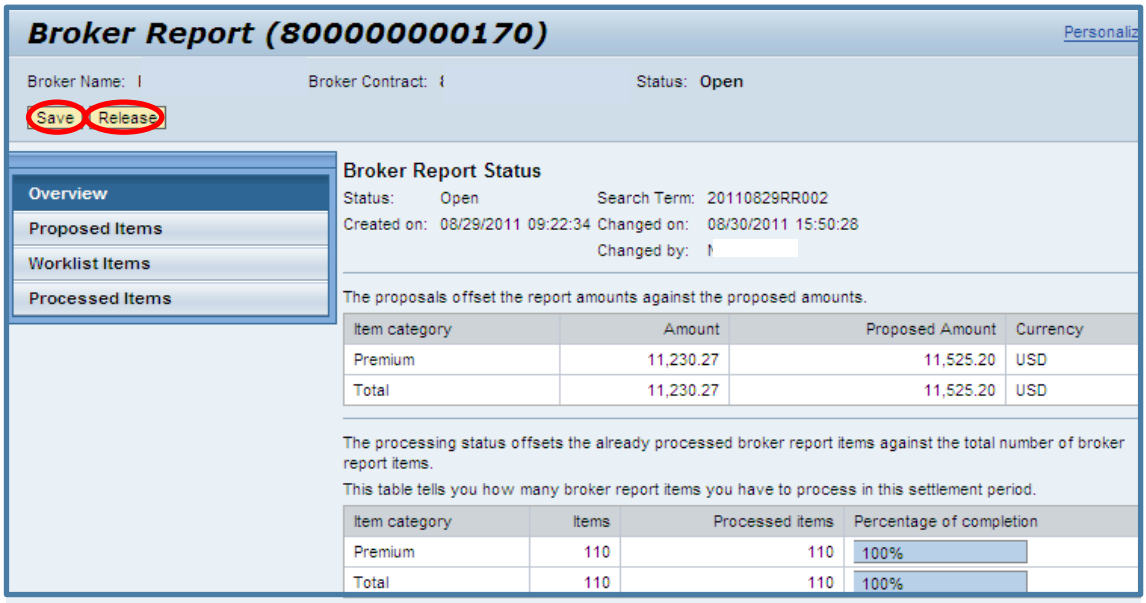
1. *Payment and bill amounts do not match*
   - Recheck items on the **With Changes, Rejected** and **New** tabs to ensure accuracy. Check payroll deduction list against changed, rejected and new items to determine differences.
     - Reset any item that has been changed or rejected in error and correct it
     - Delete any item that has been added in error or incorrectly. Re-add if necessary.
   - Compare payroll deduction list to items on Confirmed tab to determine any overlooked differences and make necessary corrections.

The broker bill can be released at any time after

- Verification that all Proposed Items have been worked
- Bill and payment amounts match

Click **Save**.

Click **Release.**



Broker bill cannot be released. Error message:

Release failed: There are unprocessed broker report items

This means there are Proposed Items that have not been worked.

Check the **Overview**

On this example: There is one item that has not been processed.

The proposals offset the report amounts against the proposed amounts.

Item category	Amount	Proposed Amount	Currency
Premium	11,163.65	11,525.20	USD
Total	11,163.65	11,525.20	USD

The processing status offsets the already processed broker report items against the total number of broker report items.

This table tells you how many broker report items you have to process in this settlement period.

Item category	Items	Processed items	Percentage of completion
Premium	110	109	99%
Total	110	109	99%

- Check all views in **Proposed Items** to ensure all items have been processed, including Standard View.
- Check **Worklist Items** to ensure all items have been processed.

In this example, there was one item left on the **Worklist**.

Worklist for Broker Report Items

Details | Confirm | Change | Reject | Create Item | Remove from Worklist | Update Proposed Amount

View [Standard View] | Display As Table | Export

Item ID	Social Security Number	Description	Product	Text
99	321214321	Runner, Road	10	CW Optimum PPO

Go to **Worklist** and change, reject or confirm the item as necessary.

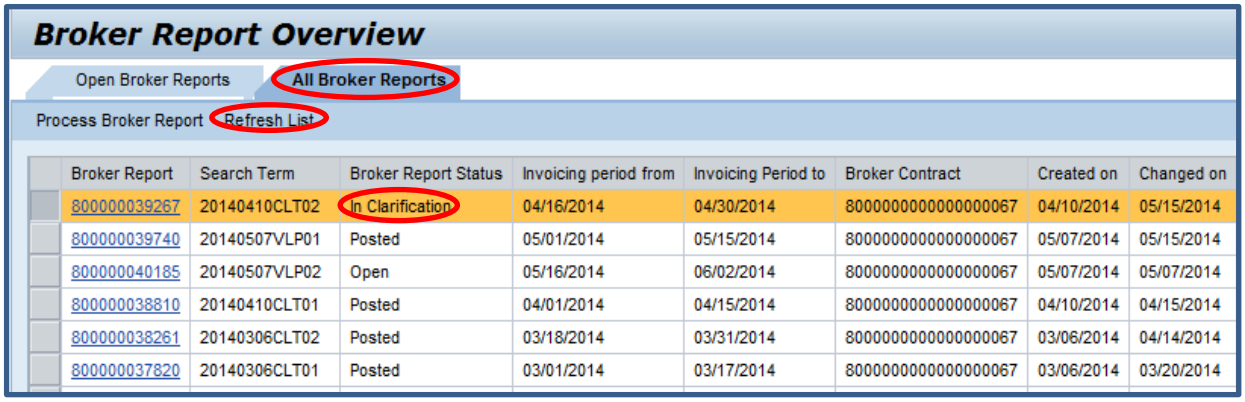
Save and **Release** the broker bill.

To close the bill, click the X in the upper right hand corner. This returns you to the **Broker Report Overview** page.

Before proceeding to Biller Direct to make the payment, check Broker Report Status in Broker Report Overview to determine if any items from the broker bill went into clarification.

Clarifications

To determine if entries went into clarification when you released your bill, click the **All Broker Reports** tab and the **Refresh List button.**



Broker Report	Search Term	Broker Report Status	Invoicing period from	Invoicing Period to	Broker Contract	Created on	Changed on
800000039267	20140410CLT02	In Clarification	04/16/2014	04/30/2014	8000000000000000067	04/10/2014	05/15/2014
800000039740	20140507VLP01	Posted	05/01/2014	05/15/2014	8000000000000000067	05/07/2014	05/15/2014
800000040185	20140507VLP02	Open	05/16/2014	06/02/2014	8000000000000000067	05/07/2014	05/07/2014
800000038810	20140410CLT01	Posted	04/01/2014	04/15/2014	8000000000000000067	04/10/2014	04/15/2014
800000038261	20140306CLT02	Posted	03/18/2014	03/31/2014	8000000000000000067	03/06/2014	04/14/2014
800000037820	20140306CLT01	Posted	03/01/2014	03/17/2014	8000000000000000067	03/06/2014	03/20/2014

What does "In Clarification" mean?

- New items must have an accounting template so that the system knows how to create an invoice in Biller Direct.
- Items that have been changed – due to account maintenance, automatic clearing, terms/transfers and payments posted – may also need additional processing.

These items may not post automatically and will go into broker bill clarifications, also known as the clarification list.

The clarification items, or clarification cases, do not have all the information KHRIS needs to automatically apply the payment correctly. FMB/PBB or KGLI staff will have to resolve, or clarify, these items. Email your agency's FMB/PBB or KGLI contact or call FMB/PBB at (502)-564-9097 or KGLI at (502) 564-4774 to request the clarifications for your agency be worked.

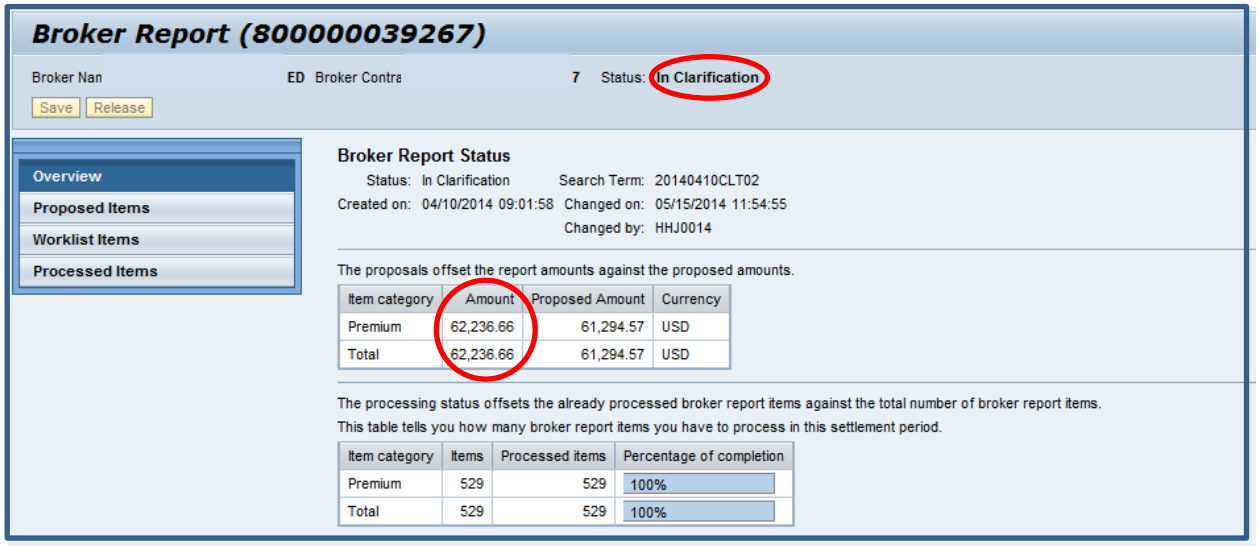
Important: *After the broker bill is released, it may take a few minutes for all entries to be processed or posted to the individual employee's payment history.*

Call or email FMB/PBB or KGLI to have your clarification cases worked.

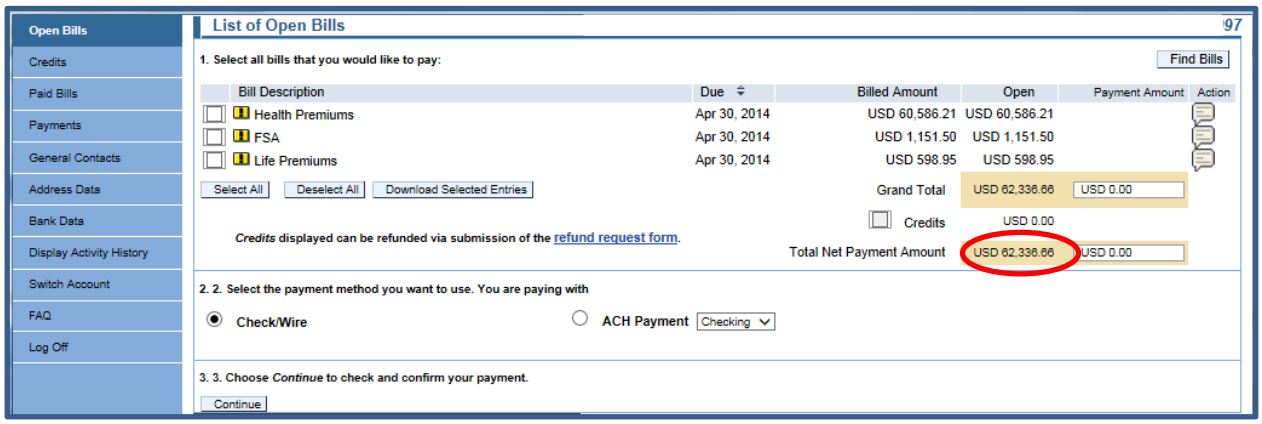
FMB/PBB or KGLI working clarification cases while the broker bill entries are still being posted to individual employees can cause the bills to lock up. This leads to bill status staying "in clarification" after all the clarification cases have been resolved and can lead to delays in Biller Direct payments.

If items have gone into clarification, you must wait until all the cases have been resolved before you go to Biller Direct to pay the bill. The payment amounts for the clarification cases will not roll to Biller Direct and the total will <u>not be correct</u> until all clarification cases are resolved.

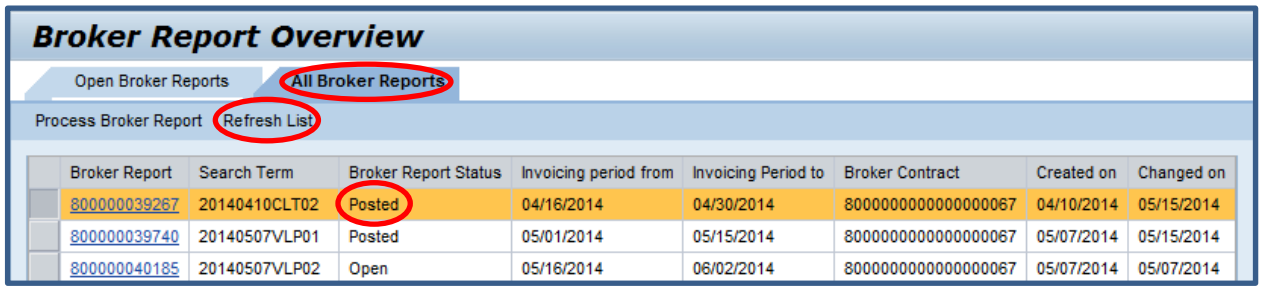
In the example below, notice that the amount is $62,236.66.



When the bill is "in Clarification" the payment must NOT be processed in Biller Direct. As you can see in the example below the Total Net Payment is $62,336.66, (A $100.00 difference from the Total on the example above). Contact DEI and wait until the bill shows posted before processing the bill in Biller Direct.



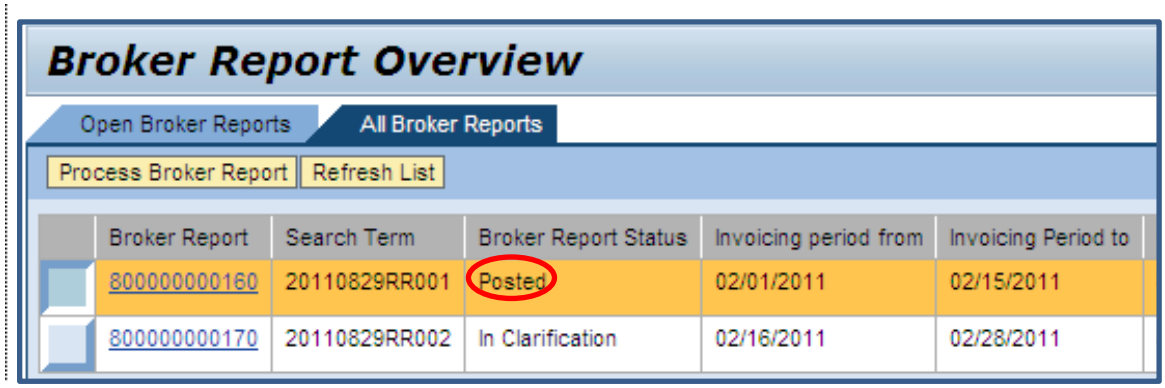
Once DEI works the clarification issue, Go to the **All Broker Reports** tab and Refresh List. The bill now shows "posted".



Paying Reconciled Bill using Biller Direct

Biller Direct Explanation

After the broker bill has been released, payment notification must be made through Biller Direct.



Before proceeding to Biller Direct, check the Broker Report Status of the bill you released on the All Broker Reports tab.

- Click Refresh List button to display current bill status.

"Posted" bills have been worked and released. Payment amounts included on Posted bills have been applied to each individual listed on the bill and payment can be made immediately in Biller Direct.

"In Clarification" bills have items that have been added or changed. KHRIS is unable to apply the money appropriately and DEI must manually take them out of clarification. These are called clarification cases or clarification items.

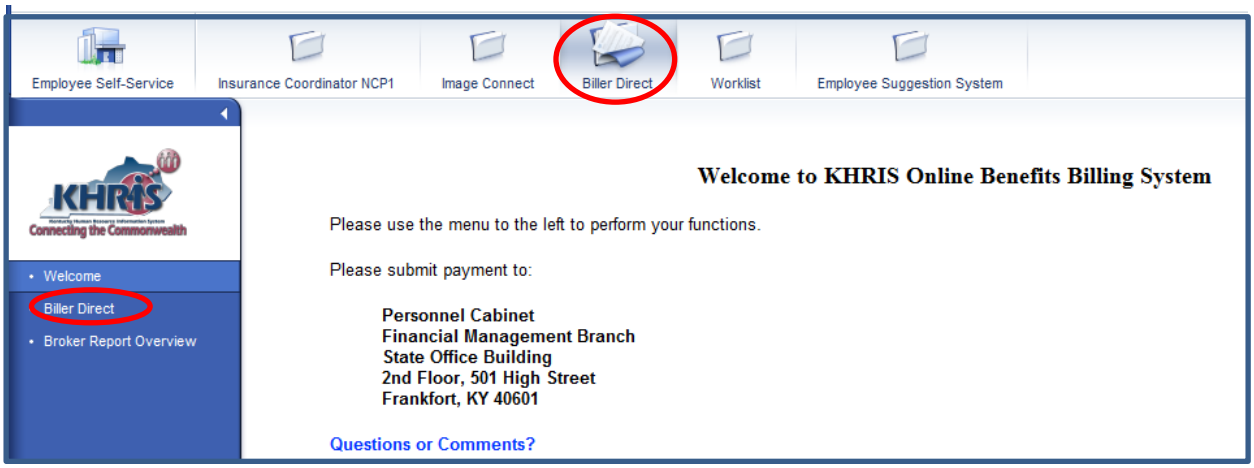
The payment amounts for clarification cases will not be listed in Biller Direct until the clarifications have been resolved.

FMB/PBB or KGLI staff must complete the missing information in order to clarify or resolve the item. FMB/PBB and KGLI staff members check the clarification list several times daily to resolve open clarifications.

When the clarification is resolved the amount goes into biller direct as part of the line item for that Product. When all clarifications are resolved the bill status will change to Posted.

Once the bill status shows **Posted** you may proceed to **Biller Direct**.

To access **Biller Direct** from Broker Report Overview, click on the Biller Direct link above Broker Report overview.

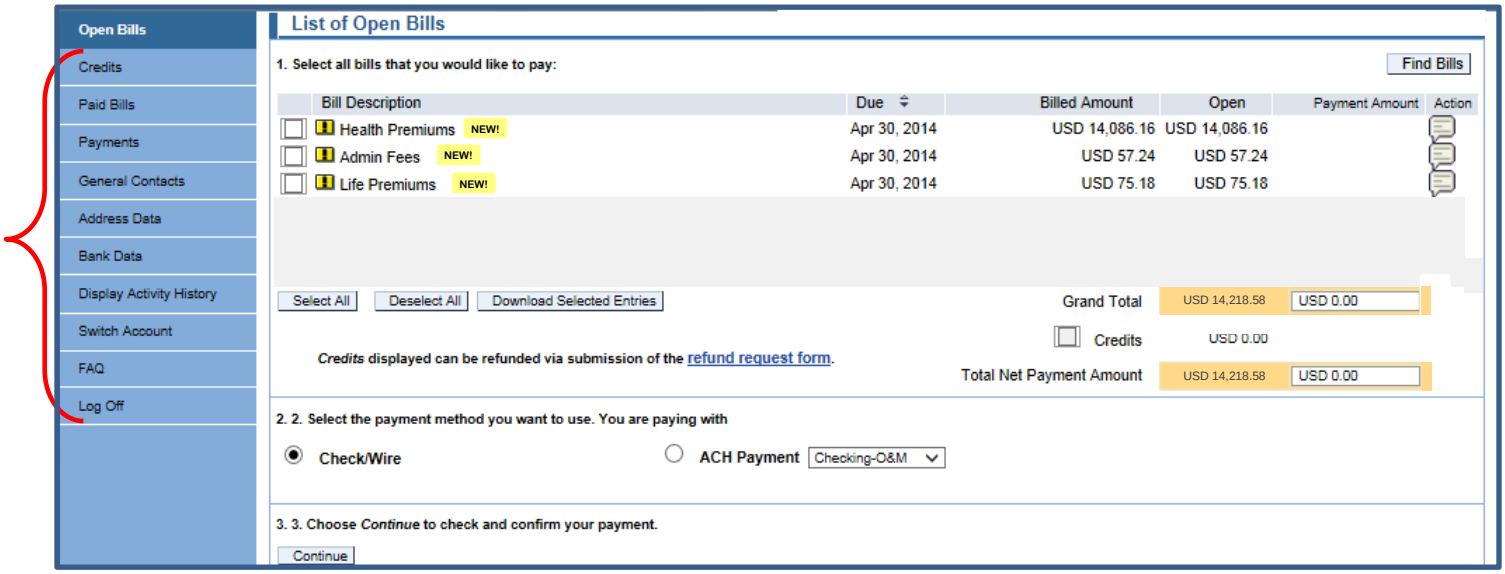


The **List of Open Bills** is the initial screen for Biller Direct.

In the blue area on the left of the screen is a list of links to other pages in Biller Direct.

- If for some reason you are unable to see these links, hit the F5 button on your keyboard.

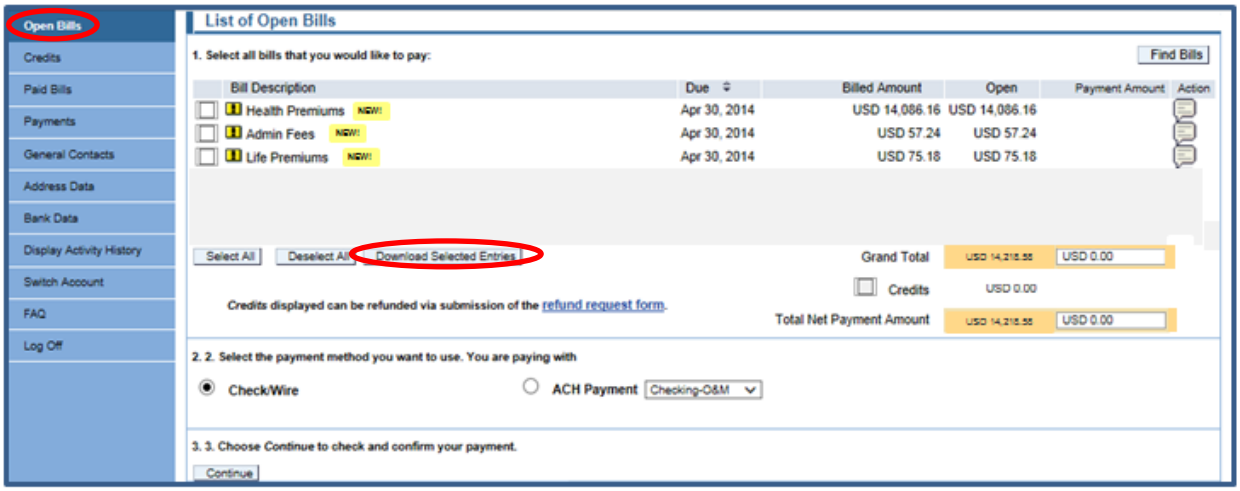
Each page shows payment information, transaction history, or other information



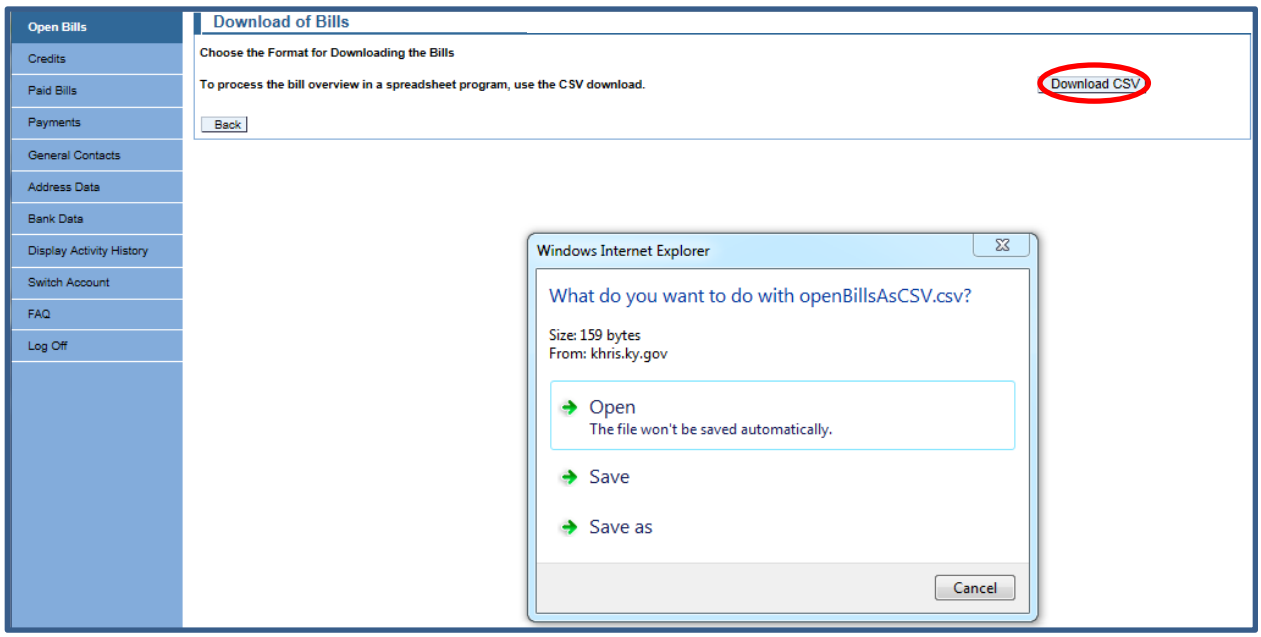
.

Open Bills is a list of payments that have been released from the broker bill and are ready to be paid in Biller Direct.

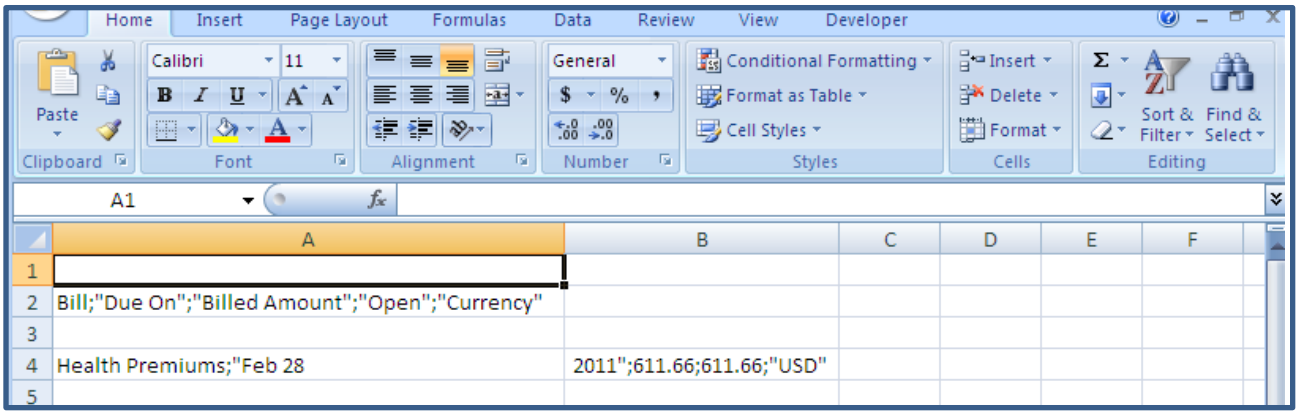
- Items that have been processed through bill clarification will show as part of the lump sum line for that particular Product in Biller Direct.
- There are no resolved clarification cases shown in this example.



This is what the Download Selected Entries button does:



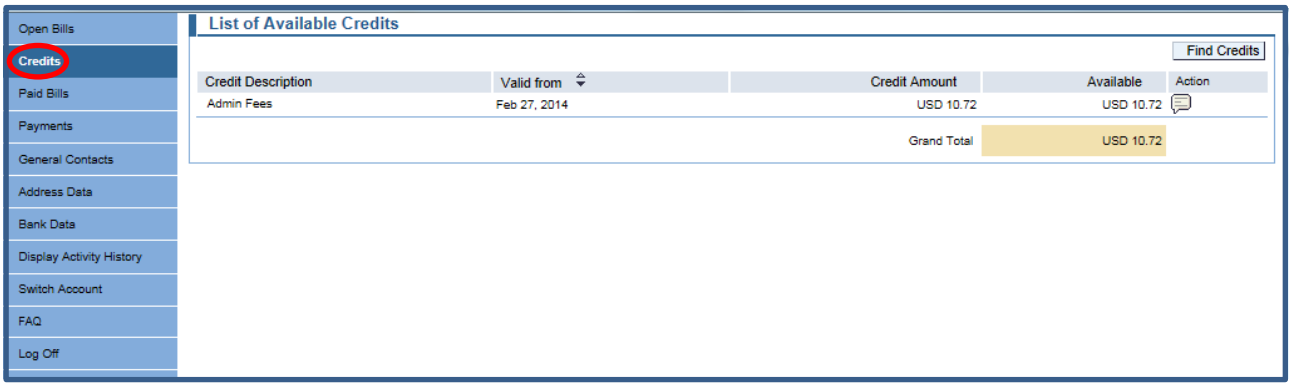
This is what opens:



Credits page shows a list of agency credits.

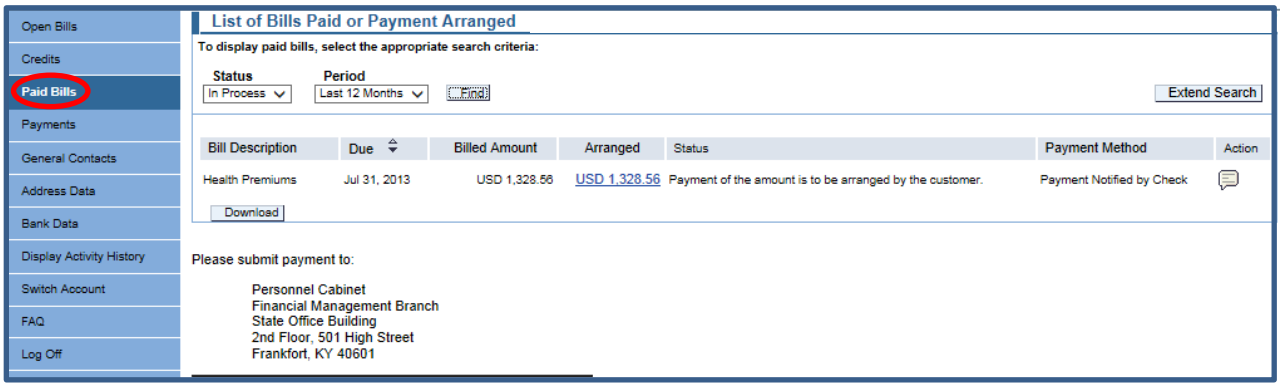
This page shows an overview of your credits.

- On the Open Bills screen you can see the total of all credits that can be deducted from the payment amount for the bills selected in the Credits field.



Paid Bills contains a list of bills that have been processed through biller direct.

This page will show bills that are **In Process** and those that have been **Processed**.

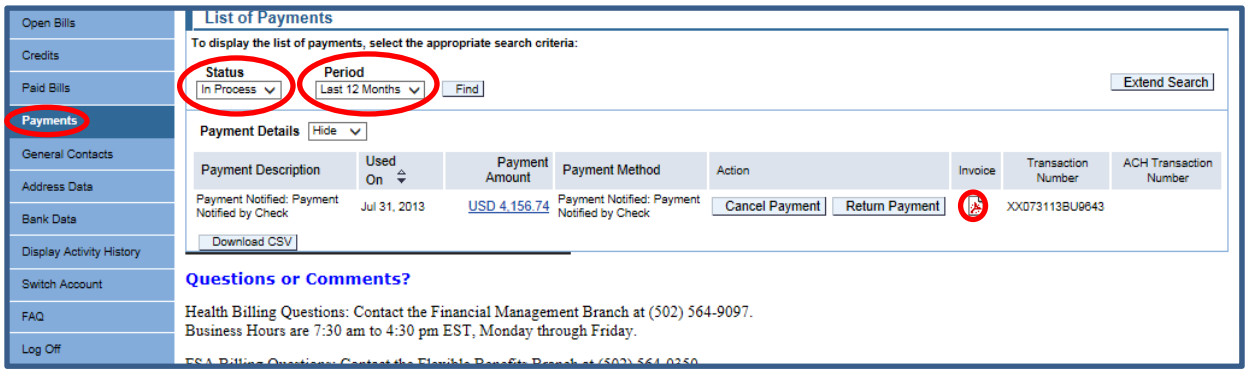


- Processed bills are bill which have been paid through Biller Direct and for which FMB/PBB/PBB and KGLI has received payments
- In process could mean several different things.
    - Payment has been arranged in Biller Direct but FMB/PBB/PBB and KGLI has not yet received payment.
    - Payment has been arranged, but FMB/PBB/PBB and KGLI has not yet debited the amount from your bank account.
    - Your check has not yet been entered in FMB/PBB/PBB or KGLI incoming payments.

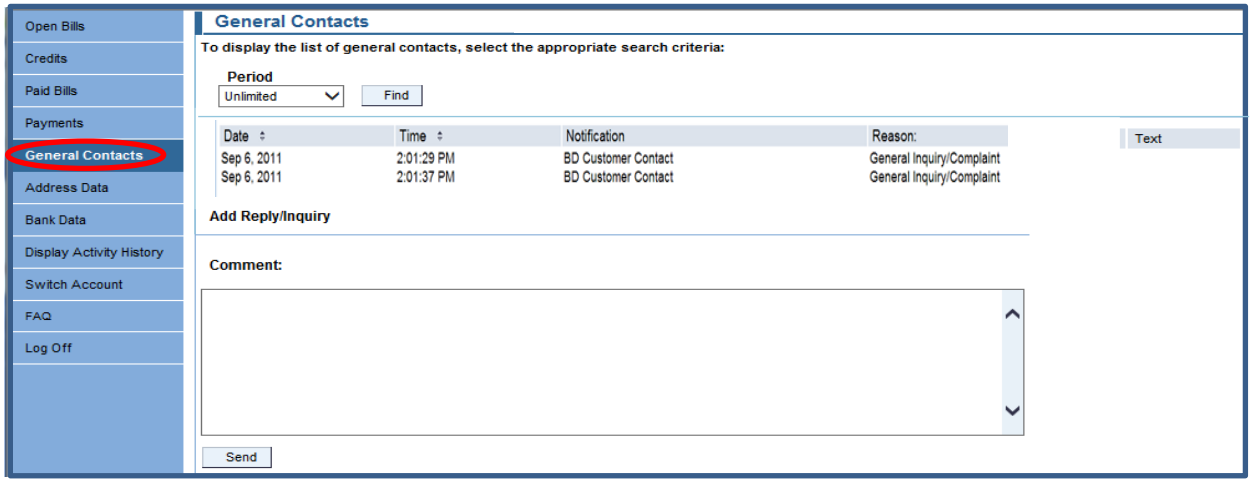
Payments page contains a list of payments that have been made.

This page will show a list of payments that have been received and are In Process or have been Processed. Clicking on the Status drop down allows you to choose from In Process and Processed bills. The Period drop down allows you to choose the tie period.

Invoices can be printed from this page, if the invoice icon appears in the invoice column by clicking on the icon.



General Contacts is a list of inquiries the agency has made through Biller Direct.



This page displays inquiries that agency has made. Financial Management Branch and/or Group Life Insurance Branch will answer these inquiries through customer diary.

Address Data shows the agency's address and email addresses for contacts.

This page shows your agencies address, phone number, fax number and email address. The agency should send the information to FMB/PBB/PBB and/or KGLI any time this contact information changes.

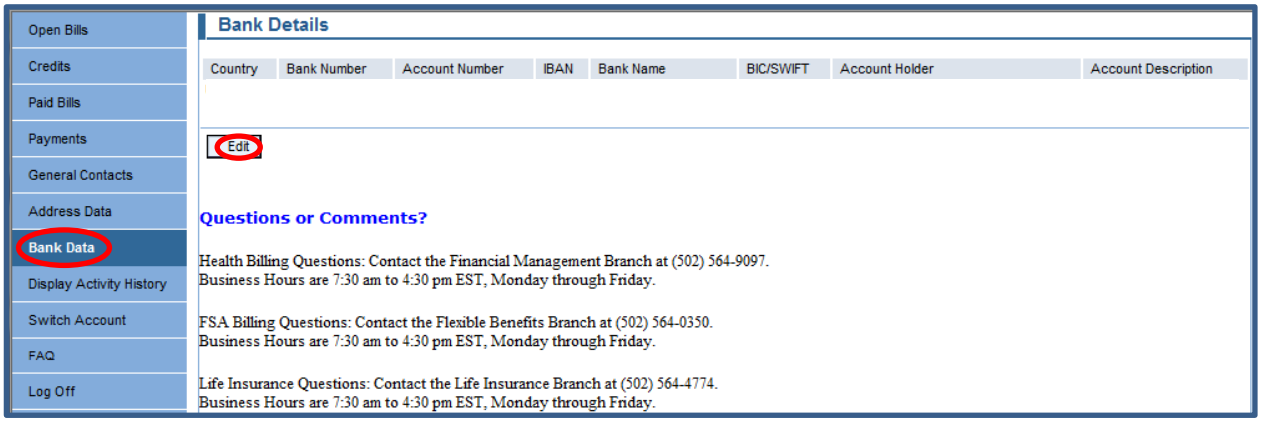
Bank Data contains the banking information for agencies that pay by ACH (Automated Clearing House).

This tab shows the available accounts that you are using to pay your monthly bill.

In order to pay your bill by electronic payment, or TPE (payment engine for processing ACH payments), banking details for the account(s) which you will use must first be stored in Biller Direct on the Bank Data screen.

Each agency is responsible for entering and updating their banking information.

To enter **Bank Details** on **Bank Data** screen, click edit to begin.

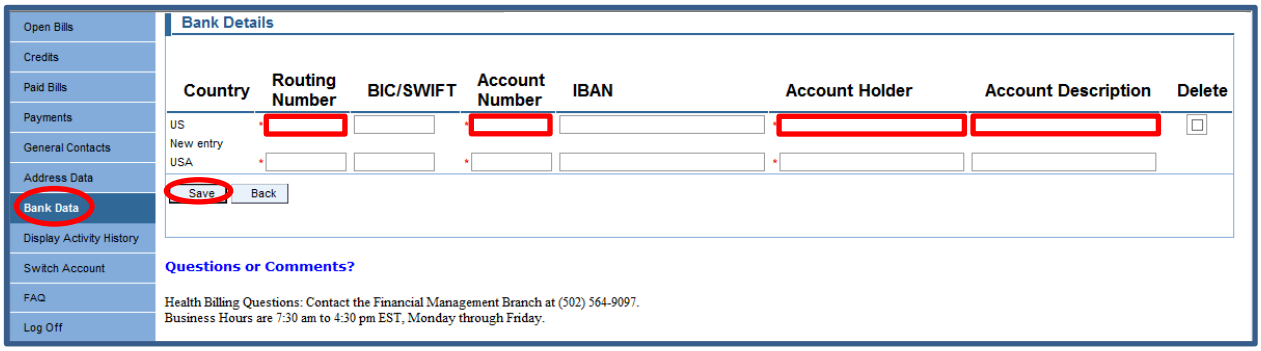


Complete required fields. * Denotes required field.

Complete Required Fields.

Name entered as Account Holder should match the name on the agencies checking account.

Click **Save**

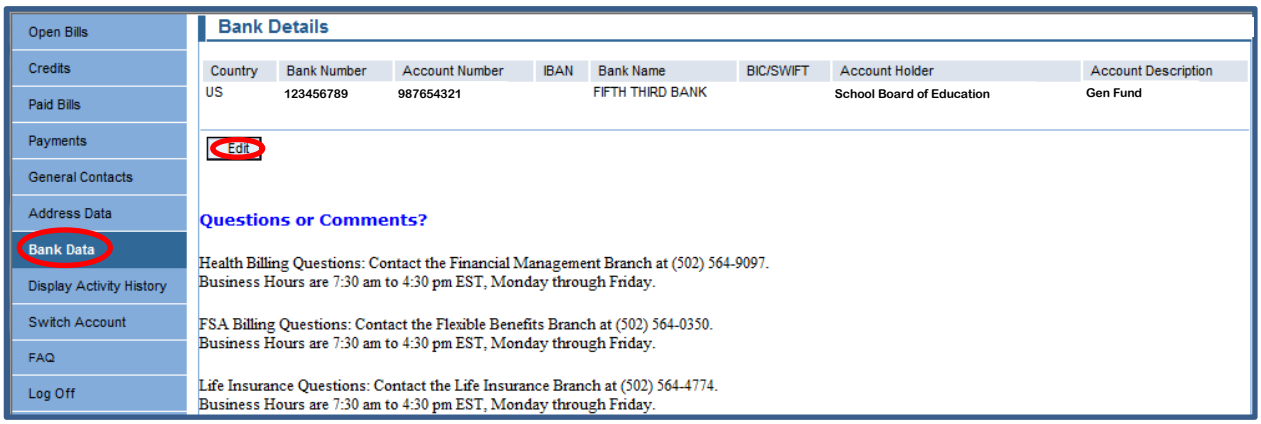


Some agencies pay health insurance, life insurance and FSA from separate accounts. Your agency can enter as many separate accounts as necessary.

KHRIS will confirm that the routing number is valid. Routing numbers are updated monthly.

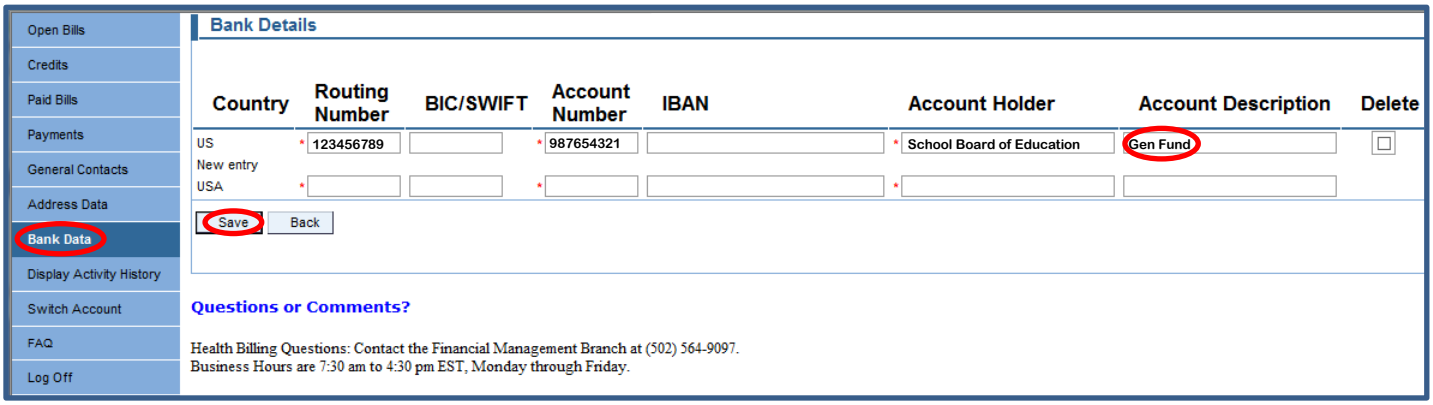
If it is ever necessary to change Bank Data, delete Bank Data or add another account,

- On **Bank Data screen**
- Click **Edit**

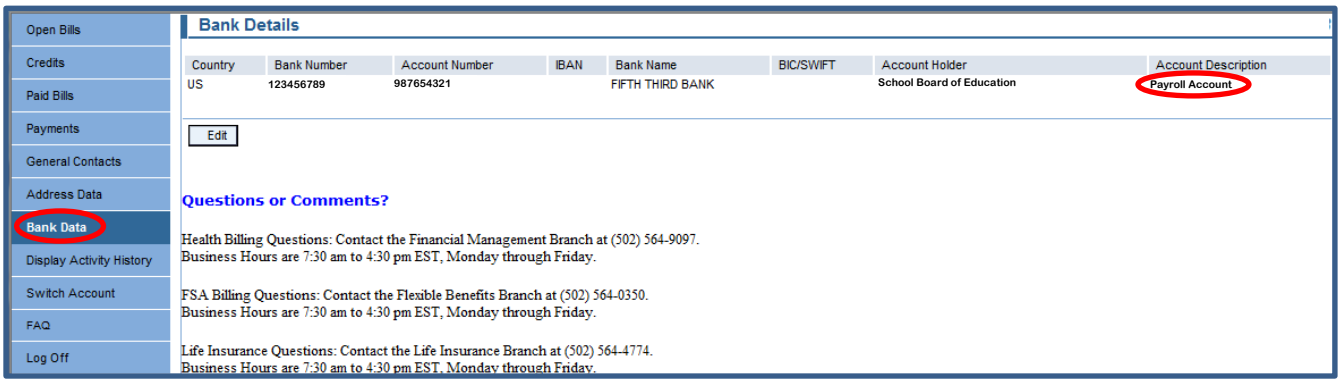


To change Bank Data:

- Enter change account information, click in the box and type over the wrong info.
- Click **Save**

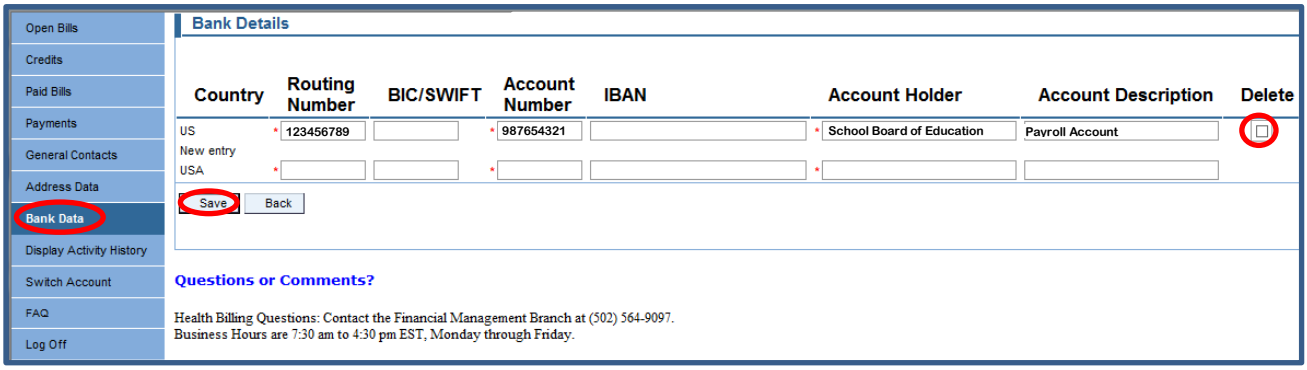


Changed information:

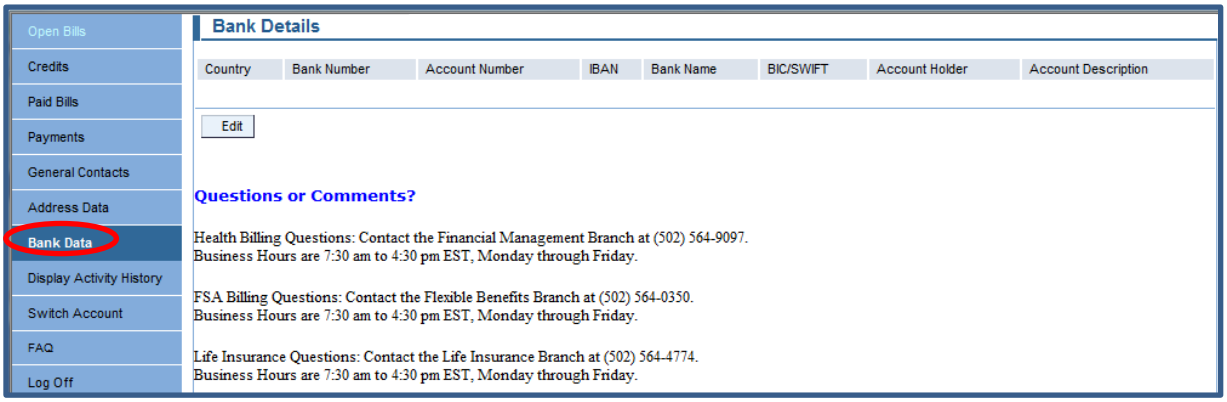


To delete Bank Data:

- Click in the delete box
- Click **Save**

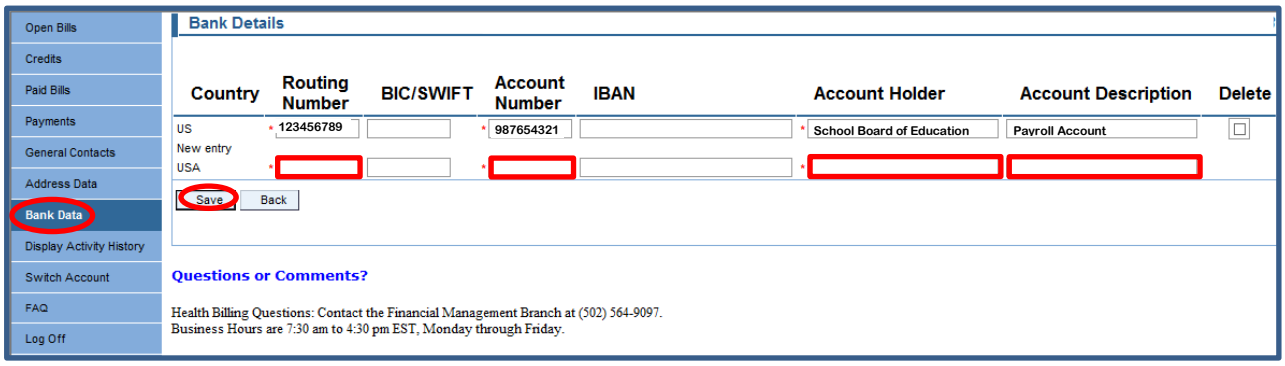


Changed information, all bank info is now deleted:

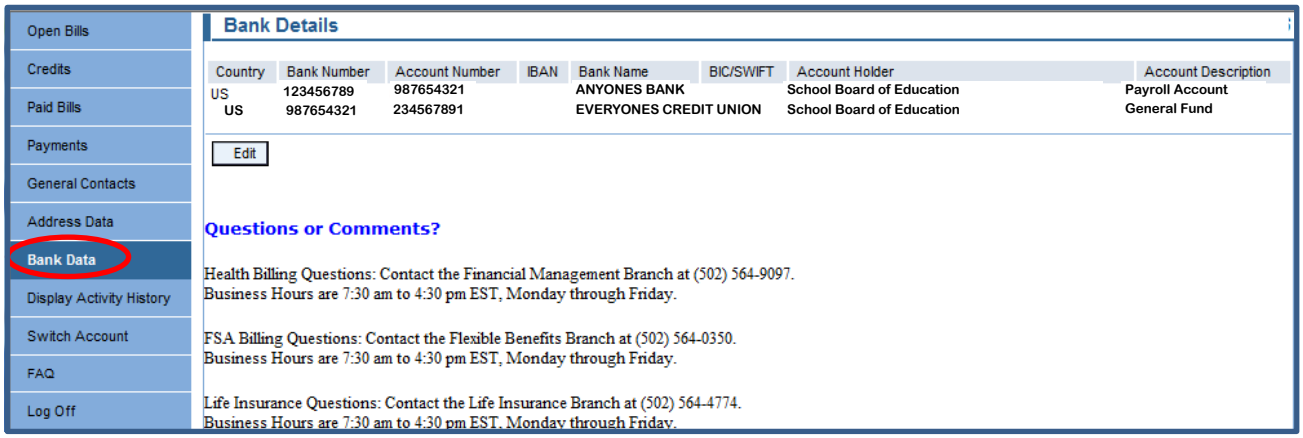


To add additional Bank Data:

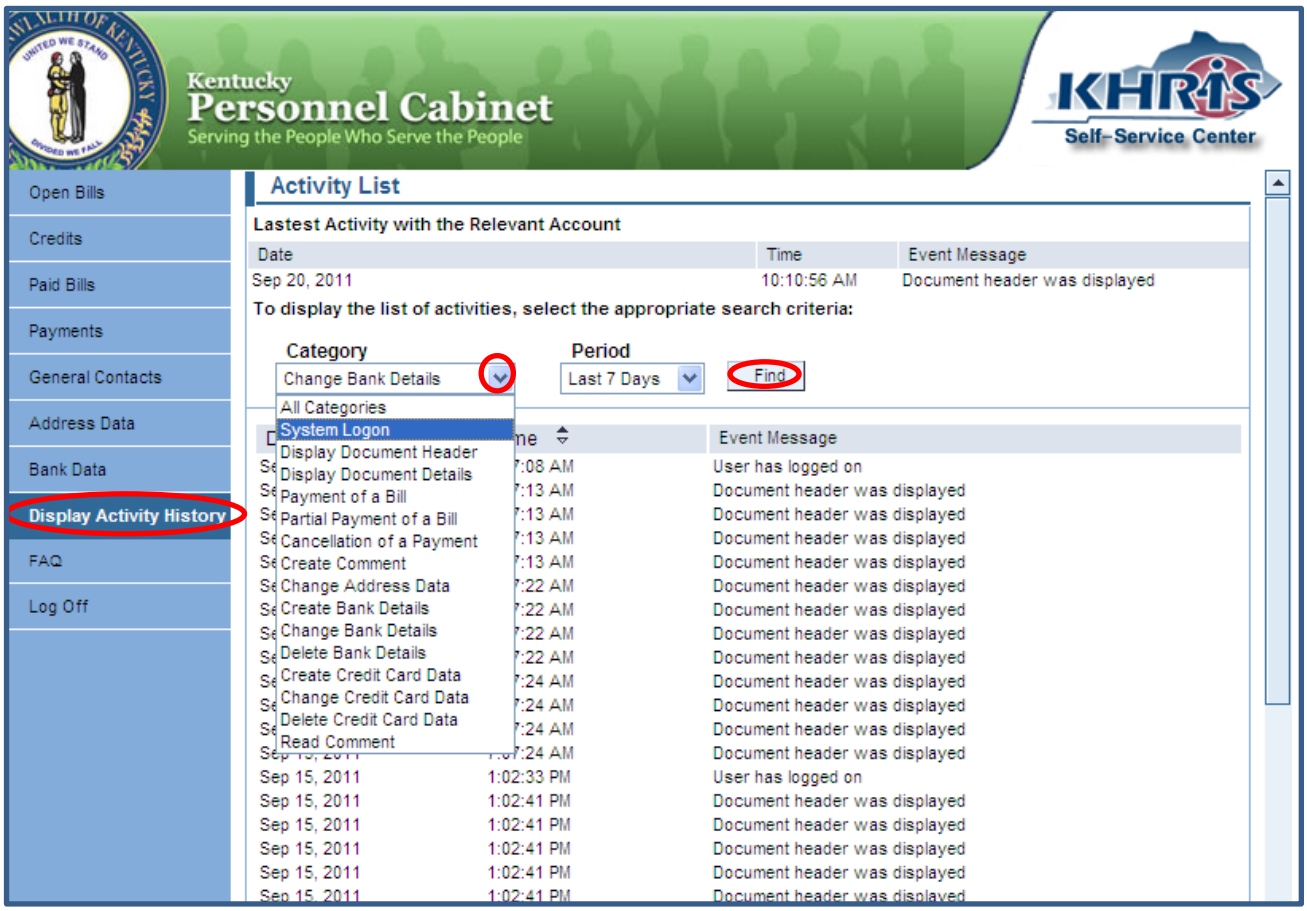
- Enter additional Bank account information
- Click **Save**



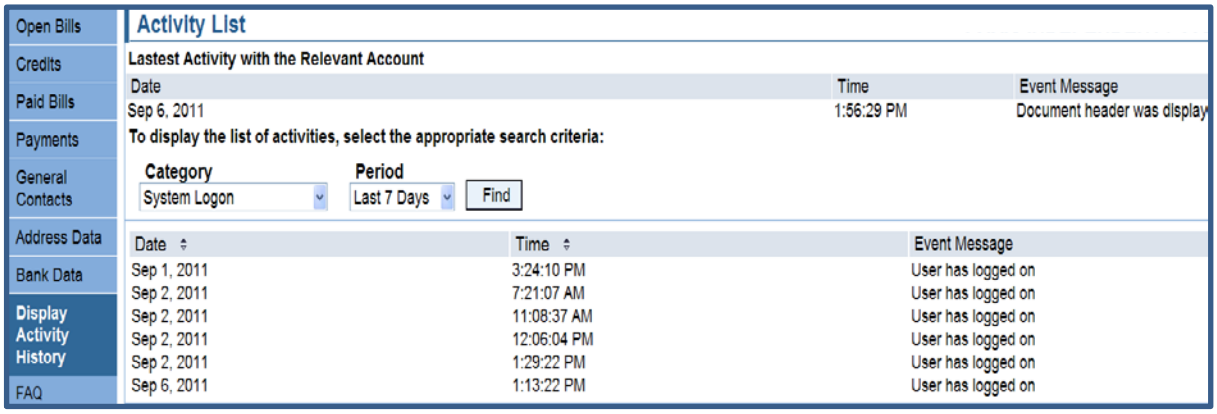
Changed information, there are two accounts listed:



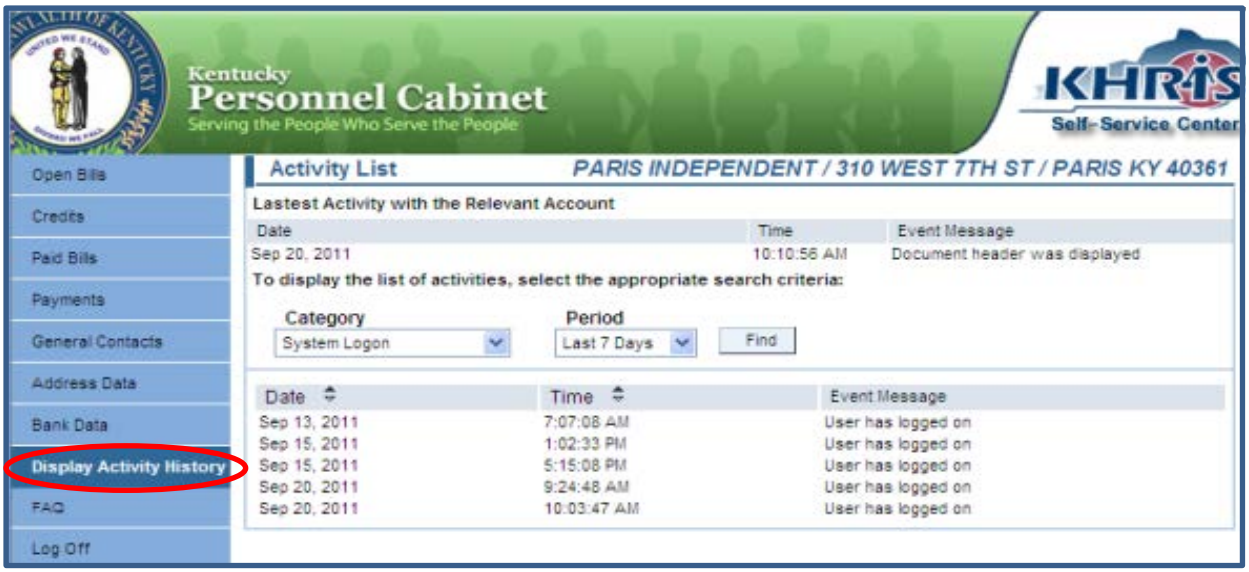
Display Activity History shows a list of activity for the agency.



