

BYU Enterprise Project Management PeopleSoft HRMS 8.8 Upgrade Project

Revision: 0
Effective Date: 2/4/03

Notes:

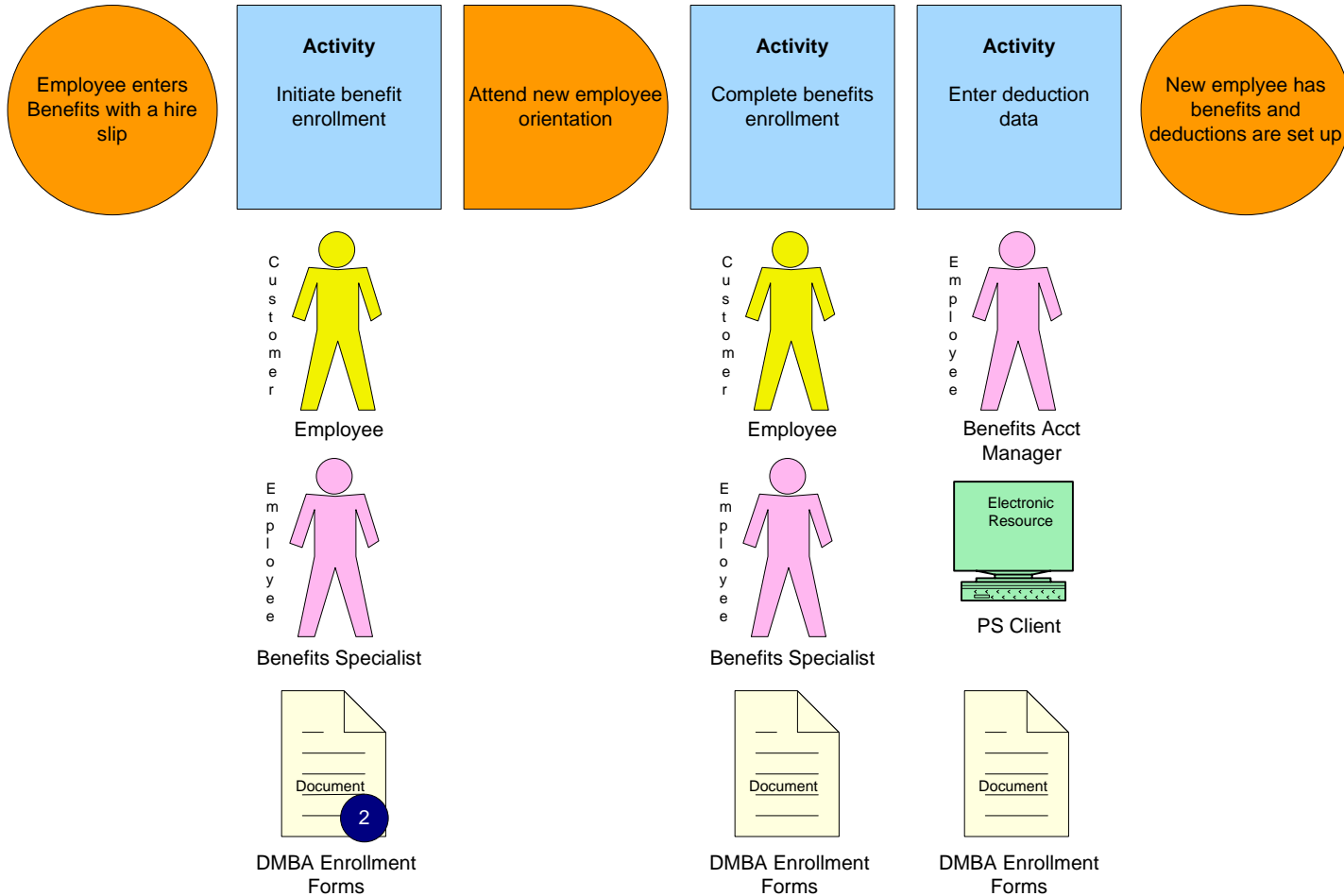
Getting Employees signed up for health, welfare, and savings benefits

- 1 BYU:
 - Id cards, tuition
 - Health & Welfare: Insurance
 - Financial: Savings Retirement Flexible Spending

