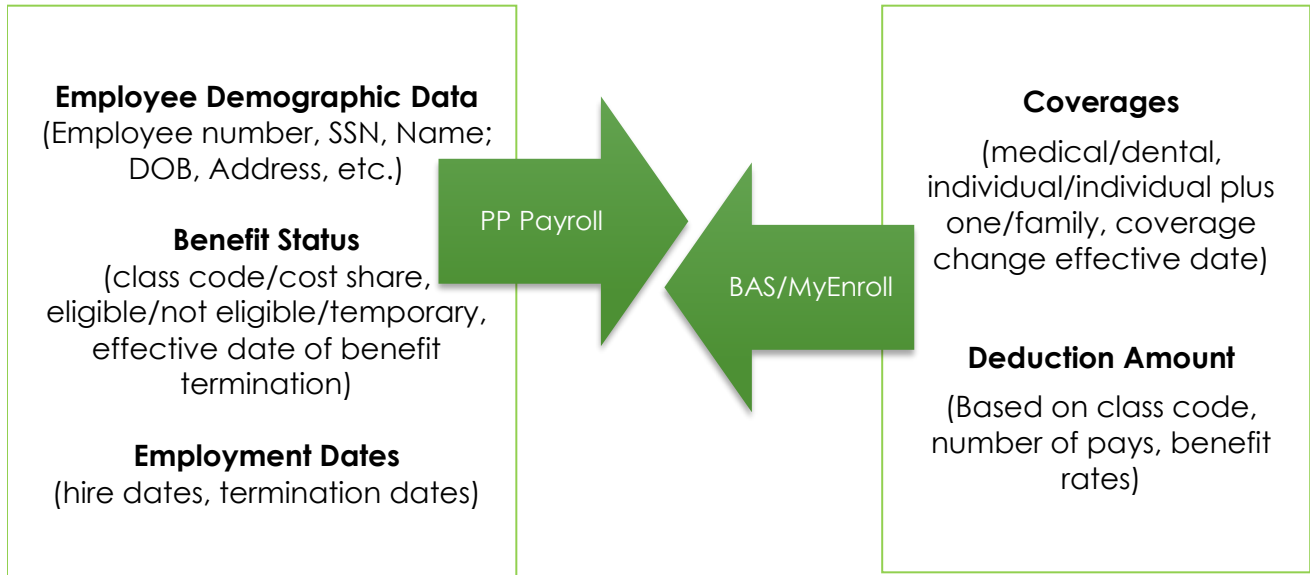


BAS/MYENROLL QUICKSTEPS

PrimePay Locations

March 2021

PRIMEPAY AND BAS/MYENROLL DATA EXCHANGE





MyEnroll also sends change files to the carriers (BCBS, Delta Dental and CVS/Caremark) once per week on Wednesday mornings (so changes should be finalized by Tuesday EOD). This includes changes to employee personal information (address changes) and coverage changes (enrollments, terminations, dependent adds/terminations).

*Deductions should only be updated manually in PrimePay Payroll if there is a retro employee contribution or refund to be made. This is done on the Paycheck Options screen, not on the actual deduction screen.

NEW HIRES

- Location admin enters new hire into PrimePay
- The following business day after noon the employee will load into BAS/MyEnroll
- Benefits Office sends e-mail to employee with new hire packet
- Employee has 30 days from date of hire to log in to MyEnroll to make benefit elections (location admin can also make elections on employee's behalf)
- If employee enrolls in coverage, the deduction will automatically be sent from BAS to PrimePay, loading into the Future Effectivity section of the Voluntary Deduction screen, with the Future Check Date equal to the effective date of the coverage.* See note above regarding retro data entry in PrimePay.

Employee Voluntary Deductions

Voluntary Deduction Description: **DNIP - DENT IND PRETAX**   Vendor Setup:

Current Values:

Amount	Percent	Limit	Original Limit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Remaining Limit	Current Arrears		
<input type="text"/>	<input type="text"/>		

Future Effectivity Options:

Future:	Future Amount	Future Percent	Future Limit	Future Check Date
	<input type="text" value="50.02"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="01/01/2021"/>

TERMINATIONS

- Location admin enters a Benefit Termination Date and Reason in PrimePay on the Employee Demographic page
 - A future date can be entered. These fields are different from the payroll status and termination dates and does not affect payroll processing at all.
 - Should be entered as the last calendar day of the month, but PrimePay will round all dates to last calendar day of the month if entered otherwise.
- The following business day by noon the update will load into BAS/MyEnroll
- All coverages will terminate in MyEnroll as of the last day of the month
- MyEnroll sends a zero deduction to PrimePay with appropriate effective date

CHANGE AN EMPLOYEE FROM BENEFIT ELIGIBLE TO NOT BENEFIT ELIGIBLE

- Location admin enters a Benefit Termination Date and Reason in PrimePay on the Employee Demographic page and changes the employee's Benefit Status to *Not Benefit Eligible*. Additional fields must also be filled out to align with the status change.
- The following business day by noon the update will load into BAS/MyEnroll
- All coverages will terminate in MyEnroll as of the last day of the month
- MyEnroll sends a zero deduction to PrimePay with appropriate effective date, landing in the Future Effectivity section of the Voluntary Deductions screen (see above).

CHANGE AN EMPLOYEE FROM NOT BENEFIT ELIGIBLE TO BENEFIT ELIGIBLE

- Location admin changes the employee's Benefit Status to Benefit Eligible in PrimePay on the Employee Demographic page and enters an RCAB Benefit Eligible Date. Additional fields must also be filled out to align with the status change.
 - The following business day by noon the update will load into BAS/MyEnroll
 - Benefits Office sends e-mail to employee with new hire packet
 - Employee has 30 days from RCAB Benefit Eligible Date to log in to MyEnroll to make benefit elections (location admin can also make elections on employees' behalf)
 - If employee enrolls in coverage, the deduction will automatically be sent from BAS to PrimePay, landing in the Future Effectivity section of the Voluntary Deduction screen, with the Next Pay Date equal to the effective date of coverage. See note above regarding retro deductions.*
-