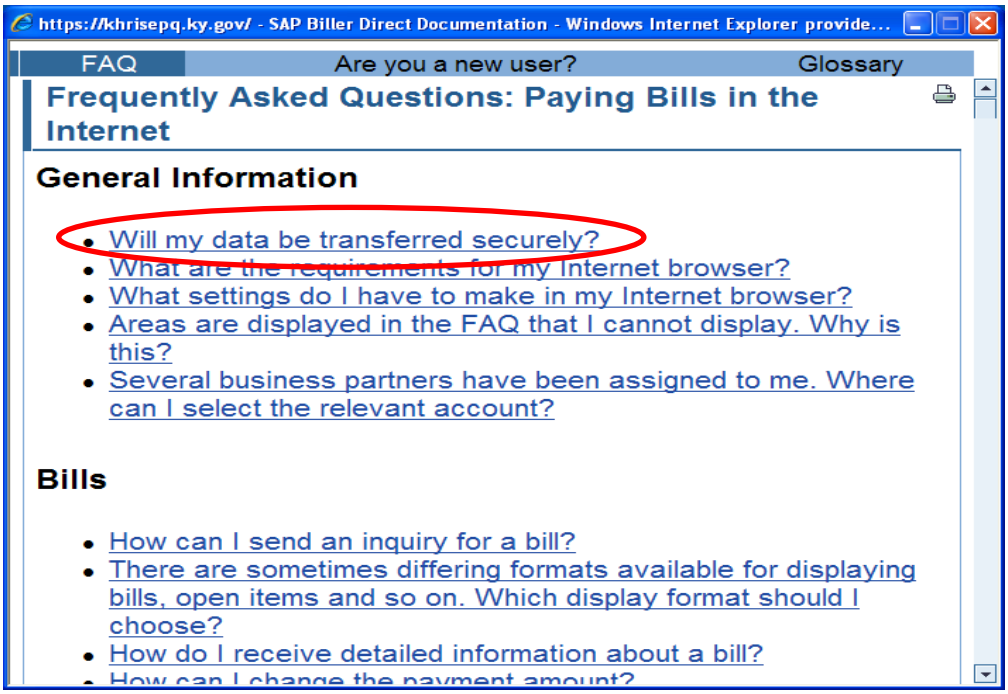
This example displays every time users from this agency logged on within the last 7 days.



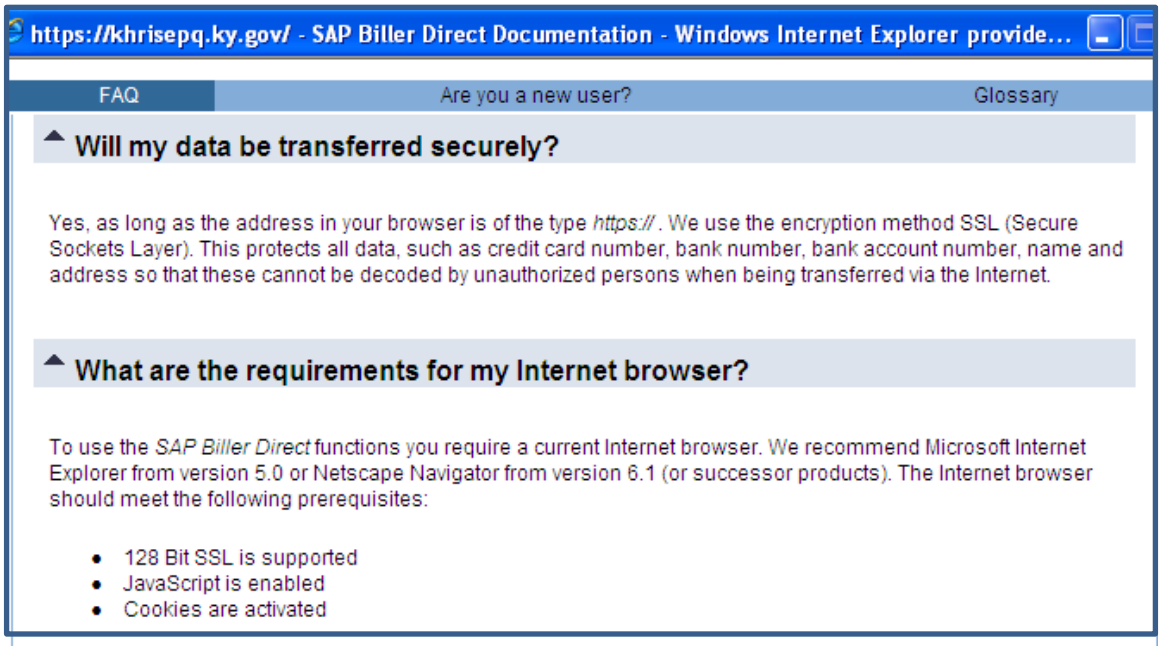
FAQ is a list of Frequently Asked Questions



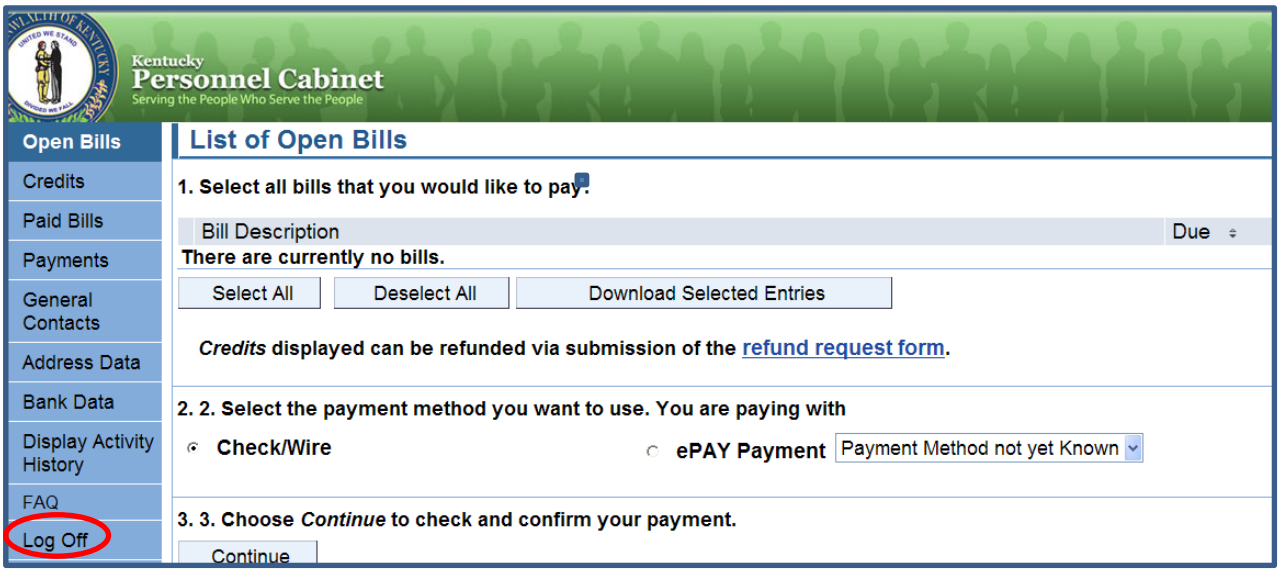
Clicking on the FAQ link doesn't highlight it. The FAQ list pops up in a new window.



This page shows commonly asked questions and answers to help you understand and pay your monthly bills.
Click on a question to see the response.



Log Off closes Biller Direct.



After you pay your bill through Biller Direct, you may log off Biller Direct by clicking Log Off.

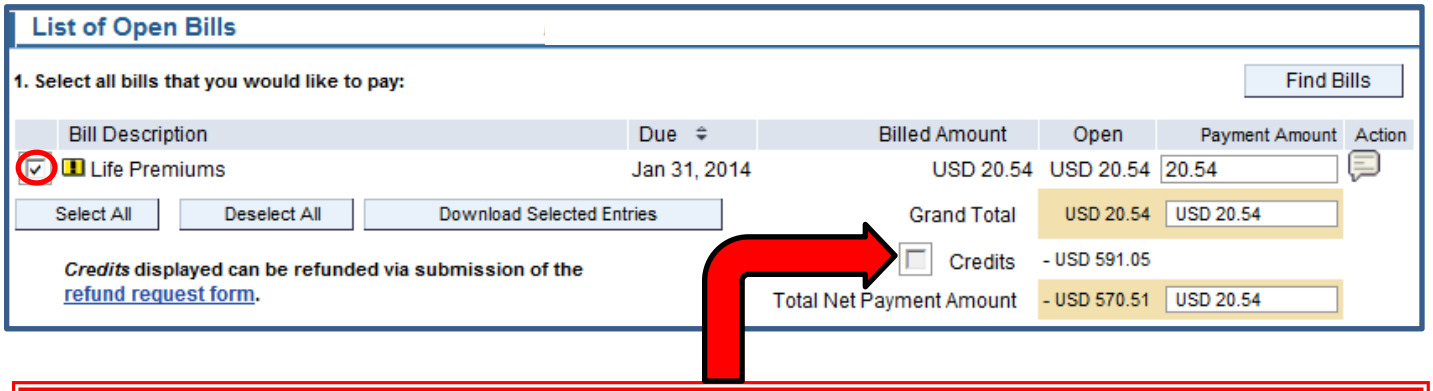
Paying Bills in Biller Direct

Agencies are encouraged to pay by ACH (Automated Clearing House). It's fast and free, so you save money and time.

Select the bills to be paid by clicking **Select All** or putting a check mark in the appropriate box.

- You may pay multiple Products by a single check or each Product may be paid by a separate check. This is your agency's decision.
- You may pay multiple line items on a single invoice or each item may be paid on a separate invoice. The choice is yours.

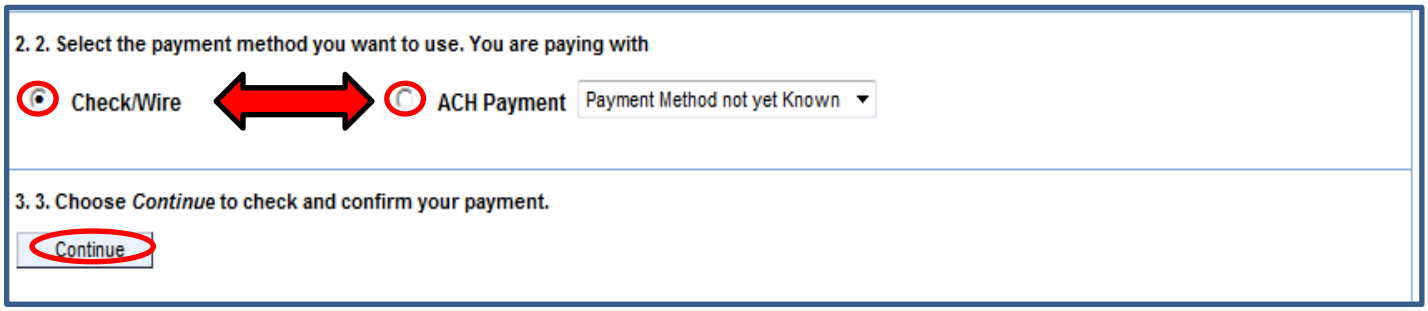
To Pay by Check or Wire:



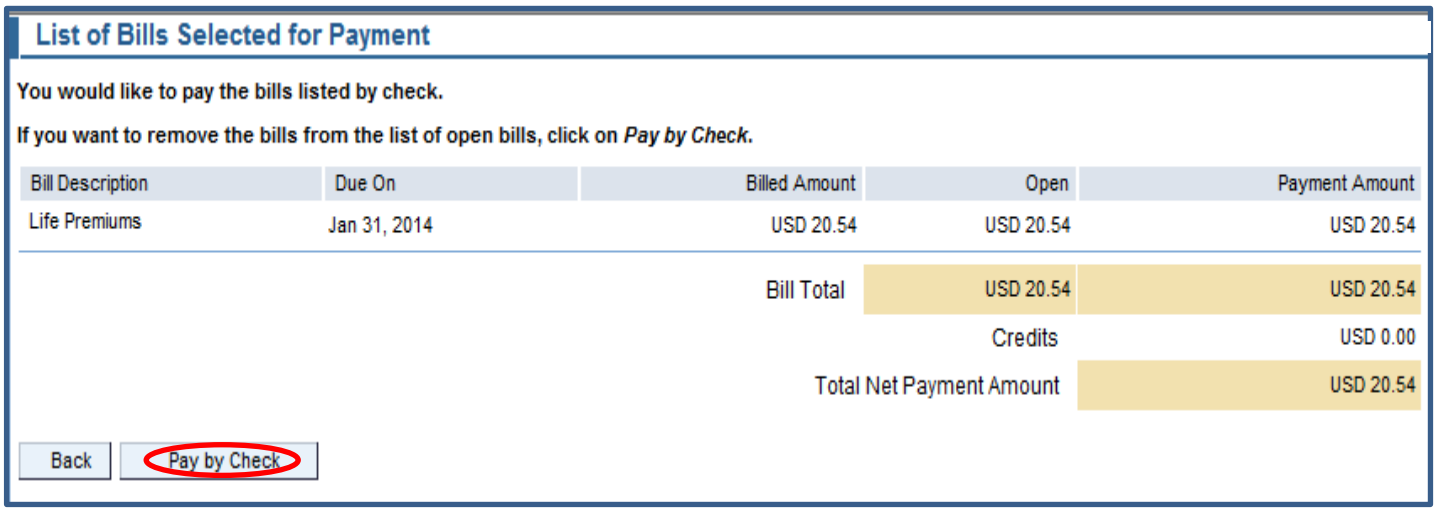
Note: It is not possible to select the Credit box in order to take credits on the bill. If you wish to take a credit that is listed on the Credits tab, contact your FMB/PBB or GLI bill contact to make sure they know you do want to take the credit.

Choose **Check/Wire**.

Click **Continue** to check and confirm your payment.

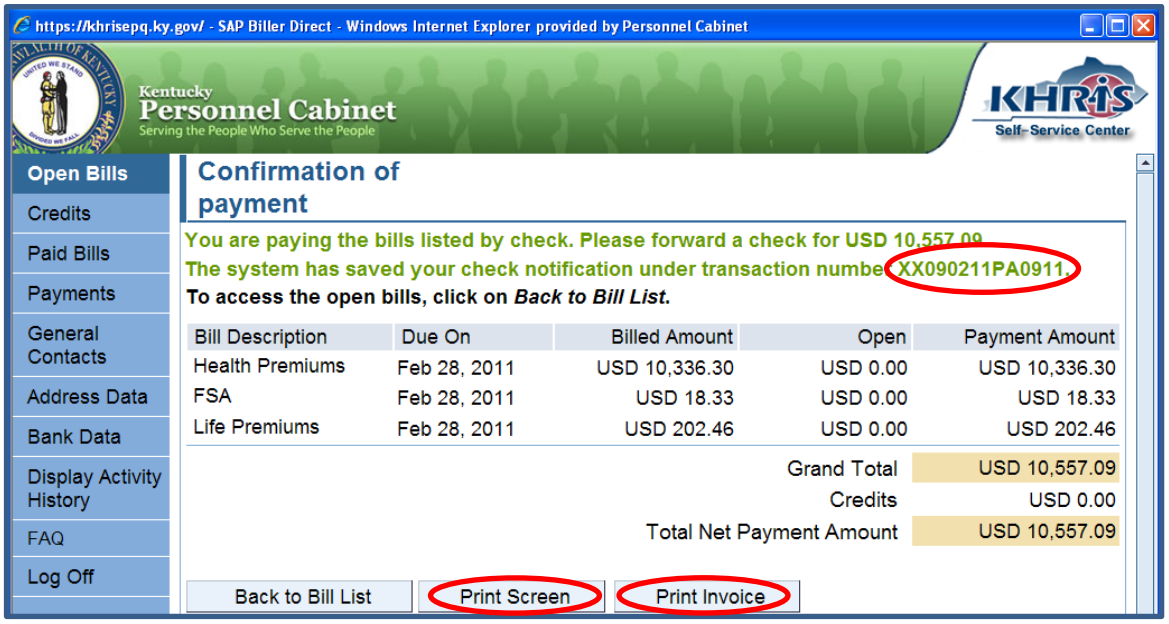


Click **Pay by Check.**

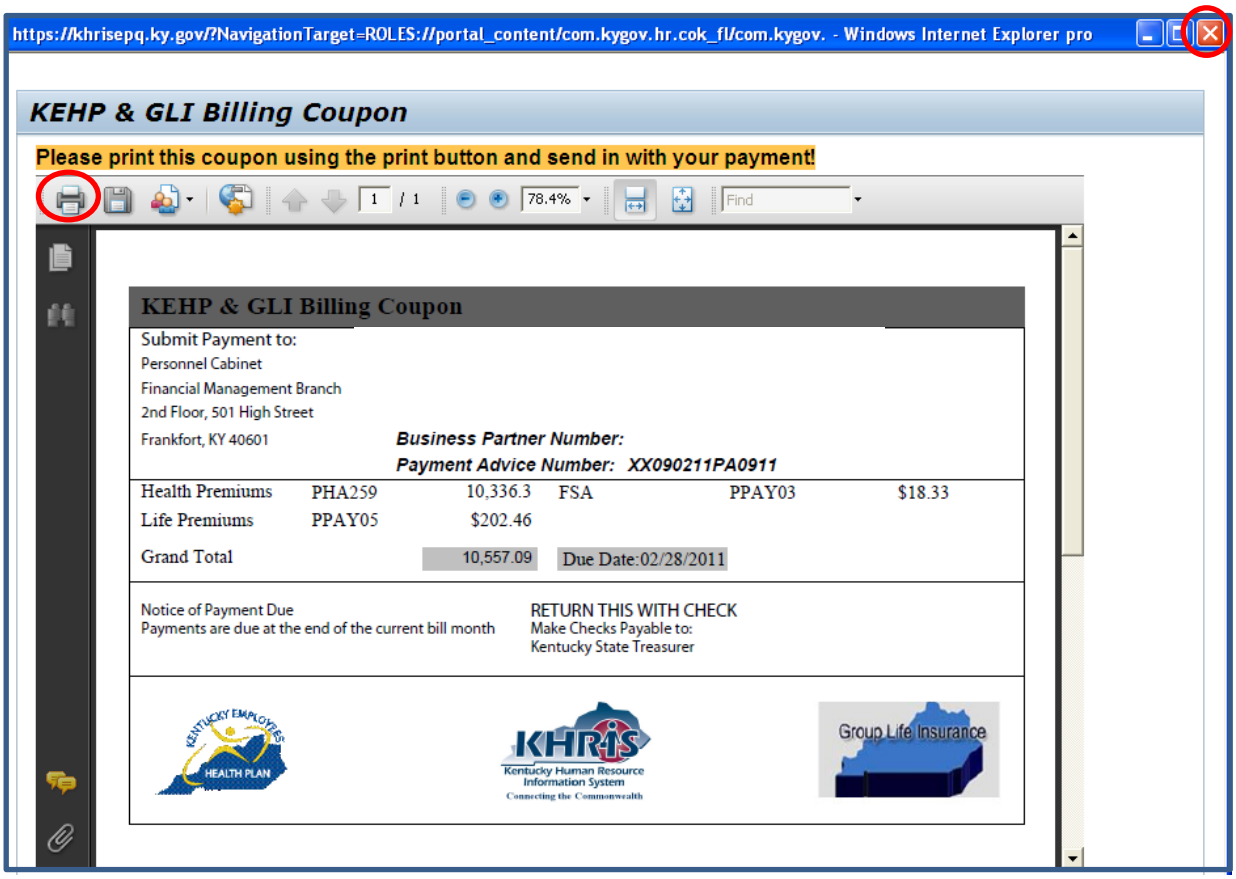


The screen below shows your transaction number. It may be a good idea to keep a copy of this screen for your records. Click **Print Screen** to do so. Or you may wish to keep a copy of the invoice which is mailed with payment.

Click **Print Invoice** to print a payment coupon to be mailed with payment.



- Click printer icon to print invoice/payment coupon.
- Click red X to close.



The amount on the coupon MUST match the amount of your check/payment.

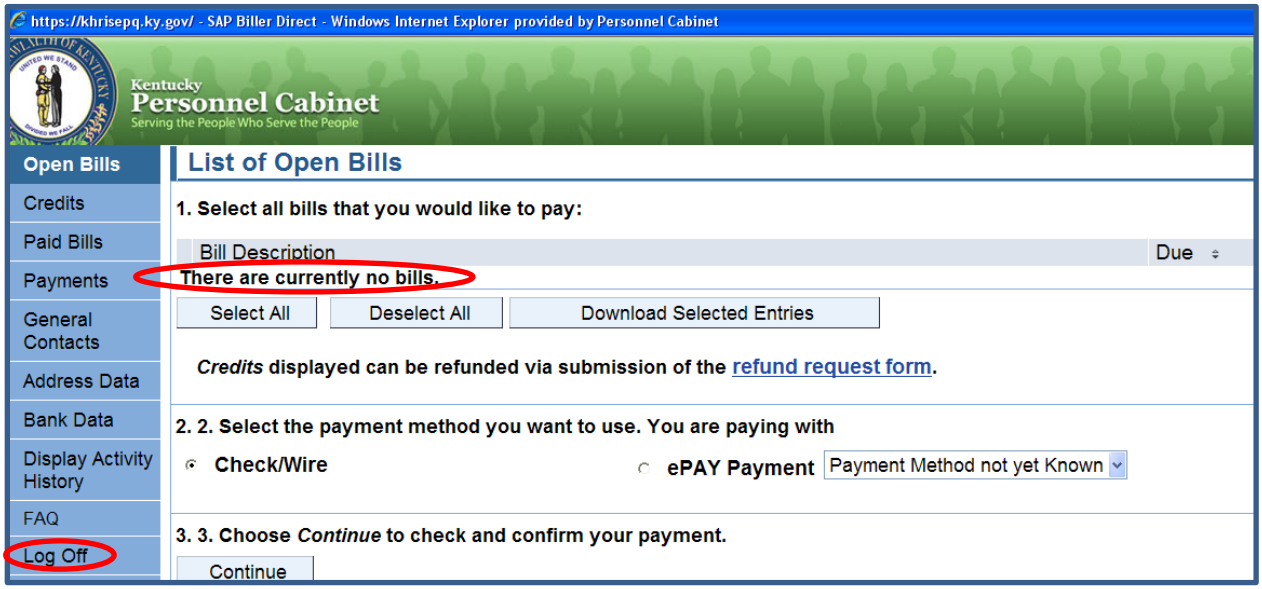
When printing is complete, close invoice by clicking X in top right corner.

FMB/PBB and KGLI requests that a copy of the invoice accompany each payment. You may print a copy of the invoice for your records.

Note: When paying by ACH, there is no invoice. There will be a confirmation number to print out for your records.

You may pay multiple line items on a single invoice. Health, Life and FSA premiums do not have to be paid on separate invoices unless the agency desires to pay them separately.

After all open bills have been paid; Bill Description will show that there are no open bills. You may log off at this point.

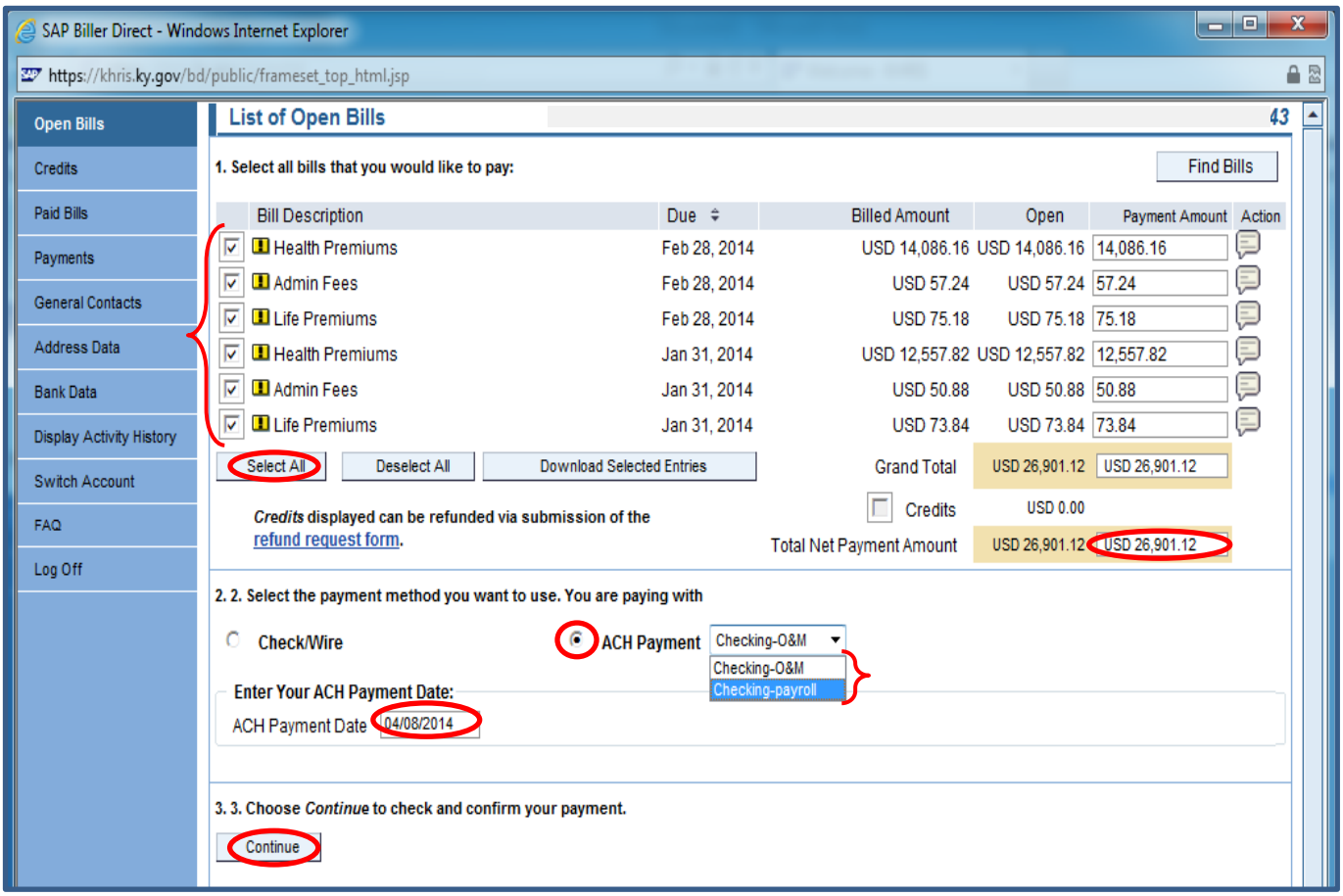


If you wish to go back to Biller Direct, click Log On Again.

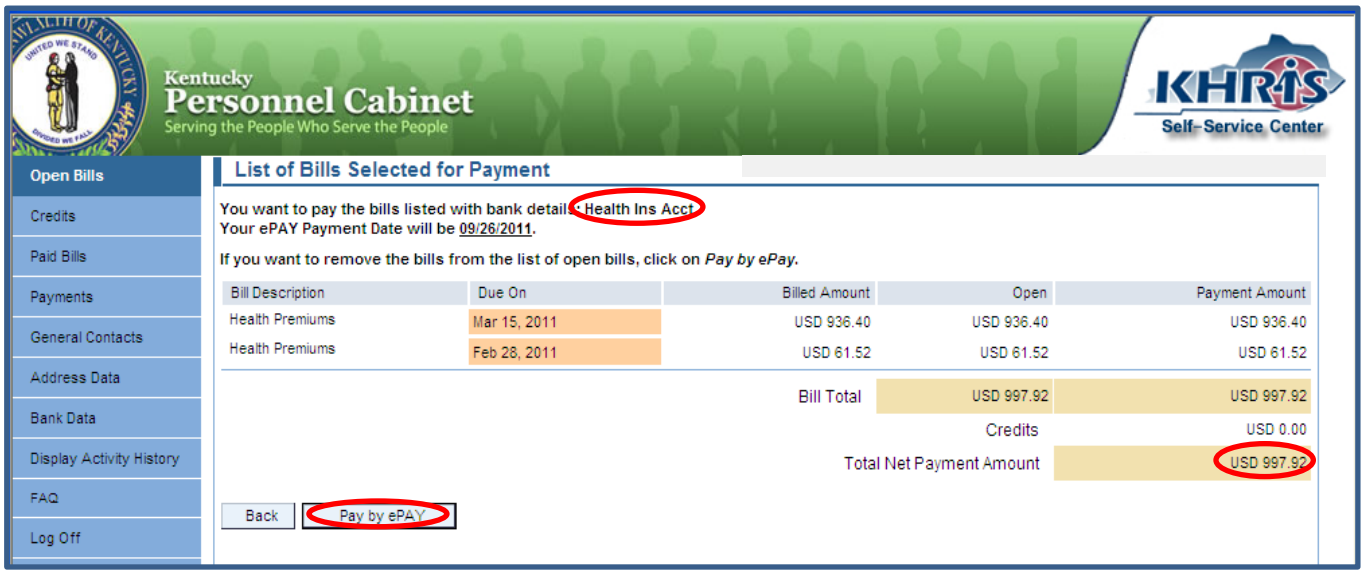
To Pay by ACH (TPE):

Agencies are encouraged to pay by ACH. Kentucky Interactive (KI) is KEHP's third party vender for ACH payments. ACH payments are made through TPE, KI's payment engine. ACH payment is fast and free, so you save money and time.

- Select the bills to be paid by clicking **Select All** or putting a check mark in the appropriate box.
- Verify the total is correct.
- Click **ACH Payment** radio button to select ACH
- If your agency has multiple accounts, verify that the correct account is selected.
    - You may pay multiple Products by a single ACH or each Product may be paid by a separate ACH. This is your agency's decision.
    - You may pay multiple line items on a single invoice or each item may be paid on a separate invoice. The choice is yours.
- If bill is not late, the date can be changed. After the bill due date, the date cannot be changed.
- Click **Continue**



Check **Account** and **Payment Amount**
Click **Pay by ACH**



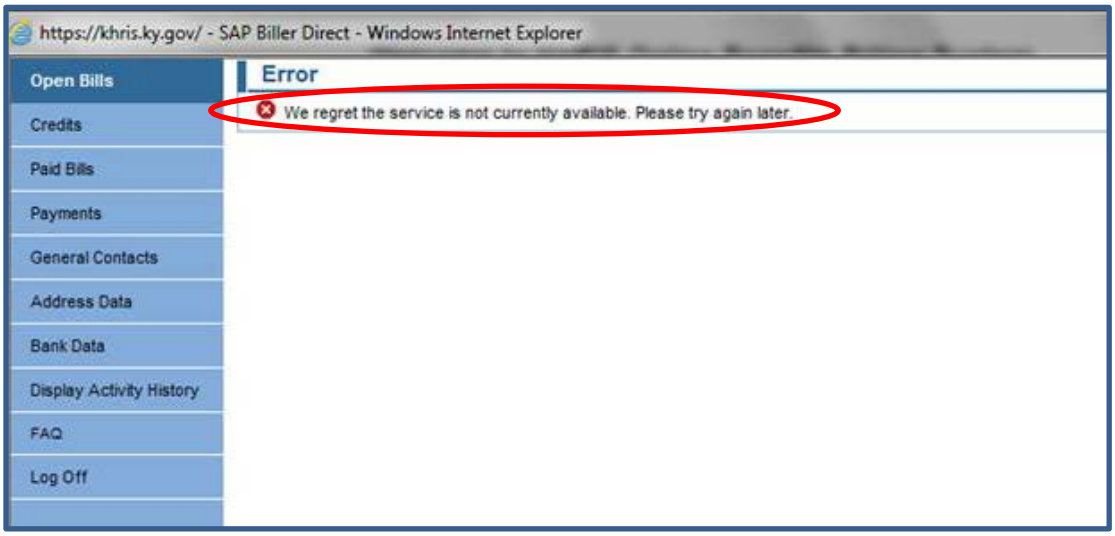
Note: When paying by ACH, there is no invoice. There will be a confirmation number to print out for your records.

Confirmation of payment
Print a copy of this page and keep it in your records. DEI will need the ACH confirmation number if you have any problems with the ACH transaction.

At this point you may Log Off or go back to bill list.

IMPORTANT: If you attempt to pay your bill by ACH and receive this error, CALL YOUR FMB/PBB CONTACT IMMEDIATELY or call FMB/PBB main line at 502-564-9097.

This error message means that ACH is down and your payment has not been processed correctly.



To pay by Personal Check and ACH:

Pay the personal check(s) FIRST.

To make a partial payment by personal check

1. Determine the **total amount** to be paid by personal check

2. **Change the amount** of the correct Product to reflect the amount of the personal check(s).

3. Process as you would when paying by check. See “To pay by check or wire” on page 117.

4. Remember to print invoice and mail with your personal checks.

5. Return to Biller Direct and pay the remainder by ACH. See “To Pay by ACH” on page 122.

Credits and Arrears

There are several reasons that employees may overpay. Changes in coverage due to Qualifying Events may cause employees to overpay. Employees who know they will be off work on medical leave may choose to pay ahead.

It is important to remember that Payments from Agency or Payments on Account are not necessarily actual credits or arrears but may be an indication that a payment has been misapplied or previous broker bill amounts were incorrect.

Payments from Agency and Payments on Account on broker bills may be either credits or arrears and are not associated with a Product code! If you export only Health, Life or FSA views (10s, 20s, 30s, 33s or 34s) from Proposed Items, you might not see the Payments from Agency or Payments on Account. Note: Product codes were formerly known as Item Category on the broker bills.

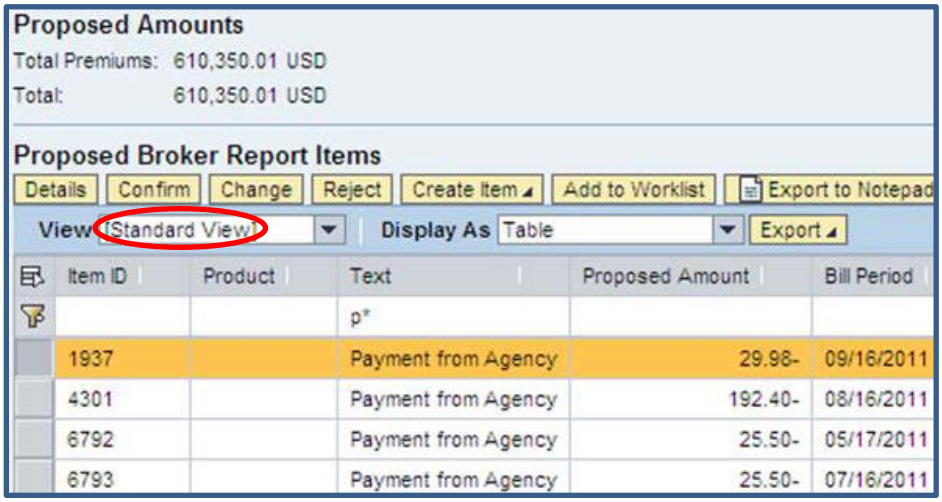
Credits:

The Insurance Object can be used to determine which Products have credits.

There is an easy way to check for credits on broker bills:

- In Proposed Items, pull up standard view
- On the far right of the screen, click on Filter to open the filter line
- In the Text column, type "p*" and hit enter to pull up Payment from Agency entries.

These entries are credits:



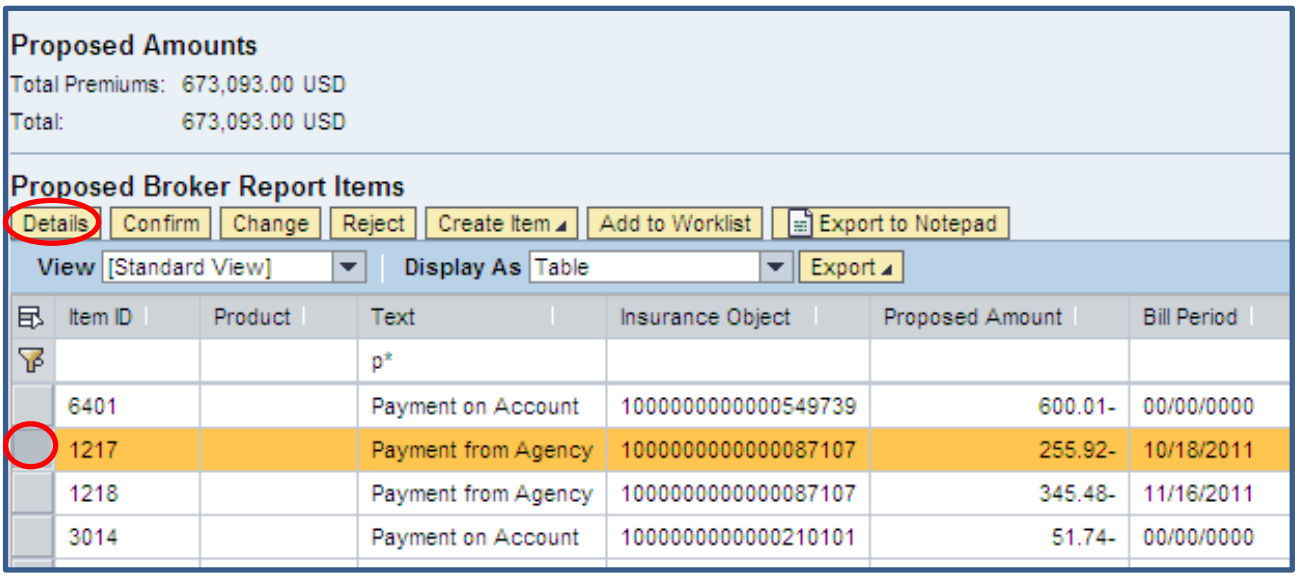
You can also set up a customized view to show only credit entries. See Finding Credits on Broker Bills on page 40 for instructions. Remember, the view must be set up in both Proposed and Processed Items.

KHRIS is programmed to handle credits differently than the legacy system did. KHRIS automatically applies the credit amount to the next month's premium. In KHRIS, this is known as "clearing" the credit.

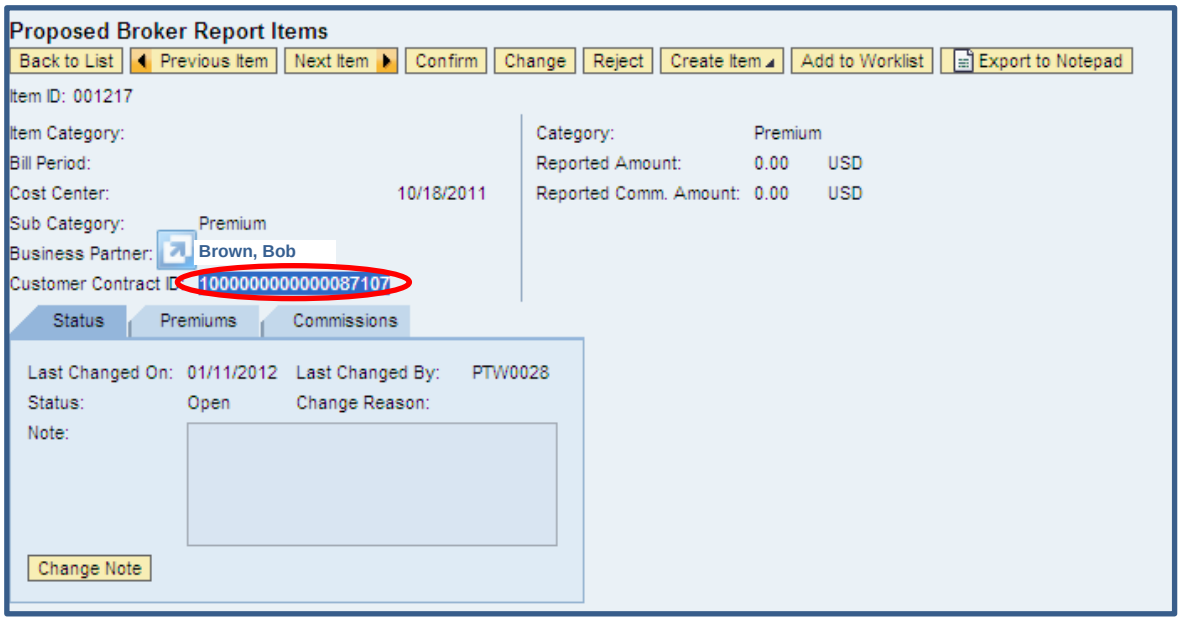
How to Determine Which Products Have Credits

There are two ways to determine which Product has a credit:

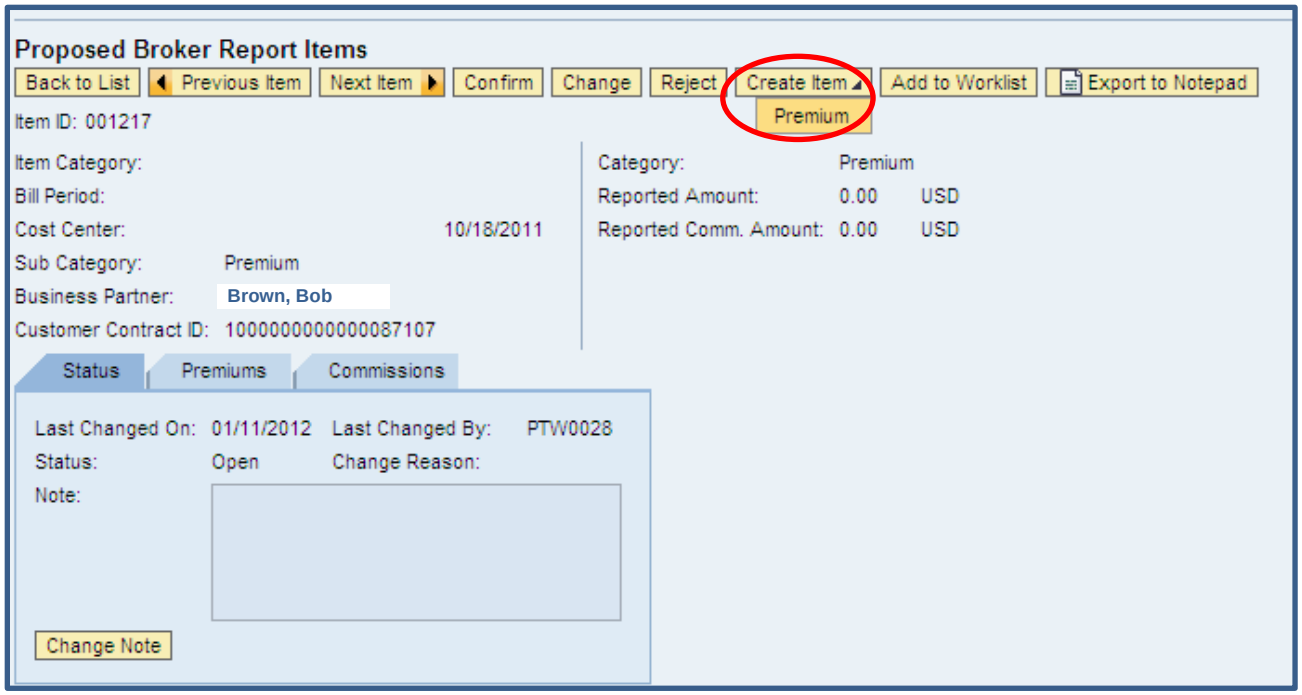
1. In **Proposed Items**
   - Highlight the credit line
   - Click **Details**



   - Highlight and copy **Customer Contract ID** (This is the employee's insurance object)

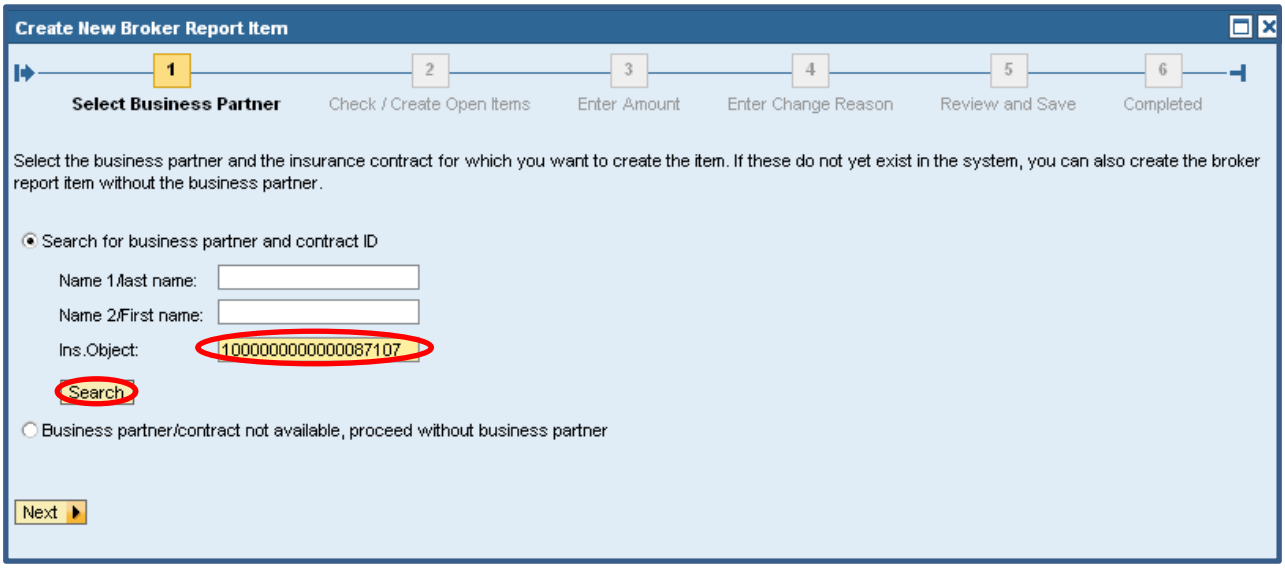


- Click **Create Item**, then click **Premium**



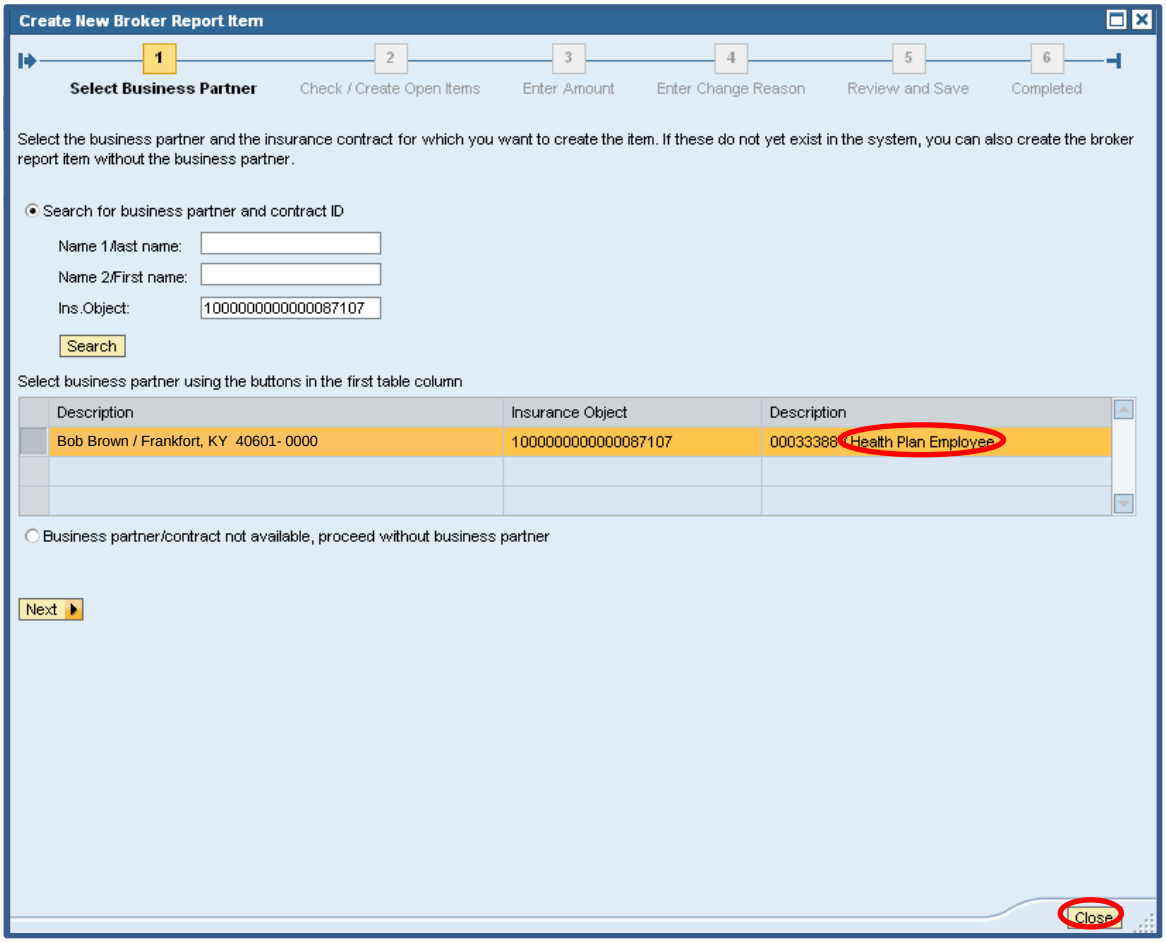
Paste **Customer Contract ID/Insurance Object** in Ins. Object field

- Click **Search** button

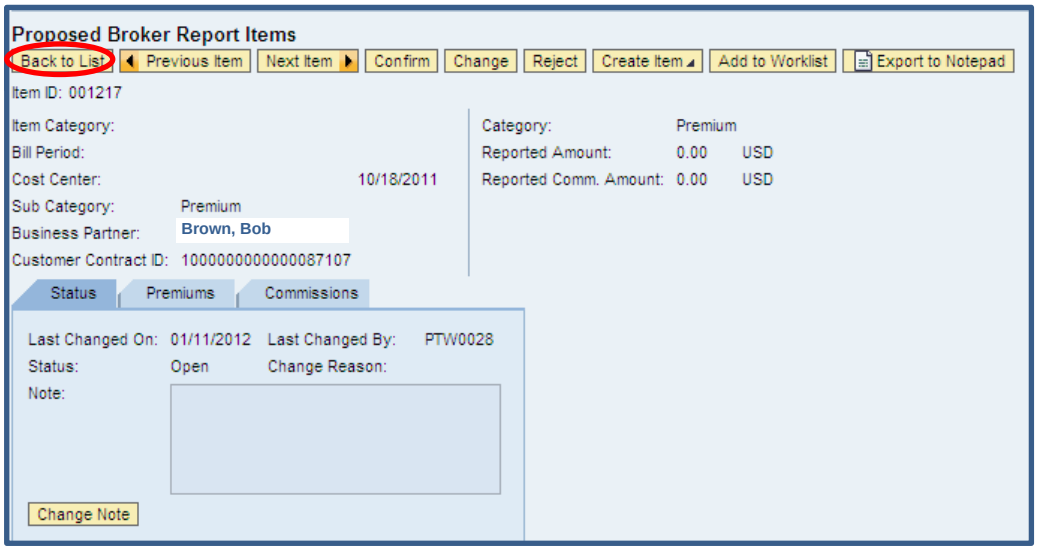


This credit is for Bob Brown's health insurance.

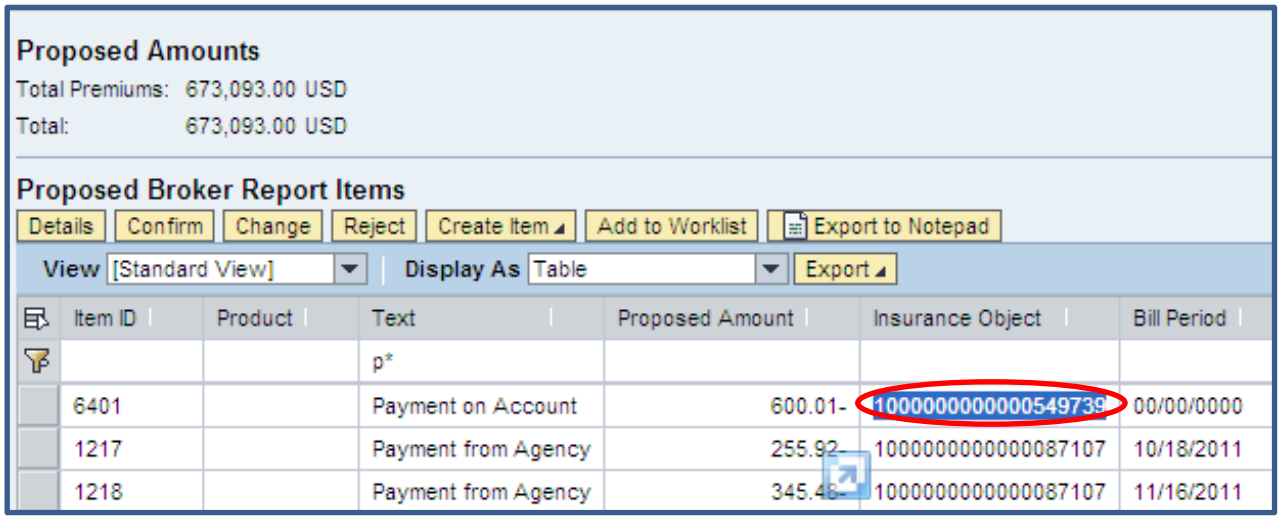
- Click **Close** or X to close box.