- 2 Became a web form 2/13/03

Benefits: Enrollment of New Employees 1

BEN01



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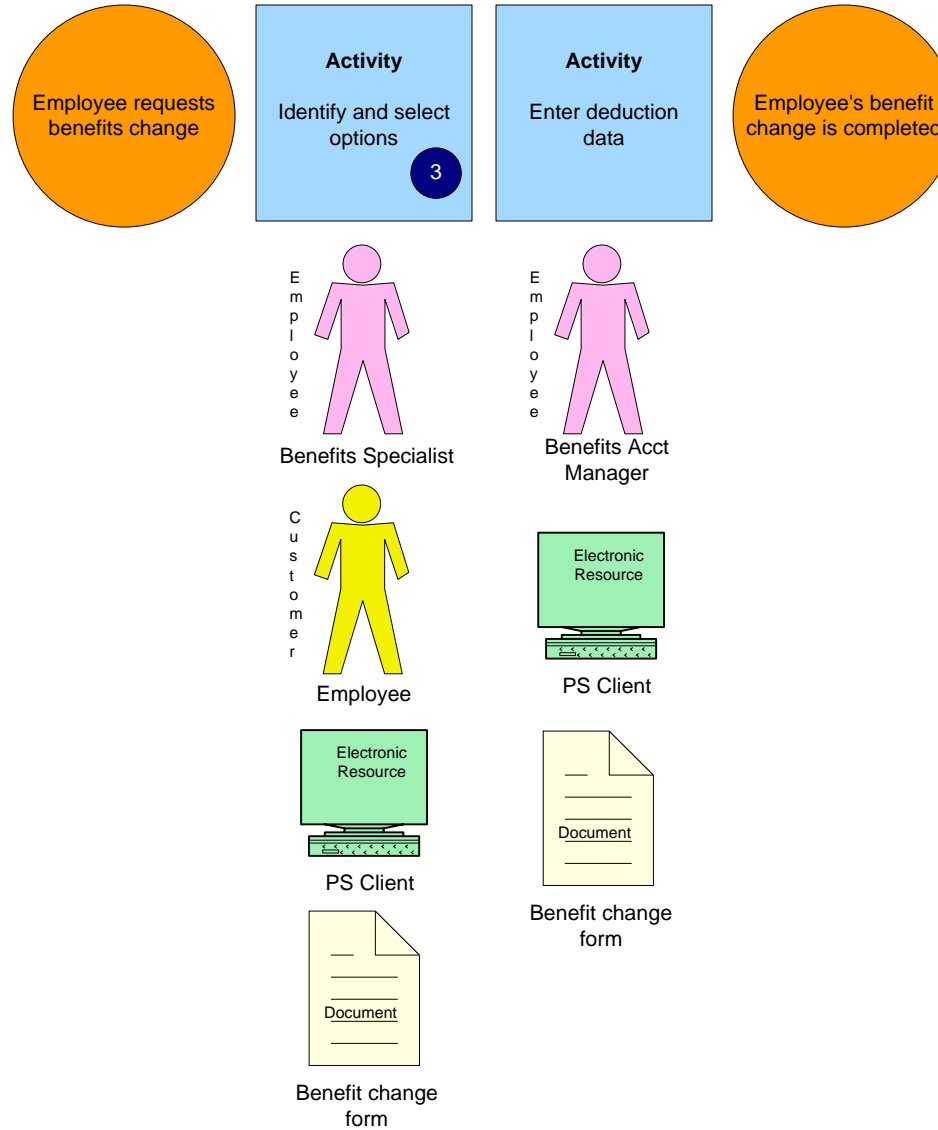
Notes:

Change employee's enrollment, and coverage

3 Investigation, counseling, instucting

Benefits: Benefits Change

BEN02



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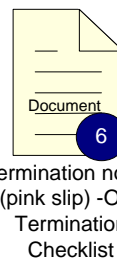
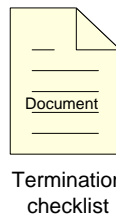
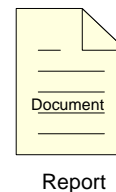
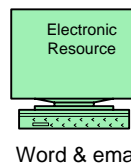
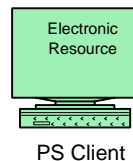
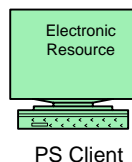
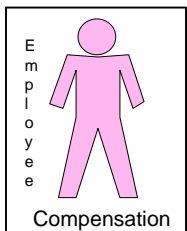
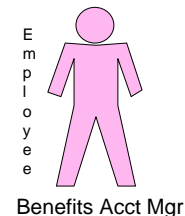
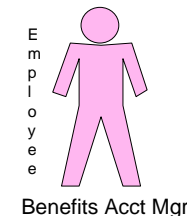
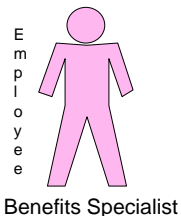
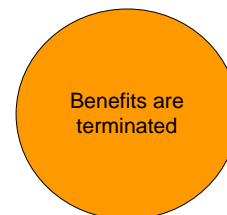
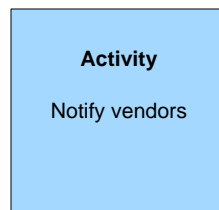
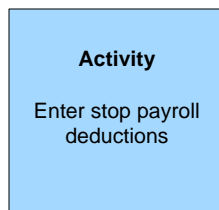
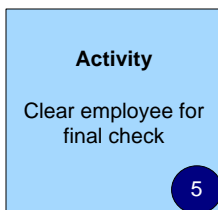
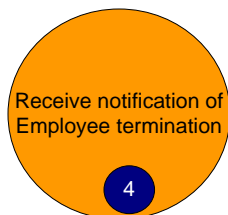
Notes:

Stop benefits when employee leaves and notify interested parties

- 4** Handled differently for faculty vs staff/administrative employees
- 5** Notify:
 - Dept.
 - Traffic Office
 - Key Office
 - Library
 - Bookstore
 - UCA
 - Benefits
- 6** Send paperwork to:
 - Payroll
 - Faculty Personnel
 - Faculty (termination checklist)
 - Staff/administrative (termination notice)

Benefits: Employee Benefits Termination

BEN03



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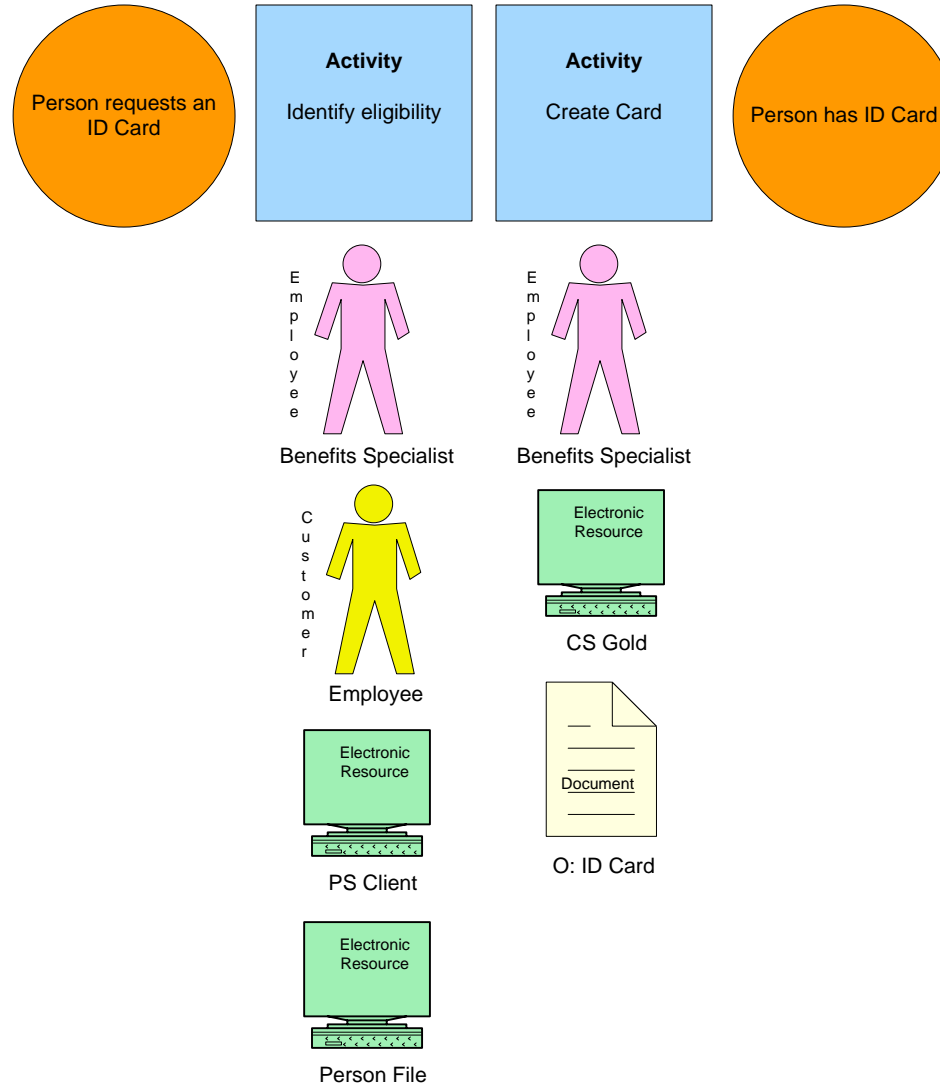
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Notes:

Issue ID cards and verify eligibility for each area of service

Benefits: ID Card Entitlements Management

BEN04



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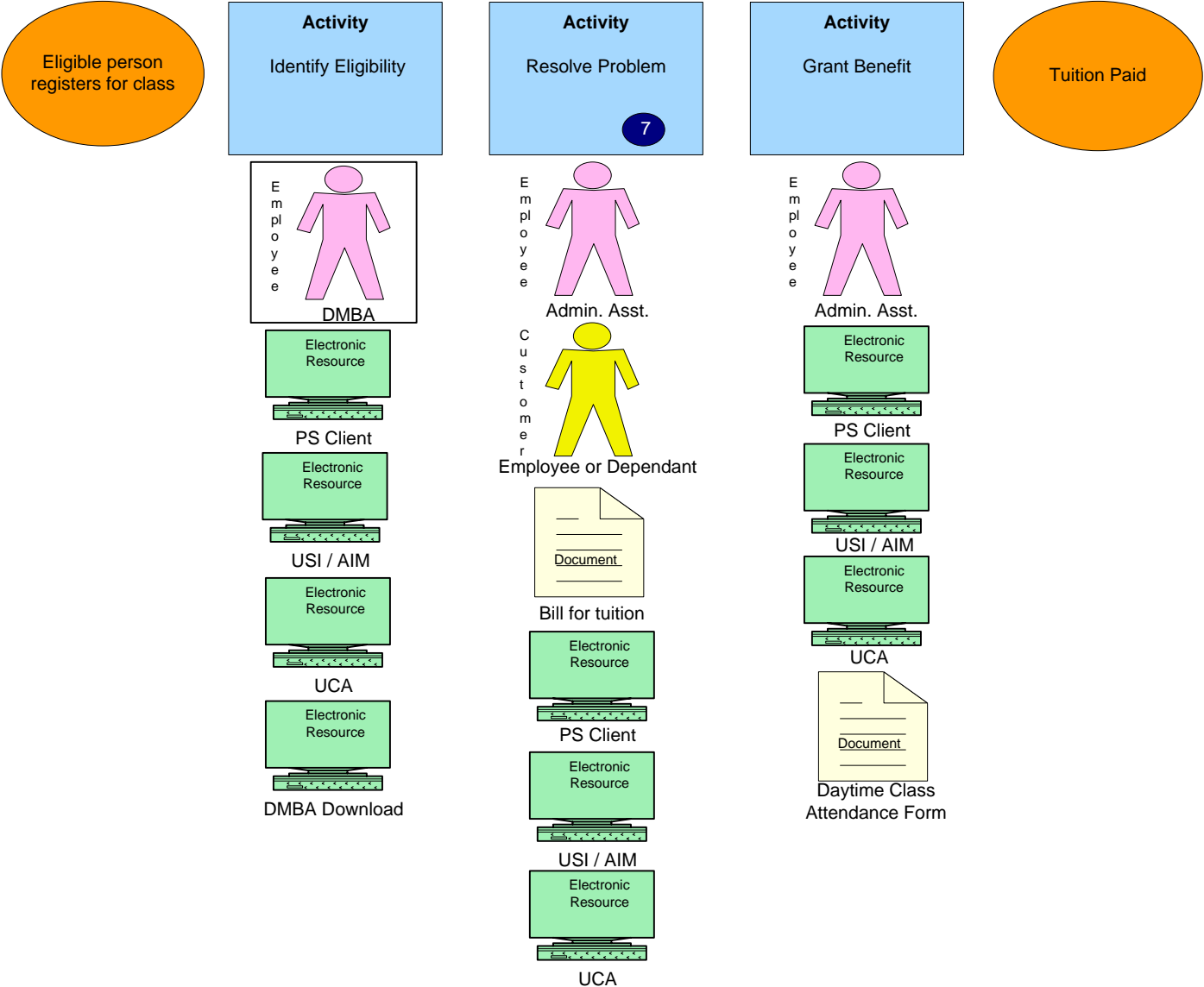
Notes:

Verify eligibility and authorize payments for ee's etc.

- 7** 2 triggers
 -Employee receives bill
 -IS NOT REGISTERED
 Person comes in for help

Benefits gets involved only when there is a tuition benefit problem or Daytime Class Attendance Form