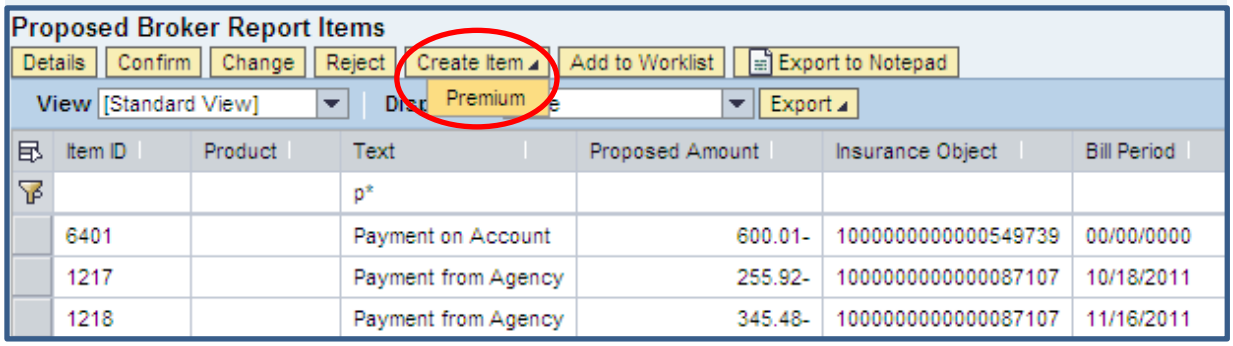
- Click **Back to List** to return to credit list



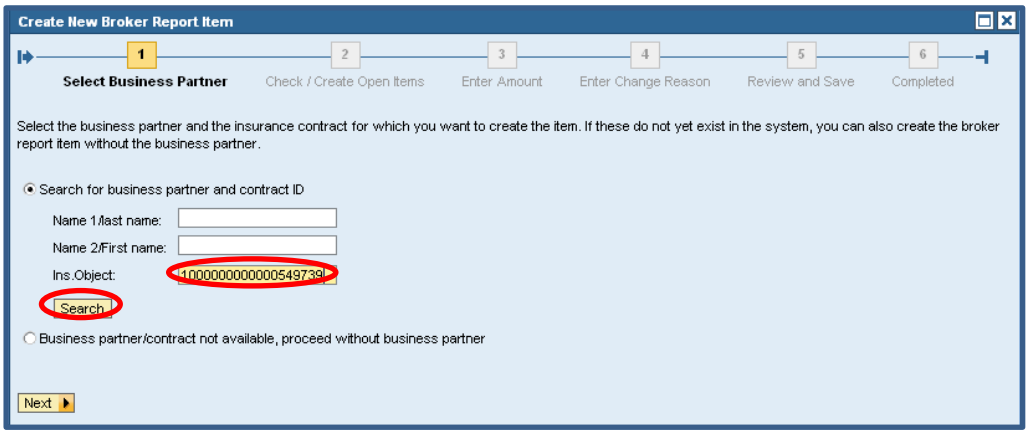
2. Highlight and copy the **Insurance Object** for the credit you wish to research



- Click **Create Item** and **Premium**

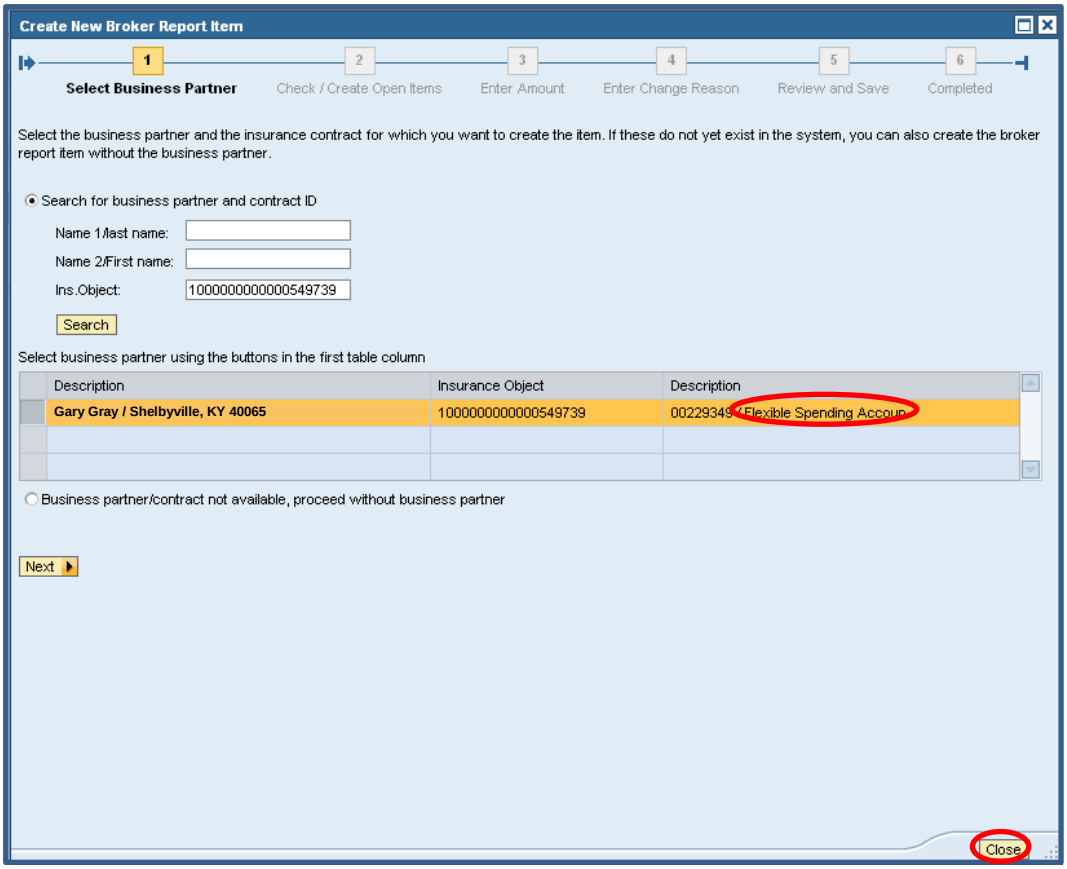


- Paste **Insurance Object** in Ins. Object field
- Click **Search** button



This credit is for Gary Gray's FSA.

- Click **Close** or X to close box.



How KHRIS handles credits/overpayments:

- If the overpayment is the same amount as the premium due, KHRIS uses the overpayment to clear the amount due and the employee does not appear on the broker bill.
- If the credit is more than the premium due, the premium amount will be applied to the employee and the remaining balance will appear as a credit on the broker bill.
- If the credit partially pays the employee's premium, only the unpaid amount will be listed on the broker bill.

If at all possible, FMB/PBB asks that agencies allow KHRIS to clear the health insurance credits as described above. Agencies will have to closely monitor the credit amount and reduce or stop payroll deductions, as necessary, until the credit is fully cleared.

If the agency is unable to allow KHRIS to automatically clear the credit, there are other options:

- The agency can refund the employee through payroll and take the entire credit on a single broker bill.
    - Bill entries can be added or changed as needed to take the credit. See Reconcile Bills and Payments for instructions on adding or changing bill entries.

- Refunds can be requested for overpayments. The KHRIS Credit Request can be found on DEI's website under Forms, https://personnel.ky.gov/Pages/KEHP-2013-Forms.aspx.
- Complete refund request and mail or fax to FMB/PBB for health insurance and FSA. Fax 502-564-0715 or 502-564-0364.
- Complete refund request and mail or fax to KGLI for life insurance. Fax 502-564-4034.
- Credit Request form can be mailed with your payment.

Health insurance and FSA refunds will be issued only upon receipt of completed request form. Health insurance and FSA refunds are mailed to the agency, not directly to the employee.

Credits for Employees Who Intentionally Pay Ahead

When an employee chooses to pay ahead for a future month, if they pay the entire premium, they will not appear on the broker bill for that month. **Do not add them to the bill.** KHRIS will automatically apply the payment when the bill is generated. Adding them to the broker bill will create a discrepancy. (The employee will appear to have overpaid more than they did.)

Example: Bob Brown knows he will be on leave for the month of May and wishes to pay ahead for May health insurance.

- In addition to his payroll deduction for April, he gives his agency's bill liaison a personal check for $192.40 to cover May.
  - Employees may also choose to have a double deduction taken from payroll.
- His agency changes the payment amount on the April bill to reflect his total payment amount, $384.80, payroll deduction plus personal check.
- $192.40 posts to April when the April broker bill is released.
- KHRIS automatic clearing applies or posts the remaining $192.40 to May when the bill runs and he will not appear on the May broker bill.

When an employee chooses to make a partial payment toward a future month, KHRIS will post the partial payment to the next month. Do not change the amount on the bill if the employee is paying only the balance.

Example: Flo Fushia wishes to pay half of her May premium in April. She asks that an additional $18.27 be deducted from payroll in April and remitted to DEI.

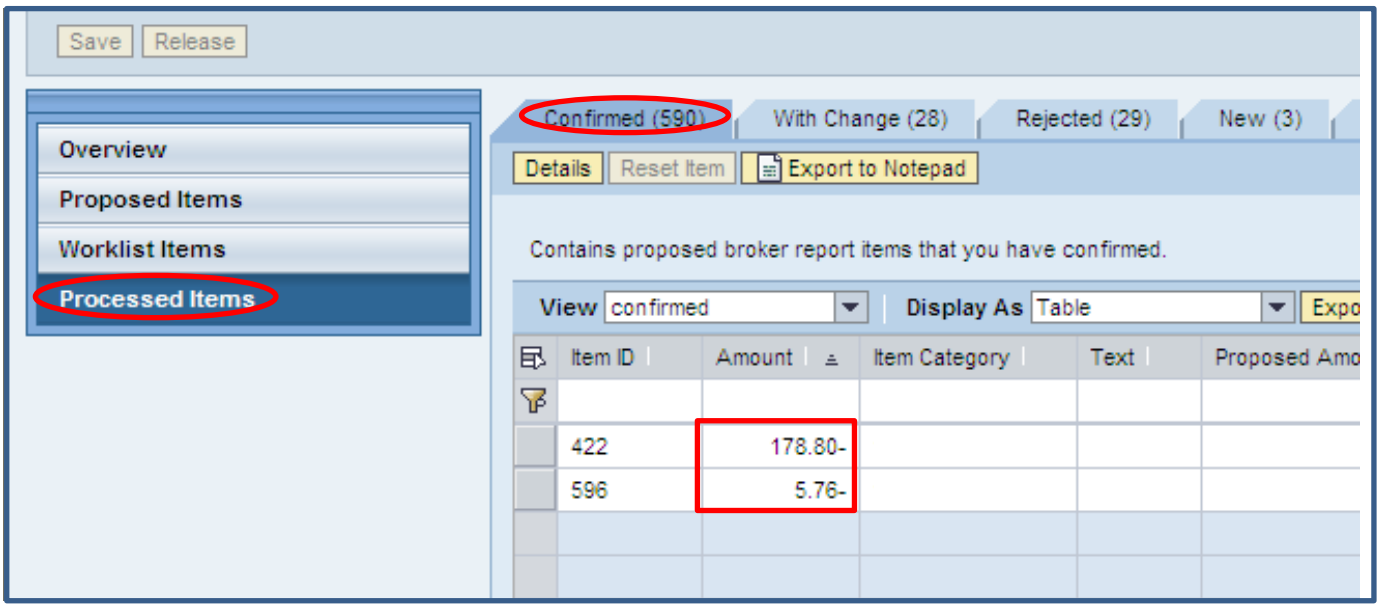
- On the April bill, her agency changes her payment amount to $54.81.
- $30.76 is posted to April when the broker bill is released.
- KHRIS automatic clearing posts the remaining $18.27 to May and bills the agency $18.27 for May.

Taking Credits That Are Listed in Proposed Items on the Broker Bill

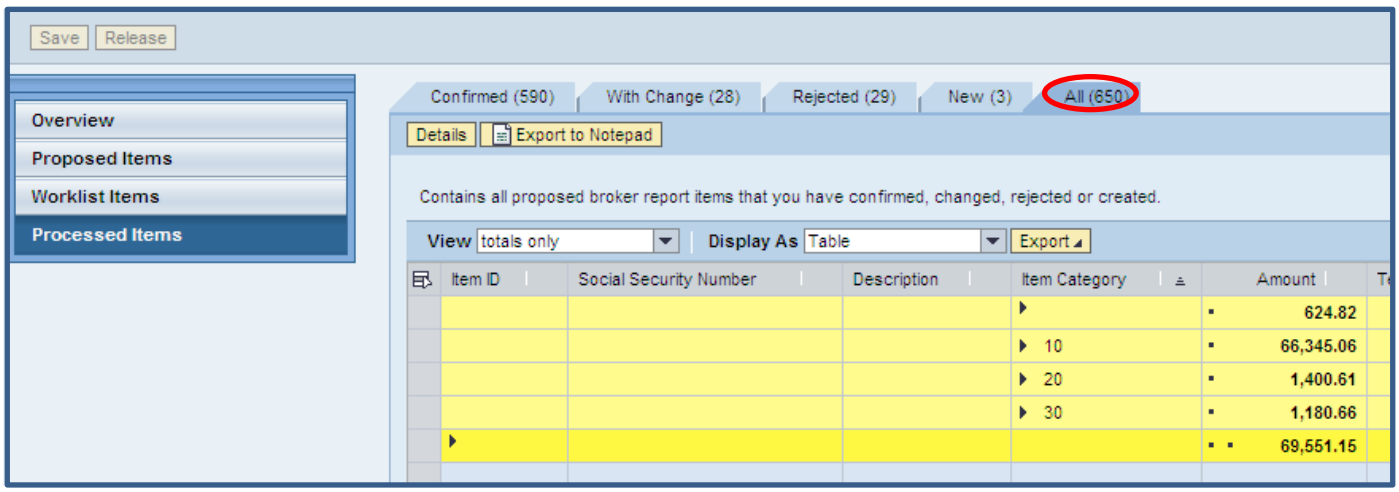
When taking credits on the broker bill, you'll need to refund the employee through payroll. *If there are credits on the broker bill that you do not want to take, REJECT them.*

To take credits that are listed on your broker bill:

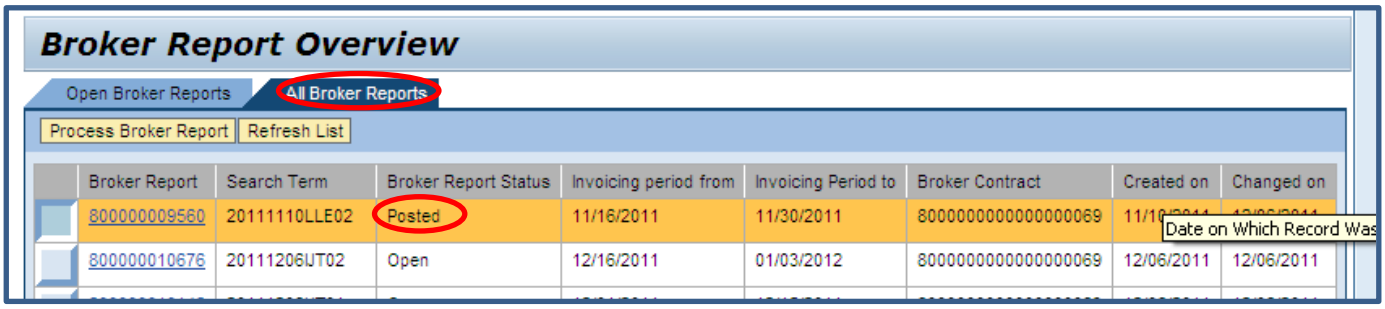
1. Confirm the Proposed Item(s).
    - These 2 credits have been confirmed. They are on the Confirmed tab in Processed Items. (Employee's names were hidden for HIPPA compliance.)
    - Total of the credits is $184.56.



2. After you have processed all Proposed Items, check the total health insurance payment amount.
    - The total amount due for health insurance is $66,969.88. The $624.82 that does not have an item category is for new entries that were added. All 3 are health insurance. The $184.56 credits have been subtracted from this amount.

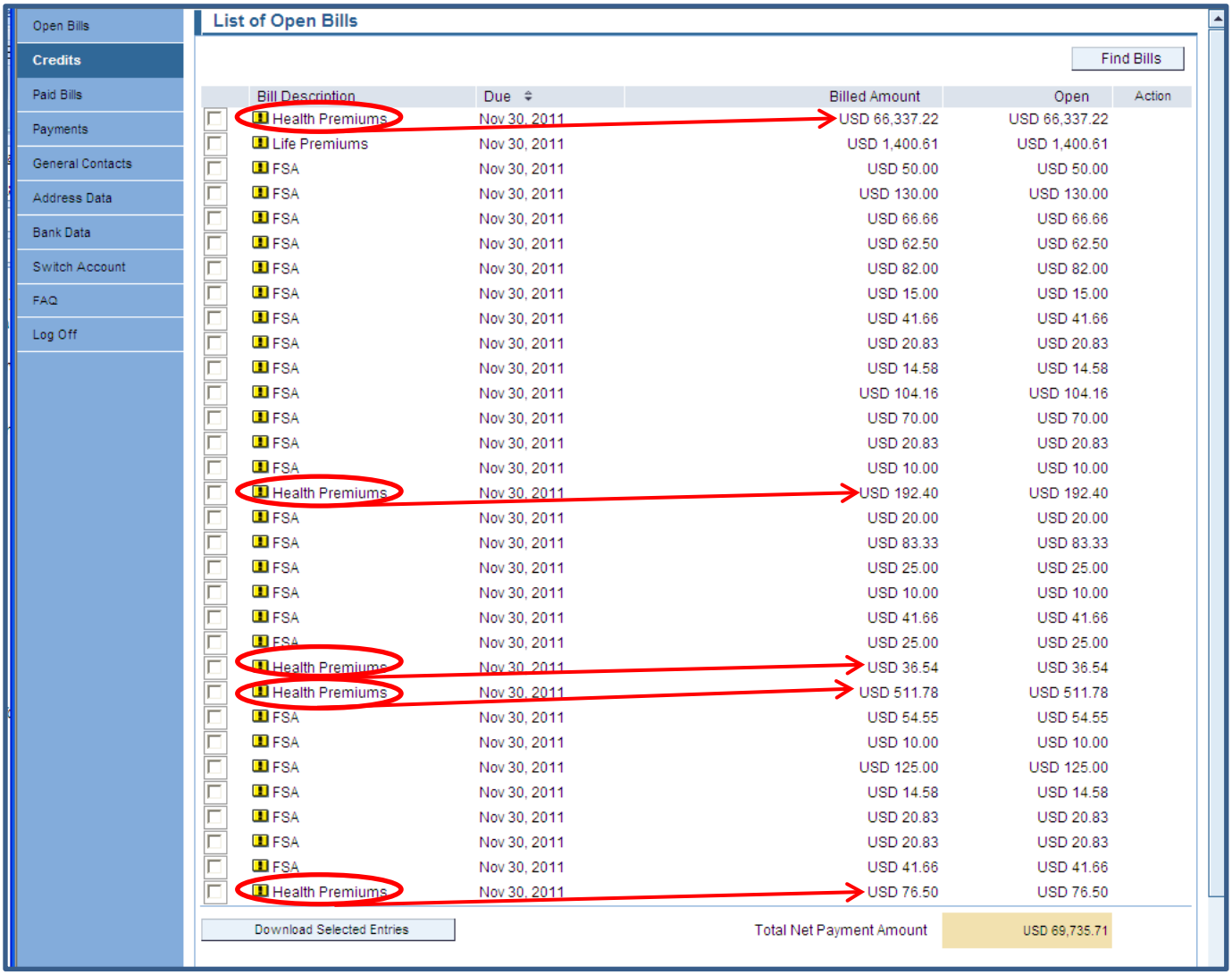


3. After you release and close your broker bill, check the status on Broker Report Overview to make sure nothing went into clarification.



- If your broker bill status is “Posted,” continue to Biller Direct.
- If your bill says “In clarification,” wait until all clarification items have been resolved before proceeding to Biller Direct.
    - FMB/PBB and KGLI check the clarifications several times daily in an effort to keep them caught up.
    - If you have time to wait, check bill status again the following morning.
    - Call FMB/PBB or KGLI to have bill clarifications worked ASAP.

4. Once all clarifications have been resolved and the bill status says “Posted,” go to Biller Direct.
   - On Open Bills tab, check the health insurance amounts. The Total Net Payment Amount will *look* like the health insurance credits weren’t taken on the bill, but they will be listed on the Credits page.



After March 9, 2012, there will only be one line per Product in Biller Direct. This screen shot was made before that date.

- Health insurance total is $67,154.44 which is $184.56 more than the amount on the broker bill. The amount of the 2 credits that were confirmed is $184.56.

5. Check the credits tab to make sure the credits you confirmed on the broker bill are listed there.

6. Go back to the Open Bills tab.
   - Select all health insurance and pay by check or ACH as you normally would.
   - After the payment is processed through Biller Direct, automatic clearing will clear out the credits.
     - Releasing the broker bill posts the credit to the individual employee.
     - Automatic clearing uses the credits on the credit tab to clear the agency's account when payment is processed in Biller Direct.

Remember that if you take the credits on the broker bill, you all will have to refund the employee through payroll (or some other means). FMB and GLI will not be able to issue a refund for any credits taken on the broker bills.

REJECT credits you do not want to take on your broker bill. If credits are confirmed on the bill, FMB and GLI will not be able to issue refunds for those employees.

Arrears:

Changes in coverage due to Qualifying Events, delayed processing of applications or partial payments may cause employees to owe arrears.

When an employee owes arrears, the arrears amount should be included on the next broker bill. The arrears should be paid as soon as possible.

Arrears may be paid by personal check, money order, cashier's check or payroll deduction.

It is very important for agencies to monitor their employees closely and ensure that all arrears of which they are aware are paid in a timely manner.

FMB/PBB/PBB asks that health insurance arrears be paid in full within 60 days. Failure to pay arrears in a timely manner may result in termination of coverage for non-payment of premiums.
Broker bill entries can be added or changed in order to pay arrears. See Reconcile Bills and Payments for instructions on adding or changing bill entries.

Identifying arrears due

Your payment discrepancy report may include:

a) Employee Name
b) Personnel Number
c) Business Partner Number
d) SSN, Company Number
e) Plan, Account Template
f) Net Due Date
g) Amount Due (premium amount)
h) Cleared Amount (amount which KHRIS has applied to the individual)
i) Total (difference between what was owed and what was applied, e.g., the discrepancy)

Note: The database from which this report is being complied is not designed to be used in this manner; therefore the report may not include all discrepancies.

Example of old arrears listed on a broker bill:

An employee had a QE effective 3/8/11 that changed their coverage from Single to Parent Plus. The agency deducted Single premium from the employee's pay in March and sent that amount to FMB/PBB/PBB.

In April, the agency deducted the difference between Single and Parent Plus for March, $130.88, and Parent Plus premium for April, $192.40, and sent $323.28 to FMB/PBB.

- At that point, the arrears entries from PBR had not been entered in KHRIS. So, KHRIS used the $130.88 to pay ahead for May.

Bill Month	Billing Period	Premium Due	Pymt Amt on BL
April	04/01/2011 -04/30/2011	192.40	323.28

The arrears for March were subtracted from PBR and entered in KHRIS on 4/25/11. The arrears did not appear on the April broker bill because that bill was generated before 4/25.

The March arrears appeared for the first time on the May broker bill.

- KHRIS had used the $130.88 that the agency remitted in April to partially pay May.
- KHRIS added the $130.88 March arrears to the $61.52 balance due for May and billed $192.40 on the May broker bill. In May, June, July and August, the agency deducted the Single premium from the employee's pay and sent that amount to FMB/PBB/PBB for each month.

Bill Month	Billing Period	Premium Due	Pymt Amt on BL
May	March arrears moved from PBR	130.88	
	05/01/2011 -05/31/2011	192.40	61.52
June	05/01/2011 -05/31/2011		0.00
	06/01/2011 -06/30/2011	192.40	61.52
July	05/01/2011 -05/31/2011		0.00
	06/01/2011 -06/30/2011		0.00
	07/01/2011 -07/31/2011	192.40	61.52
August	05/01/2011 -05/31/2011		0.00
	06/01/2011 -06/30/2011		0.00
	07/01/2011 -07/31/2011		0.00
	08/01/2011 -08/31/2011	192.40	61.52

In September, the agency realized that the employee had been paying the incorrect premiums and began deducting arrears. $297.30 was deducted from the employee's pay and the agency changed the Proposed Amount, $192.40, on the broker bill to $297.30.

- Because the $297.40 was listed on the September broker bill as a **lump sum**, KHRIS applied the money where KHRIS thought the money should be applied.
  - $104.90 to May arrears
  - $194.20 to September premium

Bill Month	Billing Period	Premium Due	Pymt Amt on BL
September	09/01/2011 -09/30/2011	192.40	297.30

In October, the agency deducted a total of $266.50 from the employee's pay. On the broker bill, the $266.50 was distributed between 3 months. The arrears amounts were applied to the employee in the way that they were listed on the broker bills.

- $25.98 to May arrears
- $130.88 to June arrears
- $109.64 to July arrears
- Entries for April and October were rejected and no money was applied to those months

Bill Month	Billing Period	Premium Due	Pymt Amt on BL
October	05/01/2011 -05/31/2011		25.98
	06/01/2011 -06/30/2011		130.88
	07/01/2011 -07/31/2011		109.64
	08/01/2011 -08/31/2011		0.00
	10/01/2011 -10/31/2011	192.40	0.00

In November, the agency deducted $266.50 from the employee's pay and on the broker bill it was distributed between 3 months. The arrears amounts were applied to the employee in the way that they were listed on the broker bills.

- $21.24 to July arrears

- $130.88 to August arrears
- $114.38 to October arrears
- The November premium entry was rejected and no money was applied to November

Bill Month	Billing Period	Premium Due	Pymt Amt on BL
November	07/01/2011 -07/31/2011		21.24
	08/01/2011 -08/31/2011		130.88
	10/01/2011 -10/31/2011		114.38
	11/01/2011 -11/30/2011	192.40	0.00

In December, the agency deducted $266.50 and it was divided between 2 months on the broker bill. The arrears amounts were applied to the employee in the way that they were listed on the broker bills.

- $74.10 to October arrears
- $192.40 to December
- The November arrears entry was rejected; no money was applied to November.

Bill Month	Billing Period	Premium Due	Pymt Amt on BL
December	10/01/2011 -10/31/2011		74.10
	11/01/2011 -11/30/2011		0.00
	12/01/2011 -12/31/2011	192.40	192.40

As you can see, no money was applied to November on any of the bills.

In January, the agency deducted $195.60 from the employee's pay and it was applied to January premium.

Bill Month	Billing Period	Premium Due	Pymt Amt on BL
January	10/01/2011 -10/31/2011		0.00
	11/01/2011 -11/30/2011		0.00
	01/01/2012 -01/31/2012	195.60	195.60

In February, the agency deducted $195.60 from the employee's pay and it was applied to February premium.

Bill Month	Billing Period	Premium Due	Pymt Amt on BL
February	10/01/2011 -10/31/2011		0.00
	11/01/2011 -11/30/2011		0.00
	02/01/2012 -02/29/2012	195.60	195.60
	KHRIS Total	**2,253.68**	**2,057.36**
	Difference		196.32

From April through February, the employee paid $2057.36. The premiums due were $2,253.68. There is a balance due of $196.32. That is why there are still arrears on the broker bill.

Summary of Payments

Bill Month	Broker Bill Period	Pymt Amt on BL	Premium Due	Pymt Amt Applied	Pymt Applied From Bill
April	04/01/2011 -04/30/2011	323.28	192.40	61.52	April
				130.88	April
May	05/01/2011 -05/31/2011	61.52	192.40	61.52	May
				130.88	April
	March arrears moved from PBR		130.88	104.90	September
				25.98	October
June	06/01/2011 -06/30/2011	61.52	192.40	61.52	June
	05/01/2011 -05/31/2011	0.00		130.88	October
July	07/01/2011 -07/31/2011	61.52	192.40	61.52	July
	06/01/2011 -06/30/2011	0.00		109.64	October
	05/01/2011 -05/31/2011	0.00		21.24	November
August	08/01/2011 -08/31/2011	61.52	192.40	61.52	August
	07/01/2011 -07/31/2011	0.00			
	06/01/2011 -06/30/2011	0.00			
	05/01/2011 -05/31/2011	0.00		130.88	November
September	09/01/2011 -09/30/2011	297.30	192.40	192.40	September
October	10/01/2011 -10/31/2011	0.00	192.40		
	08/01/2011 -08/31/2011	0.00			
	07/01/2011 -07/31/2011	109.64			
	06/01/2011 -06/30/2011	130.88		114.38	November
	05/01/2011 -05/31/2011	25.98		74.10	December
November	11/01/2011 -11/30/2011	0.00	192.40		
	10/01/2011 -10/31/2011	114.38			
	08/01/2011 -08/31/2011	130.88			
	07/01/2011 -07/31/2011	21.24			
December	12/01/2011 -12/31/2011	192.40	192.40	192.40	December
	11/01/2011 -11/30/2011	0.00			
	10/01/2011 -10/31/2011	74.10			
January	01/01/2012 -01/31/2012	195.60	195.60	195.60	January
	11/01/2011 -11/30/2011	0.00			
	10/01/2011 -10/31/2011	0.00			
February	02/01/2012 -02/29/2012	195.60	195.60	195.60	February
	11/01/2011 -11/30/2011	0.00			
	10/01/2011 -10/31/2011	0.00			
	KHRIS Total	**2,057.36**	**2253.68**	**2057.36**	
	Difference		196.32		

Account History As Displayed By KHRIS

This is the view of payment history that PBB, FMB/PBB/PBB and KGLI must use.

Account Display: Basic List

From | Business Partner | Contract Account | EURO on | F1 | F4

Partner BP Number / Company Code COMK
Name
City

Navigation

Receivables | Down payments | Totals | Payment list | Chronology

Status	MT	ST	PG	Amount	Due Date	Clearing Amount	Clear Date	DocNo		ClearDocNo
QRe	A503	0100	HL	30.76	05/02/2011	30.76	05/02/2011	470000033809	PR	220000000170
QRe	A503	0100	HL	30.76	05/02/2011	30.76	05/02/2011	470000033810	PR	220000000170
	A503	0100	HL	30.76-	05/02/2011	30.76-	05/02/2011	220000000170	AG	220000000170
	A503	0100	HL	30.76-	05/02/2011	30.76-	05/02/2011	220000000170	AG	220000000170
	8000	0100		261.76-	05/02/2011	261.76-	05/10/2011	220000000170	AG	950000009363
QRe	A503	0102	HL	130.88	05/31/2011	130.88	05/13/2011	620000026035	PR	950000009363
QRe	A503	0102	HL	34.68	05/31/2011	34.68	10/05/2011	620000026036	PR	900000049416
QRe	A503	0102	HL	130.88	05/31/2011	130.88	05/13/2011	620000026036	PR	950000009363
QRe	A503	0102	HL	61.52	05/31/2011	61.52	05/31/2011	620000026036	PR	660000077284
QRe	A503	0102	HL	25.98	05/31/2011	25.98	10/31/2011	620000026037	PR	140000143630
QRe	A503	0102	HL	70.22	05/31/2011	70.22	10/05/2011	620000026037	PR	900000049416
	A503	0102	HL	61.52-	05/31/2011	61.52-	05/31/2011	660000077284	AG	660000077284
	A503	0102	HL	25.98-	10/31/2011	25.98-	10/31/2011	140000143630	AG	140000143630
QRe	A503	0102	HL	34.68	06/30/2011	34.68	10/31/2011	360000140348	PR	140000143631
QRe	A503	0102	HL	61.52	06/30/2011	61.52	06/30/2011	360000140348	PR	260000130728
	A503	0102	HL	61.52-	06/30/2011	61.52-	06/30/2011	260000130728	AG	260000130728
QRe	A503	0102	HL	96.20	06/30/2011	96.20	10/31/2011	360000140349	PR	140000143631
	A503	0102	HL	96.20-	10/31/2011	96.20-	10/31/2011	140000143631	AG	140000143631
	A503	0102	HL	34.68-	10/31/2011	34.68-	10/31/2011	140000143631	AG	140000143631
QRe	A503	0102	HL	34.68	08/01/2011	34.68	10/31/2011	540000035864	PR	140000143632
QRe	A503	0102	HL	61.52	08/01/2011	61.52	08/01/2011	540000035864	PR	100000120910
QRe	A503	0102	HL	21.24	08/01/2011	21.24	11/30/2011	540000035865	PR	620000270687
QRe	A503	0102	HL	74.96	08/01/2011	74.96	10/31/2011	540000035865	PR	140000143632
	A503	0102	HL	61.52-	08/01/2011	61.52-	08/01/2011	100000120910	AG	100000120910
	A503	0102	HL	34.68-	10/31/2011	34.68-	10/31/2011	140000143632	AG	140000143632
	A503	0102	HL	74.96-	10/31/2011	74.96-	10/31/2011	140000143632	AG	140000143632
	A503	0102	HL	21.24-	11/30/2011	21.24-	11/30/2011	620000270687	AG	620000270687
QRe	A503	0102	HL	34.68	08/31/2011	34.68	11/30/2011	620000145623	PR	620000270688
QRe	A503	0102	HL	61.52	08/31/2011	61.52	08/31/2011	620000145623	PR	380000151184
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	A503	0102	HL	61.52-	08/31/2011	61.52-	08/31/2011	380000151184	AG	380000151184
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	A503	0102	HL	34.68-	11/30/2011	34.68-	11/30/2011	620000270688	AG	620000270688
QRe	A503	0102	HL	96.20	09/30/2011	96.20	09/30/2011	500000146237	PR	180000121793
	A503	0102	HL	96.20-	09/30/2011	96.20-	09/30/2011	180000121793	AG	180000121793
	A503	0102	HL	96.20-	09/30/2011	96.20-	09/30/2011	180000121793	AG	180000121793
QRe	A503	0102	HL	96.20	09/30/2011	96.20	09/30/2011	500000146238	PR	180000121793
	8000	0100		104.90-	09/30/2011	104.90-	10/05/2011	180000121793	AG	900000049416
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QRe	A503	0102	HL	3.92	10/31/2011			460000145928	PR	

QRe	A503	0102	HL	18.18	10/31/2011	18.18	11/30/2011	460000145928	PR	620000270689
QRe	A503	0102	HL	74.10	10/31/2011	74.10	01/03/2012	460000145928	PR	230000197768
	A503	0102	HL	96.20-	11/30/2011	96.20-	11/30/2011	620000270689	AG	620000270689
	A503	0102	HL	18.18-	11/30/2011	18.18-	11/30/2011	620000270689	AG	620000270689
	A503	0102	HL	74.10-	01/03/2012	74.10-	01/03/2012	230000197768	AG	230000197768
QRe	A503	0102	HL	96.20	11/30/2011			490000162816	PR	
QRe	A503	0102	HL	96.20	11/30/2011			490000162817	PR	
QRe	A503	0102	HL	96.20	01/03/2012	96.20	01/03/2012	330000204726	PR	230000197769
QRe	A503	0102	HL	96.20	01/03/2012	96.20	01/03/2012	330000204727	PR	230000197769
	A503	0102	HL	96.20-	01/03/2012	96.20-	01/03/2012	230000197769	AG	230000197769
	A503	0102	HL	96.20-	01/03/2012	96.20-	01/03/2012	230000197769	AG	230000197769
QRe	A503	0102	HL	97.80	01/31/2012	97.80	01/31/2012	460000338883	PR	690000523205
QRe	A503	0102	HL	97.80	01/31/2012	97.80	01/31/2012	460000338884	PR	690000523205
	A503	0102	HL	97.80-	01/31/2012	97.80-	01/31/2012	690000523205	AG	690000523205
	A503	0102	HL	97.80-	01/31/2012	97.80-	01/31/2012	690000523205	AG	690000523205
QRe	A503	0102	HL	97.80	02/29/2012	97.80	02/29/2012	180000266148	PR	690000525423
QRe	A503	0102	HL	97.80	02/29/2012	97.80	02/29/2012	180000266149	PR	690000525423
	A503	0102	HL	97.80-	02/29/2012	97.80-	02/29/2012	690000525423	AG	690000525423
	A503	0102	HL	97.80-	02/29/2012	97.80-	02/29/2012	690000525423	AG	690000525423
QRe	A503	0102	HL	97.80	04/02/2012			130000565602	PR	
QRe	A503	0102	HL	97.80	04/02/2012			130000565603	PR	
Receivables			U	391.92		0.00				

PRs are payroll results (billed amounts)
AGs are payments received from agencies

Broker bills generated in KHRIS represent premiums and fees for the month in which the bill is generated. If items are rejected off a prior bill, or if QEs are processed after the monthly bill has been generated or if payments are received and posted after the monthly bill has been generated, the items will show on the next month's broker bill.

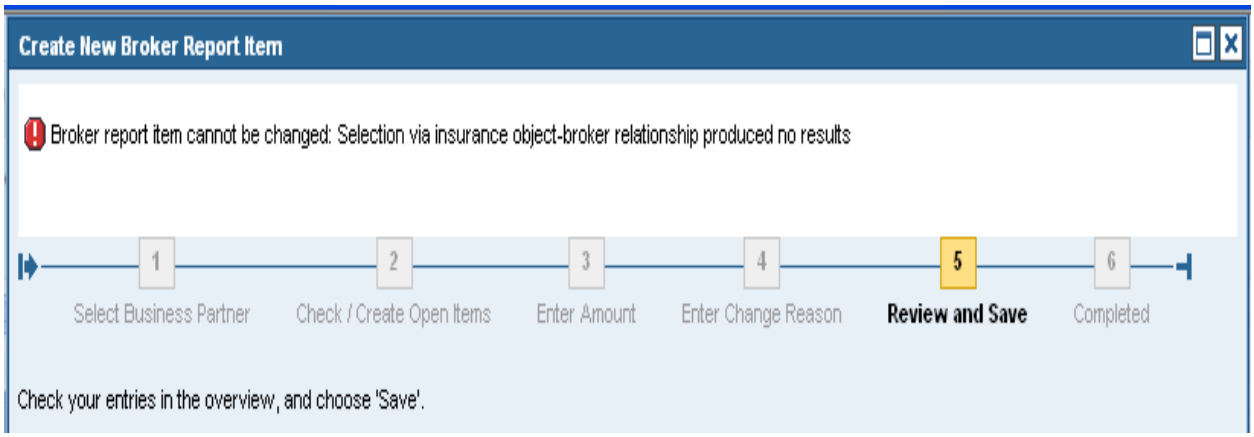
When enrollment transactions are processed after the accounting period has been closed, the bill adjustments for those transactions will appear on the next broker bill. Since the accounting period is closed, no adjustments can be made to that period. So the adjustments appear on the bill for the month in which the bill was generated.

- A QE which changes coverage from Single to Couple occurs on 3/20
- Employee signs update form on 3/31
- New coverage becomes effective 4/1
- The transaction is processed in KHRIS on 5/12 due to delays in receiving verification documentation
- The April accounting period has been closed, so the bill adjustment will appear on the May broker bill and the bill will look as though the event occurred in May

It is recommended that agencies keep track of employees who experience QEs and track their payments closely to ensure accuracy.

V. Common Issues

Unable to Add or Change Termed Employees to Bill



If you have trouble adding items to your broker bill, contact:

- **DEI health insurance or FSA billing contact to add/change health ins or FSA items, 502-564-9097**
- **KGLI contact to add/change life insurance items, 502-564-4774**

KHRIS is a date driven system. KHRIS does not expect records to ever be changed after employment and benefits terminate. There is an “open items” date in the system that DEI or KGLI can change that will allow bill entries to be added or changed.

You may write the member on the coupon and Financial Management Branch can post the payment to the agency as an overpayment, which you may subsequently request a refund. Alternatively, the agency may refund the employee and request a refund from Financial Management Branch.

Plan Description Appears in Error on Broker Bill

On broker bills for some Quasi agencies, the plan name in the Text column does not match the Proposed Amount that was billed.

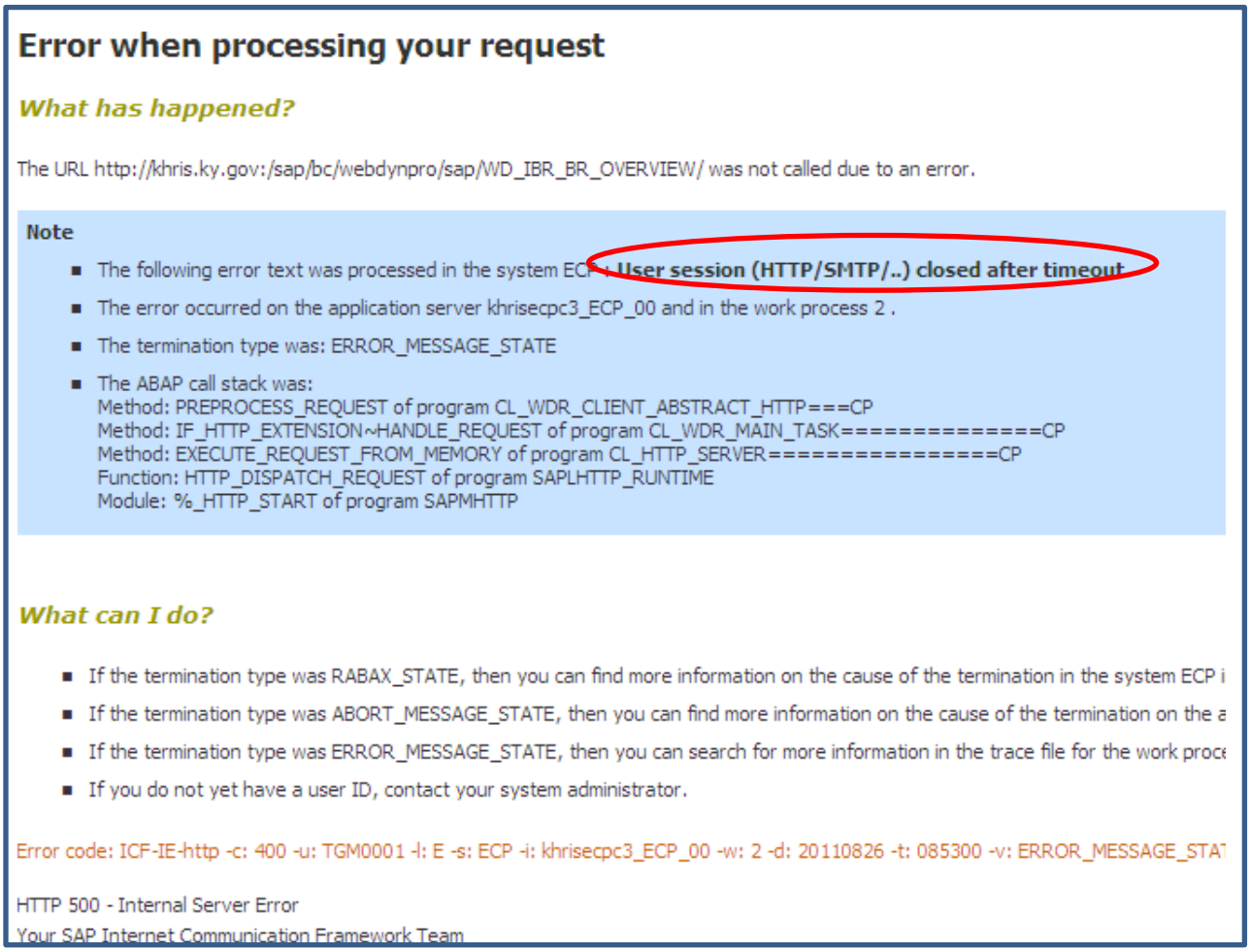
The monthly employer portion for Standard Couple coverage is $845.62. On the broker bill example below, KHRIS billed $486.40, which is the Single employer rate.

299	333224444	Brown, Bob	09/01/2011	CW Standard PPO NP-Couple (ER)	486.40	9200496620	100109938
384	123121234	Gray, Greg	09/01/2011	CW Standard PPO NP-Couple (ER)	486.40	9200496620	100131350
387	111223333	Pink, Paula	09/01/2011	CW Standard PPO NP-Couple (ER)	486.40	9200496620	100130419
453	123456789	Fuchsia, Frieda	09/01/2011	CW Standard PPO NP-Couple (ER)	486.40	9200496620	100155542
467	987654321	Black, Bill	09/01/2011	CW Standard PPO NP-Couple (ER)	486.40	9200496620	100214338

This problem has been corrected. All plan descriptions and rates on broker bills should match employee's coverage.

Time Out Error

You have timed out of KHRIS. Error message:



Error when processing your request

What has happened?

The URL http://khris.ky.gov:/sap/bc/webdynpro/sap/WD_IBR_BR_OVERVIEW/ was not called due to an error.

Note

- The following error text was processed in the system ECP: **User session (HTTP/SMTP/..) closed after timeout**
- The error occurred on the application server khrisecpc3_ECP_00 and in the work process 2 .
- The termination type was: ERROR_MESSAGE_STATE
- The ABAP call stack was:
  Method: PREPROCESS_REQUEST of program CL_WDR_CLIENT_ABSTRACT_HTTP===CP
  Method: IF_HTTP_EXTENSION~HANDLE_REQUEST of program CL_WDR_MAIN_TASK==========CP
  Method: EXECUTE_REQUEST_FROM_MEMORY of program CL_HTTP_SERVER==========CP
  Function: HTTP_DISPATCH_REQUEST of program SAPLHTTP_RUNTIME
  Module: %_HTTP_START of program SAPMHTTP

What can I do?

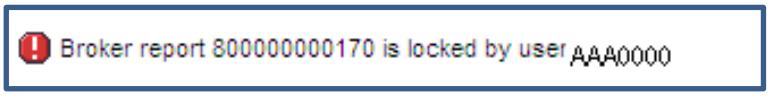
- If the termination type was RABAX_STATE, then you can find more information on the cause of the termination in the system ECP i
- If the termination type was ABORT_MESSAGE_STATE, then you can find more information on the cause of the termination on the a
- If the termination type was ERROR_MESSAGE_STATE, then you can search for more information in the trace file for the work proce
- If you do not yet have a user ID, contact your system administrator.

Error code: ICF-IE-http -c: 400 -u: TGM0001 -l: E -s: ECP -i: khrisecpc3_ECP_00 -w: 2 -d: 20110826 -t: 085300 -v: ERROR_MESSAGE_STAT

HTTP 500 - Internal Server Error
Your SAP Internet Communication Framework Team

You were working your broker bill, it timed out and now it's locked by you. Any changes you made since the last time you save the bill will be lost. This is why it is important to SAVE OFTEN.

Error message:



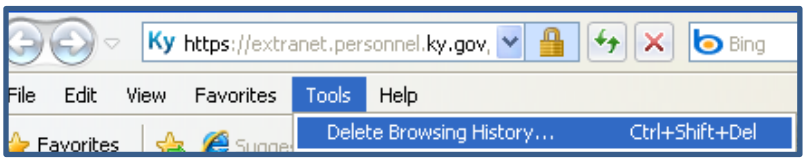
There are a couple of options.

<u>Option 1</u>
Close the bill. Wait 15 minutes. After 15 minutes you will be able to open the bill and it will not be locked.

Option 2*

Close the bill and log off the portal. Leave internet browser open.

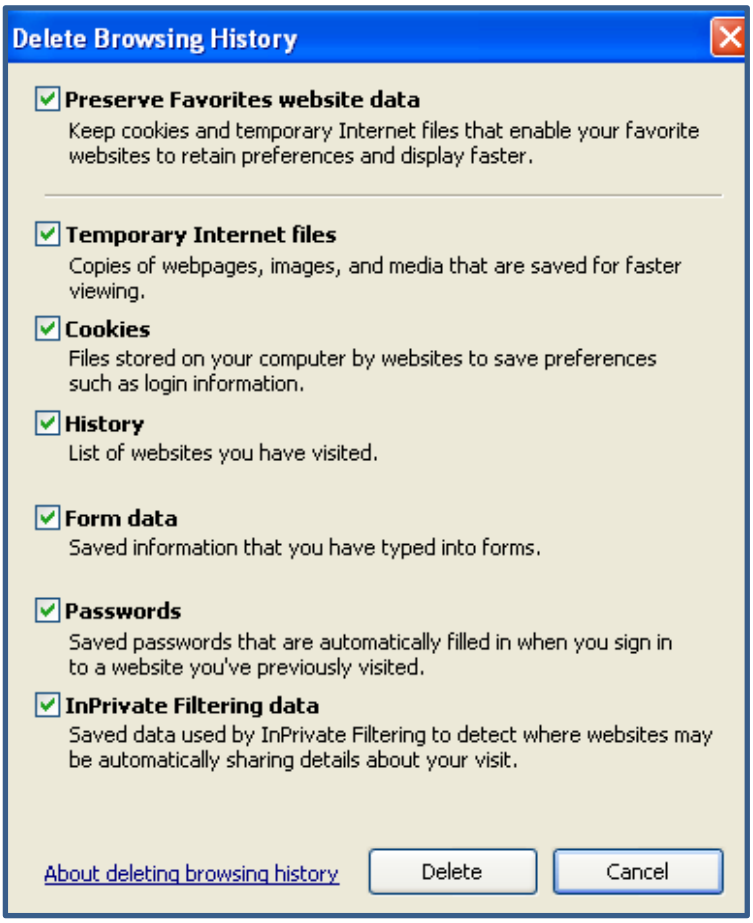
Click on Tools in Internet Explorer. Select Delete Browsing History**



**Deleting browsing history will delete all user IDs and passwords that you have saved for other applications.

*This method should unlock your bill, but may not work in all cases. If deleting browsing history and rebooting your computer does not work, you will have to wait until the next day for the bill to be open.

Make sure all options are selected. Click **Delete**.



Close browser and reboot your computer. Log back onto KHRIS and your broker bill.
Log on to KHRIS

Determining when KHRIS has Scheduled Down Time

The KHRIS system is an integrated system that manages payroll and benefits across the entire enterprise. Because of this tight integration, there are times that KHRIS may be unavailable because of scheduled system maintenance or because of running certain processes that require exclusive access to system records and resources.

While we try to keep these system outages to a minimum (and in most cases, after peak work hours) there may be times that the system is not available for routine transactions.

To allow you to plan your work schedules accordingly, the KHRIS team has established a website that all users of the KHRIS system can use to check current system availability and to see a schedule of planned outages. The website address is:
https://hr.personnel.ky.gov/Pages/SystemSupport.aspx

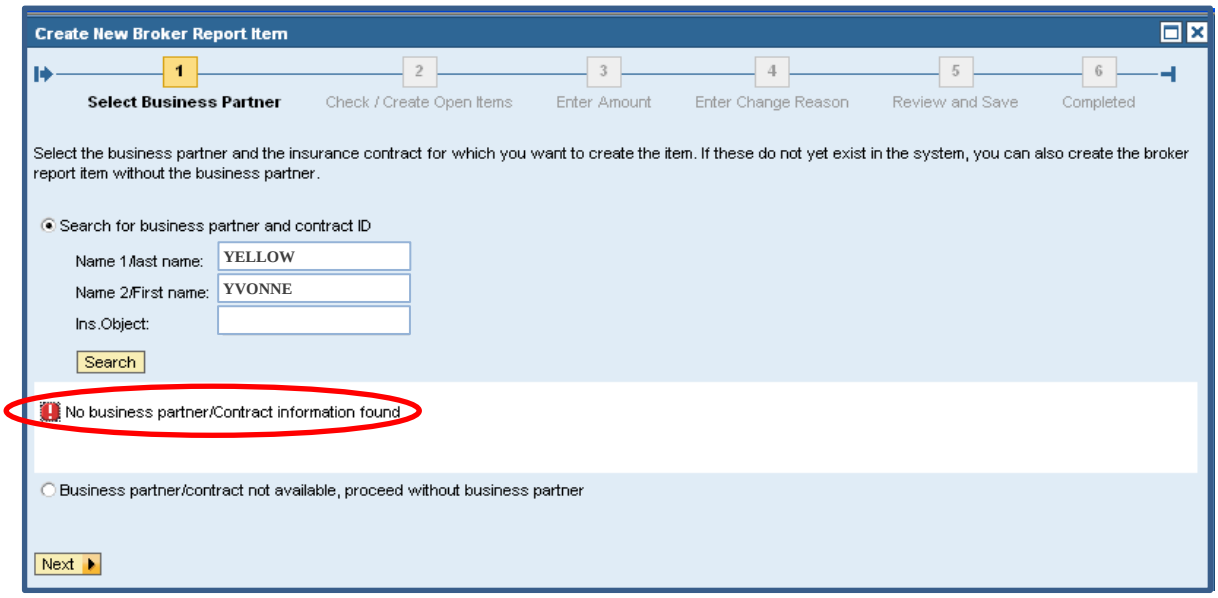
The NCP KHRIS Operations Calendar lists all important events related to KHRIS, down times, payroll runs, bill generation dates, etc. The calendar can be accessed through the link above.

What to do if the Employee is Not Found in PA 20

Problem: New employee is not found when creating an item and searching by name.

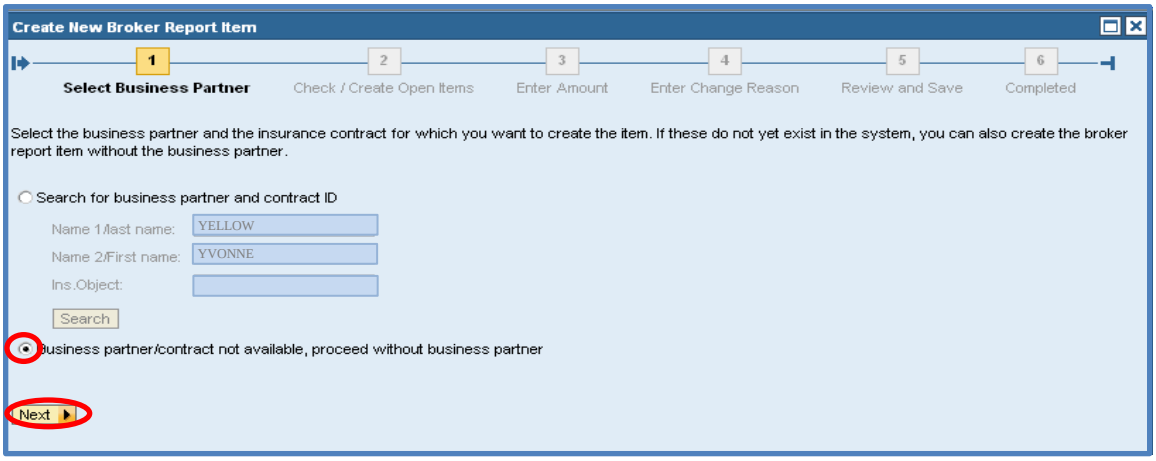
Check PA20 to see if the employee has been set up in Benefits.

New employees who have not been entered in Benefits may be added to the broker bill by clicking the *Business Partner/contract not available, proceed without business partner* radio button.