Benefits: Tuition Benefit Administration BEN05



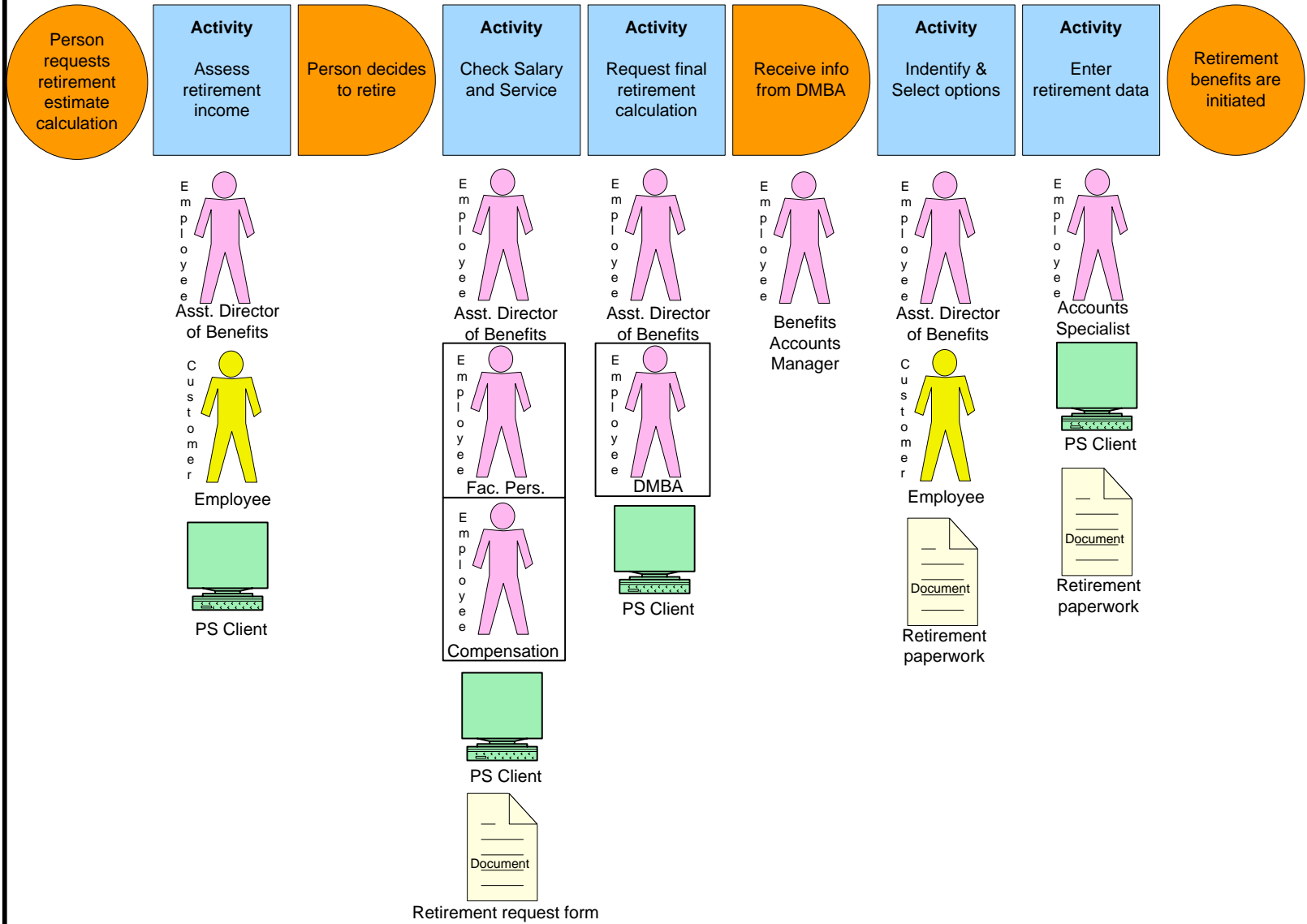
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Notes:

Management of assuring employees receive pension

**Benefits: Retirement Management
BEN06**



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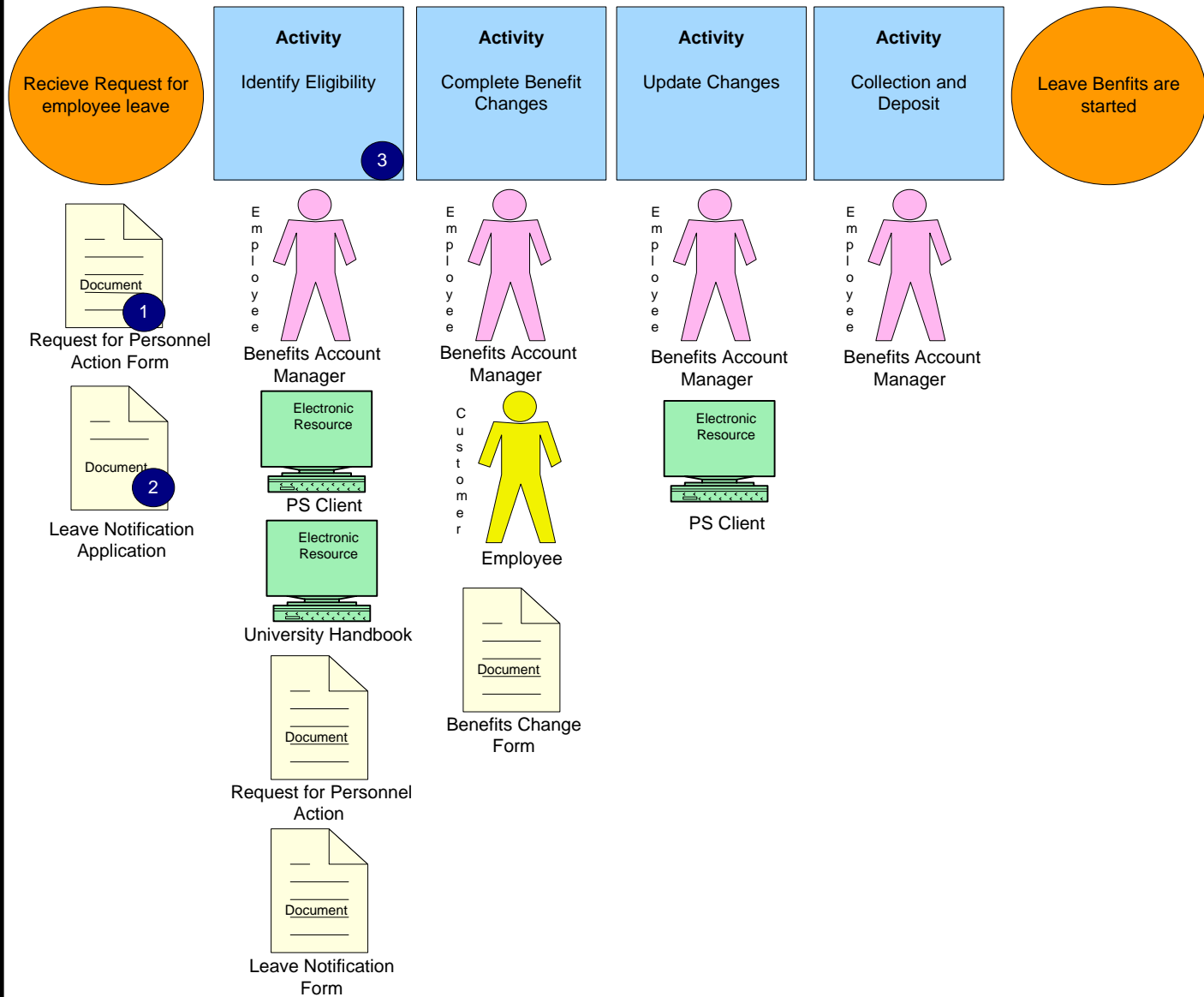
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Notes:
To ensure benefits continue and payments received during leave of absence

- 1 For: staff/admin employees
From: Compensation
- 2 For: faculty employees
From: Faculty Personnel
- 3 Send correspondence to employee to obtain additional info

Benefits: Leaves of Absence/Benefits Administration (p.1)

BEN07



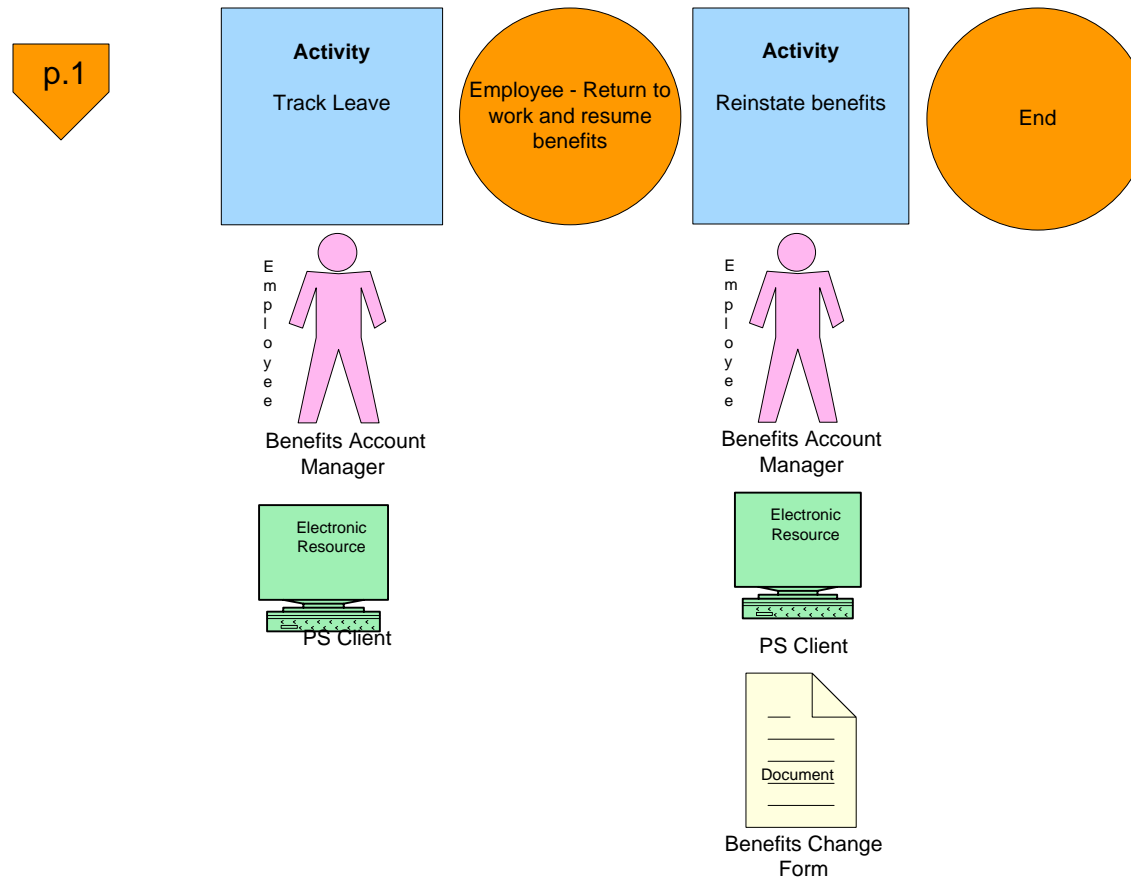
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Notes:

Benefits: Leaves of Absence/Benefits Administration (p.2)

BEN07



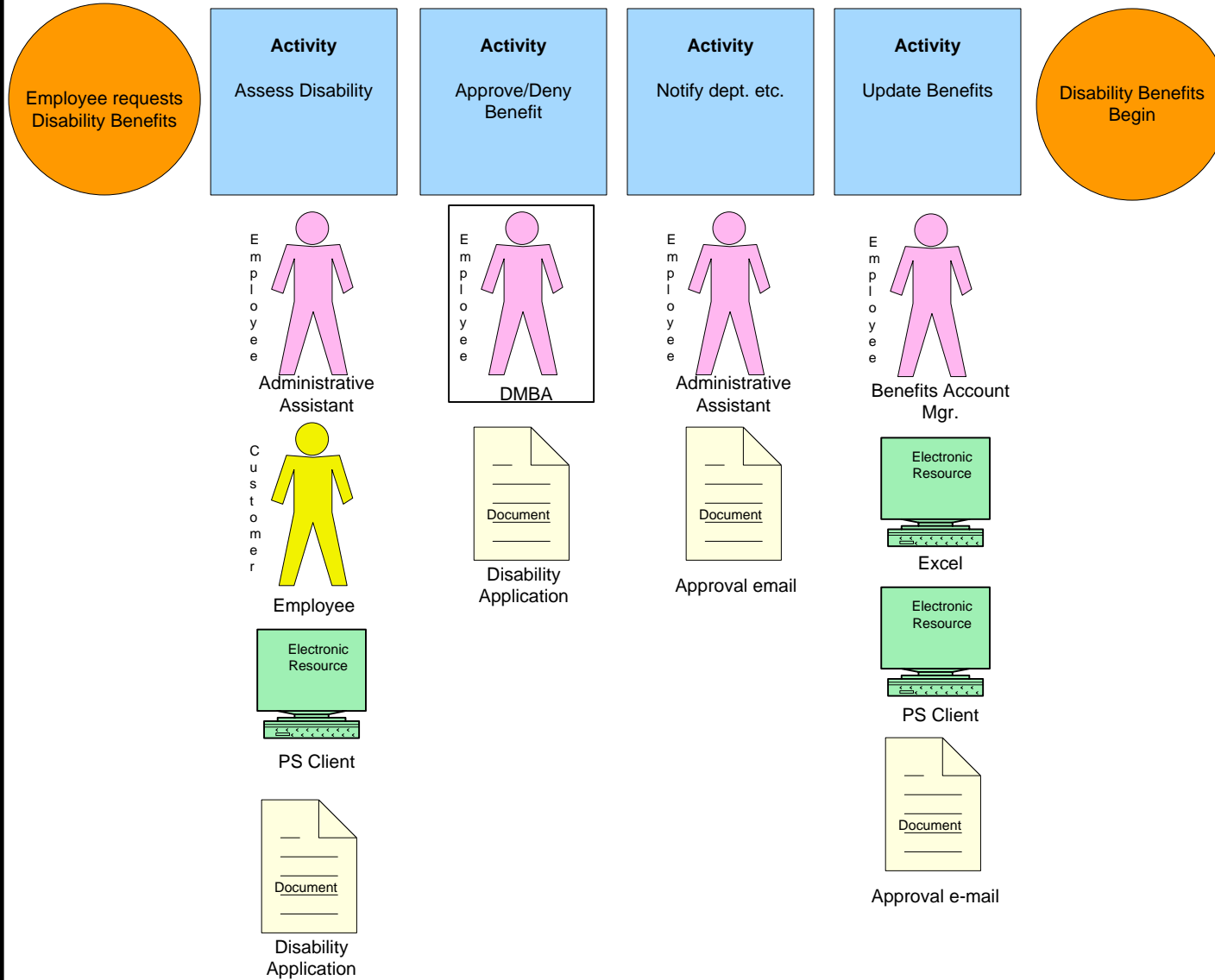
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Notes:
See that benefits continue for disabled Employees

Benefits: Disability Benefits Administration (p.1)