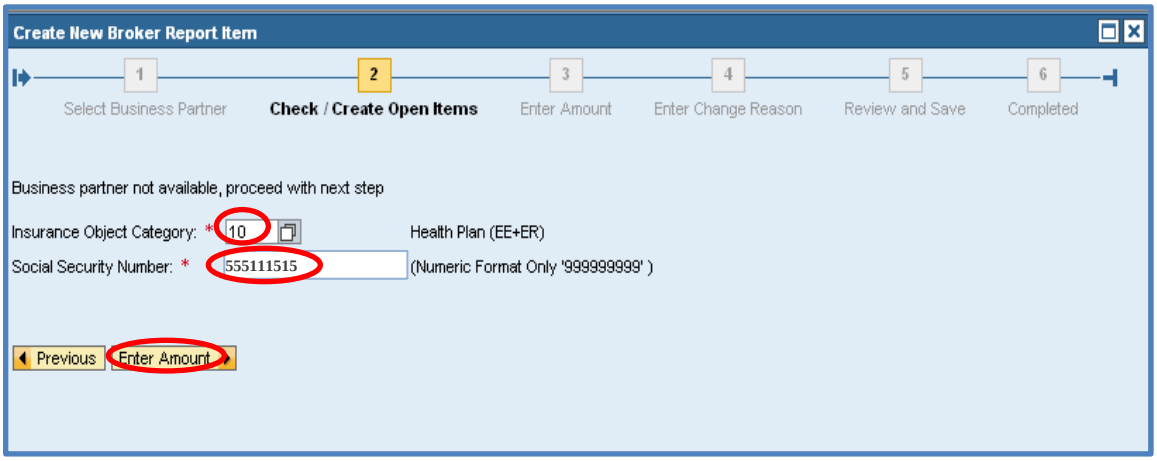


- Search by name and if employee is not found,

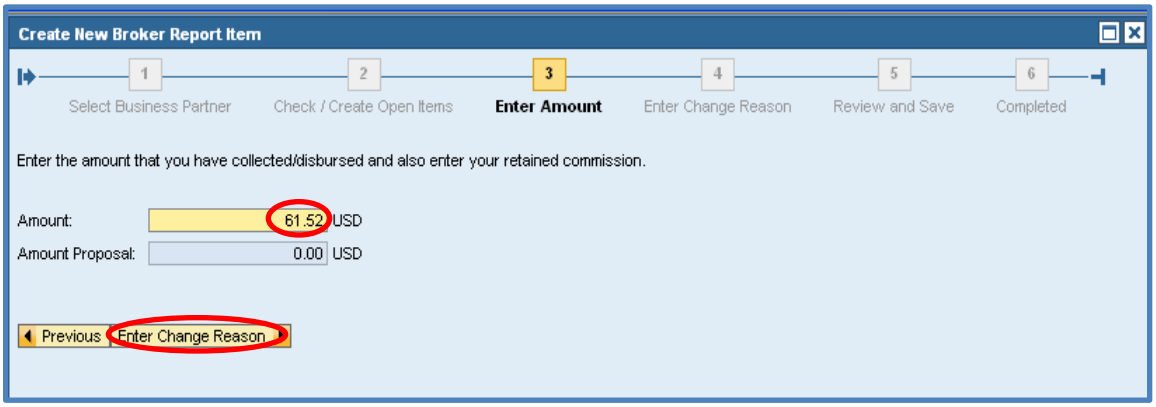
- Click the *Business Partner/contract not available, proceed without business partner*
- Click **Next**



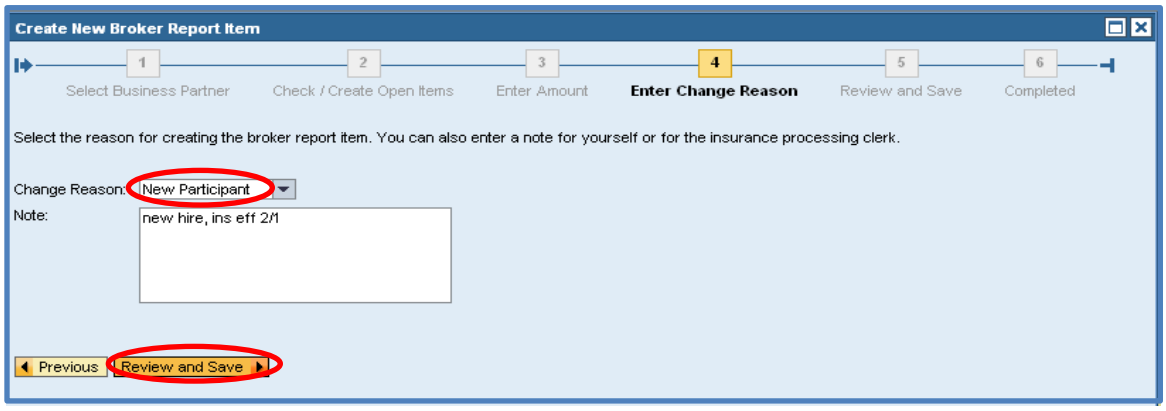
- Enter Insurance Object Category
- Enter SSN
- Click Enter Amount



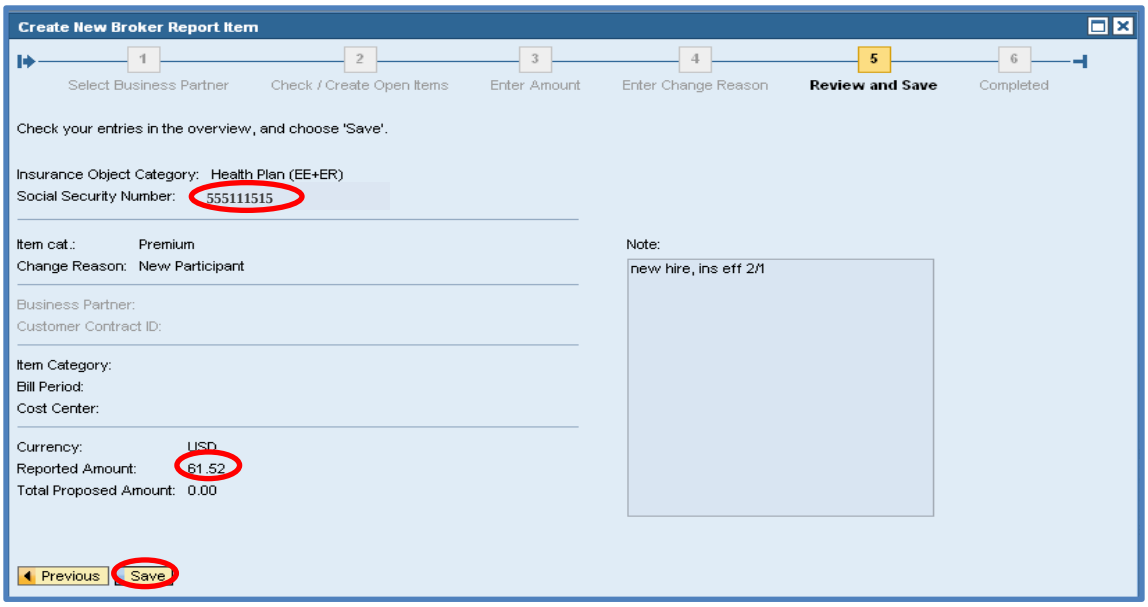
- Enter Amount of payment
- Click Enter Change Reason



- Dropdown Change Reason and select a reason
- Enter a note if you desire
- Click Review and Save



- Verify SSN and Amount
- Click Save



This process creates a SIBRODUMMY and the item will go into clarification when the bill is released. SIBRODUMMY clarification cases cannot be resolved until the employee has been entered in Benefits.

FMB, PBB or GLI staff must resolve the clarification case before the amount will show in biller direct, but **the clarifications cannot be resolved until the employee has been entered in Benefits.**

Problem: An employee who recently transferred to your district cannot be added to the bill.

This error message means that a transfer has not been entered in Benefits for the new agency:

If the employee has not been termed from their previous district, you will not see them in PA20 and you won't have access to add them to your bill.

If you try to find a transferred employee on PA20 and get an error message you are not authorized access to the employee, the previous agency has not termed them. You will not be able to access them until previous agency has termed them and EIB has entered the transfer.

Do not add them to the bill. If premiums have been deducted and will be sent to DEI or KGLI, make a note on the billing coupon. List the employee's name, SS#, payment amount, whether they are paying health, life or FSA and that they could not be added to the bill.

If you have any other problems adding employees to your bill, please contact FMB/PBB for health insurance or FSA questions or KGLI for life insurance questions.

Determining Insurance Plan & Cost Changes

There are standard KHRIS reports for finding and cost changes for employees. These are:

- ZBNR0006 – Plan Change History Report
- HRBEN0073 – Health Plan Costs
- HRBEN0074 – (Life) Insurance Plan Costs

Note: HRBEN0073 and HRBEN0074 are standard reports. These reports are not tailored to reflect each employee's individual coverage. Employees who have special situations like hazardous duty cross-reference may not be listed correctly on this report. Therefore, ICs should be aware of special situation and check PA20 to make sure the employees are entered correctly to ensure bills are accurate.

Instructions for HRBEN0074 can be found on page 157.

For help with ZBNR0006 or HRBEN0073, contact Enrollment Information Branch, 502-564-1205.

Termed Employees/Retirees on Broker Bills

A. Retired or termed employees appear on broker bills after employment termination.

Retired, transferred, or termed employees will only appear on broker bills after their employment ends if KHRIS thinks they owe arrears or have overpaid. Always check PA20 first to ensure that term date has been entered correctly. Both employment and benefits must be termed.

g) Incorrect term dates lead KHRIS to think the employee either owes arrears or has a credit, which keeps them on the broker bill.
h) Terms entered on the MUNIS file may not feed to KHRIS.
    - If a termed employee appears on the broker bill after they have been termed in MUNIS, term them in KHRIS.
i) There may be a timing issue between end of employment and effective date of retirement coverage. This could cause arrears to appear on broker bills.
j) There may be date issues involved in summer transfers. Hiring agencies should coordinate with the employee's previous agency to ensure that term and effective dates agree and premiums are correctly deducted from employee's pay.
k) Incorrect payment amount may have been entered on a previous broker bill. Check previous bills to ensure payments were reported accurately.
l) Processing plans or plan changes "out of order" in Benefits Administration may also cause employees to return to or be dropped from broker bills. Pay attention to change dates on PA20 to see if plans have been changed out of sequence.

B. Employees that have been retired and have come off the bill may suddenly appear on the bill again for no reason.

If employees who no longer work for your agency are listed on the bill after their employment ended, their coverage may not been termed correctly in KHRIS. Check PA20 to verify term date. Incorrect term dates lead KHRIS to think the employee either owes arrears or has a credit, which keeps them on the broker bill.

Employees may also appear on broker bills if there is timing issue between their last day of work and when retirement system picks them up.

a) If there is a gap of a month between when your agency last pays for an employee's insurance and the time that the retirement system picks them up, depending on the term date that has been entered for coverage at your agency, KHRIS could think the employee owes arrears.

Employee's last day is 6/30/13 and school board does not enter term date for employee.

The employee pays for insurance through June.

Retirement system picks up coverage for the individual effective 8/1/13.

Processing retirement application causes employee's coverage at school board to be termed effective 7/31/13, which causes KHRIS to think the employee owes arrears for July.

b) An employee's last day of work at your school board was 6/30/13 and the employee paid through the summer until 8/31/13. But the retirement system picked them up effective 8/1/13. That employee will have a credit for the month of August at your agency.

Processing plans or plan changes "out of order" in Benefits Administration may also cause employees to return to or be dropped from broker bills. Pay attention to change dates on PA20 to see if plans have been changed out of sequence.

Premium Amounts Billed Incorrectly

Premium amounts may be billed incorrectly or a full time regular employee may suddenly change to ½ month premium or be deleted from the bill completely.

When an employee is left off the broker bill or their payment amount is incorrect, this may have been caused by:

c) The individual's payment may have been incorrect on a previous broker bill leading KHRIS to think the individual has overpaid or owes arrears.
    - Remember, if KHRIS thinks an employee has overpaid, the system will use the credit to pay ahead and the employee will not be listed on the broker bill or will show a partial payment due.

d) An entry for the individual might have been added to a previous broker bill using an incorrect Insurance Object. Be sure to choose the correct Insurance Object for the product being added to the broker bill.

It is very important for each agency to closely check their broker bill each month to determine that individual employees are billed correctly. KHRIS is a new system and there will be bugs.

If you find an error on your agency's broker bill, contact FMB/PBB for health insurance and FSA or KGLI life insurance issues *immediately*. You all are an incredibly valuable source of information for FMB/PBB and KGLI. The earlier FMB/PBB or KGLI is notified of a problem, the quicker the problem can possibly be corrected.

Remember that ultimately, billing is driven by enrollment. When changes such as QEs, termination of employment, reinstatements or corrections are made in Benefits Administration, changes may occur on broker bills.

Newborn Billing

Pursuant to KRS 304.17A-139, when a newborn is added to KEHP, no additional premiums can be charged for the newborn for the first 31 days. Newborns must be enrolled within 60 days from the date of birth; however, if Tag-Alongs are being enrolled with the newborn, the newborn and the Tag-Alongs must be enrolled within 35 days from the birth and additional premiums can be charged. (From Kentucky Employees' Health Plan Benefits Administration Manual.)

To determine how newborn premiums should be charged

- Beginning the day *after* the birth occurs, count 31 days
- If the 32nd day falls between the 1st and 15th of the month, the premium will change on the 16th of that month (half month old rate, half month new rate)
- If 32nd day falls between 16th and 31st, the new premium is effective 1st day of next month

  Example 1:
  - Employee who has a Single plan has a baby on 7/15 and changes to Parent Plus
  - The 32nd day is 8/16
  - The premium changes 9/1 because they are not changed charged for the first 31 days
    - In July, the employee pays Single for the entire month
    - In August, the employee pays Single for the entire month
    - Effective 9/1, the employee begins paying Parent Plus

  Parent Plus coverage becomes effective 7/15, but the employee does not pay the Parent Plus rate until 9/1.

- If persons other than the newborn, or "tagalongs" are added, new premium is charged from date of birth. Except if the member goes from single to family. For that, member changes from single to couple effective the date of birth. Then changes to family following the rules above.

  Example 2:
  - Employee who has a Single plan has a baby on 7/9 and adds their spouse in addition to the newborn, picking up Family plan effective 7/9
  - The birth occurred before the 15th of the month, so the employee begins to pay Couple rate on 7/1 because they are not charged for the newborn for the first 31 days
  - The 32nd day is 8/10, the Family premium will begin 8/16
    - In July, the employee will pay Couple for the entire month
    - In August, the employee will pay a half month of Couple and a half month of Family

Family coverage becomes effective 7/9. The employee pays Couple rate for July and half of August and Family rate begins 8/16.

Bill adjustments for newborns must be processed manually. As always, FMB/PBB appreciates your patience.

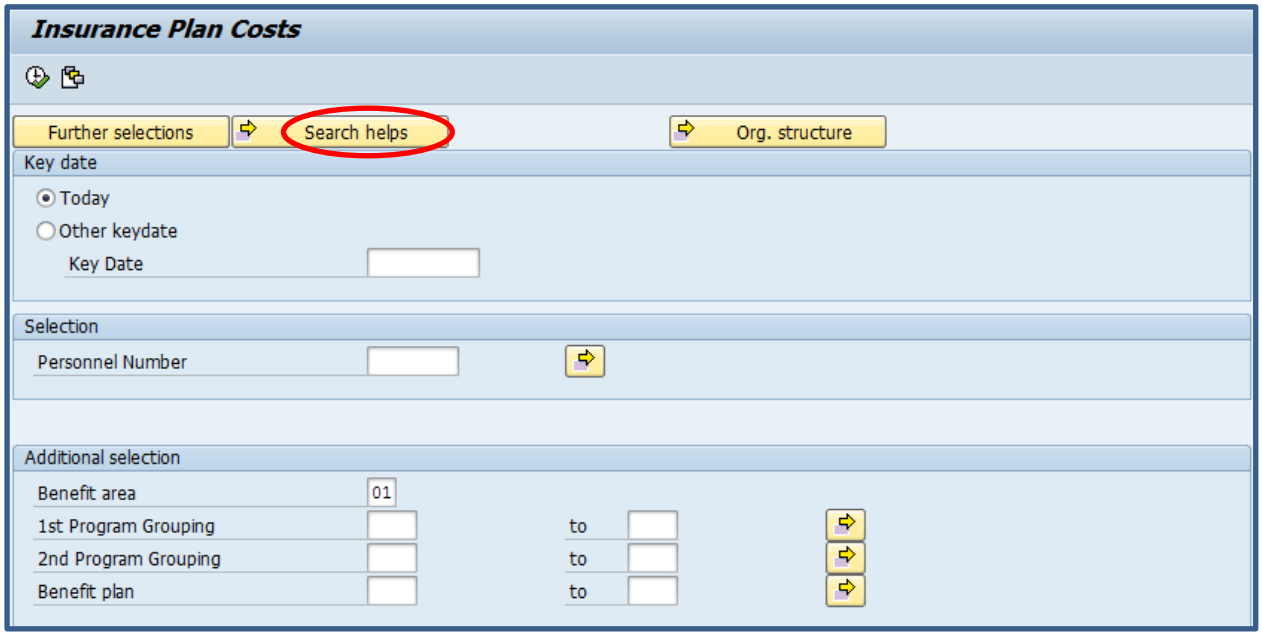
Best practice is to keep track of when the infant is born and how much the employee pays compared to what they owe.

See *Chart to Assist in Administering QE of Birth, Appendix J of KEHP Administration Manual* located at http://personnel.ky.gov/Admin%20Manual%202014.pdf for further information.

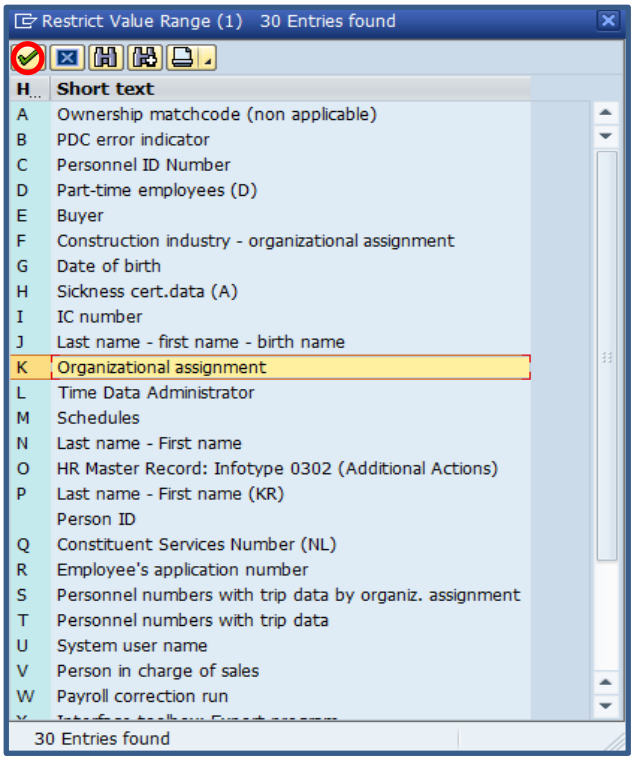
VI. Life Insurance

Life Insurance Plan Report

Go to **HRBEN0074** (Insurance Plan Costs). Click on **Search Helps** button

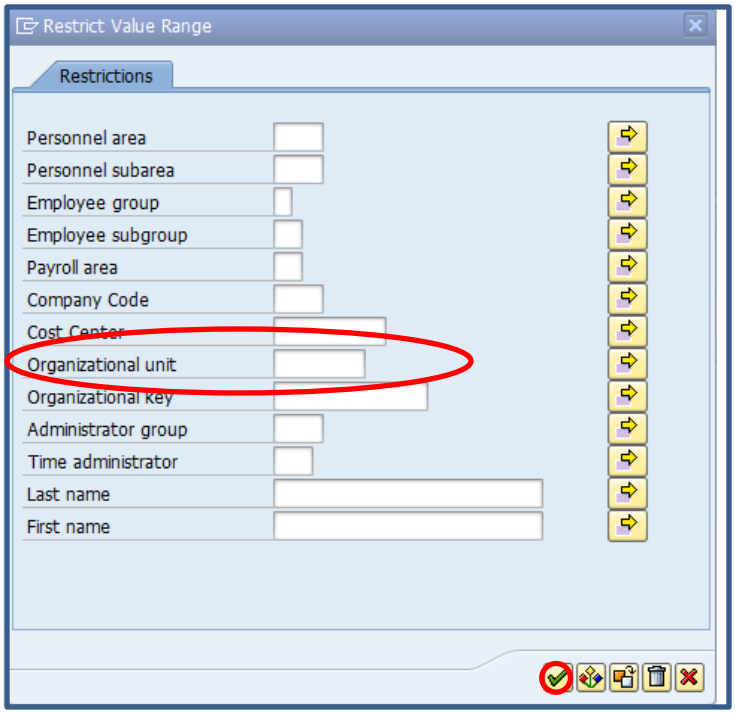


Select **"K" Organizational Assignment.** Click the **Green Check Mark.**

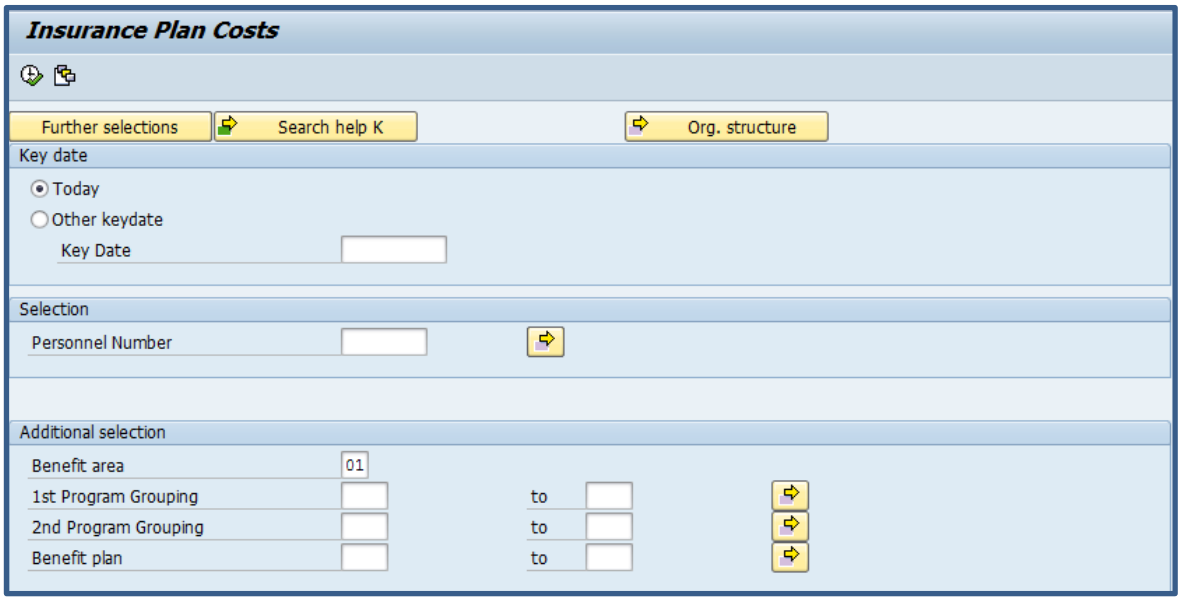


Enter **Organizational Unit** pertaining to your Location. (You can find your organizational unit in KHRIS Agency Codes in this User's Guide.)

Click the **Green Check Mark.**



Click Execute**.**



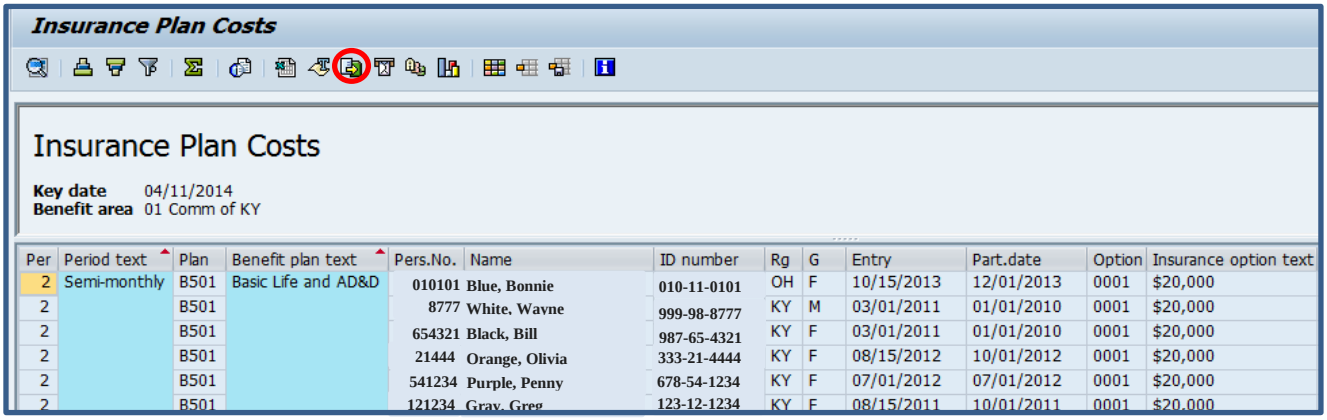
The screenshot below is what the generated report should look like, if you scroll down you will find Optional and Dependent Coverage's with proper plans and premiums.

Important note: When the report was generated there were columns that were hidden. In order to hide columns after the report has generated, right click on the column you wish to hide and click **HIDE** and that column will disappear from viewing.

The columns that you will find most useful are:

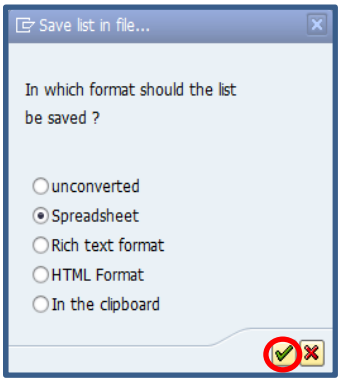
Benefit plan text (Plan Types: Basic, Optional, Dependent)
Pers. No.
Name
ID Number (Social Security Number)
G (Gender)
Entry
Part.date (Participation Date)
Insurance option text (Coverage Volume)
EE Cost
ER Credit
Ins. Cov. (Insurance Coverage)
Birth date

To **print**, click **Local File** **.**

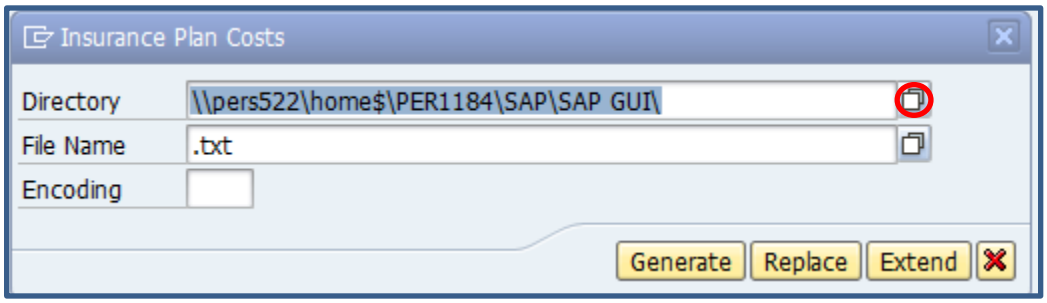


Per	Period text	Plan	Benefit plan text	Pers.No.	Name	ID number	Rg	G	Entry	Part.date	Option	Insurance option text
2	Semi-monthly	B501	Basic Life and AD&D	010101	Blue, Bonnie	010-11-0101	OH	F	10/15/2013	12/01/2013	0001	$20,000
2		B501		8777	White, Wayne	999-98-8777	KY	M	03/01/2011	01/01/2010	0001	$20,000
2		B501		654321	Black, Bill	987-65-4321	KY	F	03/01/2011	01/01/2010	0001	$20,000
2		B501		21444	Orange, Olivia	333-21-4444	KY	F	08/15/2012	10/01/2012	0001	$20,000
2		B501		541234	Purple, Penny	678-54-1234	KY	F	07/01/2012	07/01/2012	0001	$20,000
2		B501		121234	Gray, Greg	123-12-1234	KY	F	08/15/2011	10/01/2011	0001	$20,000

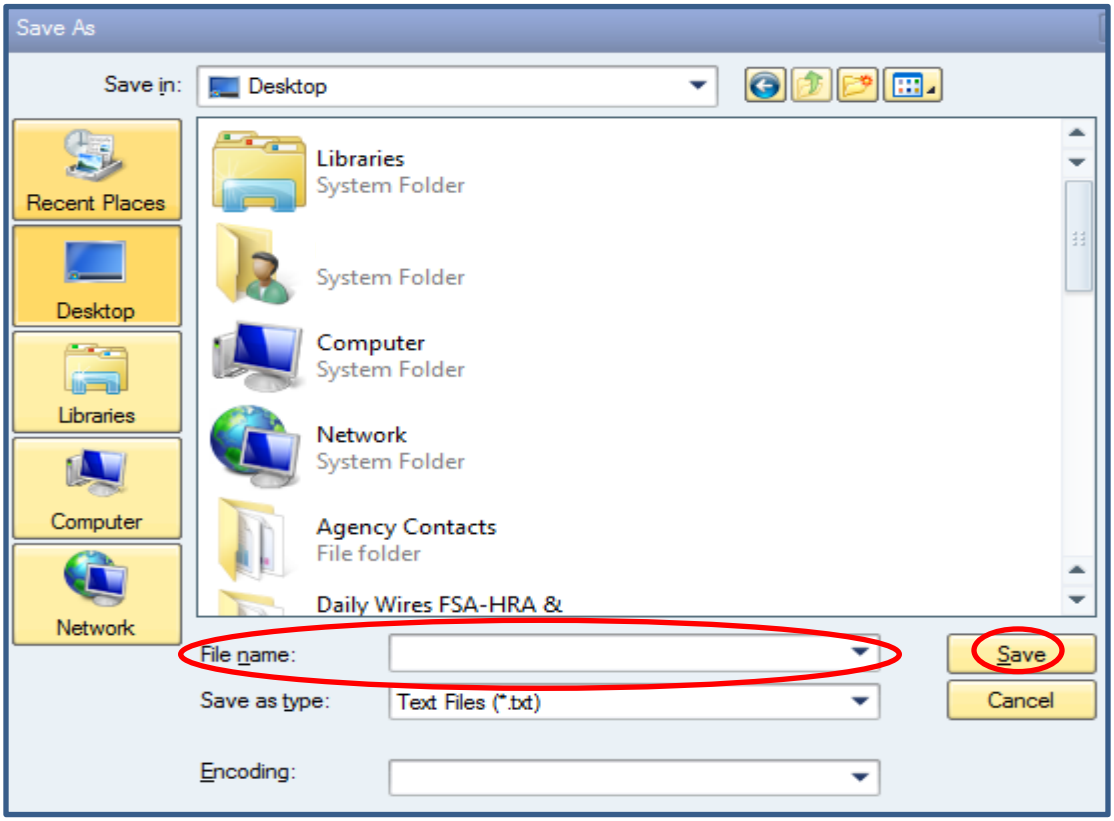
Click **Spreadsheet.** Click the **Green Check Mark.**



Click on your match code button below.



A new window will open allowing the report to be named, once named click on save.



Click **Open.** This will allow you to open the **Excel report** and to allow **print** capabilities.

VII. Flexible Spending Account Issues

Transfers/Reinstatements with FSA's

At this time, please send ALL transfers and reinstatements to:

Member Services Branch
Attn: Flexible Benefits
501High Street, 2nd Floor
Frankfort, KY 40601

We are currently working with Humana and the KHRIS team for a fix to this issue. There is not an estimated time for this fix, however; we will develop processes for enrollment and billing when this known issue has been corrected.

FSA/MUNIS Deduction Amount Issue

This section is excerpted from joint communication titled *RE: Action required by 3/16/12 regarding Importing and Making Payment for FSA Elections*, issued March 1, 2012 by KY Department of Education (KDE), Department of Employee Insurance (DEI), and Division of Technology Services (DTS).

This section includes instructions for processing FSA deductions for employees whose annual election amount is not evenly divisible (to the exact cent) by 12 or 24. In most school districts, this issue applies to only a small number of employees.

The daily import file from KHRIS to MUNIS contains annual FSA election amounts. The amounts represent the actual election amounts as requested by the employee. This amount is then divided by 12 or 24 when it is imported to MUNIS to provide the amount that will be processed as a payroll deduction. If the amount is exactly divisible by 12 or 24, there are no problems.

If the amount is ***not*** exactly divisible (to the exact cent) over 12 or 24 checks (also known as billing cycles), the amount must be rounded to the nearest hundredth to allow MUNIS payroll to deduct per-check amounts. KHRIS also divides this amount to a per-billing-cycle amount.

This rounding is the root of a discrepancy between what is billed through KHRIS and what is deducted through payroll. Included here are 2 suggested solutions to assist you in managing this difference.

Below is an example of how an FSA is handled by KHRIS billing. While the employee amount will differ whether you are 12 pays or 24 pays, the emphasis from the example below is on the rounding. The logic regarding rounding - whether the deduction rounds up or not - is the same whether you are 12 or 24 pays. Review both examples so you can see how the system handles rounding up versus rounding down.

Example 1: 24 Checks, $2,000 employee election:

> $2,000 ÷ 24 checks = 83.3333. KHRIS billing will show $83.33 for 23 bills, and $83.41 for the last bill. The extra pennies (.08) are added to the last bill. MUNIS will also deduct $83.33 from each check, but the district must do a manual catch-up to deduct extra .08 at year-end by changing the deduction in MUNIS to $83.41.

Example 2: 12 Checks, $2,000 employee election:

> $2,000 ÷ 12 checks = 166.6666. KHRIS billing will show $83.33 for 23 bills and $83.41 for the last bill for the total $2,000. However, MUNIS rounds the monthly amount up to $166.67, which is .01 more than the bill ($83.33 x 2 bills per month = $166.66 per month). The district must apply the payment which puts the employee out of balance each month. Consequently, the district must reduce the last deduction in MUNIS to $166.63 to balance for the year.

The question for districts is whether or not to adjust the deduction amount in MUNIS now to eliminate the 1-cent discrepancy each month, and then, make another adjustment in MUNIS at year-end to 'balance' the additional cents added on the final KHRIS bill. Alternatively, districts may choose to adjust the monthly KHRIS bill each month to match the actual deduction amount withheld in MUNIS and then 'balance' at the end of the year.

For MUNIS instructions, see joint communication titled *RE: Action required by 3/16/12 regarding Importing and Making Payment for FSA Elections*, issued March 1, 2012 by KY Department of Education (KDE), Department of Employee Insurance (DEI), and Division of Technology Services (DTS).

VIII. Additional Resources

Advanced Reconciliation Techniques for Larger Agencies

Exporting the Broker Bill to Excel

Reconciling your bill involves comparing the remittance file or payroll deduction list to the Proposed Amounts on the broker bill to determine changes that need to be made on the bill.

- School boards will need to reconcile Proposed Amounts on broker bills to their MUNIS remittance file.

- Health departments or QUASI agencies will need to reconcile their payroll deduction list to the Proposed Amounts on broker bills.

To reconcile the broker bill and remittance or payroll deduction file, it may be helpful to export bill into Excel and compare each employee's billed amount to the amount they paid. You may choose to export the standard view or a customized view.

For smaller agencies with few employees, this comparison may easily be accomplished manually; for larger agencies, this may require doing a comparison between billed and remitted amounts using a program such as Excel.

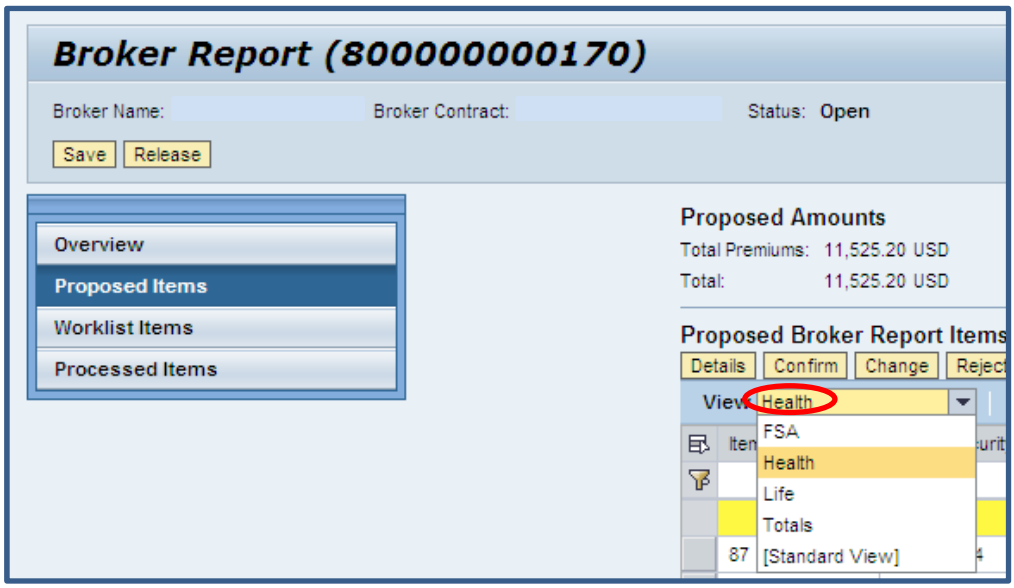
We have prepared tutorial on best reconciling practices in "Comparing Employee Amounts on Remits and Bills" in section V of this User Guide.

Bills can't be printed directly from KHRIS. If you want to print the bill list, it must be exported to Excel or notepad.

Hold down the Control key while exporting to avoid the pop-up blocker. Hold the Control key down until the exported file opens or the pop-up blocker will kick in and you'll have to start over again.

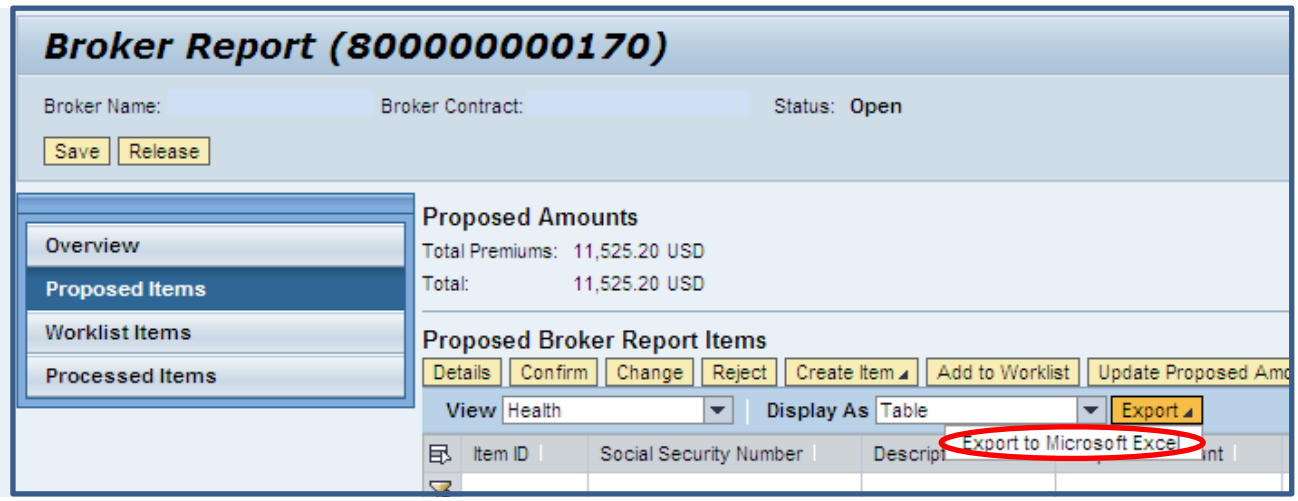
To export the broker bill to Excel:

In **Proposed Items**, select view you wish to export by clicking the View drop down and selecting View.



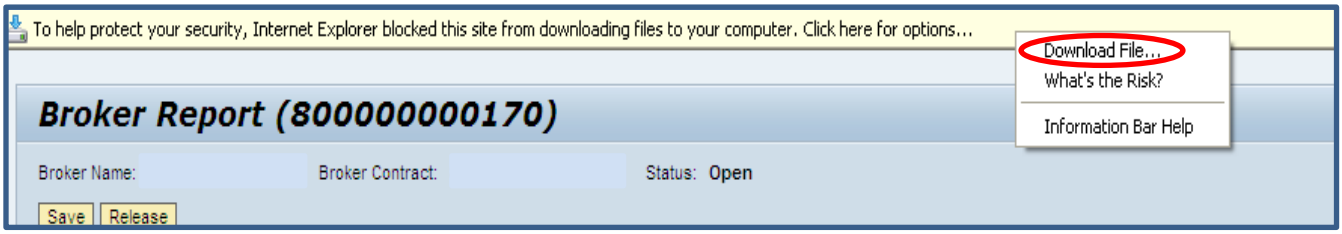
Click **Export** button. Click **Export to Microsoft Excel**

Hold down the **Control Key** and click **Export,** then click **"Export to Microsoft Excel tag".**
*Continue to hold down the Control Key until exported file has opened.

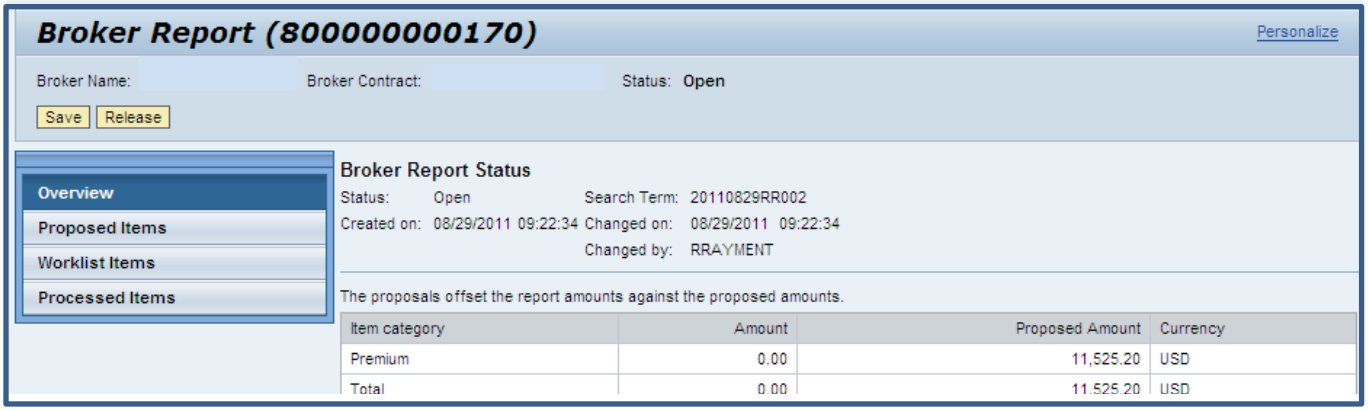


A pop-up blocker may appear. To avoid, hold down the Ctrl button and click Export. Hold the Control key down until the export appears.

If the pop-up-blocker appears, right click the **pop-up blocker**, and then click **Download File.**

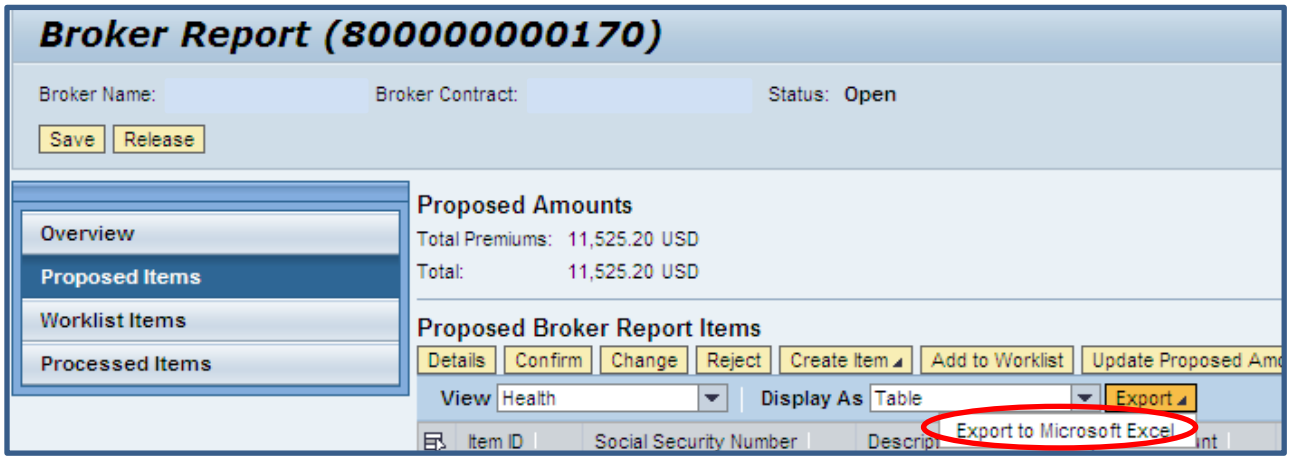


KHRIS will return to the Overview screen.

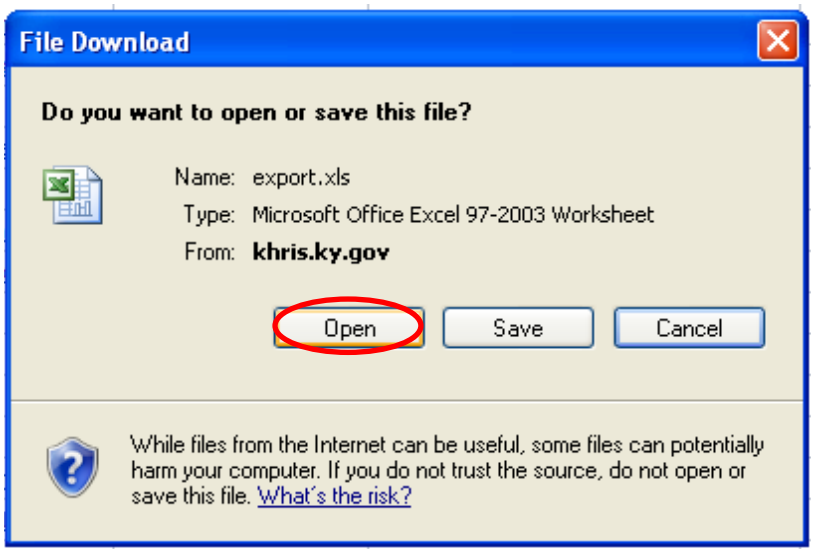


This is a KHRIS quirk. After you export one bill view, the others can be exported without having to right click the pop-up blocker. If you close the bill or time out between exporting views, you'll have to go through clicking the pop-up blocker again.

Click **Proposed Items** again.
Choose **View** to be exported again.
Click **Export** again.
Click **Export to Microsoft Excel** again.



Click **Open**

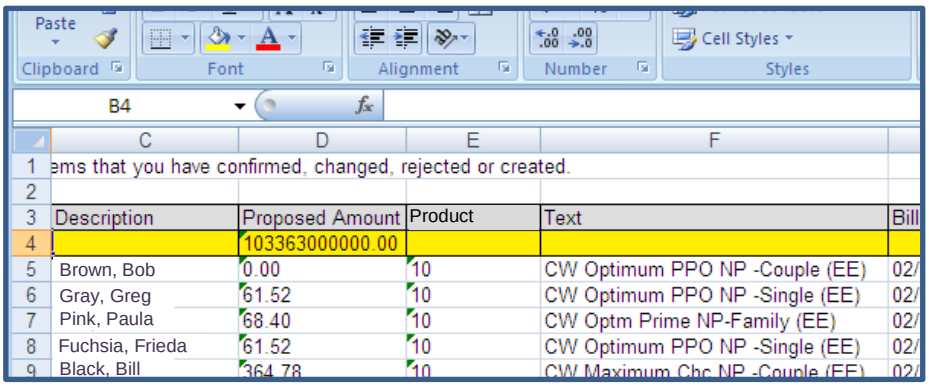


Click **Yes**

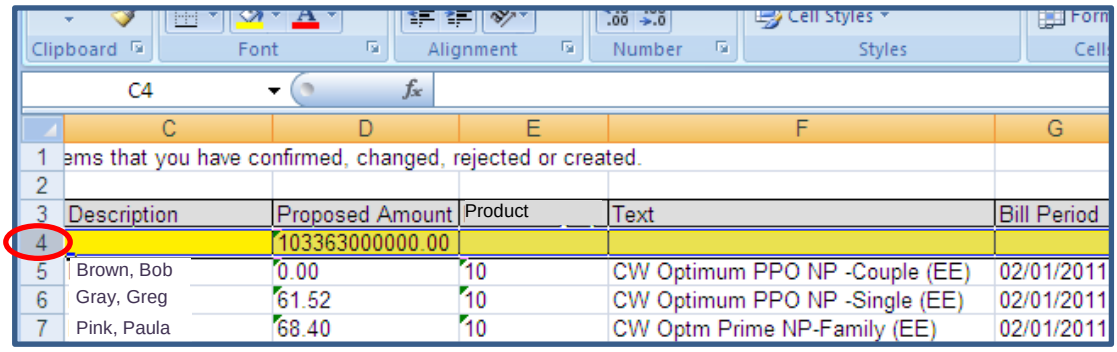
Remember to delete the total line from the spreadsheet before you total the Proposed Amount column. The total may have been placed at the top or bottom of your list.

The spreadsheets used for this example are saved in a Microsoft Office Excel 2007 workbook.

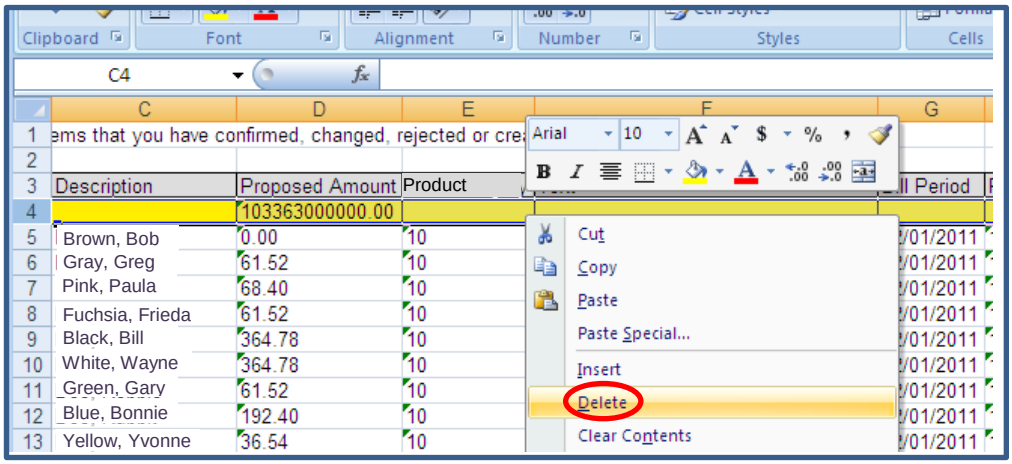
The total line is yellow.



Right click on the highlighted line.



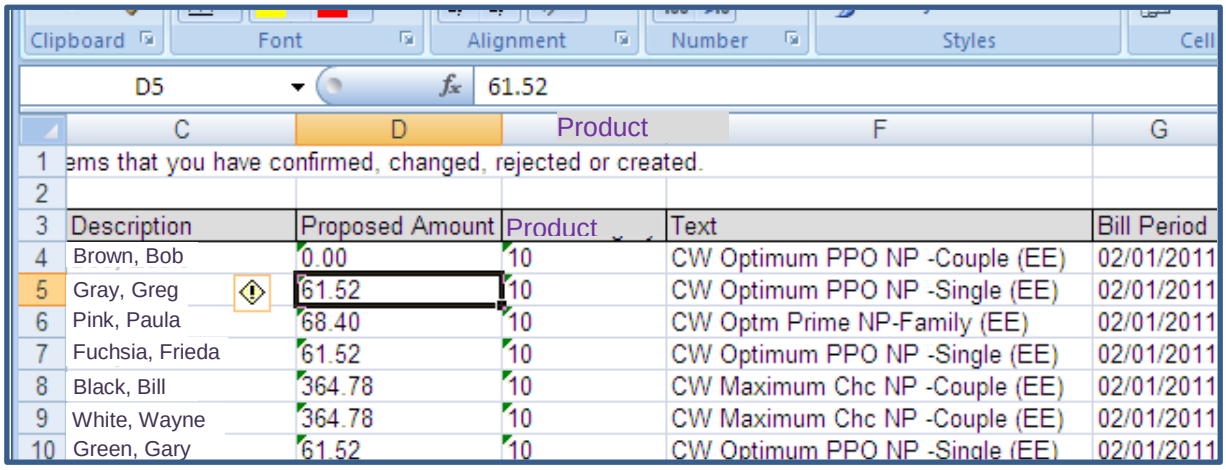
Click **Delete.**



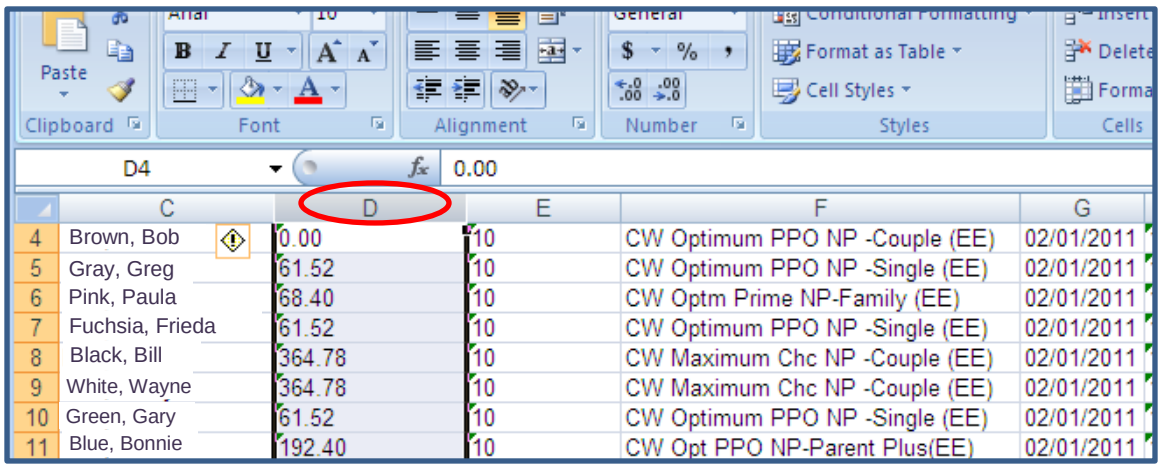
The triangle in the upper left corner of Product code and Proposed Amount column is an error warning. The numbers stored in those cells are stored as text and must be converted to numbers before any calculations can be made.

The Proposed Amount and Product code may not be numbers formatted as text when you export your bill. If these columns are formatted as numbers, skip this step.

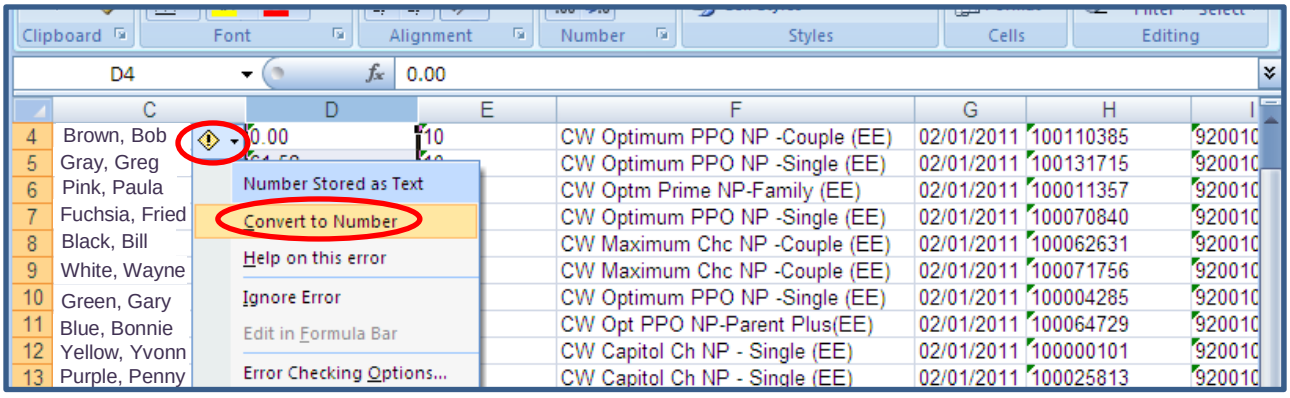
To convert number stored as text to number:
Click on any cell in the sheet.



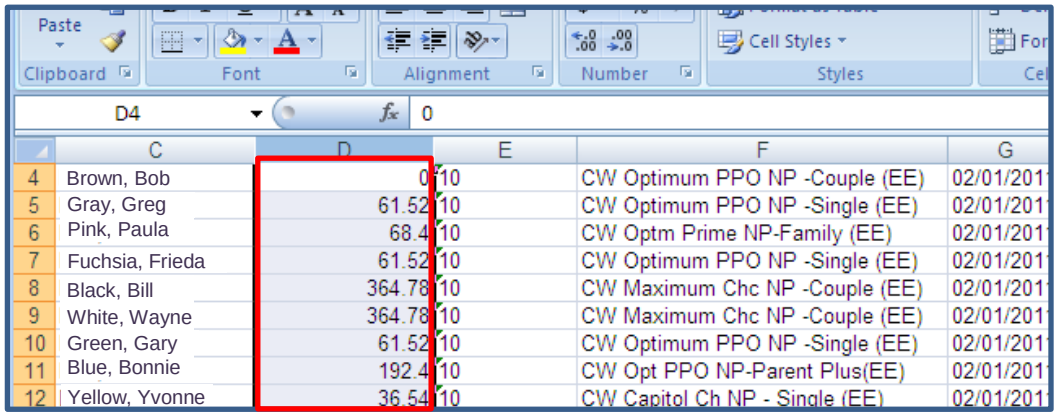
Scroll down until the column headings can't be seen. Two or three lines is enough.
To highlight entire column, click on the letter above the column which contains the Proposed Amounts.



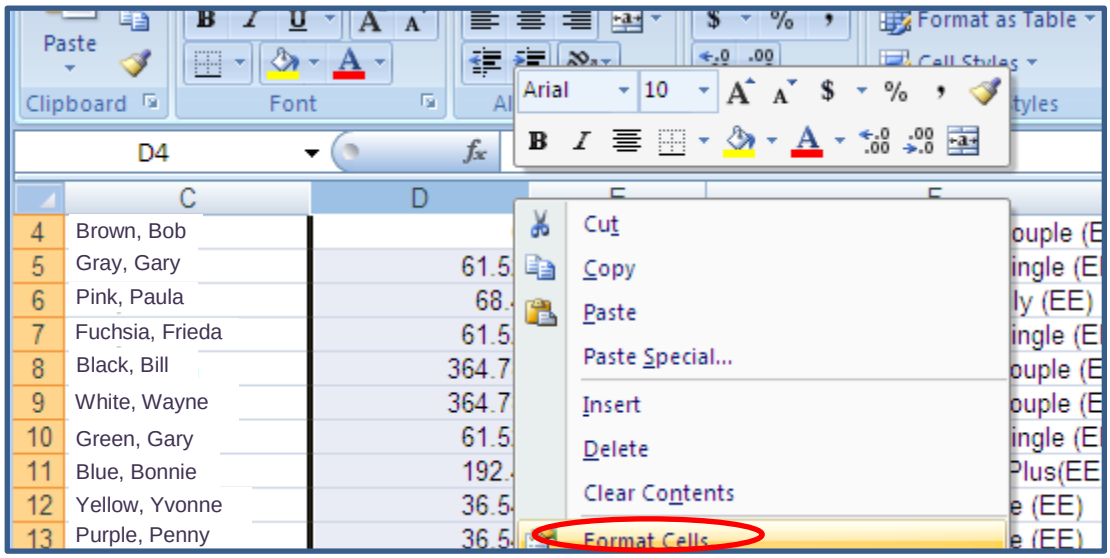
Click the drop down arrow for the error message box. Click Convert to Number.



Numbers are now stored as numbers in the highlighted column.

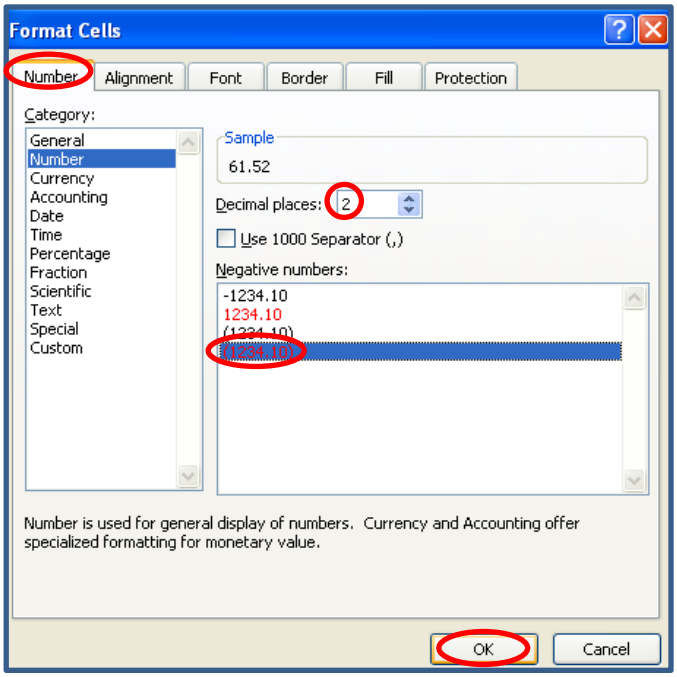


While the column is highlighted, right click anywhere in the column and click Format Cells.

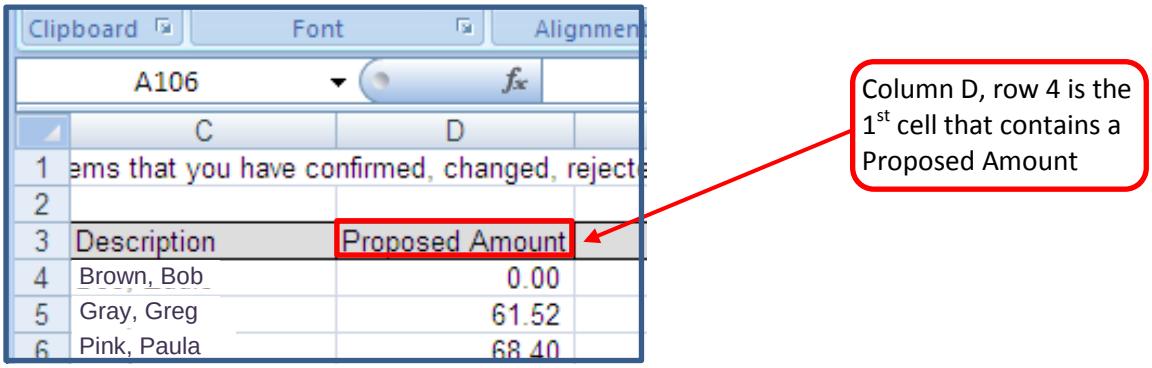


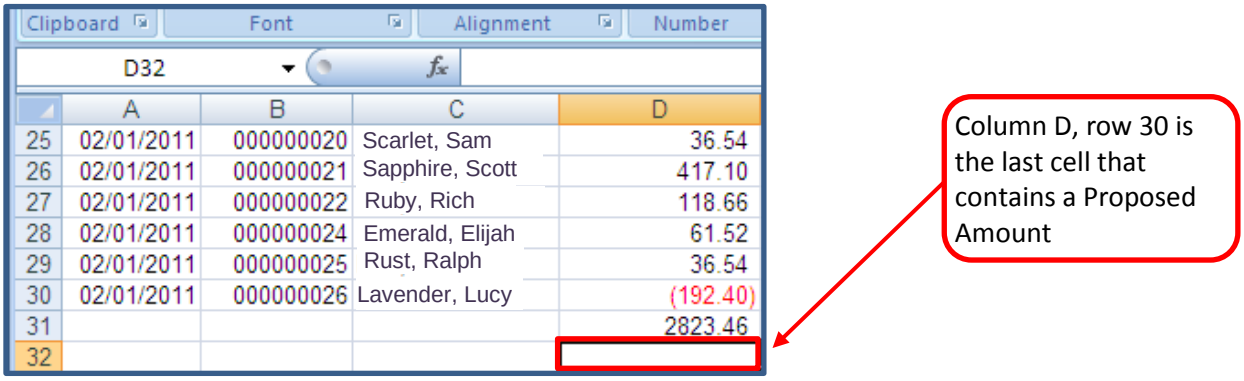
On Number tab, click Number and Two (2) decimal places should be selected.

Click **OK**.



Before you total the Proposed Amounts, check the range of cells that will need to be summed.

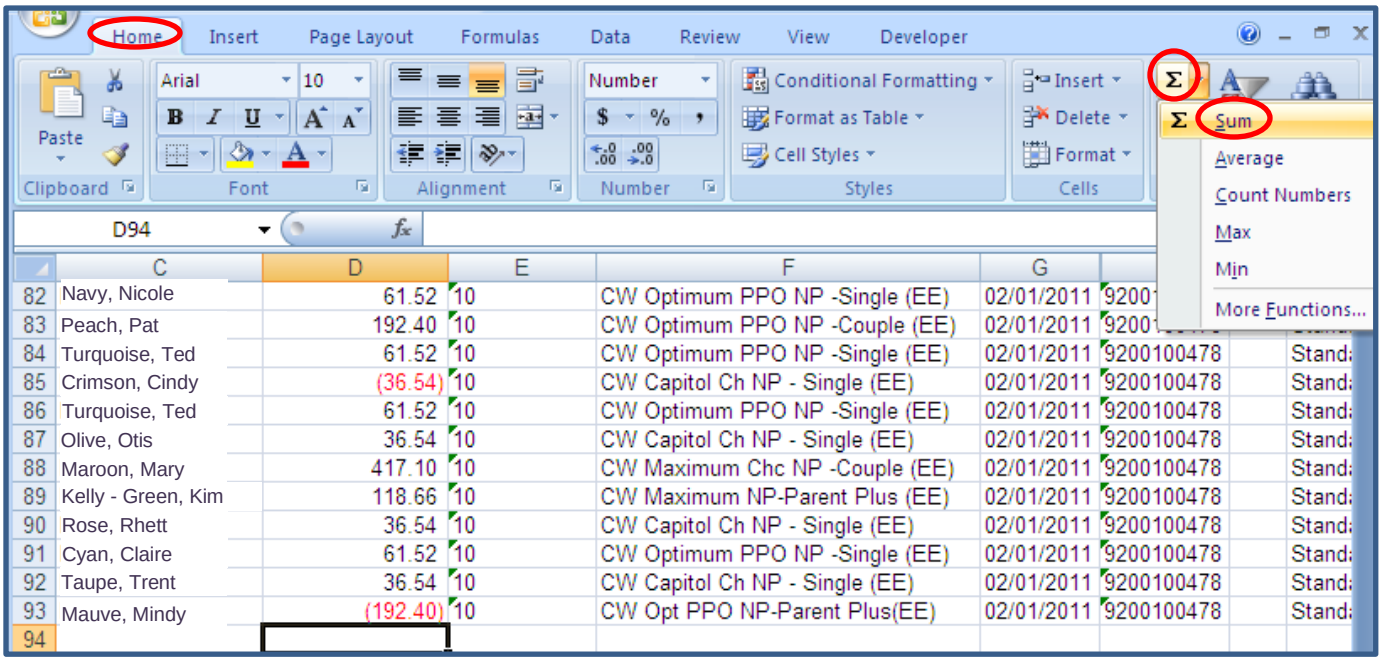




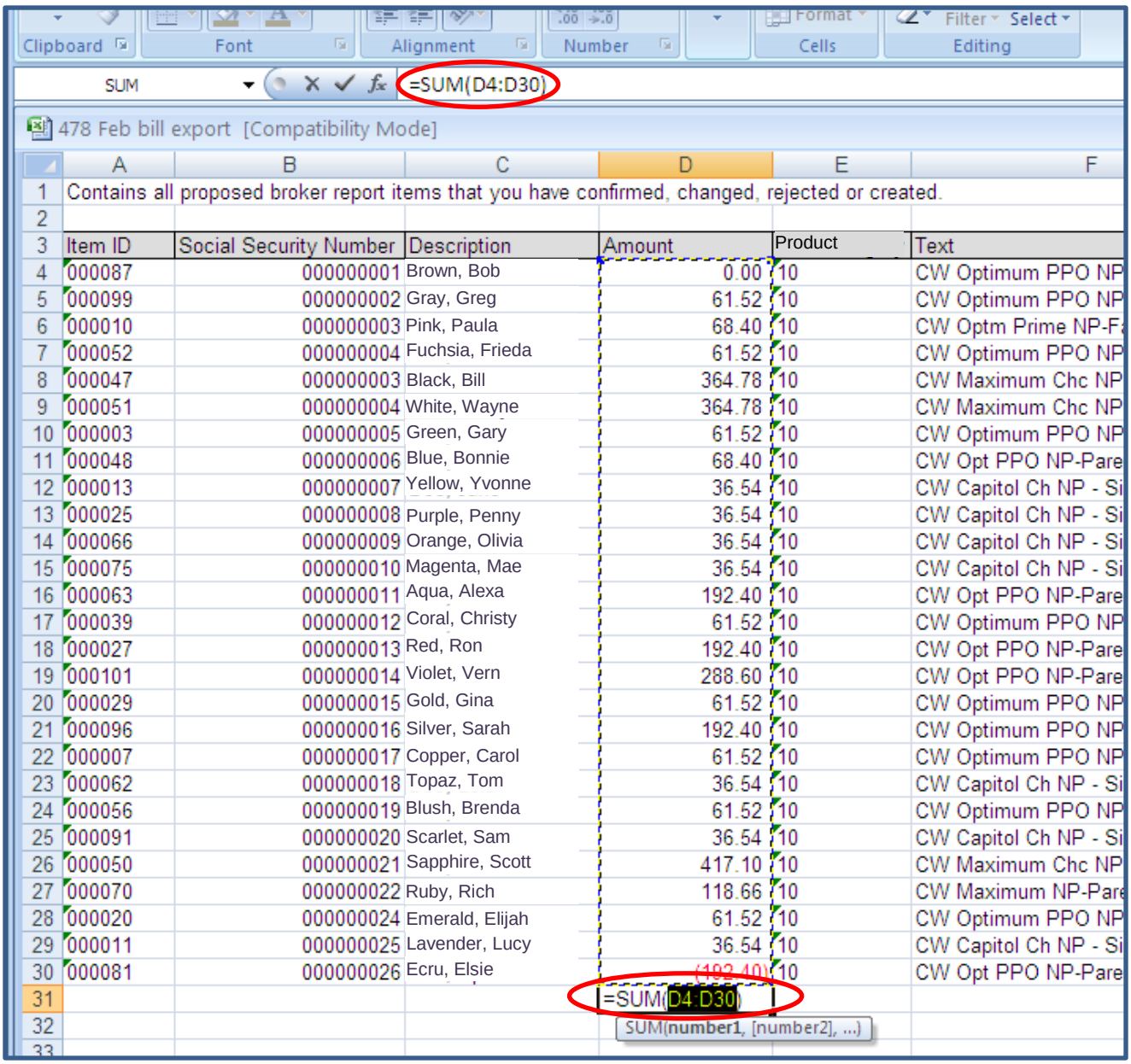
To total Proposed Amount column, scroll to the bottom of the list.

Click in the cell under the last item. This is where the total will be displayed.

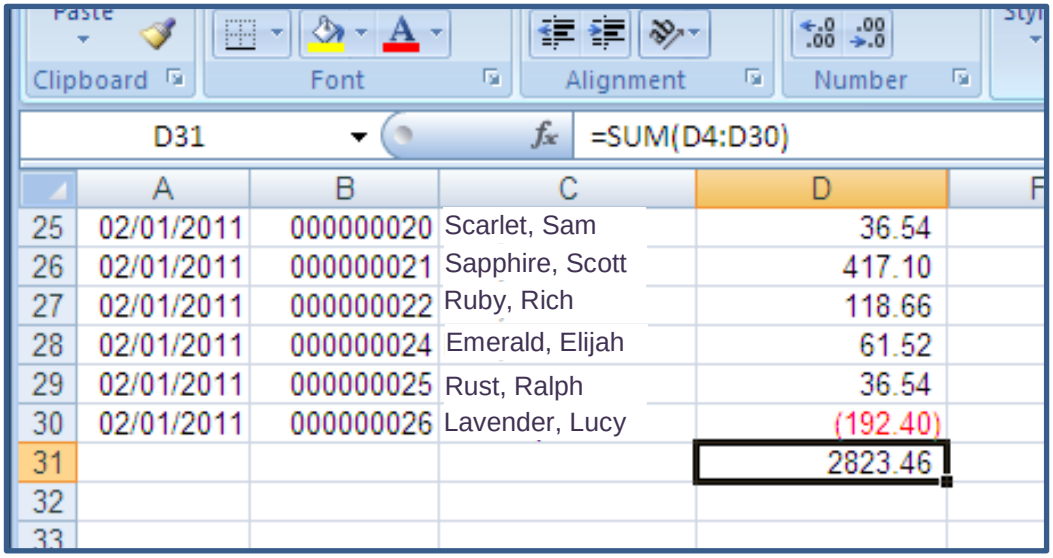
Click **AutoSum**, which is located on the Home tab.



- Ensure that the correct range of cells is specified in the AutoSum formula.

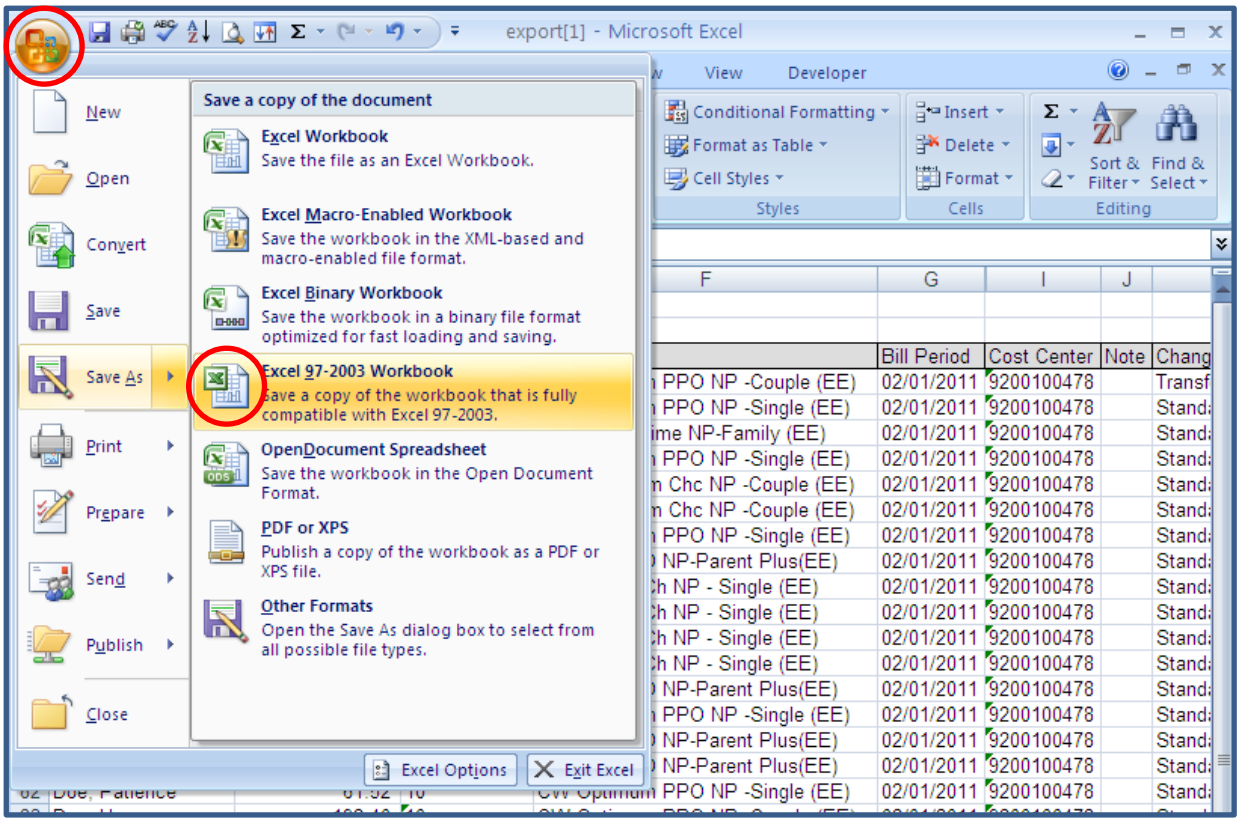


If the correct cell range is listed, hit enter key.

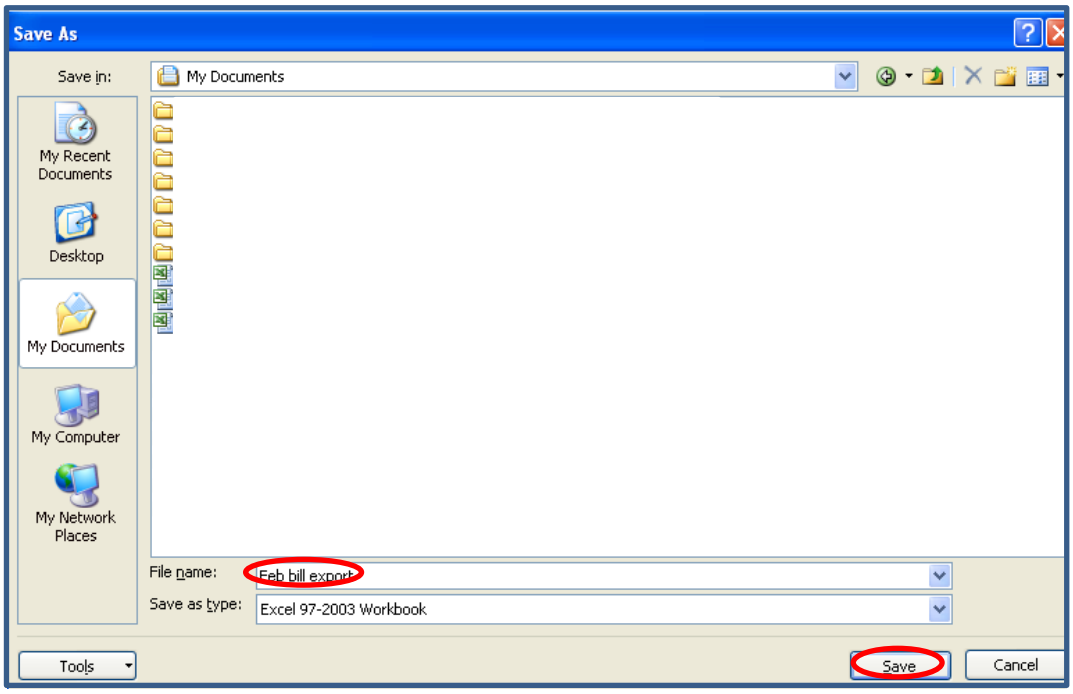


If total line had not been deleted, that figure would have been included in this total.

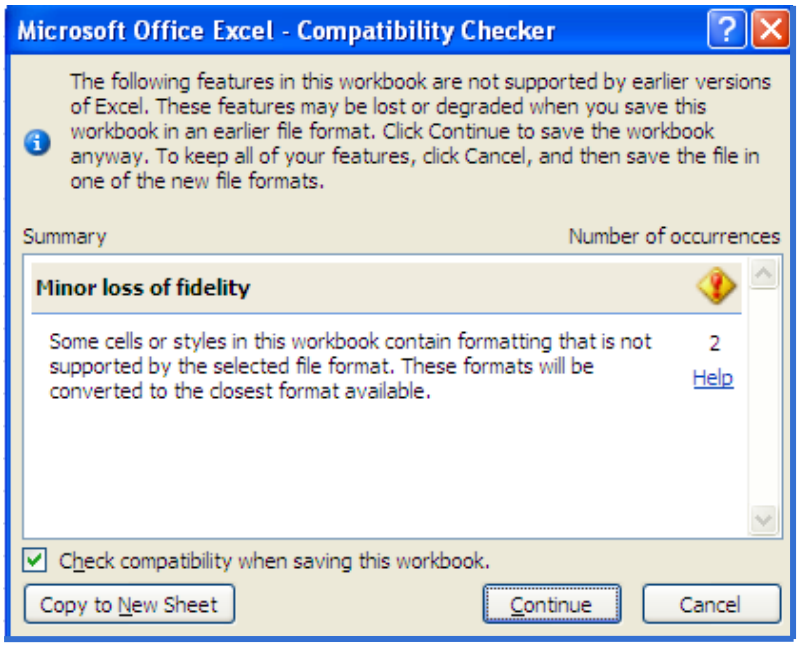
To **Save** the spreadsheet: Click Microsoft button in top left corner



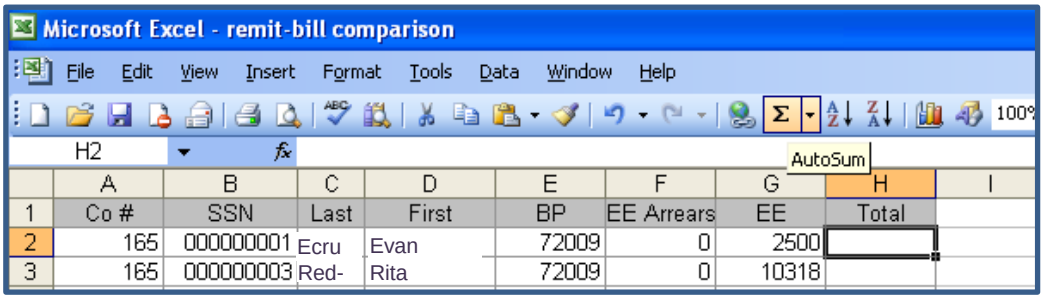
When Save As box opens, click in File name, “name” the export, then click **Save**.



Take the check mark out of “Check compatibility when saving this workbook.” Then click **Continue**.



Your workbook has been saved. (There is no message to verify successful save.) Older versions of Excel will be saved differently.



- Click File and select Save As from the dropdown box or
- Click and select Save As

Compare each individual on the bill to the remittance/payroll deduction file to determine which employees need to be changed, added or rejected on the bill.

For small school boards, QUASI agencies or Health Departments this comparison can easily be done manually.

Larger agencies may wish to export their broker bill and remittance file/deduction register to Excel to make this comparison. See next section for instructions.

Comparing Billed and Remitted Amounts in Excel

In order to compare the amounts, remittance file/payroll deduction register and broker bill must be exported to Excel and saved to a single workbook.

This example uses a *simulated* MUNIS remittance file and a *simulated* broker bill.

QUASI agencies and Health Departments do not use the MUNIS system. Your payroll deduction list or register could have different column headings, but the general idea is the same.

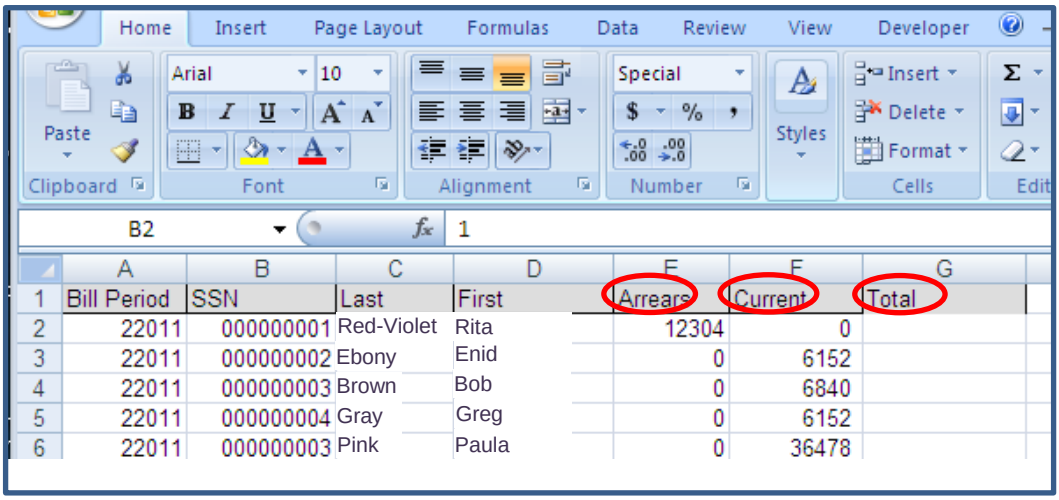
If the steps in the example do not apply to your agency, skip to the next step.

To find differences between remittance/payroll deduction amounts and Proposed Amounts for employees,

1. Convert MUNIS remit file to Excel and save it as an Excel Workbook.

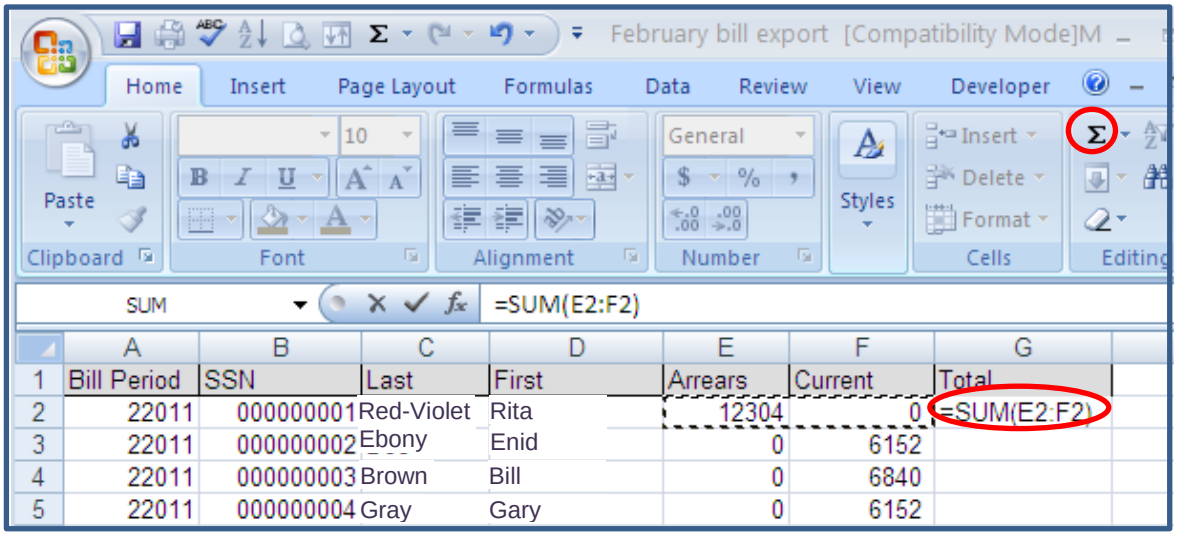
2. On the remit/deduction spreadsheet, add a column in which to total the **Arrears** and **Current** deduction amounts.

3. In the **Total** column, sum the arrears and current deduction amounts, columns E and F in the example, and divide the total by 100 to format as number with 2 decimal places. (In MUNIS, the amounts do not contain decimal places. In non-MUNIS systems, you may not have to divide by 100.)



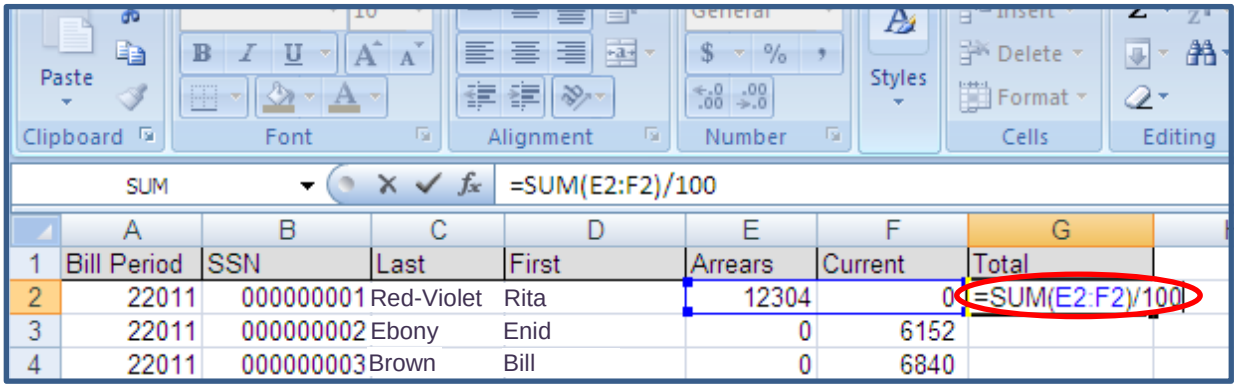
	A	B	C	D	E	F	G
1	Bill Period	SSN	Last	First	Arrears	Current	Total
2	22011	000000001	Red-Violet	Rita	12304	0	
3	22011	000000002	Ebony	Enid	0	6152	
4	22011	000000003	Brown	Bob	0	6840	
5	22011	000000004	Gray	Greg	0	6152	
6	22011	000000003	Pink	Paula	0	36478	

Click in cell G2 and click **AutoSum**. Check to ensure that the correct cell range is selected by the AutoSum formula.

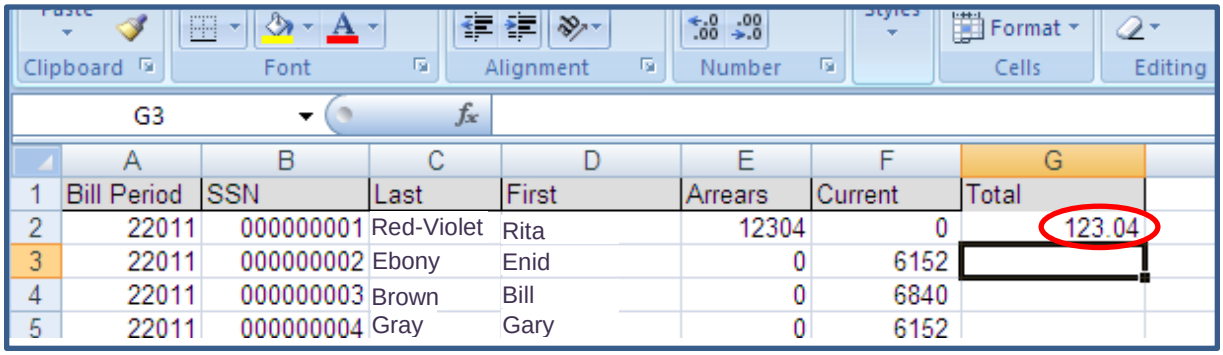


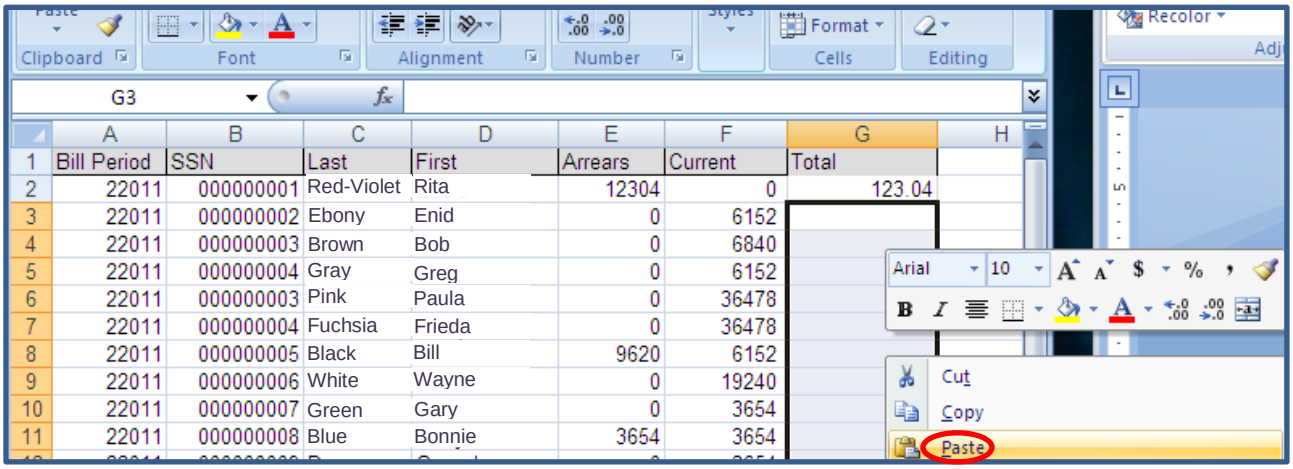
- Your current and arrears deductions may be in different columns. Choose the correct columns on your spreadsheet.

- Click at the end of formula "*=SUM(E2:F2)*" in appropriate cell and type "/100" to add decimal points to the amounts.



Hit Enter.

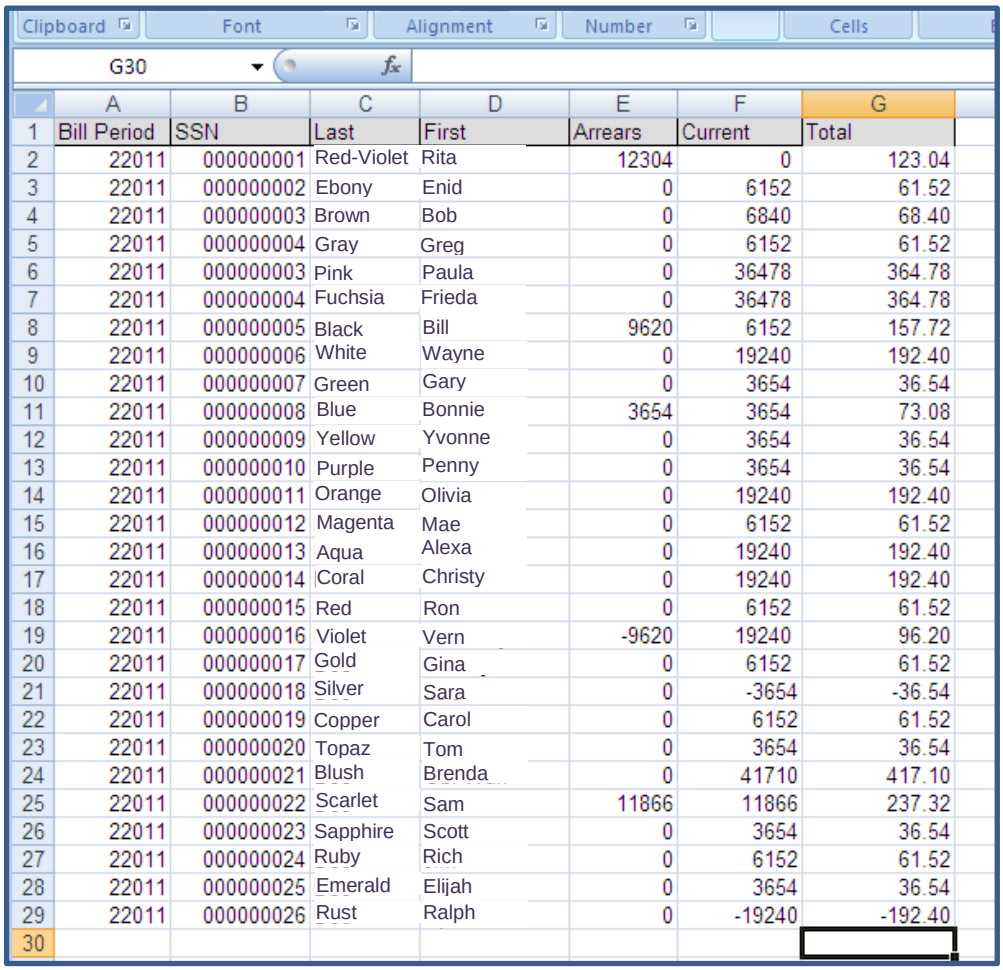




	A	B	C	D	E	F	G	H
1	Bill Period	SSN	Last	First	Arrears	Current	Total	
2	22011	000000001	Red-Violet	Rita	12304	0	123.04	
3	22011	000000002	Ebony	Enid	0	6152		
4	22011	000000003	Brown	Bob	0	6840		
5	22011	000000004	Gray	Greg	0	6152		
6	22011	000000003	Pink	Paula	0	36478		
7	22011	000000004	Fuchsia	Frieda	0	36478		
8	22011	000000005	Black	Bill	9620	6152		
9	22011	000000006	White	Wayne	0	19240		
10	22011	000000007	Green	Gary	0	3654		
11	22011	000000008	Blue	Bonnie	3654	3654		

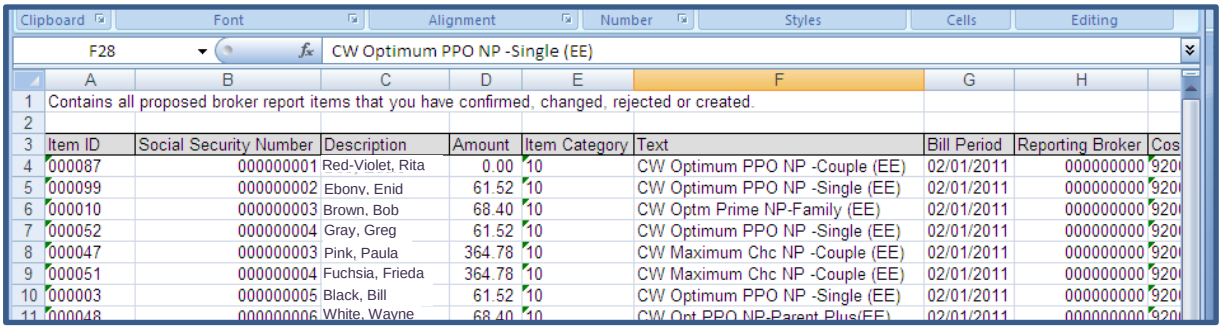
Copy and paste the formula into the remaining cells in column G (or correct column on your spreadsheet). Or drag the formula down to fill all rows.

After Paste:



	A	B	C	D	E	F	G
1	Bill Period	SSN	Last	First	Arrears	Current	Total
2	22011	000000001	Red-Violet	Rita	12304	0	123.04
3	22011	000000002	Ebony	Enid	0	6152	61.52
4	22011	000000003	Brown	Bob	0	6840	68.40
5	22011	000000004	Gray	Greg	0	6152	61.52
6	22011	000000003	Pink	Paula	0	36478	364.78
7	22011	000000004	Fuchsia	Frieda	0	36478	364.78
8	22011	000000005	Black	Bill	9620	6152	157.72
9	22011	000000006	White	Wayne	0	19240	192.40
10	22011	000000007	Green	Gary	0	3654	36.54
11	22011	000000008	Blue	Bonnie	3654	3654	73.08
12	22011	000000009	Yellow	Yvonne	0	3654	36.54
13	22011	000000010	Purple	Penny	0	3654	36.54
14	22011	000000011	Orange	Olivia	0	19240	192.40
15	22011	000000012	Magenta	Mae	0	6152	61.52
16	22011	000000013	Aqua	Alexa	0	19240	192.40
17	22011	000000014	Coral	Christy	0	19240	192.40
18	22011	000000015	Red	Ron	0	6152	61.52
19	22011	000000016	Violet	Vern	-9620	19240	96.20
20	22011	000000017	Gold	Gina	0	6152	61.52
21	22011	000000018	Silver	Sara	0	-3654	-36.54
22	22011	000000019	Copper	Carol	0	6152	61.52
23	22011	000000020	Topaz	Tom	0	3654	36.54
24	22011	000000021	Blush	Brenda	0	41710	417.10
25	22011	000000022	Scarlet	Sam	11866	11866	237.32
26	22011	000000023	Sapphire	Scott	0	3654	36.54
27	22011	000000024	Ruby	Rich	0	6152	61.52
28	22011	000000025	Emerald	Elijah	0	3654	36.54
29	22011	000000026	Rust	Ralph	0	-19240	-192.40
30							

4. Export the broker bill to Excel. (See previous section for instructions on exporting broker bills.)

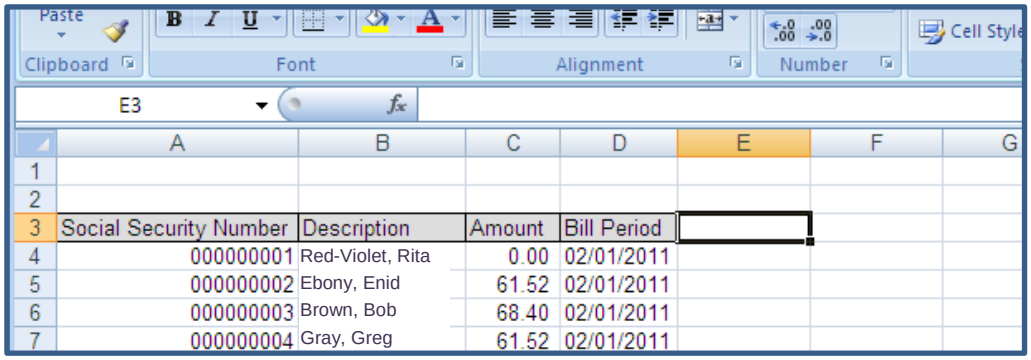


F28 | CW Optimum PPO NP -Single (EE)

Contains all proposed broker report items that you have confirmed, changed, rejected or created.

Item ID	Social Security Number	Description	Amount	Item Category	Text	Bill Period	Reporting Broker	Cos
000087	000000001	Red-Violet, Rita	0.00	10	CW Optimum PPO NP -Couple (EE)	02/01/2011	000000000	920
000099	000000002	Ebony, Enid	61.52	10	CW Optimum PPO NP -Single (EE)	02/01/2011	000000000	920
000010	000000003	Brown, Bob	68.40	10	CW Optm Prime NP-Family (EE)	02/01/2011	000000000	920
000052	000000004	Gray, Greg	61.52	10	CW Optimum PPO NP -Single (EE)	02/01/2011	000000000	920
000047	000000003	Pink, Paula	364.78	10	CW Maximum Chc NP -Couple (EE)	02/01/2011	000000000	920
000051	000000004	Fuchsia, Frieda	364.78	10	CW Maximum Chc NP -Couple (EE)	02/01/2011	000000000	920
000003	000000005	Black, Bill	61.52	10	CW Optimum PPO NP -Single (EE)	02/01/2011	000000000	920
000048	000000006	White, Wayne	68.40	10	CW Opt PPO NP-Parent Plus(EE)	02/01/2011	000000000	920

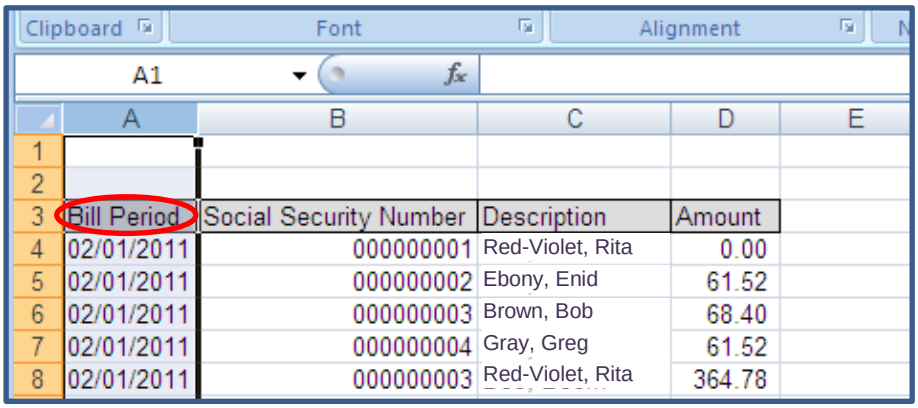
5. Delete any columns that are not needed for the comparison. Item ID, Item Category, Text, Reporting Broker and Cost Center were deleted.



E3

Social Security Number	Description	Amount	Bill Period
000000001	Red-Violet, Rita	0.00	02/01/2011
000000002	Ebony, Enid	61.52	02/01/2011
000000003	Brown, Bob	68.40	02/01/2011
000000004	Gray, Greg	61.52	02/01/2011

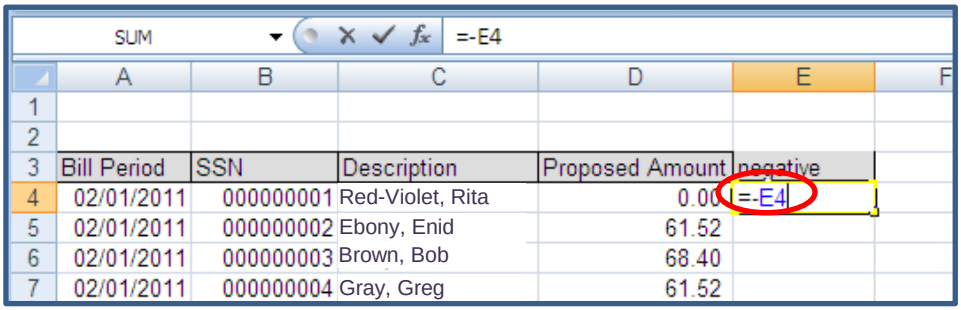
6. Move columns so that corresponding information is in the same columns on both sheets.



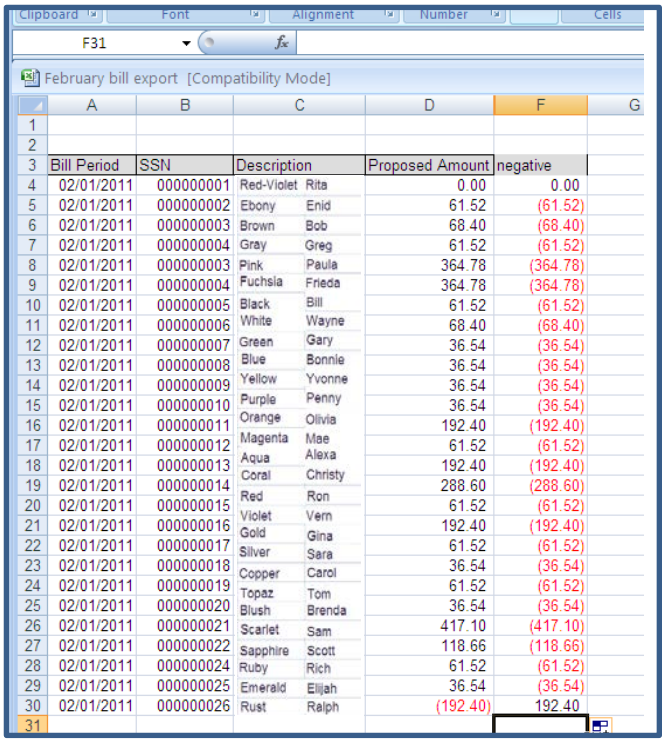
A1

Bill Period	Social Security Number	Description	Amount
02/01/2011	000000001	Red-Violet, Rita	0.00
02/01/2011	000000002	Ebony, Enid	61.52
02/01/2011	000000003	Brown, Bob	68.40
02/01/2011	000000004	Gray, Greg	61.52
02/01/2011	000000003	Red-Violet, Rita	364.78

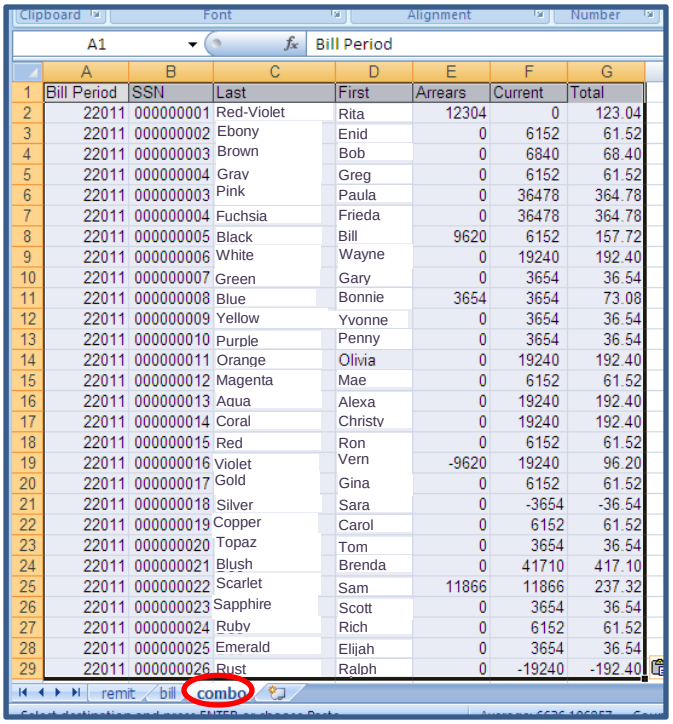
7. Add a column in which to make **Proposed Amounts** negative.
    - In the first cell in “negative” column, type formula: **=-**D4 and hit enter.
    - Again, on your sheet the amounts may be in different columns. Choose the correct cell to make negative.



Zeroes will remain zeroes. This is not an error.Copy the formula and paste it in the other cells in column E or correct column on your sheet.



8. Copy the **remit** and paste it on Combo sheet in the workbook.



Bill Period	SSN	Last	First	Arrears	Current	Total
22011	000000001	Red-Violet	Rita	12304	0	123.04
22011	000000002	Ebony	Enid	0	6152	61.52
22011	000000003	Brown	Bob	0	6840	68.40
22011	000000004	Gray	Greg	0	6152	61.52
22011	000000003	Pink	Paula	0	36478	364.78
22011	000000004	Fuchsia	Frieda	0	36478	364.78
22011	000000005	Black	Bill	9620	6152	157.72
22011	000000006	White	Wayne	0	19240	192.40
22011	000000007	Green	Gary	0	3654	36.54
22011	000000008	Blue	Bonnie	3654	3654	73.08
22011	000000009	Yellow	Yvonne	0	3654	36.54
22011	000000010	Purple	Penny	0	3654	36.54
22011	000000011	Orange	Olivia	0	19240	192.40
22011	000000012	Magenta	Mae	0	6152	61.52
22011	000000013	Aqua	Alexa	0	19240	192.40
22011	000000014	Coral	Christy	0	19240	192.40
22011	000000015	Red	Ron	0	6152	61.52
22011	000000016	Violet	Vern	-9620	19240	96.20
22011	000000017	Gold	Gina	0	6152	61.52
22011	000000018	Silver	Sara	0	-3654	-36.54
22011	000000019	Copper	Carol	0	6152	61.52
22011	000000020	Topaz	Tom	0	3654	36.54
22011	000000021	Blush	Brenda	0	41710	417.10
22011	000000022	Scarlet	Sam	11866	11866	237.32
22011	000000023	Sapphire	Scott	0	3654	36.54
22011	000000024	Ruby	Rich	0	6152	61.52
22011	000000025	Emerald	Elijah	0	3654	36.54
22011	000000026	Rust	Ralph	0	-19240	-192.40

9. Copy the **bill** and paste it under the remit portion on the Combo sheet.

Clipboard | Font | Alignment | Number | Cells

C31 | Doe, Mike

	A	B	C	D	E	F	G
1	Bill Period	SSN	Last	First	Arrears	Current	Total
2	22011	000000001	Ecru	Evan	12304	0	123.04
3	22011	000000002	Red-Violet	Rita	0	6152	61.52
4	22011	000000003	Ebony	Enid	0	6840	68.40
5	22011	000000004	Brown	Bob	0	6152	61.52
6	22011	000000003	Ebony	Enid	0	36478	364.78
7	22011	000000004	Brown	Bob	0	36478	364.78
8	22011	000000005	Gray	Greg	9620	6152	157.72
9	22011	000000006	Pink	Paula	0	19240	192.40
10	22011	000000007	Fuchsia	Frieda	0	3654	36.54
11	22011	000000008	Black	Bill	3654	3654	73.08
12	22011	000000009	White	Wayne	0	3654	36.54
13	22011	000000010	Green	Gary	0	3654	36.54
14	22011	000000011	Blue	Bonnie	0	19240	192.40
15	22011	000000012	Yellow	Yvonne	0	6152	61.52
16	22011	000000013	Purple	Penny	0	19240	192.40
17	22011	000000014	Orange	Olivia	0	19240	192.40
18	22011	000000015	Magenta	Mae	0	6152	61.52
19	22011	000000016	Aqua	Alexa	-9620	19240	96.20
20	22011	000000017	Coral	Christy	0	6152	61.52
21	22011	000000018	Red	Ron	0	-3654	-36.54
22	22011	000000019	Violet	Vern	0	6152	61.52
23	22011	000000020	Gold	Gina	0	3654	36.54
24	22011	000000021	Silver	Sara	0	41710	417.10
25	22011	000000022	Copper	Carol	11866	11866	237.32
26	22011	000000023	Topaz	Tom	0	3654	36.54
27	22011	000000024	Blush	Brenda	0	6152	61.52
28	22011	000000025	Scarlet	Sam	0	3654	36.54
29	22011	000000026	Sapphire	Scott	0	-19240	-192.40
30	02/01/2011	000000001	Ecru, Evan	0.00	0.00		
31	02/01/2011	000000002	Red-Violet, Rita	61.52	(61.52)		
32	02/01/2011	000000003	Ebony, Enid	68.40	(68.40)		
33	02/01/2011	000000004	Brown, Bob	61.52	(61.52)		
34	02/01/2011	000000003	Ebony, Enid	364.78	(364.78)		
35	02/01/2011	000000004	Brown, Bob	364.78	(364.78)		
36	02/01/2011	000000005	Gray, Greg	61.52	(61.52)		
37	02/01/2011	000000006	Pink, Paula	68.40	(68.40)		
38	02/01/2011	000000007	Fuchsia, Frieda	36.54	(36.54)		
39	02/01/2011	000000008	Black, Bill	36.54	(36.54)		
40	02/01/2011	000000009	White, Wayne	36.54	(36.54)		
41	02/01/2011	000000010	Green, Gary	36.54	(36.54)		
42	02/01/2011	000000011	Blue, Bonnie	192.40	(192.40)		
43	02/01/2011	000000012	Yellow, Yvonne	61.52	(61.52)		
44	02/01/2011	000000013	Purple, Penny	192.40	(192.40)		
45	02/01/2011	000000014	Orange, Olivia	288.60	(288.60)		
46	02/01/2011	000000015	Magenta, Mae	61.52	(61.52)		
47	02/01/2011	000000016	Red-Violet, Rita	192.40	(192.40)		
48	02/01/2011	000000017	Red-Violet, Rita	61.52	(61.52)		

remit | bill | combo

10. The amounts on the remit will have to be cut and pasted so they are in the <u>same</u> column as totals for the remit.

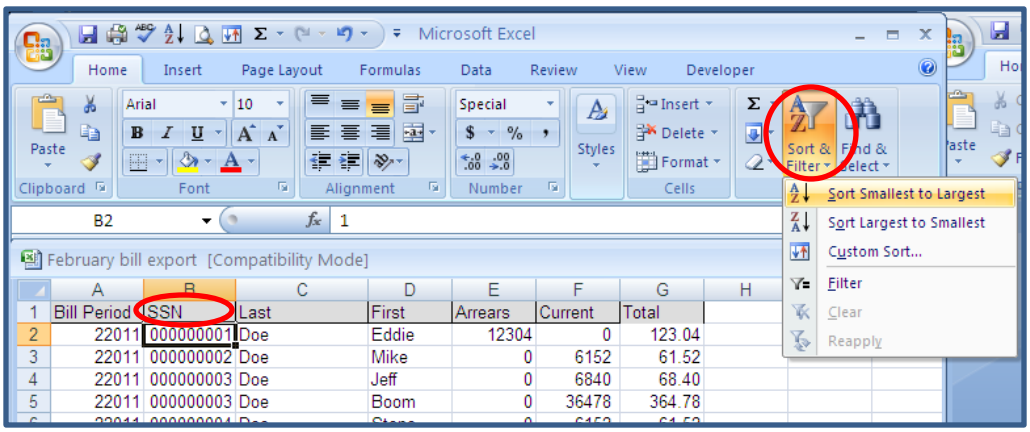
Clipboard | Font | Alignment | Number | Cells

C31 — Doe, Mike

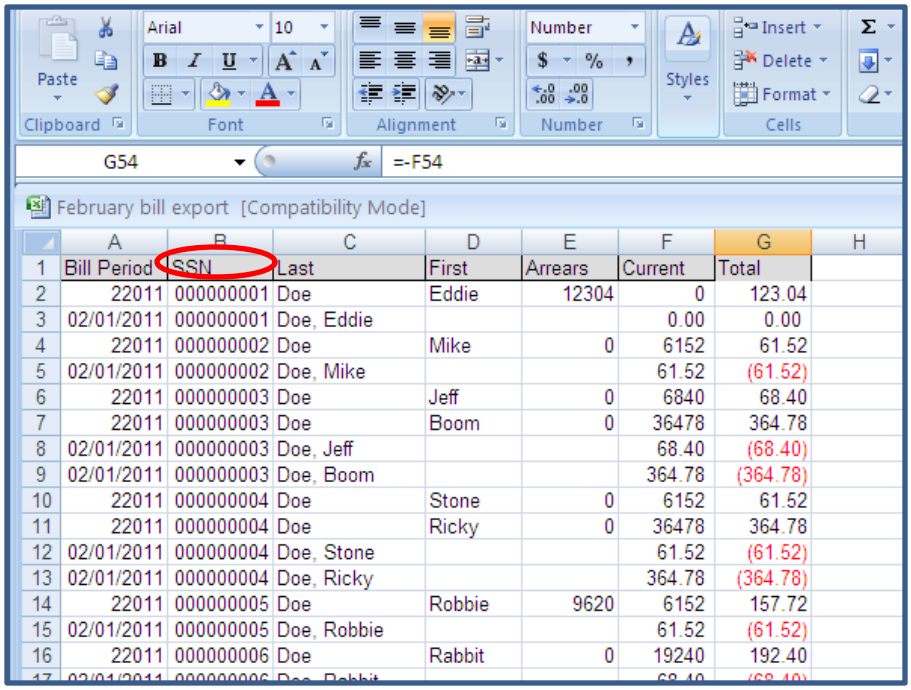
	A	B	C	D	E	F	G
1	Bill Period	SSN	Last	First	Arrears	Current	Total
2	22011	000000001	Ecru	Evan	12304	0	123.04
3	22011	000000002	Red-Violet	Rita	0	6152	61.52
4	22011	000000003	Ebony	Enid	0	6840	68.40
5	22011	000000004	Brown	Bob	0	6152	61.52
6	22011	000000003	Ebony	Enid	0	36478	364.78
7	22011	000000004	Brown	Bob	0	36478	364.78
8	22011	000000005	Gray	Greg	9620	6152	157.72
9	22011	000000006	Pink	Paula	0	19240	192.40
10	22011	000000007	Fuchsia	Frieda	0	3654	36.54
11	22011	000000008	Black	Bill	3654	3654	73.08
12	22011	000000009	White	Wayne	0	3654	36.54
13	22011	000000010	Green	Gary	0	3654	36.54
14	22011	000000011	Blue	Bonnie	0	19240	192.40
15	22011	000000012	Yellow	Yvonne	0	6152	61.52
16	22011	000000013	Purple	Penny	0	19240	192.40
17	22011	000000014	Orange	Olivia	0	19240	192.40
18	22011	000000015	Magenta	Mae	0	6152	61.52
19	22011	000000016	Aqua	Alexa	-9620	19240	96.20
20	22011	000000017	Coral	Christy	0	6152	61.52
21	22011	000000018	Red	Ron	0	-3654	-36.54
22	22011	000000019	Violet	Vern	0	6152	61.52
23	22011	000000020	Gold	Gina	0	3654	36.54
24	22011	000000021	Silver	Sara	0	41710	417.10
25	22011	000000022	Copper	Carol	11866	11866	237.32
26	22011	000000023	Topaz	Tom	0	3654	36.54
27	22011	000000024	Blush	Brenda	0	6152	61.52
28	22011	000000025	Scarlet	Sam	0	3654	36.54
29	22011	000000026	Sapphire	Scott	0	19240	-192.40
30	02/01/2011	000000001	Ecru, Evan			0.00	0.00
31	02/01/2011	000000002	Red-Violet, Rita			61.52	(61.52)
32	02/01/2011	000000003	Ebony, Enid			68.40	(68.40)
33	02/01/2011	000000004	Brown, Bob			61.52	(61.52)
34	02/01/2011	000000003	Ebony, Enid			364.78	(364.78)
35	02/01/2011	000000004	Brown, Bob			364.78	(364.78)
36	02/01/2011	000000005	Gray, Greg			61.52	(61.52)
37	02/01/2011	000000006	Pink, Paula			68.40	(68.40)
38	02/01/2011	000000007	Fuchsia, Frieda			36.54	(36.54)
39	02/01/2011	000000008	Black, Bill			36.54	(36.54)
40	02/01/2011	000000009	White, Wayne			36.54	(36.54)
41	02/01/2011	000000010	Green, Gary			36.54	(36.54)
42	02/01/2011	000000011	Blue, Bonnie			192.40	(192.40)
43	02/01/2011	000000012	Yellow, Yvonne			61.52	(61.52)
44	02/01/2011	000000013	Purple, Penny			192.40	(192.40)
45	02/01/2011	000000014	Orange, Olivia			288.60	(288.60)
46	02/01/2011	000000015	Magenta, Mae			61.52	(61.52)
47	02/01/2011	000000016	Red-Violet, Rita			192.40	(192.40)
48	02/01/2011	000000017	Red-Violet, Rita			61.52	(61.52)

remit | bill | combo

11. **Sort by SSN,** because 2 or more employees may have the same name, *always sort by SSN.*
    - To sort by SSN
        - Click in SSN column
        - Click Sort & Filter
        - Click Sort smallest to Largest

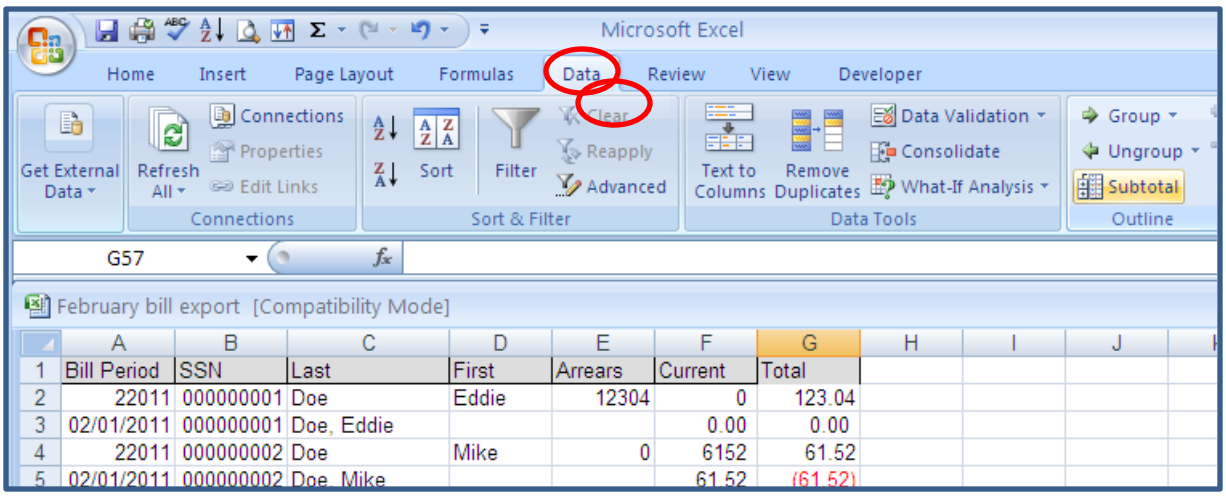


The entries are now in order by SSN.

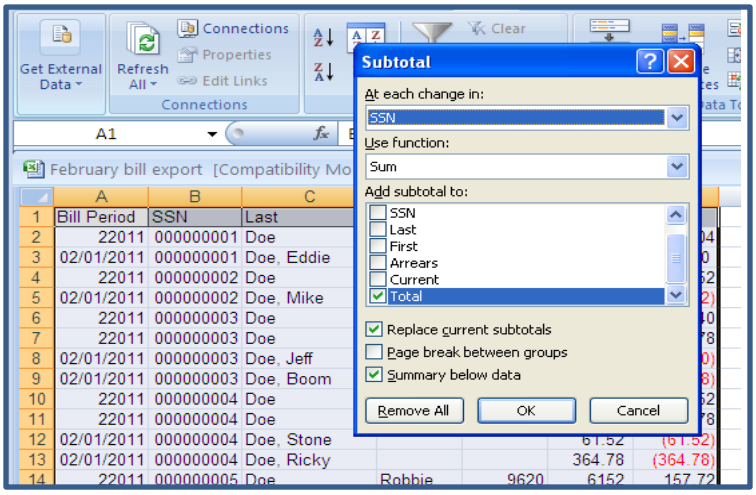


12. To obtain **Subtotals**:

- Click Data tab

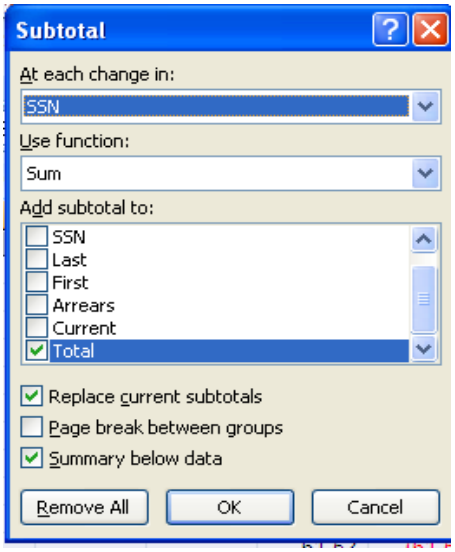


- Click Subtotal to open dialog box



In subtotal dialog box select:

- At each change in: **SSN**.
- Use Function: **Sum**.
- Add subtotals to: **Total**
- ”Replace current subtotals” and “Summary below data” should be checked.
- Click **OK**



Remit amounts and bill amounts for each employee are now grouped by SSN and totaled to find differences.

13. Collapse to show only subtotals.
    - Click 2 to collapse

G57

February bill export [Compatibility Mode]

	A	B	C	D	E	F	G
1	Bill Period	SSN	Last	First	Arrears	Current	Total
2	22011	000000001	Doe	Eddie	12304	0	123.04
3	02/01/2011	000000001	Doe, Eddie			0.00	0.00
4		**000000001 Total**					123.04
5	22011	000000002	Doe	Mike	0	6152	61.52
6	02/01/2011	000000002	Doe, Mike			61.52	(61.52)
7		**000000002 Total**					0.00
8	22011	000000003	Doe	Jeff	0	6840	68.40
9	22011	000000003	Doe	Boom	0	36478	364.78
10	02/01/2011	000000003	Doe, Jeff			68.40	(68.40)
11	02/01/2011	000000003	Doe, Boom			364.78	(364.78)
12		**000000003 Total**					0.00

February bill export [Compatibility Mode]

	A	B	C	D	E	F	G
1	Bill Period	SSN	Last	First	Arrears	Current	Total
4		**000000001 Total**					123.04
7		**000000002 Total**					0.00
12		**000000003 Total**					0.00
17		**000000004 Total**					0.00
20		**000000005 Total**					96.20
23		**000000006 Total**					124.00
26		**000000007 Total**					0.00
29		**000000008 Total**					36.54
32		**000000009 Total**					0.00
35		**000000010 Total**					0.00
38		**000000011 Total**					0.00
41		**000000012 Total**					0.00
44		**000000013 Total**					0.00
47		**000000014 Total**					(96.20)
50		**000000015 Total**					0.00
53		**000000016 Total**					(96.20)
56		**000000017 Total**					0.00
59		**000000018 Total**					(73.08)
62		**000000019 Total**					0.00
65		**000000020 Total**					0.00
68		**000000021 Total**					0.00
71		**000000022 Total**					118.66
73		**000000023 Total**					36.54
76		**000000024 Total**					0.00
79		**000000025 Total**					0.00
82		**000000026 Total**					0.00
83		**Grand Total**					269.50

Employees who have different amounts on the remit/deduction list than the bill will show an amount greater than or less than zero.

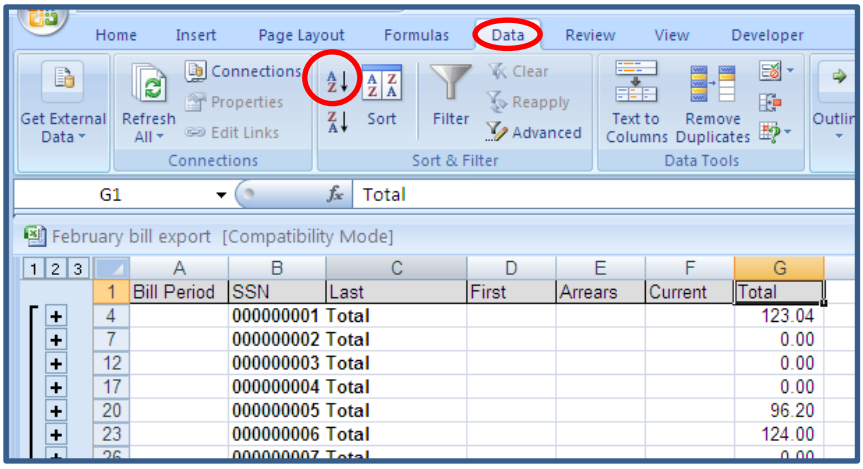
Excel has compared the bill and remit/deduction rows for each individual employee.

- Employees who paid the same amount on the remit/deduction list as on the bill, will show a difference of $0.00 in column G, on the Total line for that employee. Or in the corresponding Total column on your spreadsheet.

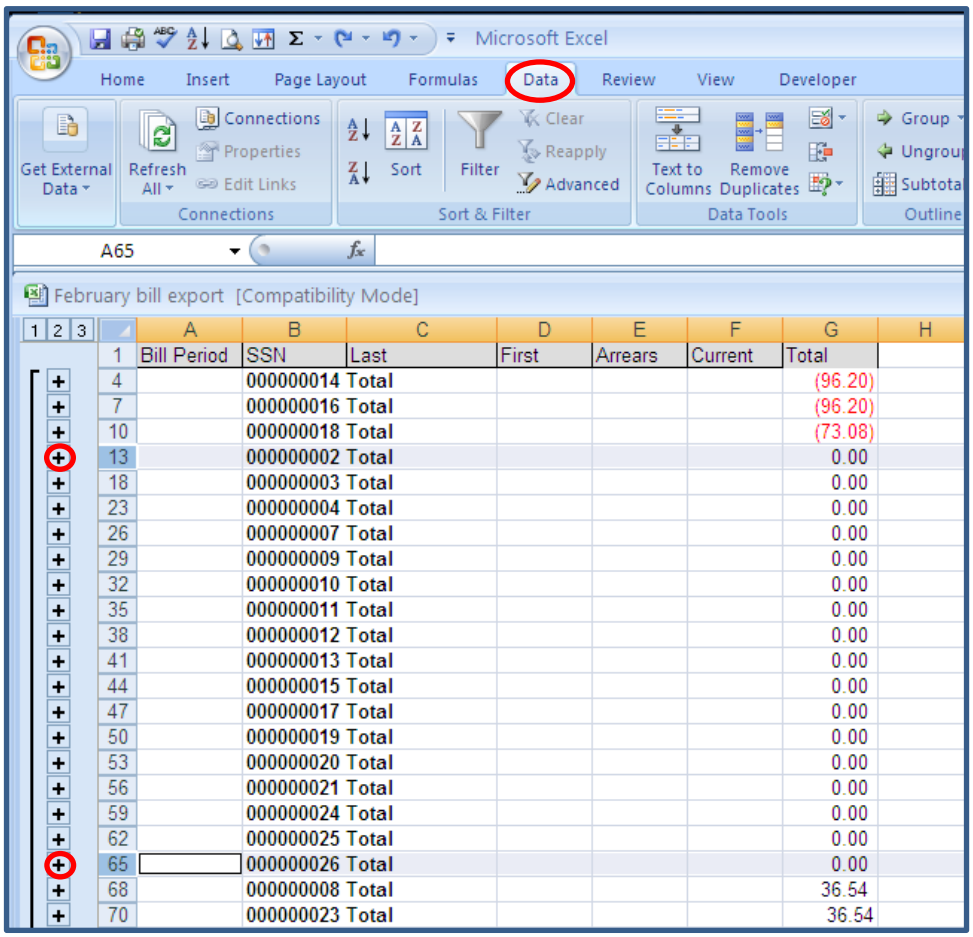
- Employees who paid different amounts on the remit and bill will show the amount of difference on the Total line in column G or the corresponding column on your spreadsheet.

14. To sort the amounts in ascending order, on the Data tab

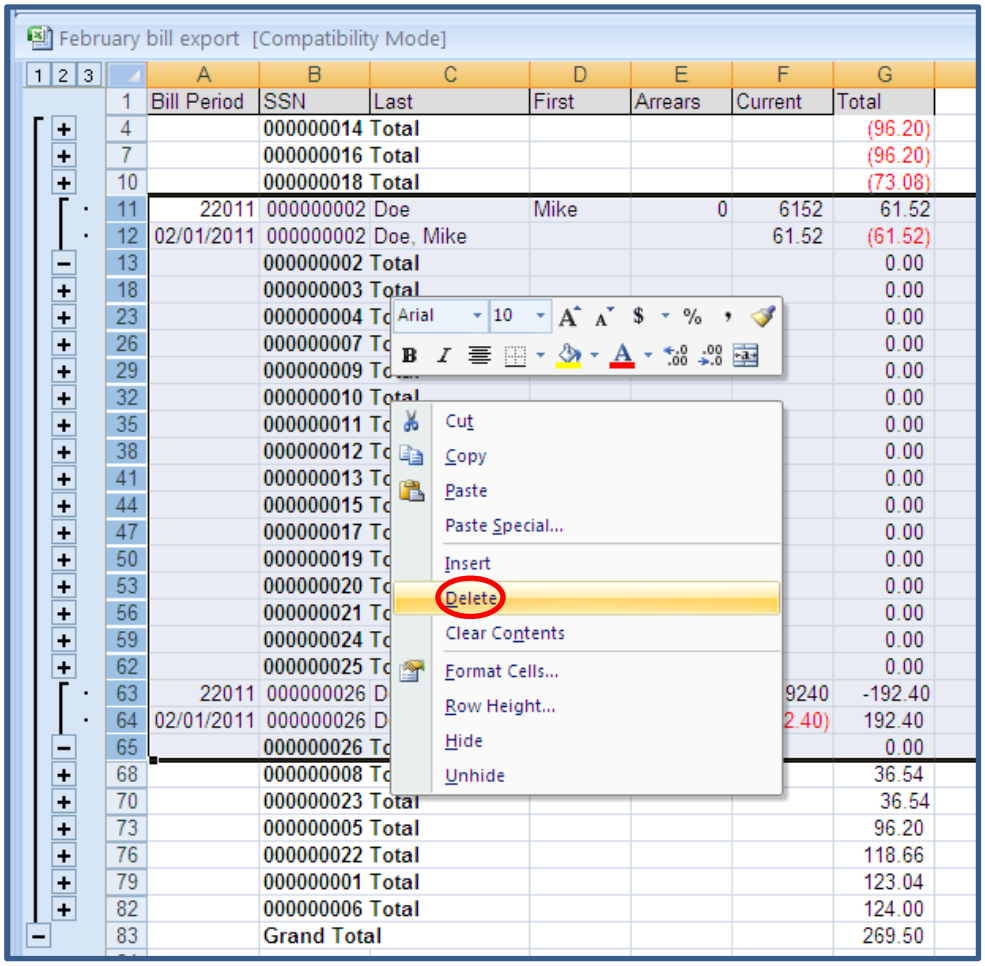
- Click in Total column
- Click A to Z sort button



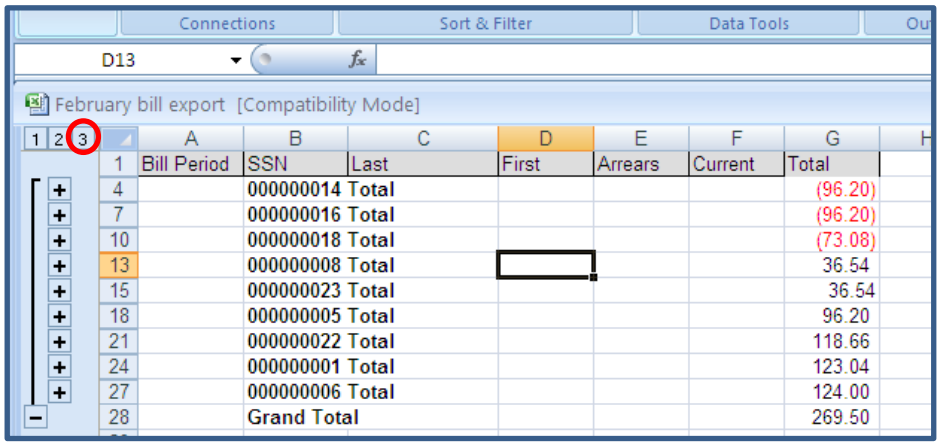
The amounts are now in ascending order. (Click the + sign for each row to expand 1st line with $0.00 difference. Do the same with the last line that has a $0.00 difference.)



15. Delete all entries that have no difference. (Highlight all lines to be deleted, right click, then click Delete.)



Only the entries with differences are left. Click 3 to expand all.



Expanded view:

February bill export [Compatibility Mode]

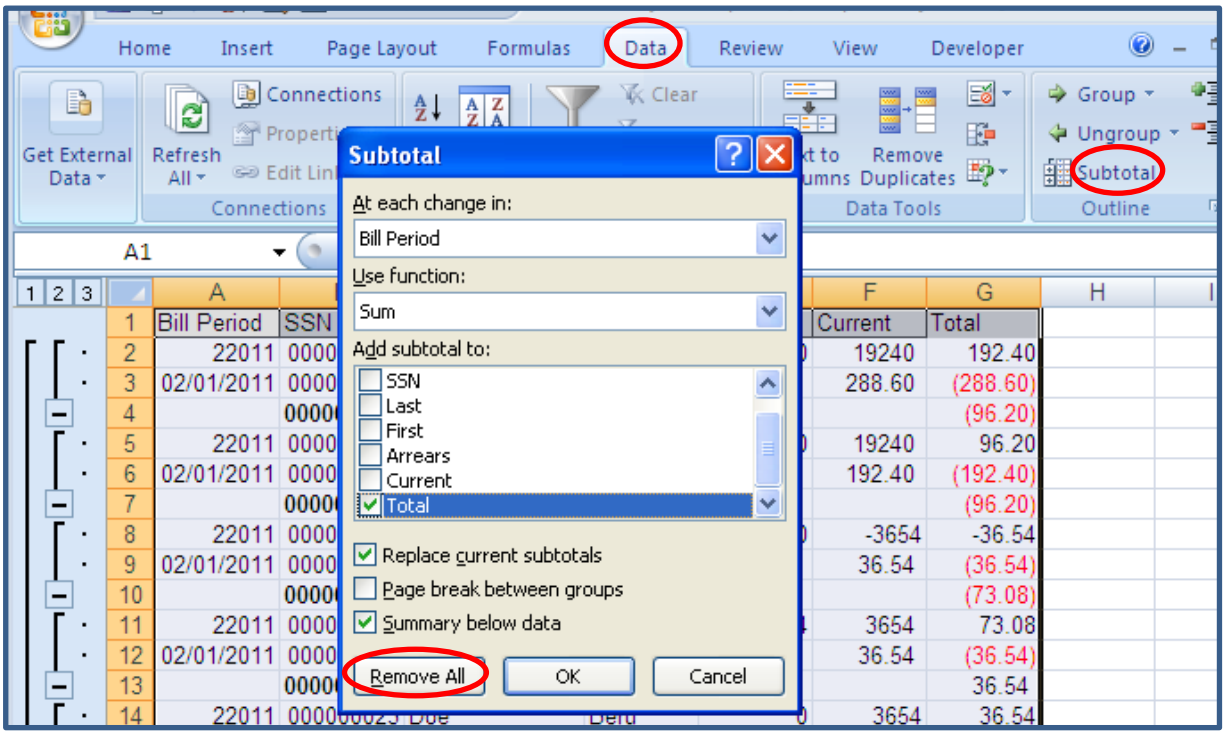
	A	B	C	D	E	F	G	H
1	Bill Period	SSN	Last	First	Arrears	Current	Total	
2	22011	000000014	Doe	Robertine	0	19240	192.40	
3	02/01/2011	000000014	Doe, Robertine			288.60	(288.60)	
4		**000000014 Total**					(96.20)	
5	22011	000000016	Doe	Harmony	-9620	19240	96.20	
6	02/01/2011	000000016	Doe, Harmony			192.40	(192.40)	
7		**000000016 Total**					(96.20)	
8	22011	000000018	Doe	Leia	0	-3654	-36.54	
9	02/01/2011	000000018	Doe, Leia			36.54	(36.54)	
10		**000000018 Total**					(73.08)	
11	22011	000000008	Doe	Harrylee	3654	3654	73.08	
12	02/01/2011	000000008	Doe, Harrylee			36.54	(36.54)	
13		**000000008 Total**					36.54	
14	A 011	000000023	Doe	Beru	0	3654	36.54	
15		**000000023 Total**					36.54	
16	22011	000000005	Doe	Robbie	9620	6152	157.72	
17	02/01/2011	000000005	Doe, Robbie			61.52	(61.52)	
18		**000000005 Total**					96.20	
19	22011	000000022	Doe	Owen	11866	11866	237.32	
20	02/01/2011	000000022	Doe, Owen			118.66	(118.66)	
21		**000000022 Total**					118.66	
22	22011	000000001	Doe	Eddie	12304	0	123.04	
23	02/01/2011	000000001	Doe, Eddie			0.00	0.00	
24		**000000001 Total**					123.04	
25	22011	000000006	Doe	Rabbit	0	19240	192.40	
26	02/01/2011	000000006	Doe, Rabbit			68.40	(68.40)	
27		**000000006 Total**					124.00	
28		**Grand Total**					269.50	

A. One employee who has a payment on the remit/deduction list is not listed on the broker bill. That employee will need to be added to the bill.

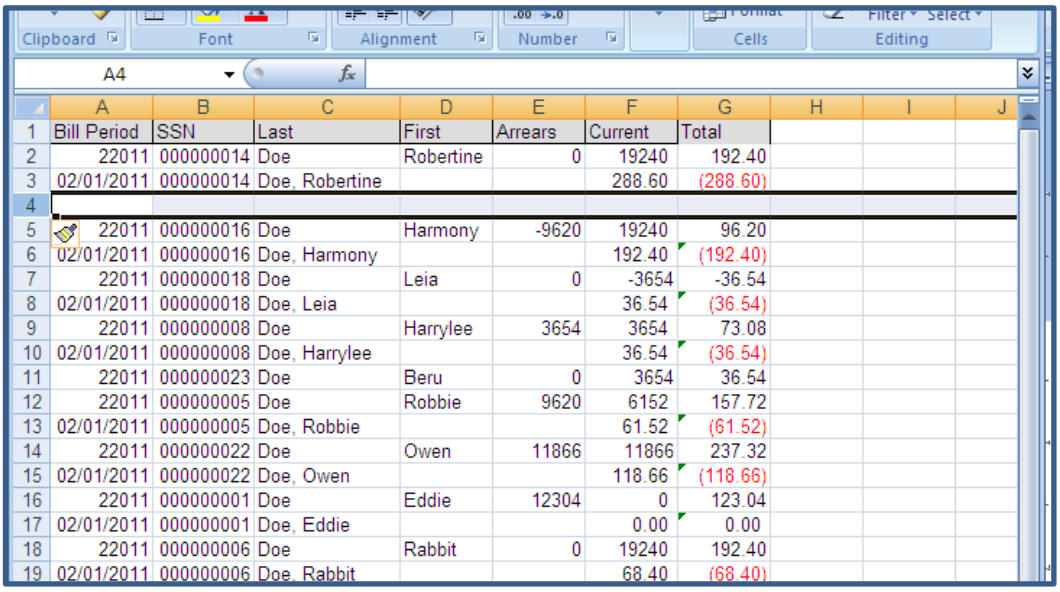
B. There are no employees listed on the broker bill who are not paying on the remit/deduction list. No rejections will be necessary.

There are 8 employees who are paying a different amount than was proposed on the bill. Those employees will need to be changed on the bill.

16. If you wish to remove the subtotals and see only remit/deduction and bill rows,
    - On Data tab
    - Click Subtotal to open dialog box
    - Click Remove All button

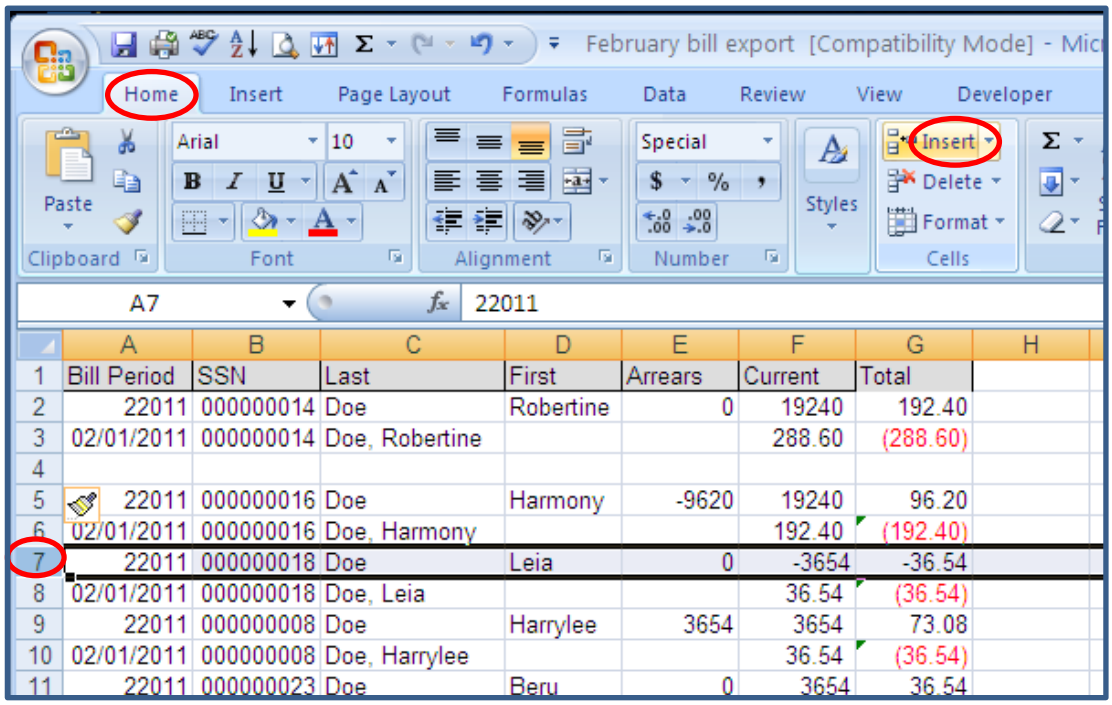


17. You may wish to insert lines between each employee to make the sheet easier to read.



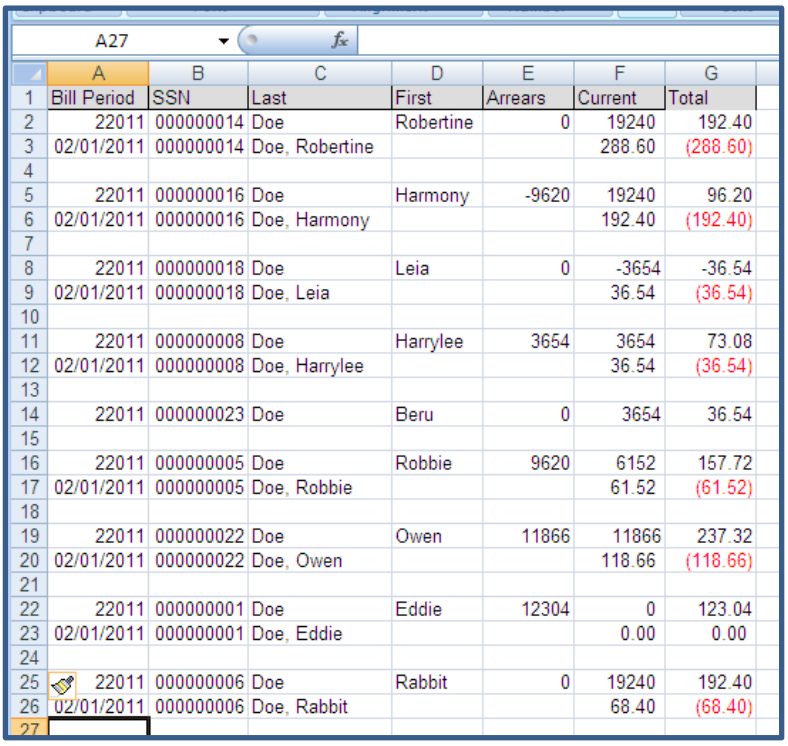
	A	B	C	D	E	F	G
1	Bill Period	SSN	Last	First	Arrears	Current	Total
2	22011	000000014	Doe	Robertine	0	19240	192.40
3	02/01/2011	000000014	Doe, Robertine			288.60	(288.60)
4							
5	22011	000000016	Doe	Harmony	-9620	19240	96.20
6	02/01/2011	000000016	Doe, Harmony			192.40	(192.40)
7	22011	000000018	Doe	Leia	0	-3654	-36.54
8	02/01/2011	000000018	Doe, Leia			36.54	(36.54)
9	22011	000000008	Doe	Harrylee	3654	3654	73.08
10	02/01/2011	000000008	Doe, Harrylee			36.54	(36.54)
11	22011	000000023	Doe	Beru	0	3654	36.54
12	22011	000000005	Doe	Robbie	9620	6152	157.72
13	02/01/2011	000000005	Doe, Robbie			61.52	(61.52)
14	22011	000000022	Doe	Owen	11866	11866	237.32
15	02/01/2011	000000022	Doe, Owen			118.66	(118.66)
16	22011	000000001	Doe	Eddie	12304	0	123.04
17	02/01/2011	000000001	Doe, Eddie			0.00	0.00
18	22011	000000006	Doe	Rabbit	0	19240	192.40
19	02/01/2011	000000006	Doe, Rabbit			68.40	(68.40)

- To insert rows between employees,
  - On the Home tab
  - Highlight line above which you wish to insert a row
  - Click Insert



	A	B	C	D	E	F	G	H
1	Bill Period	SSN	Last	First	Arrears	Current	Total	
2	22011	000000014	Doe	Robertine	0	19240	192.40	
3	02/01/2011	000000014	Doe, Robertine			288.60	(288.60)	
4								
5	22011	000000016	Doe	Harmony	-9620	19240	96.20	
6	02/01/2011	000000016	Doe, Harmony			192.40	(192.40)	
7	22011	000000018	Doe	Leia	0	-3654	-36.54	
8	02/01/2011	000000018	Doe, Leia			36.54	(36.54)	
9	22011	000000008	Doe	Harrylee	3654	3654	73.08	
10	02/01/2011	000000008	Doe, Harrylee			36.54	(36.54)	
11	22011	000000023	Doe	Beru	0	3654	36.54	

18. The bill can now be worked and entries changed to match remit amounts.



	A	B	C	D	E	F	G
1	Bill Period	SSN	Last	First	Arrears	Current	Total
2	22011	000000014	Doe	Robertine	0	19240	192.40
3	02/01/2011	000000014	Doe, Robertine			288.60	(288.60)
4							
5	22011	000000016	Doe	Harmony	-9620	19240	96.20
6	02/01/2011	000000016	Doe, Harmony			192.40	(192.40)
7							
8	22011	000000018	Doe	Leia	0	-3654	-36.54
9	02/01/2011	000000018	Doe, Leia			36.54	(36.54)
10							
11	22011	000000008	Doe	Harrylee	3654	3654	73.08
12	02/01/2011	000000008	Doe, Harrylee			36.54	(36.54)
13							
14	22011	000000023	Doe	Beru	0	3654	36.54
15							
16	22011	000000005	Doe	Robbie	9620	6152	157.72
17	02/01/2011	000000005	Doe, Robbie			61.52	(61.52)
18							
19	22011	000000022	Doe	Owen	11866	11866	237.32
20	02/01/2011	000000022	Doe, Owen			118.66	(118.66)
21							
22	22011	000000001	Doe	Eddie	12304	0	123.04
23	02/01/2011	000000001	Doe, Eddie			0.00	0.00
24							
25	22011	000000006	Doe	Rabbit	0	19240	192.40
26	02/01/2011	000000006	Doe, Rabbit			68.40	(68.40)
27							

Commonly Used KHRIS Codes

KHRIS Agency Codes:

DEI LEGACY NUMBER	KGLI LEGACY NUMBER	LOCATION NAME	SAP ORG UNIT NUMBER	DEI POINT OF CONTACT	COST CENTER	AGENCY BUSINESS PARTNER
00001	0000100	Adair County Board of Education	10006001	MADONA	9200100001	800000000
00005	0000500	Allen County Board of Education	10006002	MADONA	9200100005	800000001
00006	0000600	Anchorage Independent	10006003	MADONA	9200100006	800000002
00011	0001100	Anderson County Board of Education	10006004	MADONA	9200100011	800000003
00012	0001200	Ashland Independent	10006005	MADONA	9200100012	800000004
00013	0001300	Augusta Independent	10006006	MADONA	9200100013	800000005
00015	0001500	Ballard County Board of Education	10006007	MADONA	9200100015	800000006
00016	0001600	Barbourville Independent	10006008	MADONA	9200100016	800000007
00017	0001700	Bardstown Independent	10006009	MADONA	9200100017	800000008
00021	0002100	Barren County Board of Education	10006010	ANNETTE	9200100021	800000009
00025	0002500	Bath County Board of Education	10006011	ANNETTE	9200100025	800000010
00026	0002600	Beechwood Independent	10006012	ANNETTE	9200100026	800000011
00031	0003100	Bell County Board of Education	10006013	ANNETTE	9200100031	800000012
00032	0003200	Bellevue Independent	10006014	ANNETTE	9200100032	800000013
00034	0003400	Berea Independent	10006015	ANNETTE	9200100034	800000014
00035	0003500	Boone County Board of Education	10006016	ANNETTE	9200100035	800000015
00041	0004100	Bourbon County Board of Education	10006017	ANNETTE	9200100041	800000016
00042	0004200	Bowling Green Independent	10006018	ANNETTE	9200100042	800000017
00045	0004500	Boyd County Board of Education	10006019	ANNETTE	9200100045	800000018
00051	0005100	Boyle County Board of Education	10006020	ANNETTE	9200100051	800000019
00055	0005500	Bracken County Board of Education	10006021	ANNETTE	9200100055	800000020
00061	0006100	Breathitt County Board of Education	10006022	ANNETTE	9200100061	800000021
00065	0006500	Breckinridge County Board of Education	10006023	ANNETTE	9200100065	800000022
00071	0007100	Bullitt County Board of Education	10006024	ANNETTE	9200100071	800000023
00072	0007200	Burgin Independent	10006025	ANNETTE	9200100072	800000024
00075	0007500	Butler County Board of Education	10006026	MICHELLE	9200100075	800000025
00081	0008100	Caldwell County Board of Education	10006027	MICHELLE	9200100081	800000026
00085	0008500	Calloway County Board of Education	10006028	MICHELLE	9200100085	800000027
00091	0009100	Campbell County Board of Education	10006029	MICHELLE	9200100091	800000028
00092	0009200	Campbellsville Independent	10006030	MICHELLE	9200100092	800000029
00095	0009500	Carlisle County Board of Education	10006031	MICHELLE	9200100095	800000030
00101	0010100	Carroll County Board of Education	10006032	MICHELLE	9200100101	800000031
00105	0010500	Carter County Board of Education	10006033	MICHELLE	9200100105	800000032
00111	0011100	Casey County Board of Education	10006034	MICHELLE	9200100111	800000033
00113	0011300	Caverna Independent	10006035	MICHELLE	9200100113	800000034
00115	0011500	Christian County Board of Education	10006036	SARA J	9200100115	800000035

DEI LEGACY NUMBER	KGLI LEGACY NUMBER	LOCATION NAME	SAP ORG UNIT NUMBER	DEI POINT OF CONTACT	COST CENTER	AGENCY BUSINESS PARTNER
00121	0012100	Clark County Board of Education	10006037	SARA J	9200100121	800000036
00125	0012500	Clay County Board of Education	10006038	SARA J	9200100125	800000037
00131	0013100	Clinton County Board of Education	10006039	SARA J	9200100131	800000038
00132	0013200	Cloverport Independent	10006040	SARA J	9200100132	800000039
00133	0013300	Corbin Independent	10006041	SARA J	9200100133	800000040
00134	0013400	Covington Independent	10006042	SARA J	9200100134	800000041
00135	0013500	Crittenden County Board of Education	10006043	SARA J	9200100135	800000042
00141	0014100	Cumberland County Board of Education	10006044	SARA J	9200100141	800000043
00143	00014300	Danville Independent	10006045	SONIA	9200100143	800000044
00145	0014500	Daviess County Board of Education	10006046	MADONA	9200100145	800000045
00146	0014600	Dawson Springs Independent	10006047	ANNETTE	9200100146	800000046
00147	0014700	Dayton Independent	10006048	ANNETTE	9200100147	800000047
00149	0014900	East Bernstadt Independent	10006049	ANNETTE	9200100149	800000048
00151	0015100	Edmonson County Board of Education	10006050	ANNETTE	9200100151	800000049
00152	0015200	Elizabethtown Independent	10006051	ANNETTE	9200100152	800000050
00155	0015500	Elliott County Board of Education	10006052	GINA	9200100155	800000051
00156	0015600	Eminence Independent	10006053	GINA	9200100156	800000052
00157	0015700	Erlanger Independent	10006054	GINA	9200100157	800000053
00161	0016100	Estill County Board of Education	10006055	GINA	9200100161	800000054
00162	0016200	Fairview Independent	10006056	GINA	9200100162	800000055
00165	0016500	Fayette County Board of Education	10006057	IRMA	9200100165	800000056
00171	0017100	Fleming County Board of Education	10006058	GINA	9200100171	800000057
00175	0017500	Floyd County Board of Education	10006059	GINA	9200100175	800000058
00176	0017600	Fort Thomas Independent	10006060	GINA	9200100176	800000059
00177	0017700	Frankfort Independent	10006061	GINA	9200100177	800000060
00181	0018100	Franklin County Board of Education	10006062	GINA	9200100181	800000061
00185	0018500	Fulton County Board of Education	10006063	GINA	9200100185	800000062
00186	0018600	Fulton Independent	10006064	MICHELLE	9200100186	800000063
00191	0019100	Gallatin County Board of Education	10006065	MICHELLE	9200100191	800000064
00195	0019500	Garrard County Board of Education	10006066	MICHELLE	9200100195	800000065
00197	0019700	Glasgow Independent	10006067	GINA	9200100197	800000066
00201	0020100	Grant County Board of Education	10006068	MICHELLE	9200100201	800000067
00205	0020500	Graves County Board of Education	10006069	MICHELLE	9200100205	800000068
00211	0021100	Grayson County Board of Education	10006070	MICHELLE	9200100211	800000069
00215	0021500	Green County Board of Education	10006071	GINA	9200100215	800000070
00221	0022100	Greenup County Board of Education	10006072	GINA	9200100221	800000071
00225	0022500	Hancock County Board of Education	10006073	GINA	9200100225	800000072
00231	0023100	Hardin County Board of Education	10006074	ANNETTE	9200100231	800000073
00235	0023500	Harlan County Board of Education	10006075	GINA	9200100235	800000074
00236	0023600	Harlan independent	10006076	GINA	9200100236	800000075
00241	0024100	Harrison County Board of Education	10006077	GINA	9200100241	800000076

DEI LEGACY NUMBER	KGLI LEGACY NUMBER	LOCATION NAME	SAP ORG UNIT NUMBER	DEI POINT OF CONTACT	COST CENTER	AGENCY BUSINESS PARTNER
00245	0024500	Hart County Board of Education	10006078	GINA	9200100245	800000077
00246	0024600	Hazard Independent	10006079	DEBBIE B	9200100246	800000078
00251	0025100	Henderson County Board of Education	10006080	ANNETTE	9200100251	800000079
00255	0025500	Henry County Board of Education	10006081	DEBBIE B	9200100255	800000080
00261	0026100	Hickman County Board of Education	10006082	DEBBIE B	9200100261	800000081
00265	0026500	Hopkins County Board of Education	10006083	ANNETTE	9200100265	800000082
00271	0027100	Jackson County Board of Education	10006084	SARA J	9200100271	800000083
00272	0027200	Jackson Independent	10006085	DEBBIE B	9200100272	800000084
00275	0027500	Jefferson County Board of Education	10006086	IRMA	9200100275	800000085
00276	0027600	Jenkins Independent	10006087	SONIA	9200100276	800000086
00281	0028100	Jessamine County Board of Education	10006088	GINA	9200100281	800000087
00285	0028500	Johnson County Board of Education	10006089	SONIA	9200100285	800000088
00291	0029100	Kenton County Board of Education	10006090	SARA J	9200100291	800000089
00295	0029500	Knott County Board of Education	10006091	SONIA	9200100295	800000090
00301	0030100	Knox County Board of Education	10006092	SONIA	9200100301	800000091
00305	0030500	Larue County Board of Education	10006093	SONIA	9200100305	800000092
00311	0031100	Laurel County Board of Education	10006094	GINA	9200100311	800000093
00315	0031500	Lawrence County Board of Education	10006095	SONIA	9200100315	800000094
00321	0032100	Lee County Board of Education	10006096	SONIA	9200100321	800000095
00325	0032500	Leslie County Board of Education	10006097	SONIA	9200100325	800000096
00331	0033100	Letcher County Board of Education	10006098	SONIA	9200100331	800000097
00335	0033500	Lewis County Board of Education	10006099	SONIA	9200100335	800000098
00341	0034100	Lincoln County Board of Education	10006100	SONIA	9200100341	800000099
00345	0034500	Livingston County Board of Education	10006101	SONIA	9200100345	800000100
00351	0035100	Logan County Board of Education	10006102	SONIA	9200100351	800000101
00354	0035400	Ludlow Independent	10006103	SONIA	9200100354	800000102
00361	0036100	Lyon County Board of Education	10006104	SONIA	9200100361	800000103
00365	0036500	Madison County Board of Education	10006105	GINA	9200100365	800000104
00371	0037100	Magoffin County Board of Education	10006106	SONIA	9200100371	800000105
00375	0037500	Marion County Board of Education	10006107	SONIA	9200100375	800000106
00381	0038100	Marshall County Board of Education	10006108	SONIA	9200100381	800000107
00385	0038500	Martin County Board of Education	10006109	SONIA	9200100385	800000108
00391	0039100	Mason County Board of Education	10006110	SONIA	9200100391	800000109
00392	0039200	Mayfield Independent	10006111	SONIA	9200100392	800000110
00395	0039500	McCracken County Board of Education	10006112	SONIA	9200100395	800000111
00401	0040100	McCreary County Board of Education	10006113	SONIA	9200100401	800000112
00405	0040500	McLean County Board of Education	10006114	SONIA	9200100405	800000113
00411	0041100	Meade County Board of Education	10006115	SONIA	9200100411	800000114
00415	0041500	Menifee County Board of Education	10006116	SONIA	9200100415	800000115
00421	0042100	Mercer County Board of Education	10006117	SONIA	9200100421	800000116
00425	0042500	Metcalfe County Board of Education	10006118	GINA	9200100425	800000117

DEI LEGACY NUMBER	KGLI LEGACY NUMBER	LOCATION NAME	SAP ORG UNIT NUMBER	DEI POINT OF CONTACT	COST CENTER	AGENCY BUSINESS PARTNER
00426	0042600	Middlesboro Independent	10006119	MADONA	9200100426	800000118
00431	0043100	Monroe County Board of Education	10006120	GINA	9200100431	800000119
00435	0043500	Montgomery County Board of Education	10006121	GINA	9200100435	800000120
00436	0043600	Monticello Independent	10006122	SONIA	9200100436	800000121
00441	0044100	Morgan County Board of Education	10006123	GINA	9200100441	800000122
00445	0044500	Muhlenberg County Board of Education	10006124	GINA	9200100445	800000123
00446	0044600	Murray Independent	10006125	GINA	9200100446	800000124
00451	0045100	Nelson County Board of Education	10006126	GINA	9200100451	800000125
00452	0045200	Newport Independent	10006127	GINA	9200100452	800000126
00455	0045500	Nicholas County Board of Education	10006128	GINA	9200100455	800000127
00461	0046100	Ohio County Board of Education	10006129	GINA	9200100461	800000128
00465	0046500	Oldham County Board of Education	10006130	MADONA	9200100465	800000129
00471	0047100	Owen County Board of Education	10006131	MICHELLE	9200100471	800000130
00472	0047200	Owensboro Independent	10006132	MICHELLE	9200100472	800000131
00475	0047500	Owsley County Board of Education	10006133	MICHELLE	9200100475	800000132
00476	0047600	Paducah Independent	10006134	MICHELLE	9200100476	800000133
00477	0047700	Paintsville Independent	10006135	MICHELLE	9200100477	800000134
00478	0047800	Paris Independent	10006136	MICHELLE	9200100478	800000135
00481	0048100	Pendleton County Board of Education	10006137	MICHELLE	9200100481	800000136
00485	0048500	Perry County Board of Education	10006138	MICHELLE	9200100485	800000137
00491	0049100	Pike County Board of Education	10006139	MICHELLE	9200100491	800000138
00492	0049200	Pikeville Independent	10006140	MICHELLE	9200100492	800000139
00493	0049300	Pineville Independent	10006141	MICHELLE	9200100493	800000140
00495	0049500	Powell County Board of Education	10006142	MICHELLE	9200100495	800000141
00501	0050100	Pulaski County Board of Education	10006144	MICHELLE	9200100501	800000142
00502	0050200	Raceland Independent	10006145	MICHELLE	9200100502	800000143
00505	0050500	Robertson County Board of Education	10006146	MICHELLE	9200100505	800000144
00511	0051100	Rockcastle County Board of Education	10006147	MICHELLE	9200100511	800000145
00515	0051500	Rowan County Board of Education	10006148	MICHELLE	9200100515	800000146
00521	0052100	Russell County Board of Education	10006149	MICHELLE	9200100521	800000147
00522	0052200	Russell Independent	10006150	MICHELLE	9200100522	800000148
00523	0052300	Russellville Independent	10006151	MICHELLE	9200100523	800000149
00524	0052400	Science Hill Independent	10006152	MICHELLE	9200100524	800000150
00525	0052500	Scott County Board of Education	10006153	MICHELLE	9200100525	800000151
00531	0053100	Shelby County Board of Education	10006154	DEBBIE B	9200100531	800000152
00533	0053300	Silver Grove Independent	10006155	DEBBIE B	9200100533	800000153
00535	0053500	Simpson County Board of Education	10006156	DEBBIE B	9200100535	800000154
00536	0053600	Somerset Independent	10006157	DEBBIE B	9200100536	800000155
00537	0053700	Southgate Independent	10006158	DEBBIE B	9200100537	800000156
00541	0054100	Spencer County Board of Education	10006159	DEBBIE B	9200100541	800000157
00545	0054500	Taylor County Board of Education	10006160	DEBBIE B	9200100545	800000158

DEI LEGACY NUMBER	KGLI LEGACY NUMBER	LOCATION NAME	SAP ORG UNIT NUMBER	DEI POINT OF CONTACT	COST CENTER	AGENCY BUSINESS PARTNER
00551	0055100	Todd County Board of Education	10006161	DEBBIE B	9200100551	800000159
00555	0055500	Trigg County Board of Education	10006162	DEBBIE B	9200100555	800000160
00561	0056100	Trimble County Board of Education	10006163	DEBBIE B	9200100561	800000161
00565	0056500	Union County Board of Education	10006164	DEBBIE B	9200100565	800000162
00567	0056700	Walton-Verona Independent	10006165	DEBBIE B	9200100567	800000163
00571	0057100	Warren County Board of Education	10006166	SARA J	9200100571	800000164
00575	0057500	Washington County Board of Education	10006167	DEBBIE B	9200100575	800000165
00581	0058100	Wayne County Board of Education	10006168	SONIA	9200100581	800000166
00585	0058500	Webster County Board of Education	10006169	DEBBIE B	9200100585	800000167
00586	0058600	West Point Independent	10006170	DEBBIE B	9200100586	800000168
00591	0059100	Whitley County Board of Education	10006171	SARA J	9200100591	800000169
00592	0059200	Williamsburg Independent	10006172	DEBBIE B	9200100592	800000170
00593	0059300	Williamstown Independent	10006173	MICHELLE	9200100593	800000171
00595	0059500	Wolfe County Board of Education	10006174	MICHELLE	9200100595	800000172
00601	0060100	Woodford County Board of Education	10006175	MICHELLE	9200100601	800000173
00616	0061600	Ohio Valley Educational Coop	10006176	MICHELLE	9200100616	800000174
00622	0062200	KY Valley Educational Coop	10006177	MICHELLE	9200100622	800000175
00630	0063000	West KY Educational Coop	10006178	MICHELLE	9200100630	800000176
00700	0070000	KY Educational Develop Coop	10006179	MICHELLE	9200100700	800000177
00701	0070100	Northern KY Coop	10006180	MICHELLE	9200100701	800000178
00703	0070300	Green River Ed Coop	10006181	MICHELLE	9200100703	800000179
00704	0070400	Central KY Educational Coop	10006182	MICHELLE	9200100704	800000180
31100	3110000	Kentucky Retirement Systems (Employees)	10006425	SARA J	9200431100	800000201
39627	3962700	Turnpike Authority	10006242		9200439627	800000253
45470		KY Community & Tech College Sys (KCTCS)	10006426	BETH	9200445470	800000264
70001	1437000	Sanctuary, Inc	10006405	LIFE	9200470001	800000334
70002	1453000	Safe Harbor	10006406	LIFE	9200470002	800000335
70003	1454000	D.O.V.E.S.	10006407	LIFE	9200470003	800000336
70004	1458000	Bluegrass Rape Crisis Center	10006408	LIFE	9200470004	800000337
70005	1459000	Madison County Child Support	10006409	LIFE	9200470005	800000338
70006	1470000	City of Simpsonville	10006410	LIFE	9200470006	800000339
70008	1499914	Washington County Child Support	10006427		9200470008	800000340
70009	1499800	Garrard County Clerk Office	10006413		9200470009	800000341
70018	7001800	Lincoln County Child Support Office	10006438	LIFE	9200470018	800000343
70019	7001900	Anderson Public Library	10007006	MADONA	9200470019	800000611
70020	7002000	Housing Authority of Hopkinsville	10007009	LIFE	9200470020	800000631
70021	7002100	Fayette Co Att, Clerical Div	10007014	LIFE	9200470021	800000661
80000		KY Retirement Systems (KRS Retirees)	10006416	BETH	9200580000	800000344
81000		KCTCRS Retirees	10006417	BETH	9200381000	800000345
82000		Kentucky Department of Education	10006421	IRMA KDE	9200182000	800000346

DEI LEGACY NUMBER	KGLI LEGACY NUMBER	LOCATION NAME	SAP ORG UNIT NUMBER	DEI POINT OF CONTACT	COST CENTER	AGENCY BUSINESS PARTNER
83000		Health Department Central Office	10006422	ANNETTE	9200283000	800000347
85000		KY Teachers Retirement (KTRS Retirees)	10006418	BETH	9200585000	800000348
86000		Judicial Retirement System	10006419	SARA J	9200386000	800000349
87000		Legislative Retirement System	10006420	SARA J	9200387000	800000350
88000	2016000	Board of Bar Examiners	10006237	SARA J	9200488000	800000351
89000	3356000	Teachers Retirement System (Employees)	10006238	SARA J	9200489000	800000352
90002	0100200	Allen County Health Department	10006183	ANNETTE	9200290002	800000353
90003	0100300	Anderson County Health Department	10006184	ANNETTE	9200290003	800000354
90009	0100900	Bourbon County Health Department	10006185	ANNETTE	9200290009	800000355
90011	0101100	Boyle County Health Department	10006186	ANNETTE	9200290011	800000356
90012	0101200	Bracken County Health Department	10006187	ANNETTE	9200290012	800000357
90013	0101300	Breathitt County Health Department	10006188	ANNETTE	9200290013	800000358
90014	0101400	Breckinridge County Health Department	10006189	ANNETTE	9200290014	800000359
90015	0101500	Bullitt County Health Department	10006190	ANNETTE	9200290015	800000360
90024	0102400	Christian County Health Department	10006191	ANNETTE	9200290024	800000361
90025	0102500	Clark County Health Department	10006192	ANNETTE	9200290025	800000362
90033	0103300	Estill County Health Department	10006193	ANNETTE	9200290033	800000363
90035	0103500	Fleming County Health Department	10006194	ANNETTE	9200290035	800000364
90036	0103600	Floyd County Health Department	10006195	ANNETTE	9200290036	800000365
90037	0103700	Franklin County Health Department	10006196	ANNETTE	9200290037	800000366
90040	0104000	Garrard County Health Department	10006197	ANNETTE	9200290040	800000367
90045	0104500	Greenup County Health Department	10006198	ANNETTE	9200290045	800000368
90054	0105400	Hopkins County Health Department	10006199	ANNETTE	9200290054	800000369
90057	0105700	Jessamine County Health Department	10006200	ANNETTE	9200290057	800000370
90058	0105800	Johnson County Health Department	10006201	ANNETTE	9200290058	800000371
90061	0106100	Knox County Health Department	10006202	ANNETTE	9200290061	800000372
90063	0106300	Laurel County Health Department	10006203	ANNETTE	9200290063	800000373
90068	0106800	Lewis County Health Department	10006204	ANNETTE	9200290068	800000374
90069	0106900	Lincoln County Health Department	10006205	ANNETTE	9200290069	800000375
90076	0107600	Madison County Health Department	10006206	ANNETTE	9200290076	800000376
90077	0107700	Magoffin County Health Department	10006207	ANNETTE	9200290077	800000377
90079	0107900	Marshall County Health Department	10006208	ANNETTE	9200290079	800000378
90080	0108000	Martin County Health Department	10006209	ANNETTE	9200290080	800000379
90084	0108400	Mercer County Health Department	10006210	ANNETTE	9200290084	800000380
90086	0108600	Monroe County Health Department	10006211	ANNETTE	9200290086	800000381
90087	0108700	Montgomery County Health Department	10006212	ANNETTE	9200290087	800000382
90089	0108900	Muhlenberg County Health Department	10006213	ANNETTE	9200290089	800000383
90093	0109300	Oldham County Health Department	10006214	ANNETTE	9200290093	800000384
90098	0109800	Pike County Health Department	10006215	ANNETTE	9200290098	800000385
90099	0109900	Powell County Health Department	10006216	ANNETTE	9200290099	800000386

DEI LEGACY NUMBER	KGLI LEGACY NUMBER	LOCATION NAME	SAP ORG UNIT NUMBER	DEI POINT OF CONTACT	COST CENTER	AGENCY BUSINESS PARTNER
90110	0111000	Todd County Health Department	10006217	ANNETTE	9200290110	800000387
90118	0111800	Whitley County Health Departments	10006218	ANNETTE	9200290118	800000388
90120	0112000	Woodford County Health Department	10006219	ANNETTE	9200290120	800000389
90301	1200000	Ashland-Boyd County Health Department	10006220	ANNETTE	9200290301	800000390
90302	1300000	Lincoln Trail Dist Health Department	10006221	ANNETTE	9200290302	800000391
90303	1500000	Barren River Dist Health Department	10006222	ANNETTE	9200290303	800000392
90304	1600000	Purchase Dist Health Department	10006223	ANNETTE	9200290304	800000393
90305	1400000	North Central Dist Health Department	10006224	ANNETTE	9200290305	800000394
90309	0200000	Lake Cumberland Dist Health Department	10006225	ANNETTE	9200290309	800000395
90310	0300000	Northern KY Ind Dist Health Department	10006226	ANNETTE	9200290310	800000396
90311	0400000	Little Sandy Dist Health Department	10006227	ANNETTE	9200290311	800000397
90312	0500000	Kentucky River Dist Health Department	10006228	ANNETTE	9200290312	800000398
90313	0600000	Cumberland Valley Dist Health Department	10006229	ANNETTE	9200290313	800000399
90314	0700000	Green River Dist Health Department	10006230	ANNETTE	9200290314	800000400
90315	0800000	Wedco Dist Health Department	10006231	ANNETTE	9200290315	800000401
90316	1000000	Gateway Dist Health Department	10006232	ANNETTE	9200290316	800000402
90317	0900000	Three Rivers Dist Health Department	10006233	ANNETTE	9200290317	800000403
90318	1100000	Pennyrile Dist Health Department	10006234	ANNETTE	9200290318	800000404
90321	1900000	Buffalo Dist Health Department	10006235	ANNETTE	9200290321	800000405
90322	0106700	Lawrence County Health Department	10006236	ANNETTE	9200290322	800000406
90323	9032300	Graves County Health Department	10006456	ANNETTE	9200290323	800000407
90324	9032400	Calloway Co Health Department	10007000	ANNETTE	9200290324	800000600
90325		Bell County Health Department		ANNETTE		800000670
91000	4494000	Kentucky Employers Mutual Insurance	10006239	MADONA	9200491000	800000408
92000	1000700	KY Higher Education Student Loan Corp	10006240	MADONA	9200492000	800000409
93000		Kentucky Housing Corporation	10006241	SARA J	9200493000	800000410
95010	1435000	Child Watch Advocacy Center	10006244	MADONA	9200495010	800000411
95020	1436000	Rape Victim Services	10006245	MADONA	9200495020	800000412
95030	1438000	O'Boro Area Shelter & Info Serv	10006246	SARAH B	9200495030	800000413
95040	1439000	Barren River Child Advocacy Center	10006247	SARAH B	9200495040	800000414
95070	1452000	Springhaven, Inc.	10006248	SARAH B	9200495070	800000415
95090		Gateway Children Advocacy Center	10006249	SARAH B	9200495090	800000416
95120		Kentucky Bar Association	10006250	SARAH B	9200495120	800000417
96000	1433000	Kentucky Educational TV Foundation	10006251	SARAH B	9200496000	800000418
96040		Daviess County Commissioner Office	10006252	MADONA	9200496040	800000419
96050	9605000	Gateway Area Dev District	10006253	MADONA	9200496050	800000420
96060		Kentucky Council of Area Dev District	10006254	MADONA	9200496060	800000421
96080		Lyon County Fiscal Court	10006256	MADONA	9200496080	800000422
96090		Paul Sawyer Public Library	10006257	MADONA	9200496090	800000423

DEI LEGACY NUMBER	KGLI LEGACY NUMBER	LOCATION NAME	SAP ORG UNIT NUMBER	DEI POINT OF CONTACT	COST CENTER	AGENCY BUSINESS PARTNER
96120		Hancock County Public Library	10006258	MADONA	9200496120	800000424
96130		Kentucky County Judge Exec Association	10006259	MADONA	9200496130	800000425
96160		Ball'd, Carlisle, Livings Public Library	10006260	MADONA	9200496160	800000426
96180		Marshall County Refuse Disposal Dist	10006261	MADONA	9200496180	800000427
96190		Marshall County Fiscal Court	10006262	MADONA	9200496190	800000428
96200		Housing Authority of Greensburg	10006263	MADONA	9200496200	800000429
96220	9622000	McCracken County Public Library	10006265	MADONA	9200496220	800000430
96240		City of Bardwell	10006268	MADONA	9200496240	800000431
96250	1499902	Three Forks Regional Jail	10006269	MADONA	9200496250	800000432
96260		North Marshall Water Board	10006270	MADONA	9200496260	800000433
96270		City of Fulton	10006271	MADONA	9200496270	800000434
96280	9628000	South Anderson Water District	10006272	MADONA	9200496280	800000435
96290		Housing Authority Of Paducah	10006463	MADONA	9200496290	800000436
96300		Breckinridge County Public Library	10006273	MADONA	9200496300	800000437
96310		Kyanna Regional Plan & Dev Agency	10006274	MADONA	9200496310	800000438
96315		John L Street Library	10006275	MADONA	9200496315	800000439
96320		Purchase Area Development District	10006276	MADONA	9200496320	800000440
96340		Bluegrass Area Dev District	10006277	MADONA	9200496340	800000441
96345		Logan Todd Regional Water Commission	10006278	MADONA	9200496345	800000442
96365		Big Sandy Area Dev District	10006279	MADONA	9200496365	800000443
96370		Kentucky River Area Dev District	10006280	SARAH B	9200496370	800000444
96385	1460000	Buffalo Trace Area Dev District	10006281	SARAH B	9200496385	800000445
96400		Rowan County Public Library	10006283	SARAH B	9200496400	800000446
96405		Kentucky Equal Justice Center	10006284	SARAH B	9200496405	800000447
96410		City of Pembroke	10006285	KIM	9200496410	800000448
96415		Northern Kentucky Legal Aid Society	10006286	KIM	9200496415	800000449
96420		Lee County Conservation District	10006287	KIM	9200496420	800000450
96425	9642500	Kentucky Legal Aid	10006288	KIM	9200496425	800000451
96435		City of Elkhorn City	10006289	SARAH B	9200496435	800000452
96440		Appalachian Res & Def Fund of Kentucky	10006290	DEBBIE F	9200496440	800000453
96445		Fleming County Ems	10006291	MADONA	9200496445	800000454
96455		Hardin County Master Comm Office	10006293	MADONA	9200496455	800000455
96465		Low Inc Housing of Eastern Kentucky	10006294	MADONA	9200496465	800000456
96475		Housing Authority of Mayfield	10006296	MADONA	9200496475	800000458
96485		Marion County Water District	10006297	MADONA	9200496485	800000459
96490		Morganfield Housing Authority	10006298	MADONA	9200496490	800000460
96510		City of Irvington	10006300	MADONA	9200496510	800000462
96520		Ledbetter Water District	10006301	MADONA	9200496520	800000463
96525	1490000	Homes, Inc	10006302	MADONA	9200496525	800000464
96535		Pike County Senior Citizens Program	10006304	MADONA	9200496535	800000465

DEI LEGACY NUMBER	KGLI LEGACY NUMBER	LOCATION NAME	SAP ORG UNIT NUMBER	DEI POINT OF CONTACT	COST CENTER	AGENCY BUSINESS PARTNER
96540		Whitley County Water District	10006305	SARA J	9200496540	800000466
96545	1491000	Breathitt County Fiscal Court	10006306	SARA J	9200496545	800000467
96550		Gateway Community Services Org	10006307	SARA J	9200496550	800000468
96552		City of Nortonville	10006309	SARA J	9200496552	800000469
96553		Menifee County Public Library	10006310	SARA J	9200496553	800000470
96554		Knott County Water & Sewer District	10006311	SARA J	9200496554	800000471
96555		City of Owenton	10006312	SARA J	9200496555	800000472
96557	1492000	Hart County Ambulance Service	10006313	SARA J	9200496557	800000473
96562		Livingston County Fiscal Court	10006315	SARA J	9200496562	800000474
96564		Knox County Utility Commission	10006316	SARA J	9200496564	800000475
96566		Lewis County Library	10006317	SARA J	9200496566	800000476
96567		Pennyrile Emergency Assistance Center	10006318	SARA J	9200496567	800000477
96568	1496000	City of Science Hill	10006319	SARA J	9200496568	800000478
96569		City of Lewisburg	10006320	SARA J	9200496569	800000479
96570	1495000	Kentucky Association Sexual Assault Program	10006321	SARA J	9200496570	800000480
96571	1493000	Hope Harbor, Inc.	10006322	SARA J	9200496571	800000481
96572		Cumberland Valley Child Advocacy Center	10006323	SARA J	9200496572	800000482
96573	9657300	Hart County Fiscal Court	10006324	SARA J	9200496573	800000483
96575		Legal Aid Society	10006325	SARA J	9200496575	800000484
96577	1499100	Women Aware, Inc.	10006326	SARA J	9200496577	800000485
96579	1440000	Kentucky Domestic Violence Association	10006328	SARA J	9200496579	800000486
96580		Lake Cumberland Child Advocacy Center	10006329	SARA J	9200496580	800000487
96581		Pennyrile Children Advocacy Center	10006423	SARA J	9200496581	800000488
96583		Paducah Power System	10006331	SARA J	9200496583	800000489
96585		Housing Authority of Columbia	10006332	SARA J	9200496585	800000490
96586	1494000	City of Mount Vernon	10006333	MADONA	9200496586	800000491
96587		City of Brooksville	10006334	MADONA	9200496587	800000492
96588		City of Barlow	10006335	MADONA	9200496588	800000493
96589	1498000	City of Hickman	10006336	MADONA	9200496589	800000494
96590		City of Stanford	10006337	MADONA	9200496590	800000495
96591		Pennyrile Narcotics Task Force	10006338	MADONA	9200496591	800000496
96592		City of Harlan	10006339	MADONA	9200496592	800000497
96593		City of Lakeside Park	10006340	MADONA	9200496593	800000498
96594		Housing Authority of Benton	10006341	MADONA	9200496594	800000499
96595	9659500	Hart County Solid Waste	10006342	MADONA	9200496595	800000500
96596		City of Greensburg	10006343	SARA J	9200496596	800000501
96598		City of Albany	10006344	GINA	9200496598	800000502
96599		Zoneton Fire District	10006345	GINA	9200496599	800000503
96600	1499000	Grtr Fleming County Water Comm	10006346	GINA	9200496600	800000504

DEI LEGACY NUMBER	KGLI LEGACY NUMBER	LOCATION NAME	SAP ORG UNIT NUMBER	DEI POINT OF CONTACT	COST CENTER	AGENCY BUSINESS PARTNER
96601		Webster County Conservation District	10006347	GINA	9200496601	800000505
96602		City of Eminence	10006348	GINA	9200496602	800000506
96603		Bethany House	10006349	GINA	9200496603	800000507
96604		Wolfe County Conservation District	10006350	GINA	9200496604	800000508
96605		City of Pioneer Village	10006351	GINA	9200496605	800000509
96606		Woodford County Econ Develop Authority	10006352	DAN	9200496606	800000510
96607		Hickman Urban Renewal & Cmty Dev	10006353	DAN	9200496607	800000511
96608		Union County Water District	10006354	GINA	9200496608	800000512
96609		Monticello Wayne County Telecom Bd	10006355	GINA	9200496609	800000513
96610		Lifeskills Inc.	10006356	SARA J	9200496610	800000514
96616	1499200	Harrodsburg Mercer County Planning	10006358	SARA J	9200496616	800000515
96617		Housing Authority of Albany	10006359	SARA J	9200496617	800000516
96618		Kentucky River Regional Jail	10006360	SARA J	9200496618	800000517
96619		Housing Authority of Corbin	10006361	SARA J	9200496619	800000518
96620	1499906	Shelby County Fiscal Court	10006362	DEBBIE F	9200496620	800000519
96621	1499300	Boyd County Emergency Ambulance Service	10006363	DEBBIE F	9200496621	800000520
96622	1499400	Mount Washington Fire Protection	10006364	DEBBIE F	9200496622	800000521
96623		Kenton County Master Commissioner	10006365	DEBBIE F	9200496623	800000522
96624		Campbellsville-Taylor County Industry	10006366	DEBBIE F	9200496624	800000523
96625		City of Morganfield	10006367	DEBBIE F	9200496625	800000524
96626	1499700	Campbell County Fire District #1	10006368	DEBBIE F	9200496626	800000525
96627		City of Smiths Grove	10006369	DEBBIE F	9200496627	800000526
96628		Master Commissioner Fayette County Circuit	10006370	DEBBIE F	9200496628	800000527
96629	1499500	Shelbyville/Shelby County Parks	10006371	DEBBIE F	9200496629	800000528
96630		Boone County Master Commissioner	10006372	DEBBIE F	9200496630	800000529
96632	1499600	Meade County Fire Protection District	10006424	DEBBIE F	9200496632	800000530
96633		Southern Campbell Fire District	10006373	DEBBIE F	9200496633	800000531
96634		Housing Authority of Ashland	10006374	DEBBIE F	9200496634	800000532
96635	1499901	Hopkinsville Solid Waste Authority	10006375	DEBBIE F	9200496635	800000533
96636		Cannonsburg Fire Department	10006376	DEBBIE F	9200496636	800000534
96637		Western Fleming County Water District	10006377	DEBBIE F	9200496637	800000535
96638	1499900	Jefferson County Master Commissioner	10006378	DEBBIE F	9200496638	800000536
96639		Owensboro Daviess County Ind	10006379	DEBBIE F	9200496639	800000537
96640		Hopkinsville Christian County EOC	10006380	DEBBIE F	9200496640	800000538
96641		Buffalo Trace Children Advocacy Center	10006381	DEBBIE F	9200496641	800000539
96642	1499908	RPSCC-Boyd County 911	10006382	DEBBIE F	9200496642	800000540
96643		Henderson County Water District	10006383	DEBBIE F	9200496643	800000541
96646		Pike County Public Library	10006386	DEBBIE F	9200496646	800000543
96647	1499909	Owen County Fiscal Court	10006387	DEBBIE F	9200496647	800000544

DEI LEGACY NUMBER	KGLI LEGACY NUMBER	LOCATION NAME	SAP ORG UNIT NUMBER	DEI POINT OF CONTACT	COST CENTER	AGENCY BUSINESS PARTNER
96648	9664800	Boone County Ivd Child Support Program	10006388	DEBBIE F	9200496648	800000545
96649		Henderson City/County Planning	10006389	DEBBIE F	9200496649	800000546
96651	1499910	Carter County Emergency Ambulance	10006391	DEBBIE F	9200496651	800000547
96652	9665200	Hopkins County Attorney Office	10006392	DEBBIE F	9200496652	800000548
96653		Lake Barkley Tourist Commission	10006393	DEBBIE F	9200496653	800000549
96654		Fulton County Fiscal Court	10006394	MADONA	9200496654	800000550
96656	1499912	Butler County Ambulance Service	10006396	DEBBIE F	9200496656	800000551
96657	1499913	Sandy Hook Water District	10006397	DEBBIE F	9200496657	800000552
96658		Town of Brodhead	10006398	DEBBIE F	9200496658	800000553
96659		Oldham County Master Commissioner	10006399	DEBBIE F	9200496659	800000554
96660		Barren County Master Commissioner	10006400	DEBBIE F	9200496660	800000555
96661		City of Grayson	10006401	DEBBIE F	9200496661	800000556
96662	9666200	Adair County Child Support Office	10006402	DEBBIE F	9200496662	800000557
96663		Logan County Child Support Office	10006403	DEBBIE F	9200496663	800000558
96664		Webster County Child Support Office	10006404	DEBBIE F	9200496664	800000559
96665		Jessamine County Public Library	10006434	DEBBIE F	9200496665	800000560
96667		Lincoln County Court Clerk	10006428	DEBBIE F	9200496667	800000561
96668	9666800	Housing Authority of Flemingsburg	10006429	DEBBIE F	9200496668	800000562
96669	9666900	Warren County Public Library	10006430	DEBBIE F	9200496669	800000563
96671		Simpson County Child Support Office	10006431	DEBBIE F	9200496671	800000565
96672		Russell County Ambulance Service	10006432	DEBBIE F	9200496672	800000566
96674		Ohio County Regional Waste Water	10006437	DEBBIE F	9200496674	800000568
96676	9667600	Frankfort/Franklin County Tourist	10006440	DEBBIE F	9200496676	800000570
96677		Highland Heights Southgate Pol Authority		DEBBIE F	9200496677	800000571
96678		Bullitt Co Sanitation Dist	10006442	DEBBIE F	9200496678	800000572
96679		Lyon County Public Library	10006443	DEBBIE F	9200496679	800000573
96680		City of Taylorsville	10006444	DEBBIE F	9200496680	800000574
96681		City of Coal Run Village	10006445	SARAH B	9200496681	800000575
96682		Wolfe County Fiscal Court	10006446	SARAH B	9200496682	800000576
96683		Salyersville\Magoffin Co Jnt House Authority	10006447	SARAH B	9200496683	800000577
96684		City of Lebanon Junction	10006448	SARAH B	9200496684	800000578
96685		Harrison County Clerk	10006449	SARAH B	9200496685	800000579
96686		City of Wickliffe	10006450	SARAH B	9200496686	800000580
96687		Point Pleasant Fire Protection Dist	10006451	SARAH B	9200496687	800000581
96688		Larue County Attorney's Office	10006452	SARAH B	9200496688	800000582
96689	9668900	Henderson County Master Commissioner	10006453	SARAH B	9200496689	800000583
96690		Sanitation District #4	10006454	SARAH B	9200496690	800000584
96691		City of Erlanger	10006455	KIM	9200496691	800000585
96692		Rattlesnake Ridge Water District	10006460	KIM	9200496692	800000586

DEI LEGACY NUMBER	KGLI LEGACY NUMBER	LOCATION NAME	SAP ORG UNIT NUMBER	DEI POINT OF CONTACT	COST CENTER	AGENCY BUSINESS PARTNER
96693	9669300	Fayette Co Attorney Off Child Support Division	10006457	KIM	9200496693	800000587
96694		Princeton Water & Wastewater Com	10006458	KIM	9200496694	800000588
96695		Henry County Fiscal Court	10006459	KIM	9200496695	800000589
96696		Stanford/Lincoln Co. Industrial Authority	10006461	KIM	9200496696	800000590
96697		Bullitt Co Attorney/ Office Child Support	10006462	KIM	9200496697	800000591
96698		Martin County Public Library	10007001	KIM	9200496698	800000601
96700		Bath Co Fiscal Court	10007003	KIM	9200496700	800000603
96701	9670100	Campbell Co Economic	10007004	DAN	9200496701	800000604
96702	9670200	Breathitt Co Water District	10007005	KIM	9200496702	800000610
96703	9670300	City of Maysville	10007008	KIM	9200496703	800000620
96704	9670400	Maysville Utility	10007007	KIM	9200496704	800000621
96705	9670500	Whitley Co Child Support	10007010	KIM	9200496705	800000630
96706		Housing Authority of Maysville	10007011	KIM	9200496706	800000640
96707		Master Commissioner Clark Co (*Clark County Master Commissioner*)	10007012	KIM	9200496707	800000653
96708	9670800	Pike Co Attorney Division of Child Support	10007013	KIM	9200496708	800000660

Glossary

Account number — Bank account number.

Account Holder — Name on account.

Add to worklist — Moves the selected employee to the Worklist screen.

Adjustment reason — A personal or organizational change experienced by an employee, as a result of which the employee is allowed to change his/her current benefit elections. In the SAP system, the adjustment reason is a user-defined parameter to which certain adjustment permissions are assigned for different types of benefit plans. The following are examples of adjustment reasons: marriage, new dependent, hiring (initial enrollment), and job change.

Agency — An administrative body created by the Kentucky Constitution or by the legislature or governor under the provisions of law to carry out or perform governmental services required by the constitution or state law. (Another term for department – the next organizational level under cabinet.)

"All Broker Report" tab — This tab shows all bills.

"All" tab — This tab shows all entries on the bill.

Arrears — Overdue debt, liability or obligation.

Bank Number — Bank Routing ABA #.

Bank Details — Bank account information.

Beneficiary — The person(s) named in the policy to receive life insurance proceeds upon the death of the insured.

Benefit Plan — The central element of the Benefit Administration component, representing a single benefit offered by the employer.

Bill period — Coverage month.

Biller Direct — A detail view where an employee/vendor can see a particular bill and the amount of any deductions made or discounts given.

Billing Liaison — the term the Department of Employee Insurance uses to identify individuals in the agencies that KEHP serves who are responsible for working and paying insurance bills.

Board of Health or Local Health Employee — Regularly employed employee of the county or district board of health, which elected to have its employees insured under this insurance.

Broker — A representative of the participants that interacts with the insurance company on their behalf and is responsible for the collection of premiums and the payment of claims. In KHRIS, Broker is another name for Agency.

Broker Bill — A report used by agencies to view and update their monthly health insurance, life insurance, HRA and FSA bill. Also referred to as a Broker Report.

Broker Contract — The agency's broker contract number.

Broker name — Agency name.

Broker Report — See Broker Bill.

Broker Report Overview — The two tabs on Broker Report Overview show all Open Broker Reports (or bills) and All Broker Reports.

Business Partner (BP) — Identifies customer relationships, such as employees and agencies. Please note that Business Partner and Contract Partner are interchangeable terms in the context of the IS-CD module. In KHRIS, a Business Partner number that refers to an employee will begin with 1 and a Business Partner Number that refers to an agency will begin with 8.

Carrier — Insurance Company.

Certificate of Coverage — A document provided to the employee that list detail information regarding their life insurance coverage.

Change in Status — Any event that changes the following: (a) legal marital status (marriage, death of spouse, divorce, legal separation or annulment); (b) number of dependents of qualifying individuals (for Dependent Care Assistance only), (birth, adoption, placement for adoption, or death of a dependent child); (c) employment status (commencement or termination of work; strike or lockout; commencement or return from an unpaid leave of absence; or any benefit eligibility condition that depends on employment status, whereby an employment status change would result in an individual either becoming, or ceasing to be, eligible under a plan for Employee, Spouse or Dependent); (d) dependent status (employee's dependent child satisfies, or ceases to satisfy, coverage requirements due to attainment of age, student status or any similar circumstances);(e) residence or work site (change in Employee's, Spouse's or Dependent's place of residence or employment); and (f) such other events as may be permitted by law or regulation.

Change — Used to make corrections to Proposed Amounts that do not match the employee's payment amount.

Change Reason — Note entered by IC.

Changed on — The date a bill was last changed.

Clarification — A list of entries that KHRIS is awaiting further information in order to post. Items in clarification must be resolved by DEI or KGLI staff.

Cobra — The Consolidated Omnibus Budget Reconciliation Acts of 1986, as amended, including parallel provisions as outlined in Title XXII of the Public Health Service Act. COBRA allows an employee to continue their group health insurance coverage for a period of time.

Company Number — A five digit number used to identify the individual agency in Kentucky State Government. The first two digits identify the cabinet, and the last three digits identify the department.

Confirm — Agree with proposed items.

Confirmed tab — Shows all items that were confirmed without changes.

Contract Account — A Contract Account is a Business Partner subset used to group Insurance Object items that have the same Collection/Disbursement criteria.

Contract Account Category — Grouping attribute for accounts that have the same control features. When a contract account is created it is allocated to a contract account category and then has particular characteristics.

Cost Center — The level at which the bill is paid. For Non-Commonwealth-paid agencies, the last 5 digits of the cost center is the legacy system five digit agency number.

COT — Commonwealth Office of Technology.

Create item — Used to add employees who are not listed on the broker bill.

Created on — The date a bill was generated.

Cross Reference — A husband and wife who, as eligible employees of the Public Employee Health Insurance Program, may elect to have both state paid contributions applied to their family coverage.

Customer Contract ID — Insurance object.

Default plan — A plan in which employees can be enrolled before they communicate their benefits elections to the benefits office.

DEI — Department of Employee Insurance.

Delimit — This means to shorten the validity period of an object or info type record by replacing its end date with an earlier date. Example, validating periods are often open ended which means they have an end date very far in the future. Changing the end date of the validity period to a current date "delimits".

Dependent — "Dependent" as defined by KRS 304.16-085 shall mean and include only the husband or wife of the insured employee or member and an insured employee's or member's child under eighteen (18) years of age or his child eighteen (18) years of older who is attending an educational institution and relying upon the insured employee or member for financial support. "Child" shall include the employee's children by birth or adoption and stepchildren, foster children, or other children that depend upon the employee for support and live with the employee in a regular-child relationship.

Dependent's Insurance — The term "dependents' insurance" shall mean insurance with respect to dependents of employees.

Description — Employee Name.

Display As — Feature that allows the bill to be displayed as a table, as a graphic, or as both.

Dual Employment — An employee who works full-time for different agencies (i.e. school board and state agency), and meets the eligibility requirement for both employers.

Effective Date — The date the insurance coverage takes effect.

Eligibility — Qualification of an employee to participate in a benefit plan.

Eligible Person — A person who meets eligibility requirements of the Public Health Insurance Program.

Employee — An employee, an elected state official of the Commonwealth of Kentucky, and in addition any employee's of local boards of education, and a board of health employee who is regularly employed by any department, board, agency, commission, authority or branch of state government, or local board of education, or county or district health department, who is also a contributing member of any of the retirement systems administered by the state including federally funded time limited positions.

Employee and Manager Self-Service (ESS/MSS) — A web application portal integrated with the KHRIS system. Employees can display and update personal information, enter time worked, enroll in benefits, and view pay statements. Managers and Personnel Administrators have the ability to process personnel change requests, display employee details, and approve workflow tasks. An example of a workflow task is the approval of a leave request.

Employee ID — Another term for User ID.

Employee Number — Employee's Social Security Number (although the Commonwealth is in the process of transitioning to a unique employee id number that will take the place of SSN as the employee number).

Enrollment — The process of enrolling in benefit plans.

Enrollment Period — The period of time which an eligible employee of the covered group may enroll for life insurance coverage.

Export — button used to export billed items to Excel.

Export to Notepad— exports the selected bill view to notepad.

Family and Medical Leave (FMLA) — An employee may continue their life and/or health insurance coverage while on Family Medical Leave up to 12 weeks. The employer would be responsible for paying the Basic coverage for the employee. The employee will be responsible while on FMLA for any additional life insurance coverage. For Health Insurance, the employee must continue to pay the employee portion and the employer must continue to pay the employer portion.

Financial Management Branch (FMB/PBB) — Branch of the Department of Employee Insurance that processes financial transactions, such as daily deposits, and manages KEHP finances.

FSA — Flexible Spending Account, either Health Care Spending Account or Dependent Care Spending Account.

KHRIS — Kentucky Human Resource Information System.

KGLI — KY Group Life Insurance branch.

HRA — Health Reimbursement Account, an employer funded spending account that can be used to pay qualified medical expenses.

Individual Insurance — The term "individual insurance" shall mean an individual's life insurance under the state sponsored group life insurance policy with respect to himself/herself.

Insurance Object — An Insurance Object is a Contract Account subset used to group billing and collection related parameters. An insurance object is identified as a specific insurance plan type (Health, Life, FSA, etc.)

Insurance Type — This field represents the insurance type/business arrangement.

Interfaces — Interfaces are systems that connect to and exchange data with KHRIS.

Invoice Period from/to — Bill period start and closing dates, respectively.

IS-CD - Collections and Disbursements (CD) — A module within SAP that allows you to carry out cross-industry tasks relating to collections/disbursements, such as accounts receivable and/or payable accounting, handling of payments, processing of incoming payments and dunning. You use this component to enter your basic settings for master data and to post and process documents. You can also use it to create and process master data, and to post and process documents manually.

Item ID — Column which displays an auto-assigned number given to each bill entry.

KHRIS — Kentucky's Human Resource Information System.

KI — Kentucky Interactive, third party vender for ACH payments.

Late Enrollee — An eligible person who requests enrollment in a plan after the initial open enrollment period. An individual shall not be considered a late enrollee if: (a) The person enrolls during their initial enrollment period; (b) The person enrolls during any annual open enrollment period; or (c) The person enrolls during a special enrollment period.

Leave Without Pay (LWOP) — An employee may continue their life insurance coverage including the Basic coverage while on an approved leave without pay with their employer for a period of 12 months. Premiums for the Basic coverage and any additional life insurance policy would be payable by the employee. Health insurance coverage ends when an employee begins LWOP. Health insurance will be reinstated upon return to work.

Master Data — Is the key business information about employees and agencies.

Member — An employee, retiree or COBRA participant who is covered by one of the health plans offered by the Kentucky Employee Health Insurance Program or Group Life Insurance Program.

Menu — Element of the graphical user interface. Menus are control elements that offer the user several options. When the user selects one of these options, an action is triggered by the system. Such an action can also be the opening of a submenu. There are two types of menus -menu bars and pull-down menus. The layout of the menu bar or the pull-down menus has been defined for each of the levels of SAP Rl3. You select menu options either with a single mouse click or by positioning the cursor and pressing ENTER.

New tab — shows all items that were added. These items will not have a Product code.

Open Enrollment Period — A defined period of time, prior to the beginning of a Coverage Period during which an employee shall be entitled to elect benefit options for the subsequent coverage period.

Open Bills — Bills that have not yet been worked or that are only partially processed. Changes can be made to open bills.

Open Broker Report — List Active bill/s for Current Bill Period; bills that have not been worked.

Paid Bills — Finished Posted Bills.

Payroll — Calculation of the remuneration, tax amounts, insurance amounts, and other pay of an employee for a particular period.

Premium Billing Branch (PBB) — The branch of the Department of Employee Insurance that manages premium billing and payments.

Person — An individual in whom the Commonwealth has an interest (Object type key P).

Personnel Action — Series of info types that are added, changed, completely or partially deleted, or delimited in KHRIS for hiring, reclassification, abolishment, etc. The series of info types edited using these actions is defined in KHRIS.

Personnel Area — Personnel Areas are used for reporting purposes, validating authorizations, setting up planned working times, and generating default information in employee master records and pay records. Examples of Personnel Areas are: Executive, Judicial, Legislative.

Personnel Subarea — Personnel Subareas are used to describe the payroll structures and the time management structures. Personnel Subareas can also be subdivisions of the Personnel Area by function (i.e. human resources, finance). Examples of the Personnel Subareas within Executive are: Full Time Exempt, Full Time Non Exempt, PT<100 Exempt.

Plan type — A subdivision of the benefit plan category. For example, dental and vision case are plan types within the health plan category.

Plan Year — Each successive twelve-month period starting January 1 and ending on December 31.

Portal — A portal is an interface that gives users' access to KHRIS through a Web interface rather than the KHRIS Graphical User Interface (GUI).

Posted Bills — Bills that have been worked and released.

Premium — The periodic charges due which the member, or the member's group must pay to maintain coverage.

Premium Due Date — The date on which a premium is due to maintain coverage.

Processed Items — Confirming, changing, creating or rejecting Proposed Items places them in Processed Items.

Processing or Working Broker Bills — Working or processing the broker bill involves adding new entries or changing, rejecting and/or confirming Proposed Items to move them to Processed Items.

Product code — is a two digit code delineating billing for health insurance, life insurance or Flexible Spending Account (FSA).

Proposed Amount — the amount that KHRIS has calculated is owed and for which KHRIS has billed an agency.

Proposed Items — the list of employees for whom payment is expected and the premium amounts your agency is expected to pay.

Qualifying Event — A specific situation or occurrence that enables an eligible person to enroll or disenroll outside the designated enrollment period as a result of that person becoming eligible for or losing eligibility for coverage under this plan or another plan.

QUASI – Agency — The word "QUASI – Agency" means an agency whose employers pays into a state-sponsored retirement system and has elected to participate in the state sponsored Life Insurance Program or the Public Employee Health Insurance Program.

Re-Employment — The rehiring of an employee with status who has been laid-off.

Reject — used to remove employees who are not paying from the bill.

Rejected tab — shows all items that were rejected.

Release — Finalize.

Reset — Restore.

Retiree — A member of a retirement plan administered by the Kentucky Retirement Systems, Kentucky Teachers' Retirement System, Kentucky Legislators Retirement Plan, Kentucky Judicial Retirement Plan or any other state retirement system , who is under age 65.

Role — Used to assign functions to your business partner depending on the business relationship (for example, counterparty, issuer, borrower), and to control field selection for the partner data. A business partner may have more than one role.

SAP — SAP Systems, Applications and Products in Data Processing. SAP is a software package for processing data. SAP is also the name of the company that licenses the SAP software. SAP software will enable KHRIS.

Search Term — On a Broker Bill, this is number of the job that created the bill.

Select Payment Type — SOF (Source of Funds).

Single Coverage — Coverage for the member only.

Spouse — A person to whom the insured is legally married.

Sub Transaction — Refers to the general ledger sub account the transaction will be posted to. Further describes the general reason for the transaction.

Subtype — Further subdivision of an infotype.

Support Documents — Documents that are to be scanned in a person's file. Such documents will consist of approvals, transcripts, job questionnaires, supplemental questionnaires, letters of recommendation, diplomas, DD214, or any other correspondence not to include applications, updates or résumé's these are called register documents.

Text — Plan enrolled in.

TPE — Kentucky Interactive's payment engine for processing ACH payments.

Transfer — A movement of any employee from one position to another of the same grade having the same salary ranges, the same level of responsibility within the classified service, and the same salary received immediately prior to transfer.

User ID — Identification issued by KHRIS to which your roles and security will be associated. User IDs are a 7 place ID that are three letters followed by four numbers. The User ID is sometimes referred to as Employee ID.

Validity period — Validity periods define the lifespan of an object or infotype record, or the period of time when they officially exist. You specify a validity period by entering a start date and end date when you create objects and infotype records.

Web Broker Bill — Another name for Broker Reports.

With Changes tab — Shows all items that were changed.

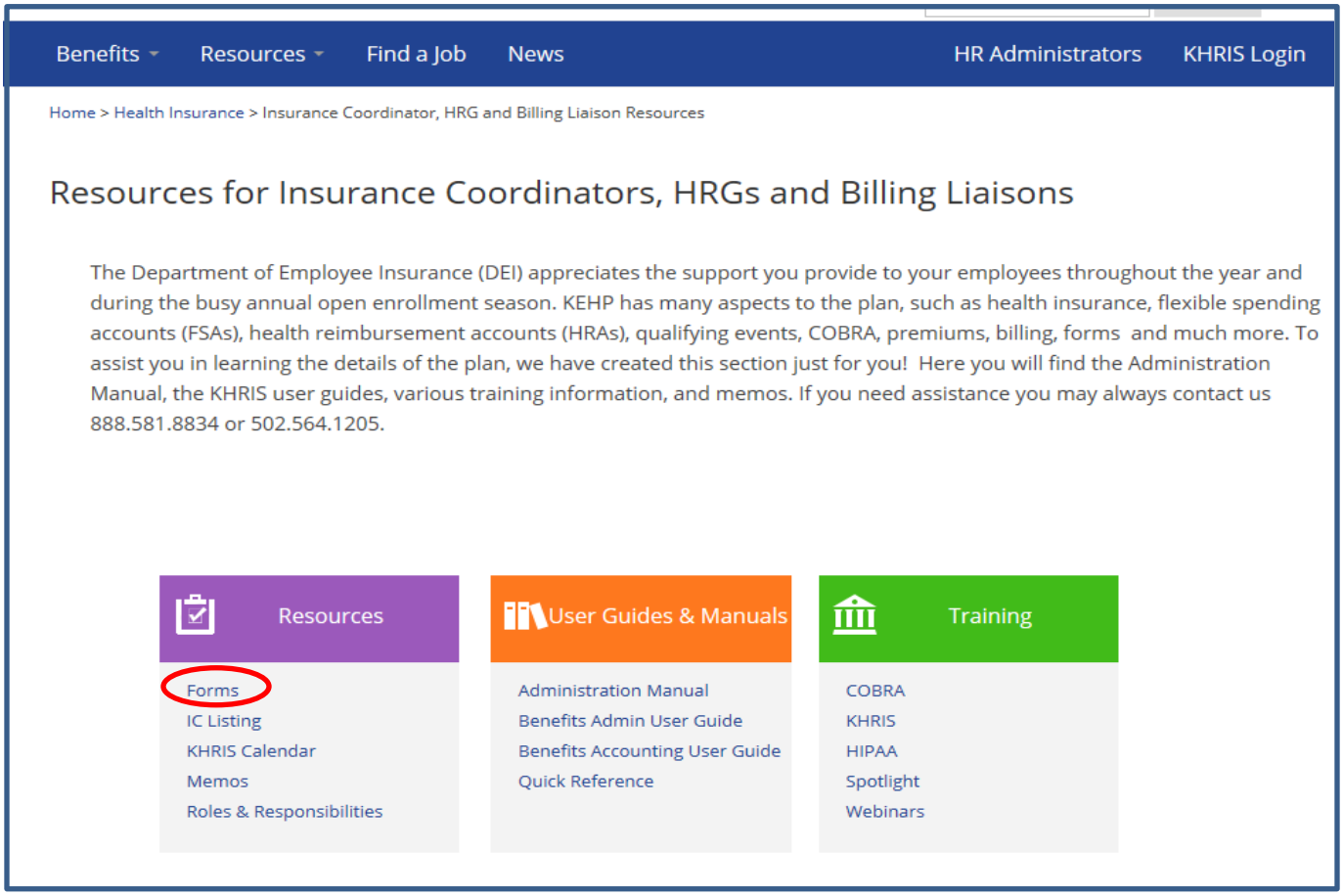
Working a Bill — Processing a bill.

Worklist Items — Proposed Items that can't be worked immediately can be placed on the Worklist to prevent accidental confirmation.

YTD — Year To Date.

Forms
KEHP

KEHP forms are available on the DEI website, at:
https://personnel.ky.gov/Pages/ICs-and-HRGs.aspx



KGLI

KGLI forms are available on KGLI website, at:
https://personnel.ky.gov/Pages/LifeInsurance.aspx

Kentucky Group Life Insurance

Team Kentucky provides comprehensive protection for you and your family. State employees, elected officials, and employees of health departments, school boards and quasi-governmental agencies are automatically eligible for basic life insurance and accidental death and dismemberment insurance of $20,000 free of charge. Contact your human resources office to make sure you are enrolled.

Additional life insurance coverage for you and family members is voluntary. View the options below for members and dependents, and the services and resources avaible.

Life Insurance Options

View additional life insurance options for members and dependents

View Options

Services and Resources

Booklet/Certificate of Coverage
Enrolling or Changing Coverage
Documents and Forms

Ins. Coordinators/HRGs

Memos, Forms & Manuals
Spotlight Training
KHRIS Training

FMB/PBB/PBB Contacts

Point of Contact	Contact information
Sarah Blackwell	(502) 564-8337 Sarah.Blackwell@ky.gov
Debbie Brewer	(502) 564-5180 Deborah.Brewer@ky.gov
Debbie Fraley	(502) 564-5601 Debbie.Fraley@ky.gov
Beth Gebhart	(502) 564-5713 Beth.Gebhart@ky.gov
Gina Jackson	(502) 564-5719 Gina.Jackson@ky.gov
Sara Jackson	(502) 564-4291 Sara.Jackson@ky.gov
Michelle James	(502) 564-5669 MichelleG.James@ky.gov
Annette Osbourne	(502) 564-5666 Annette.Osborne@ky.gov
Kim Richie	(502) 564-5601 Kimberly.Richie@ky.gov
Brenda Roark	(502) 564-5608 Brenda.Roark@ky.gov
Madona Thompson	(502) 564-7826 Madona.Thompson@ky.gov
Irma Turner	(502) 564-5685 Irma.Turner@ky.gov
Sonia White	(502) 564-5683 Sonia.White@ky.gov

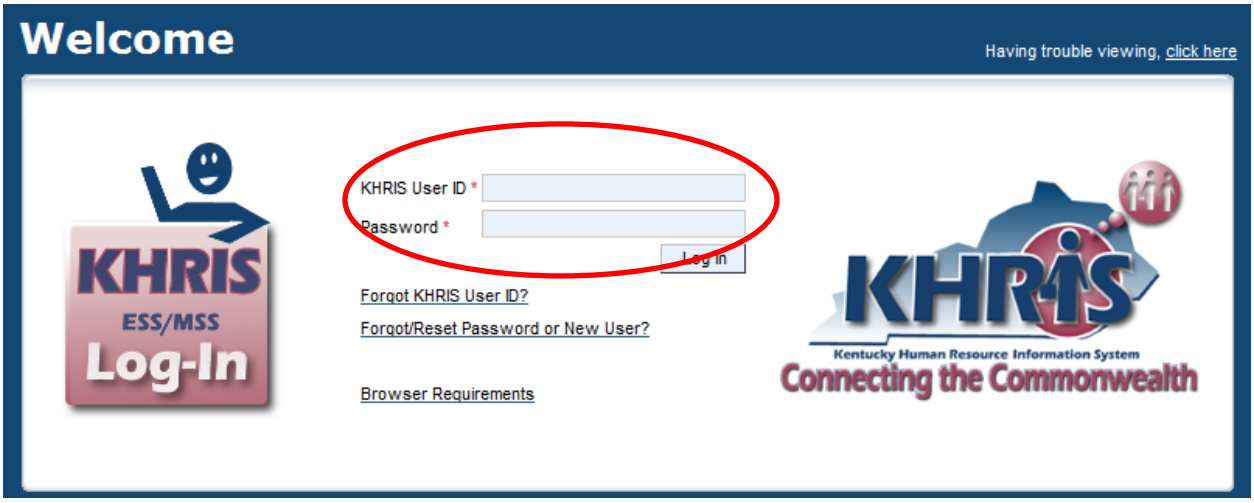
All questions or concerns regarding Health Insurance or Flexible Spending Account billing should be directed to FMB/PBB/PBB (Financial Management Branch/Premium Billing Branch) at 502-564-9097, fax 502-564-0715.

Enrollment issues should be directed to EIB (Enrollment Information Branch) at 502-564-1205, fax 502-564-1085.

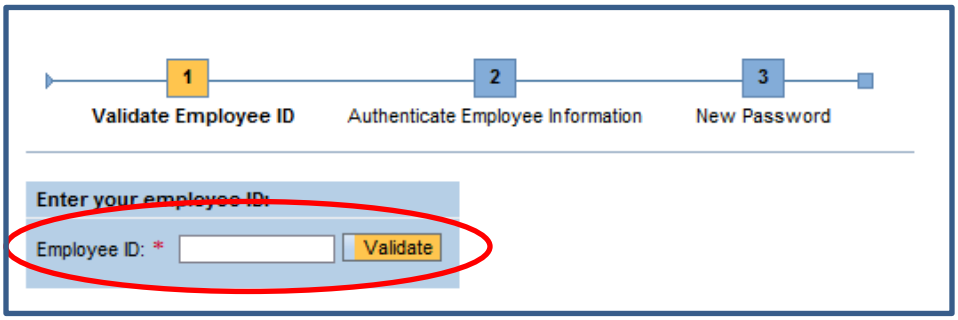
Member Benefit issues should be directed to MSB (Member Services Branch) at 888-581-8834 or 502-564-6534, fax 502-564-1085.

Benefits Accounting Quick Guides
Logging On To KHRIS

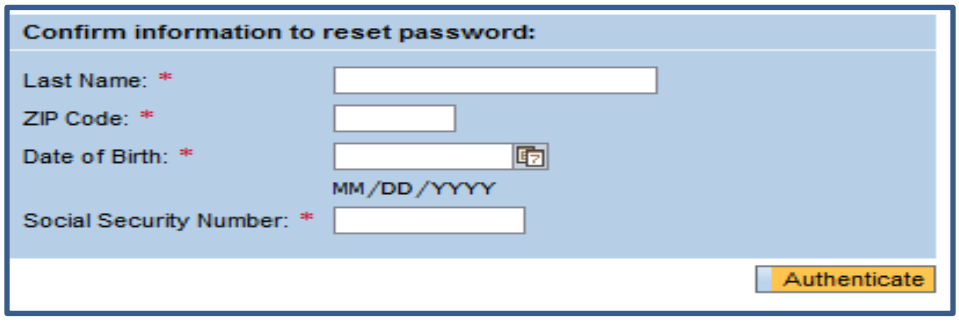
Access KHRIS directly through: https://KHRIS.ky.gov/irj/portal.



Enter your **User ID** and **password** to enter KHRIS.
If this is your first time using the KHRIS, select the **New User/Reset Password** link.



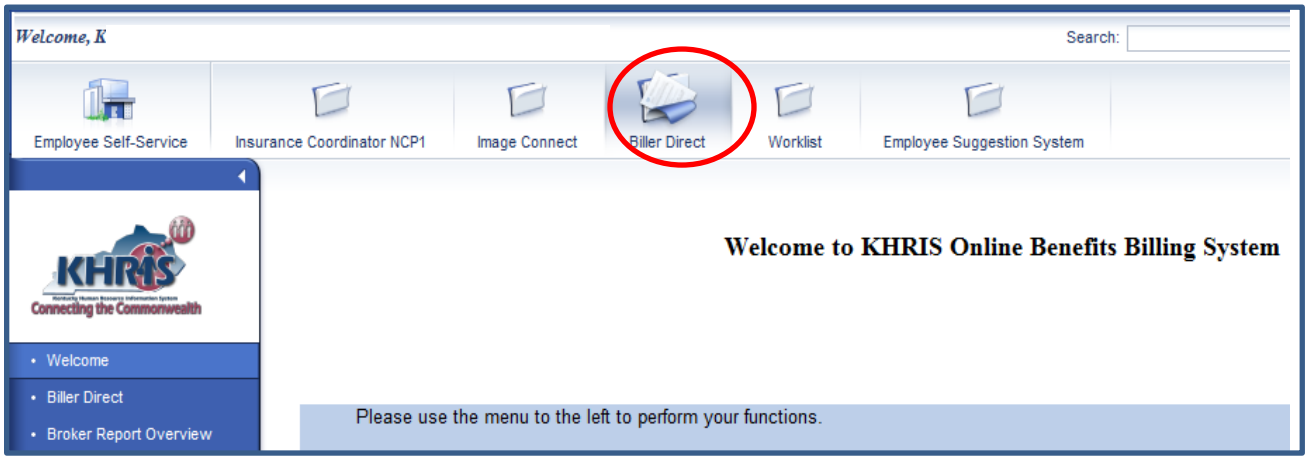
The reset password link will take you through a series of screens where you will first enter your Employee ID.



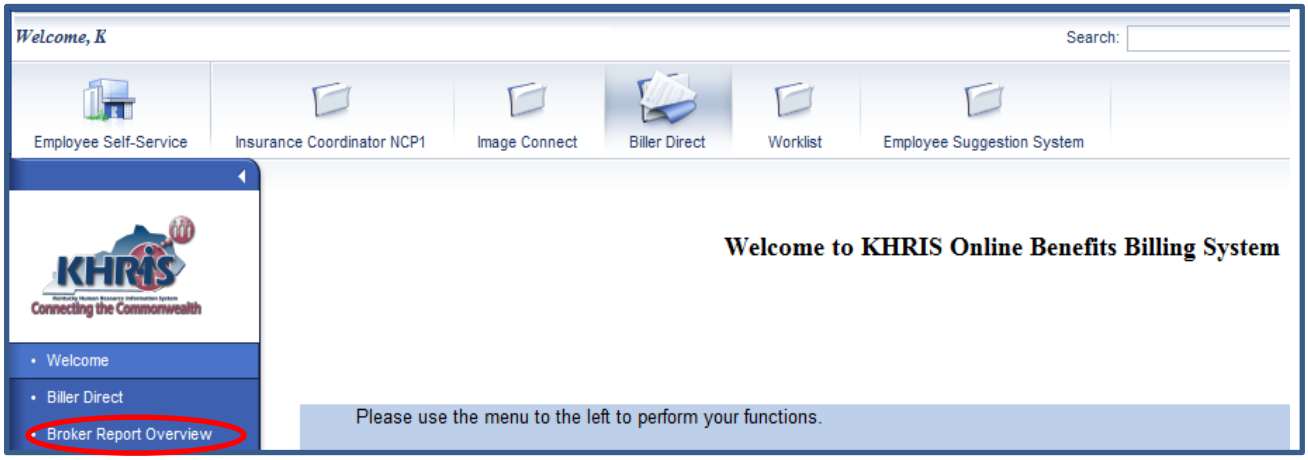
And then you will authenticate your name, zip code, date of birth and SSN in order to be able to generate a new password and enter KHRIS.

Accessing the Broker Bill

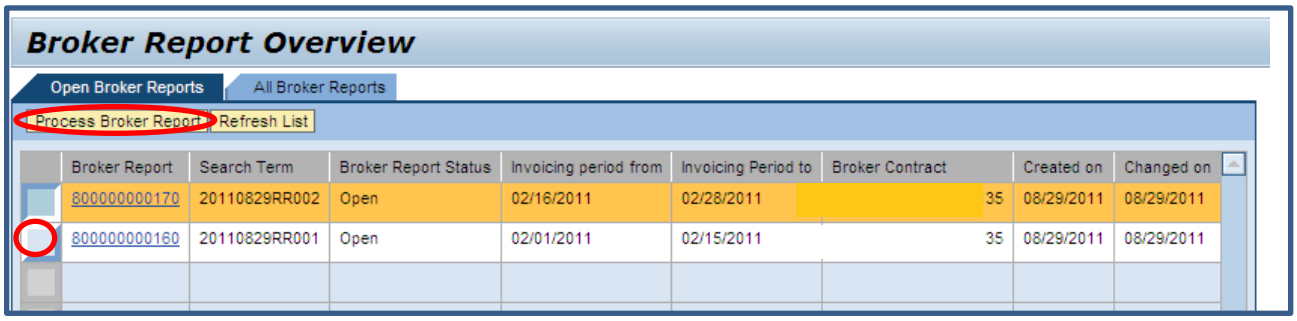
To access broker reports, click **Biller Direct**



Click on the "**Broker Report Overview**" link.



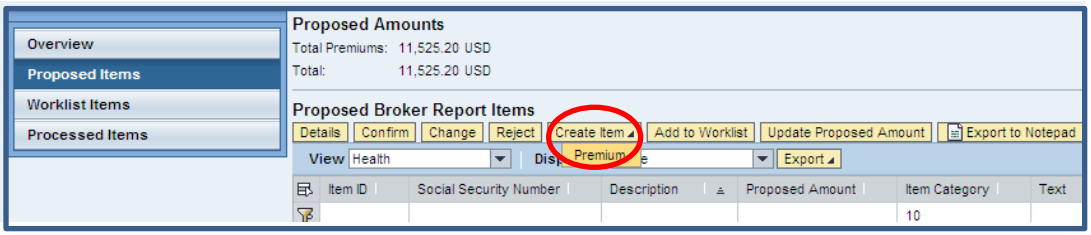
Choose the bill that you wish to process by clicking the gray square to the left of the report number.



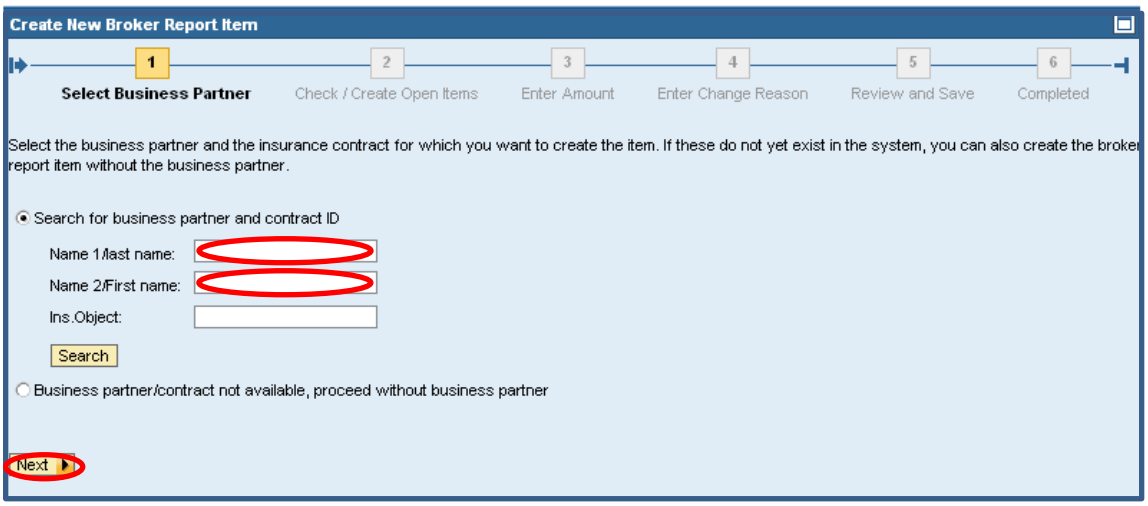
Click **Process Broker Report** to open the bill.

Adding Employees to the Broker Bill

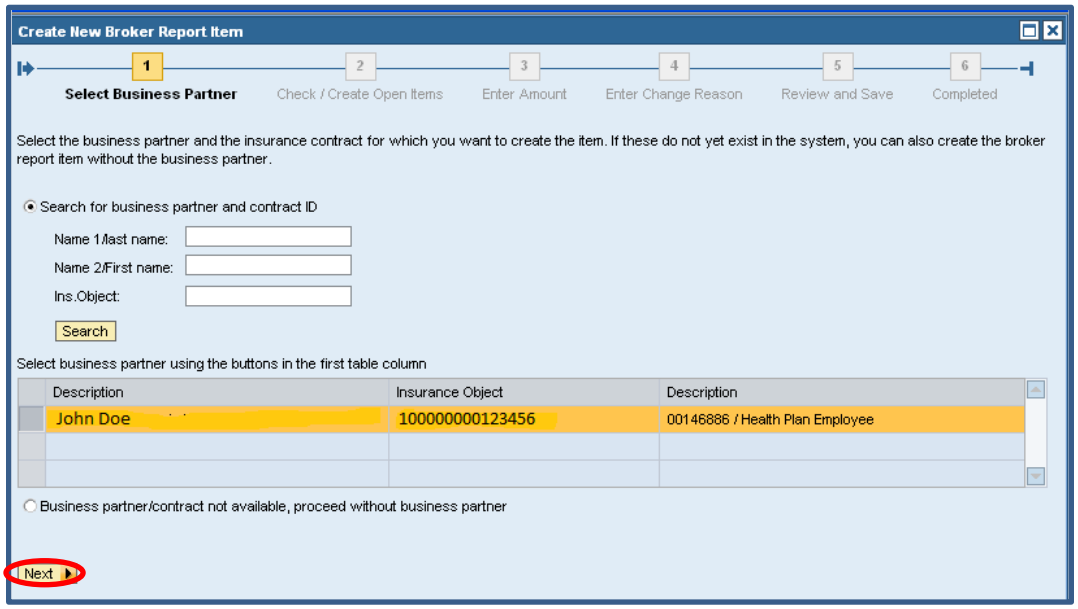
Open the Broker Report for your agency. Select **Proposed Items.** Click the **Create Item** button.



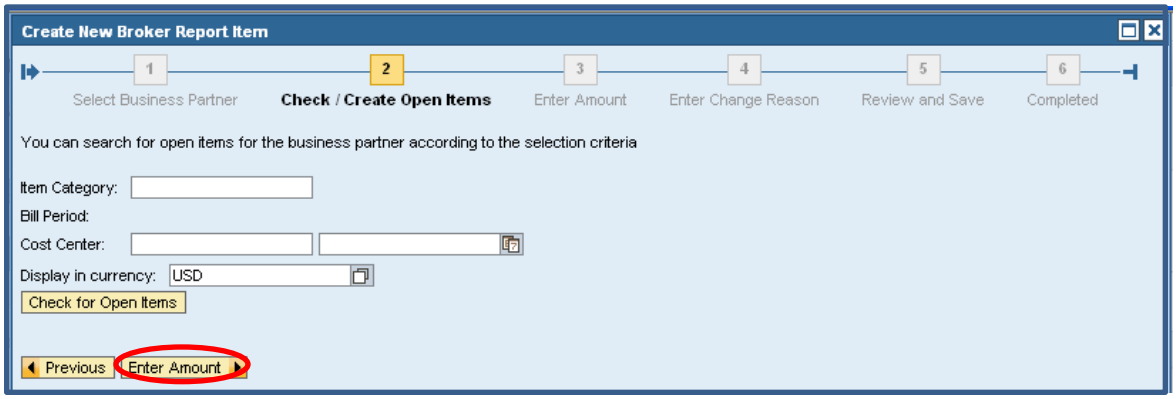
Enter the Name of the person you wish to add to the bill. Leave Ins Object field blank. Do not click the “Business partner/contract not available” radio button.
Click **Search** and follow the wizard through the process



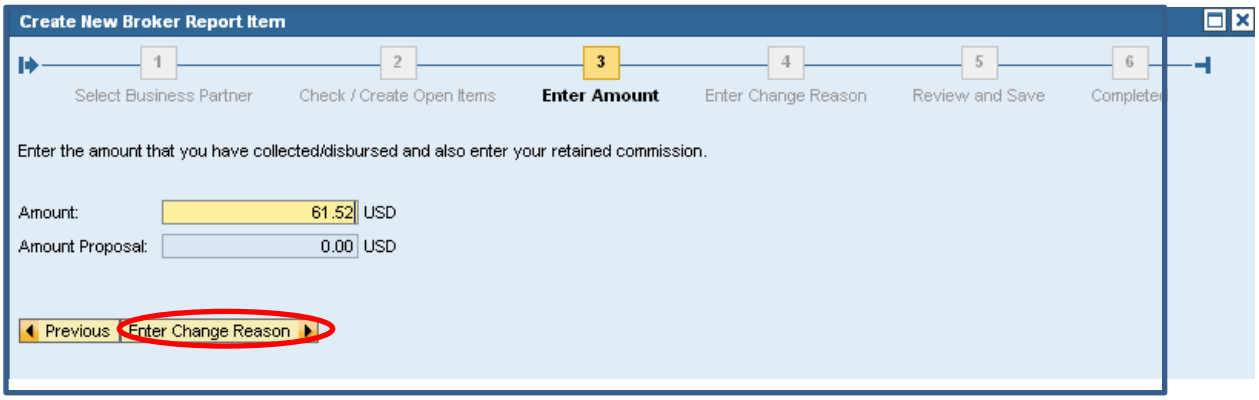
Click **Next** once correct insurance object has been selected.



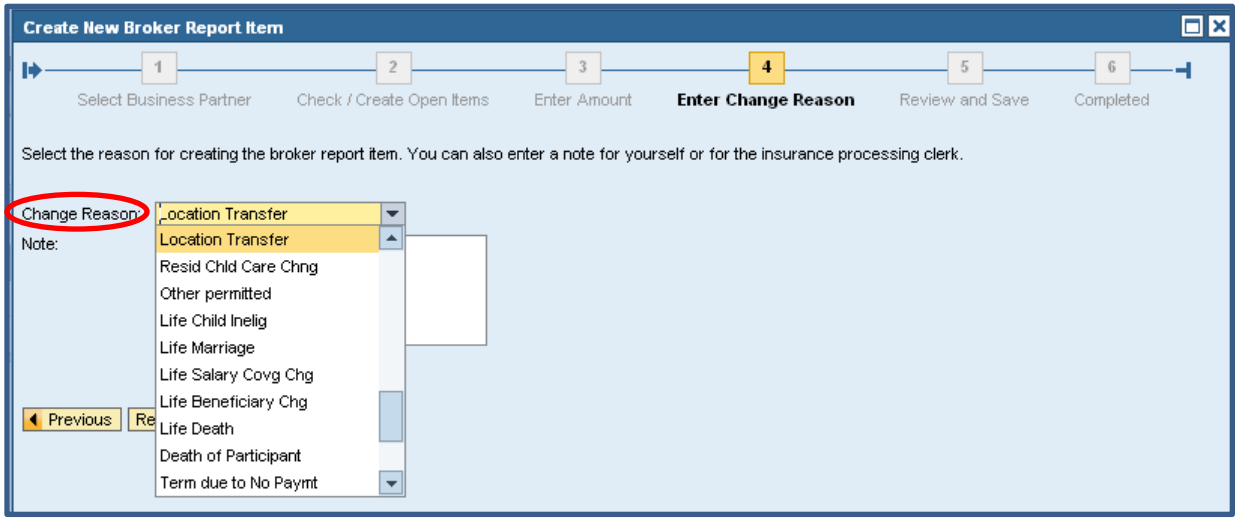
Click the **Enter Amount** button. Leave Item Category, Cost Center, and Display in Currency blank.



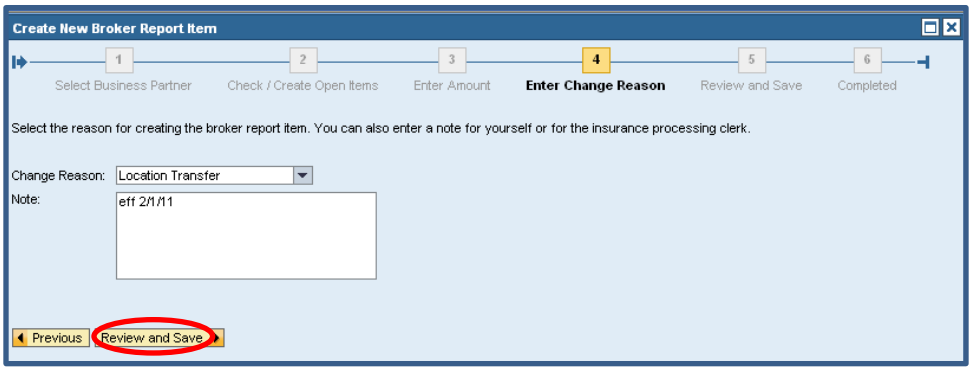
Click in **Amount** and enter payment amount. Do not enter any amount in Proposed Items. Click **Enter Change Reason**.



Drop down **Change Reason** and select the reason that best fits the situation. If none of the options fit the situation, click Other Permitted. You may enter a *brief* note. Notes can be helpful, but are not required.

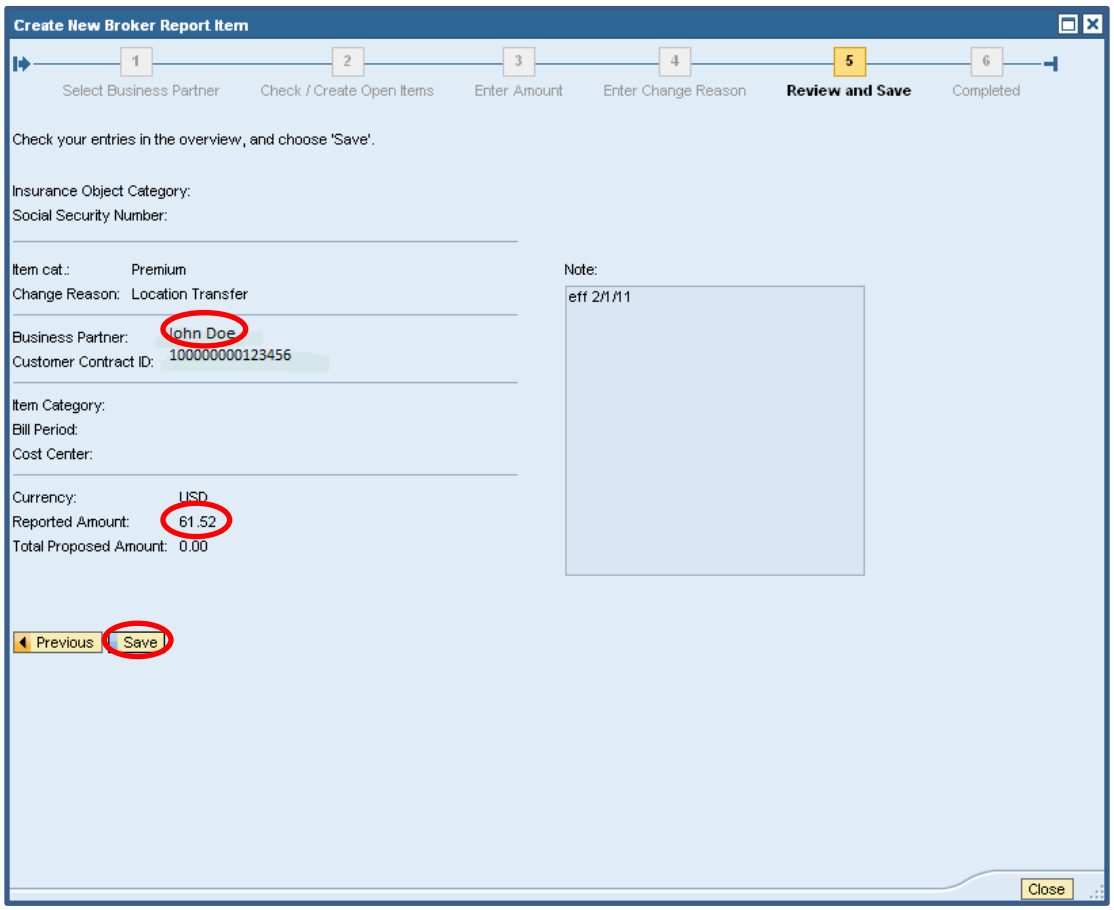


Click **Review and Save**.



Review entry for accuracy.

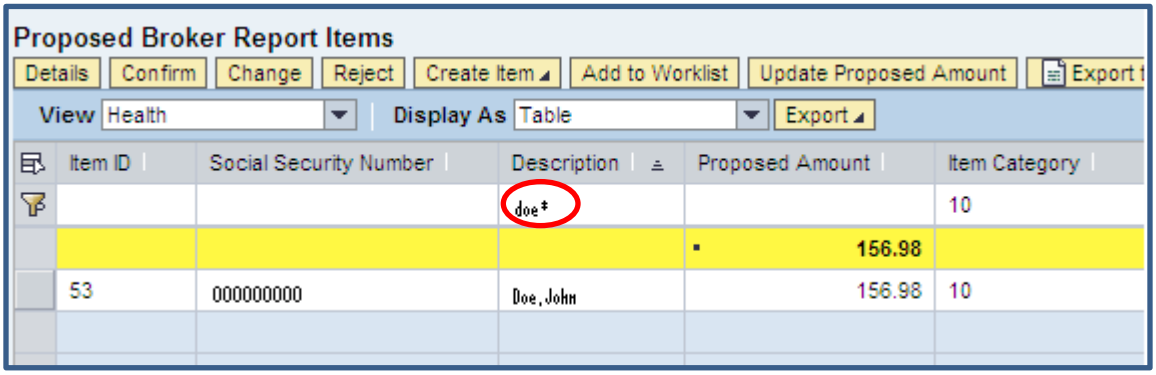
If entry is correct, click **Save**.



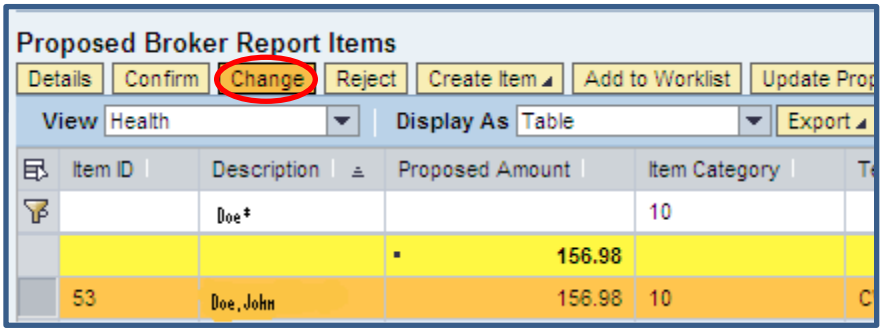
This message verifies that an item has been added.

Changing the Broker Bill

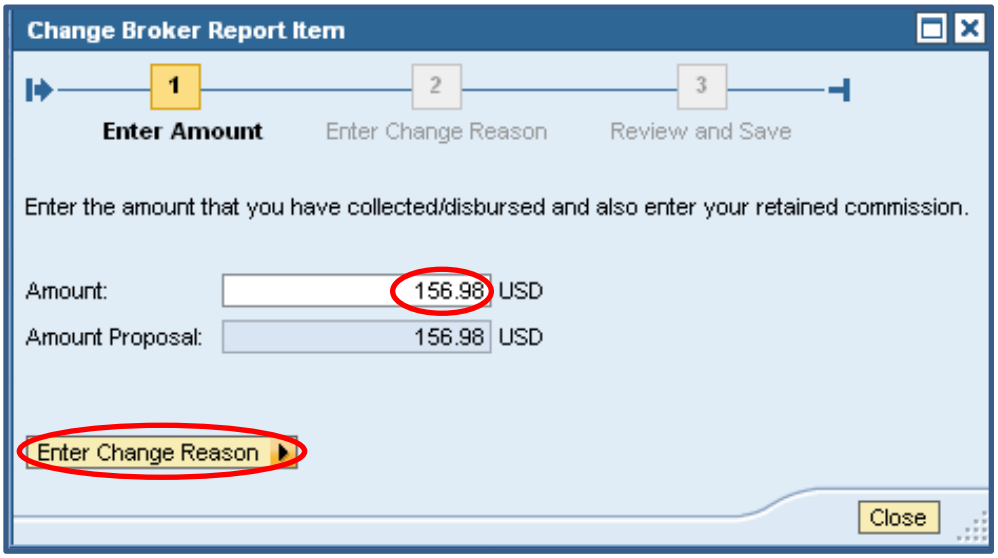
In **Proposed Items** on broker bill, search hint: click in the blank line under description, employees last name followed by an asterisk (*).



To change a **Proposed Amount**: Highlight the employee by clicking on the grey square to the left of their line. Click **Change**

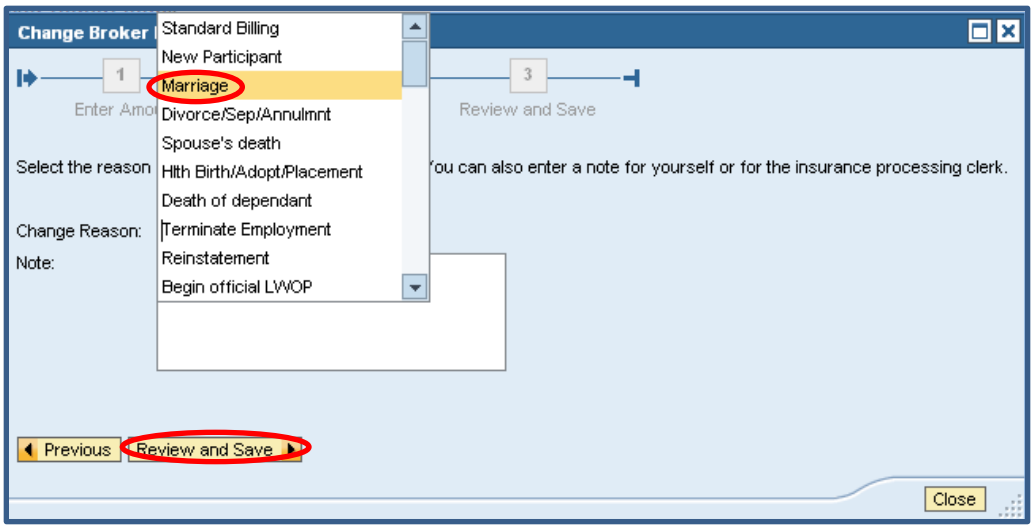


Change **Amount** and click “Enter Change Reason” button.

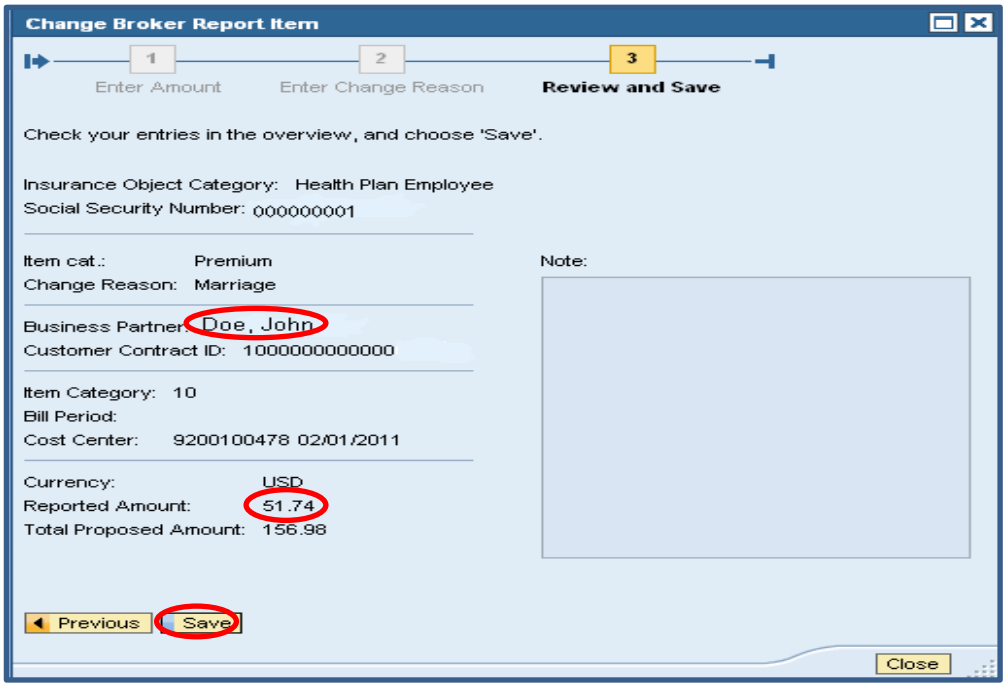


Select the appropriate Change Reason from the dropdown box. You may also enter a short Note if you wish.

Click **Review and Save.**



Review for accuracy

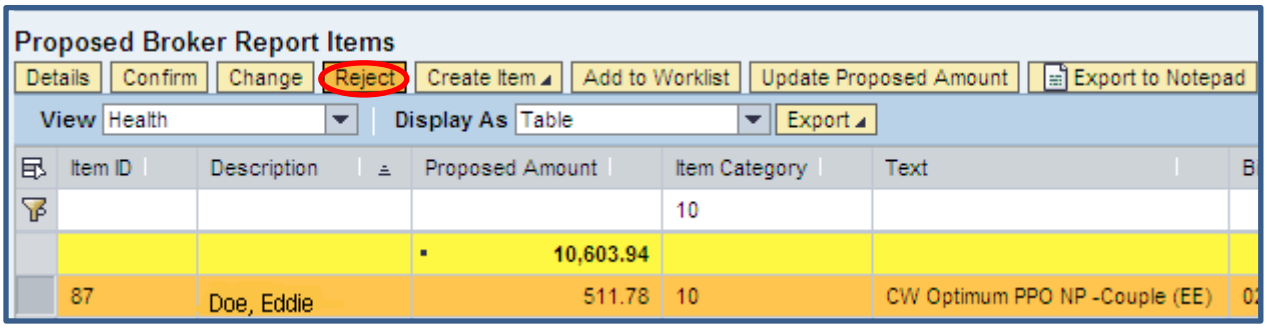


If entry is correct, click **Save**.

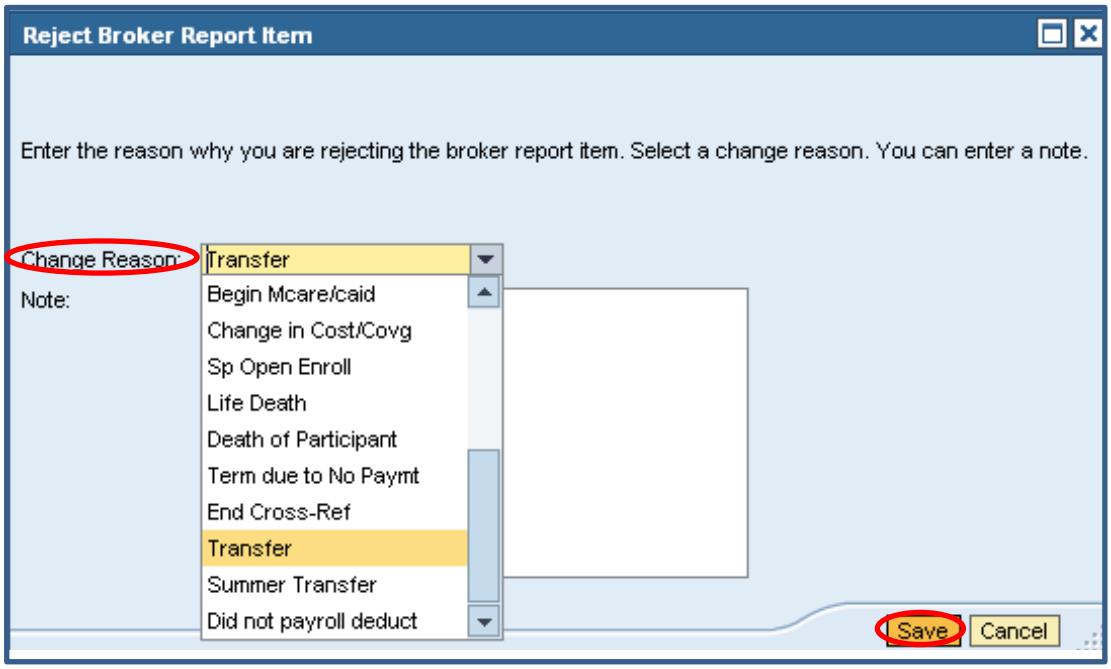
Rejecting Items from Broker Bill

Go to Proposed Items in your web broker bill (Broker Report)

Highlight the employee's line item and click Reject.



Select appropriate Change Reason for rejection



Click **Save**. (Note: Button may now say "Confirm" instead of "Save.")

<u>Important</u>: When rejecting terminated employees from your broker bill, please enter a note and include date of employment termination and date of health insurance or FSA termination.

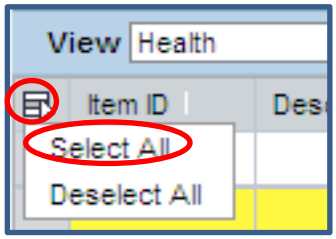
Notes are limited to no more than 50 characters.

Confirming Unchanged Proposed Items

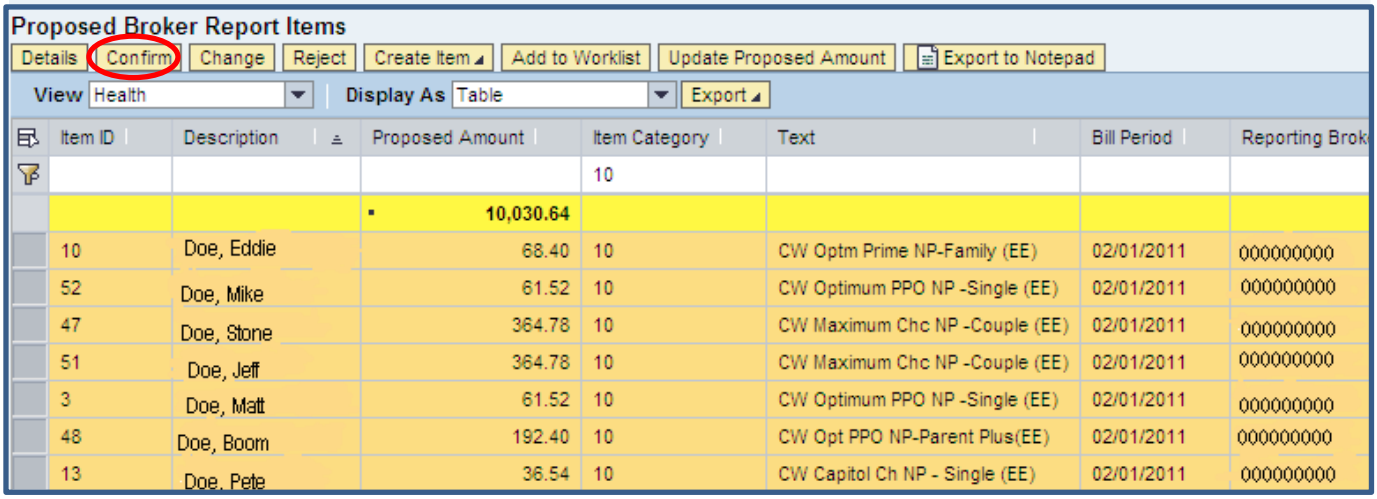
After all necessary changes, additions and rejections to Proposed Items/Worklist Items have been made:

Click Table Selection Menu button.

Click Select All



Click **Confirm** button.



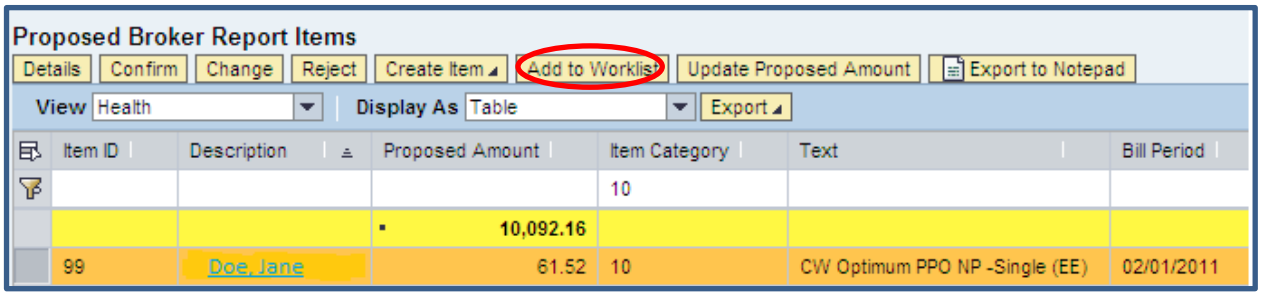
Item ID	Description	Proposed Amount	Item Category	Text	Bill Period	Reporting Brok
			10			
		10,030.64				
10	Doe, Eddie	68.40	10	CW Optm Prime NP-Family (EE)	02/01/2011	000000000
52	Doe, Mike	61.52	10	CW Optimum PPO NP -Single (EE)	02/01/2011	000000000
47	Doe, Stone	364.78	10	CW Maximum Chc NP -Couple (EE)	02/01/2011	000000000
51	Doe, Jeff	364.78	10	CW Maximum Chc NP -Couple (EE)	02/01/2011	000000000
3	Doe, Matt	61.52	10	CW Optimum PPO NP -Single (EE)	02/01/2011	000000000
48	Doe, Boom	192.40	10	CW Opt PPO NP-Parent Plus(EE)	02/01/2011	000000000
13	Doe, Pete	36.54	10	CW Capitol Ch NP - Single (EE)	02/01/2011	000000000

All unchanged items in Proposed Items have been moved to Confirmed tab in Processed Items.

Placing Items on the Worklist

Go to Proposed Items. Highlight item

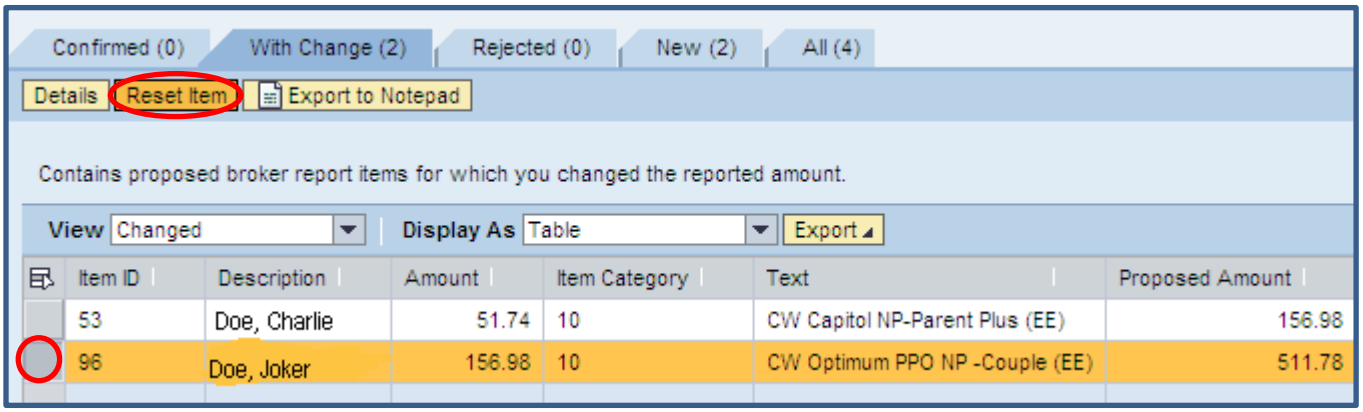
Click the **Add to Worklist** button.



Resetting Processed Items

Go to correct tab in Processed Items. Highlight item to be reset.

Click **Reset Item**.



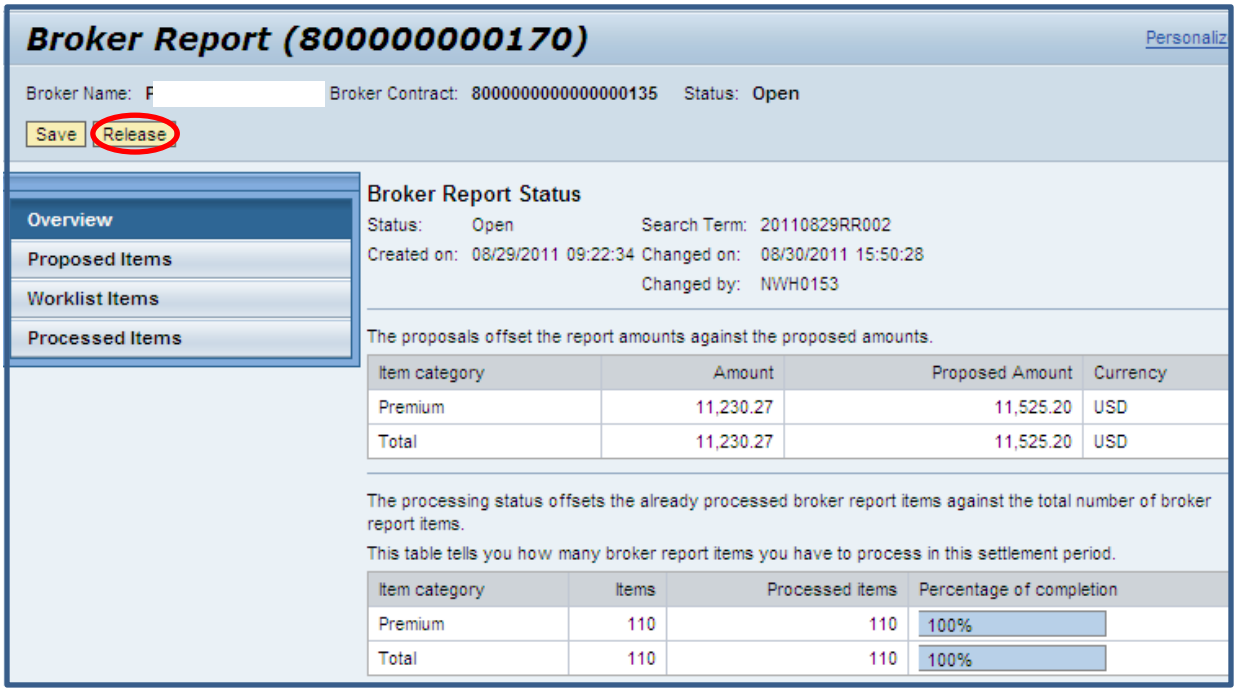
Go back to Proposed Items and make the necessary correction.

Releasing the Broker Bill

After all the changes have been made and all Proposed Items have been processed, verify the broker bill amount matches your payment.

Click **Save**

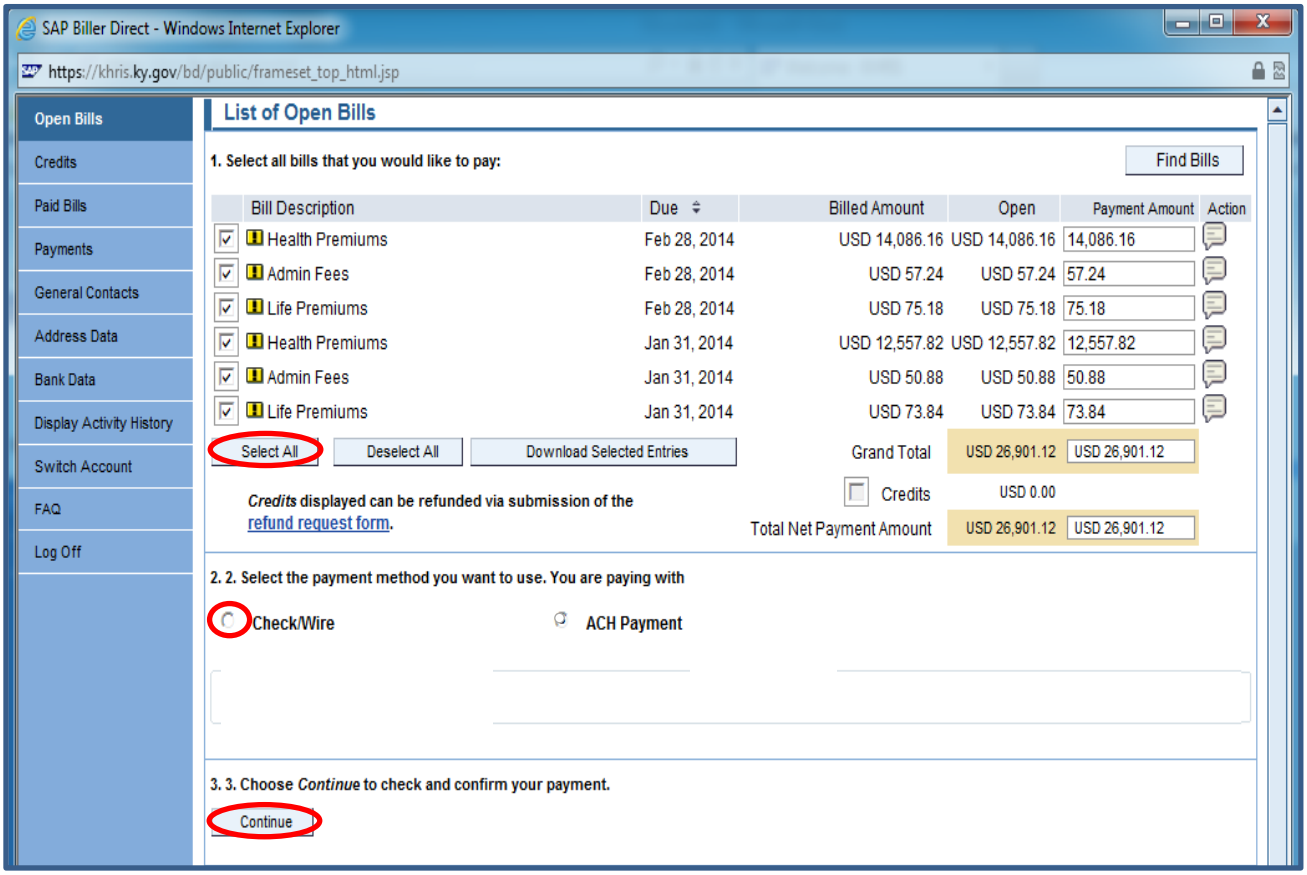
Click **Release**



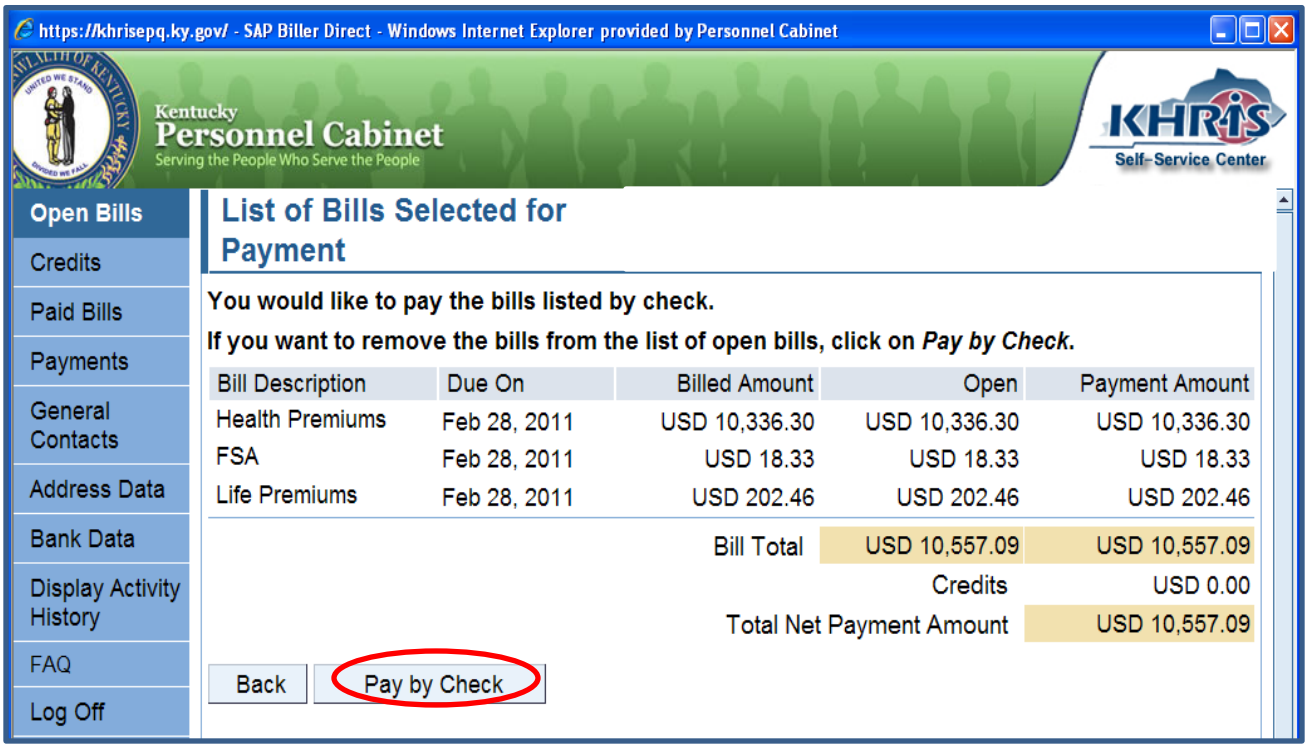
Paying the Bill by Check in Biller Direct

Select the bills to be paid by clicking **Select All** or putting a check mark in the appropriate box.

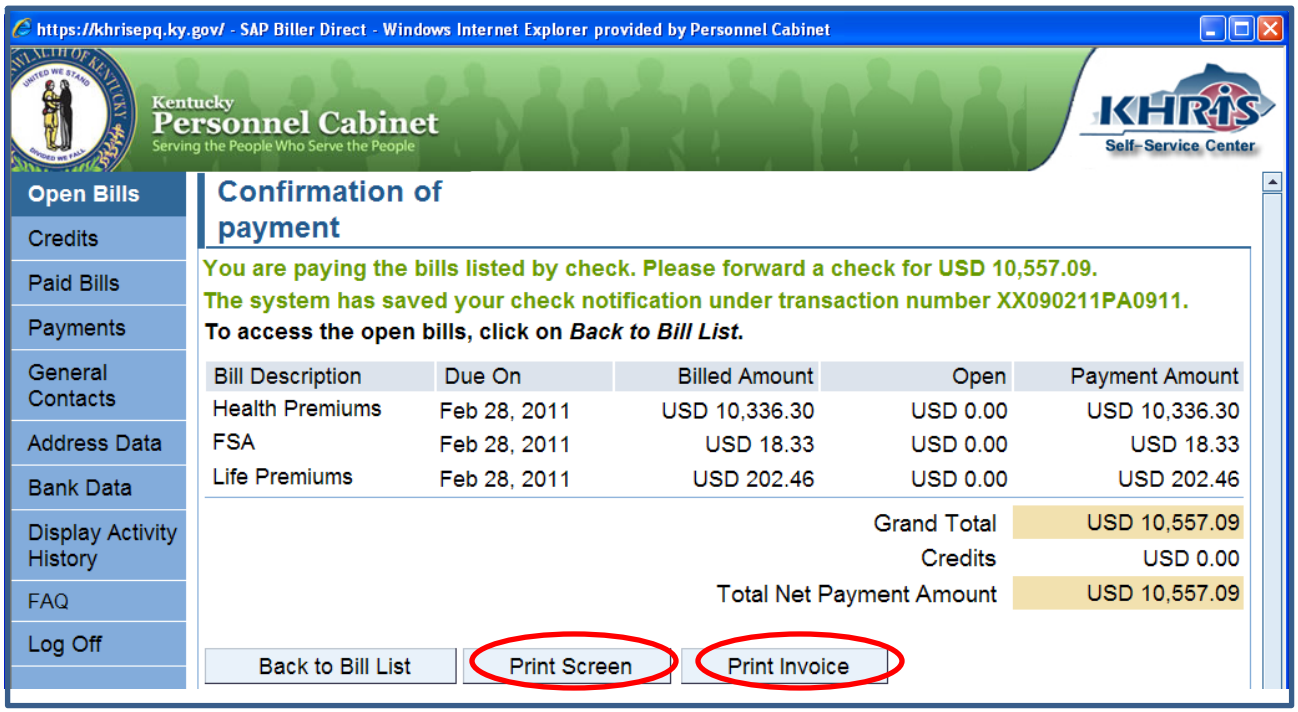
Choose **Check/Wire**
Click **Continue**



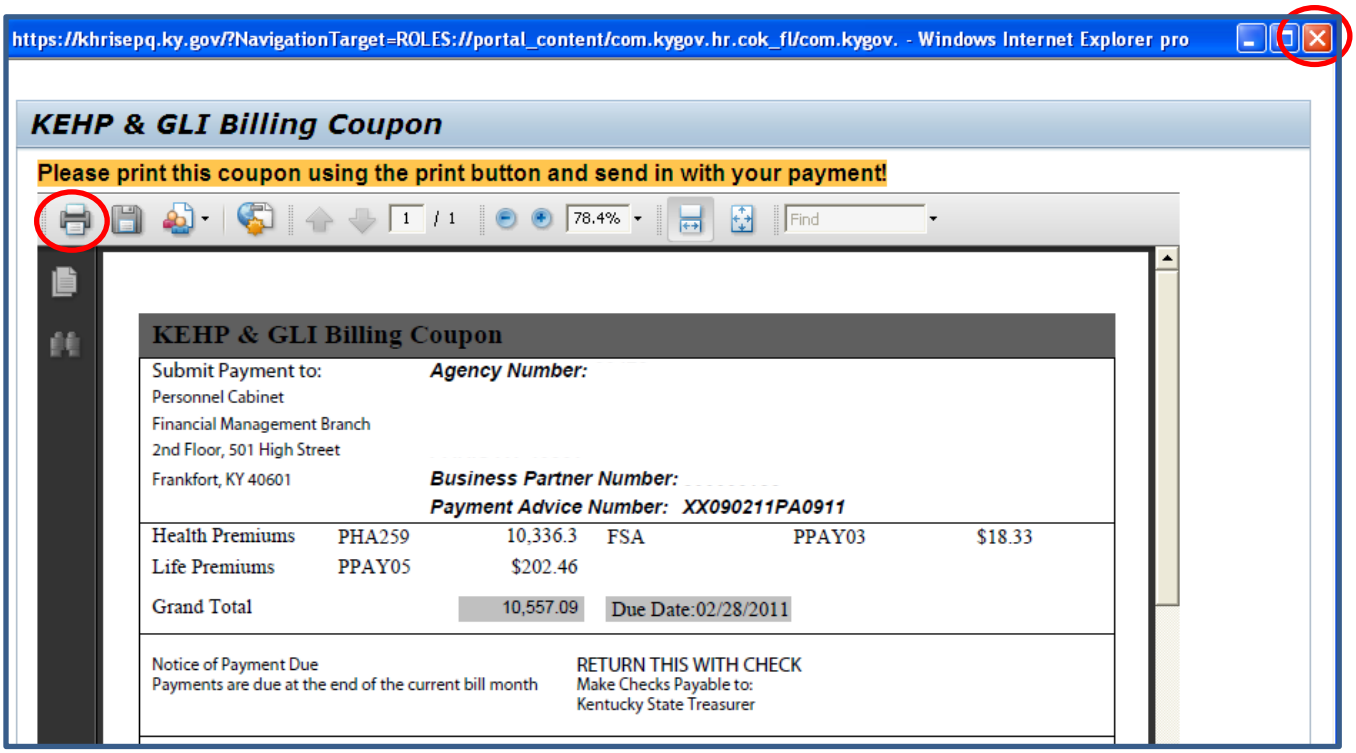
Click **Pay by Check**



Click **Print Invoice** print a payment coupon to be mailed with payment.



Click printer icon to print invoice/payment coupon. When printing is complete, close invoice by clicking X in top right corner.



After all open bills have been paid; click Bill Description and confirm that there are no open bills. You may log off at this point.

Paying the Bill by ACH in Biller Direct

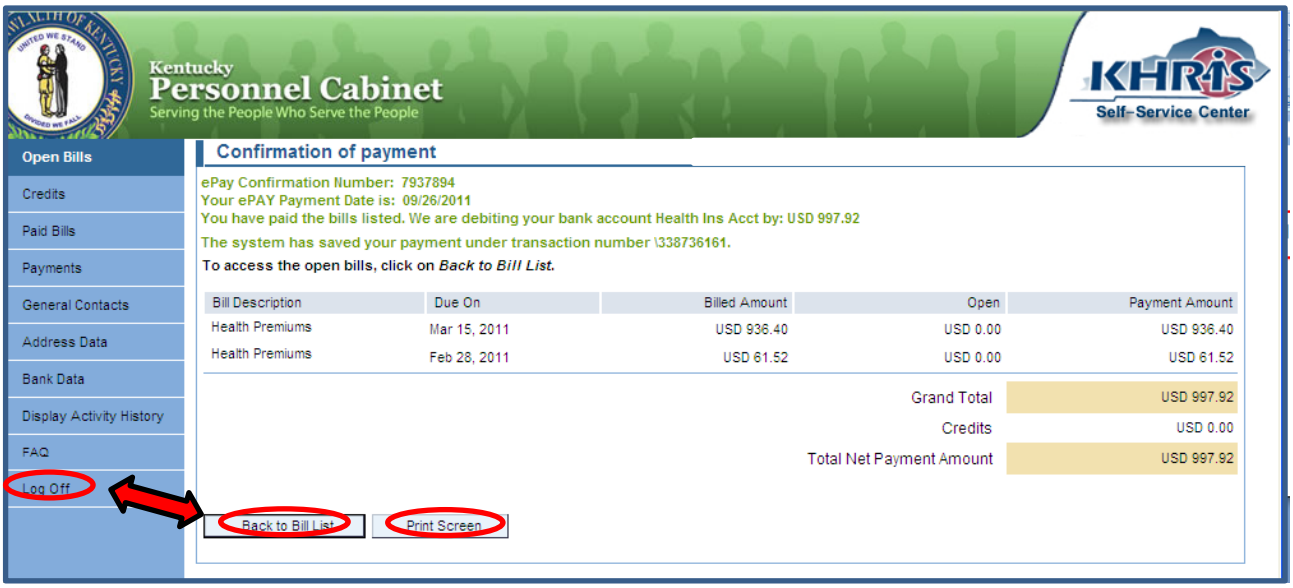
Agencies are encouraged to pay by ACH. It's fast and free, so you save money and time.

- Select the bills to be paid by clicking **Select All** or putting a check mark in the appropriate box.
- Verify amount.
- Click ACH Payment
  You may pay multiple Products by a single check or each Product may be paid by a separate check. This is your agency's decision.
  You may pay multiple line items on a single invoice or each item may be paid on a separate invoice. The choice is yours.
- Verify that the correct account is selected.
- If the bill is not late, the date can be changed.
- Click Continue.

Check **Account** and **Payment Amount.**
Click Pay by **ACH.**

Print **Confirmation of payment.**

At this point you may Log Off or go back to bill list.



IMPORTANT: If you attempt to pay your bill by ACH and receive this error, CALL YOUR FMB/PBB CONTACT IMMEDIATELY or call FMB/PBB main line at 502-564-9097.

This error message means that ACH is down and your payment has not been processed correctly.

Paying the Bill by Personal Check and ACH in Biller Direct

To pay by Personal Check and ACH:

Pay the personal check(s) FIRST.

To make a partial payment by personal check:

1. Determine the **total amount** to be paid by personal check.
2. **Change the amount** of the correct Product to reflect the amount of the personal check(s).
3. Process as you would when paying by check. See instructions beginning on page 117.
4. Remember to print invoice and mail with your personal checks.
5. Return to Biller Direct and pay the remainder by ACH. See instructions beginning on page 122.