BEN08



p.2

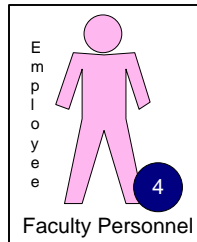
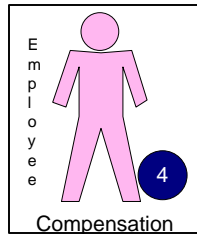
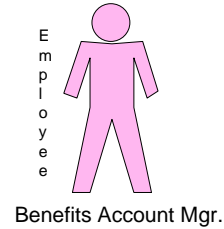
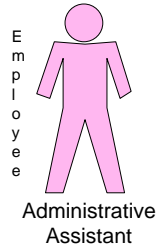
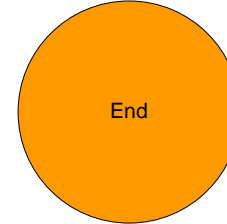
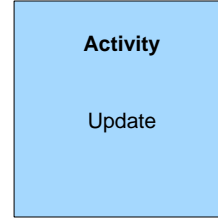
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Notes:

- 4 Sick leave supplement or contract adjustment

Benefits: Disability Benefits Administration (p.2)
BEN08



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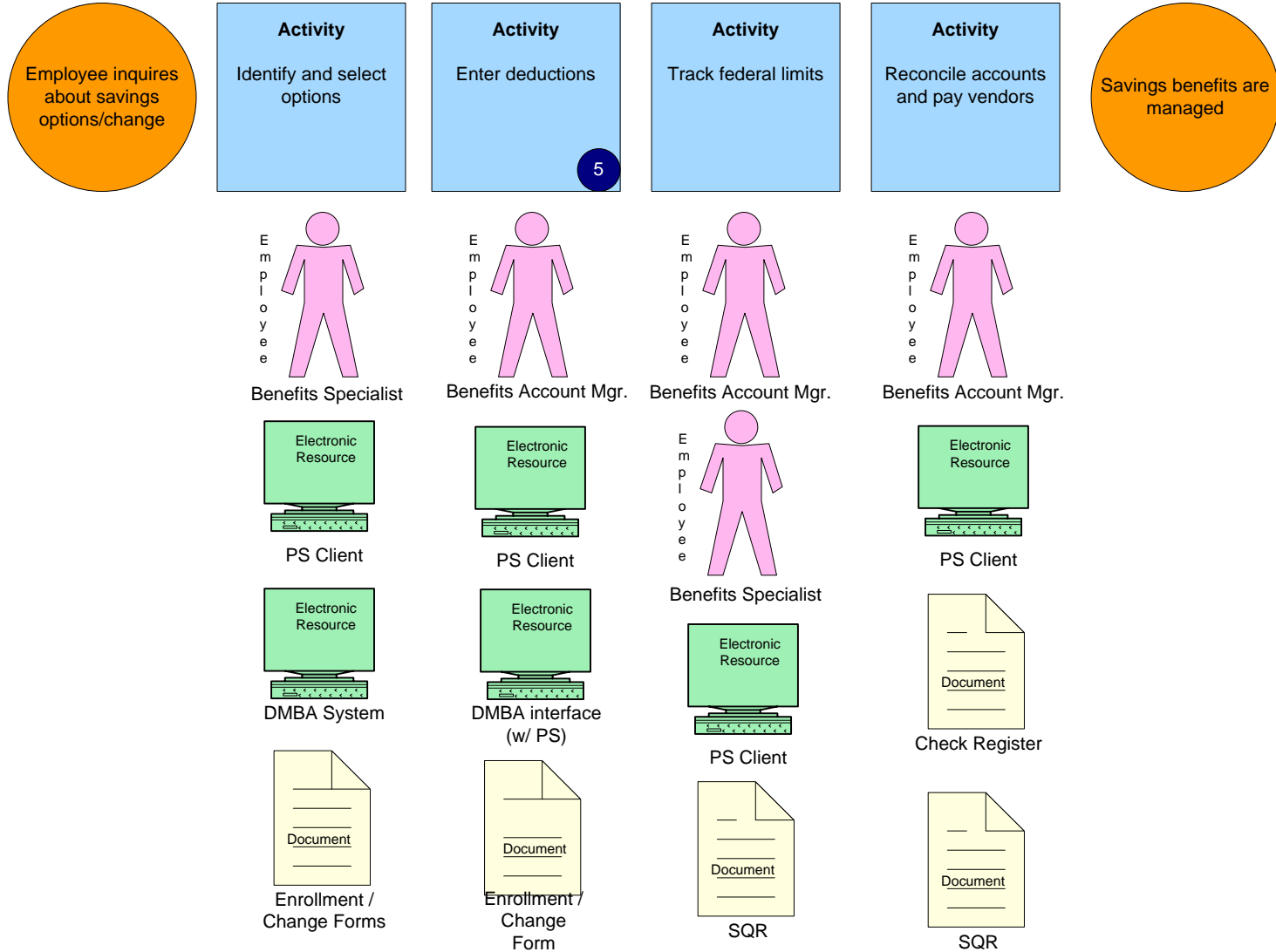
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Notes:

Management of assuring people receive savings benefits

5 Includes loans and withdrawals

Benefits: Savings Benefit Administration BEN09



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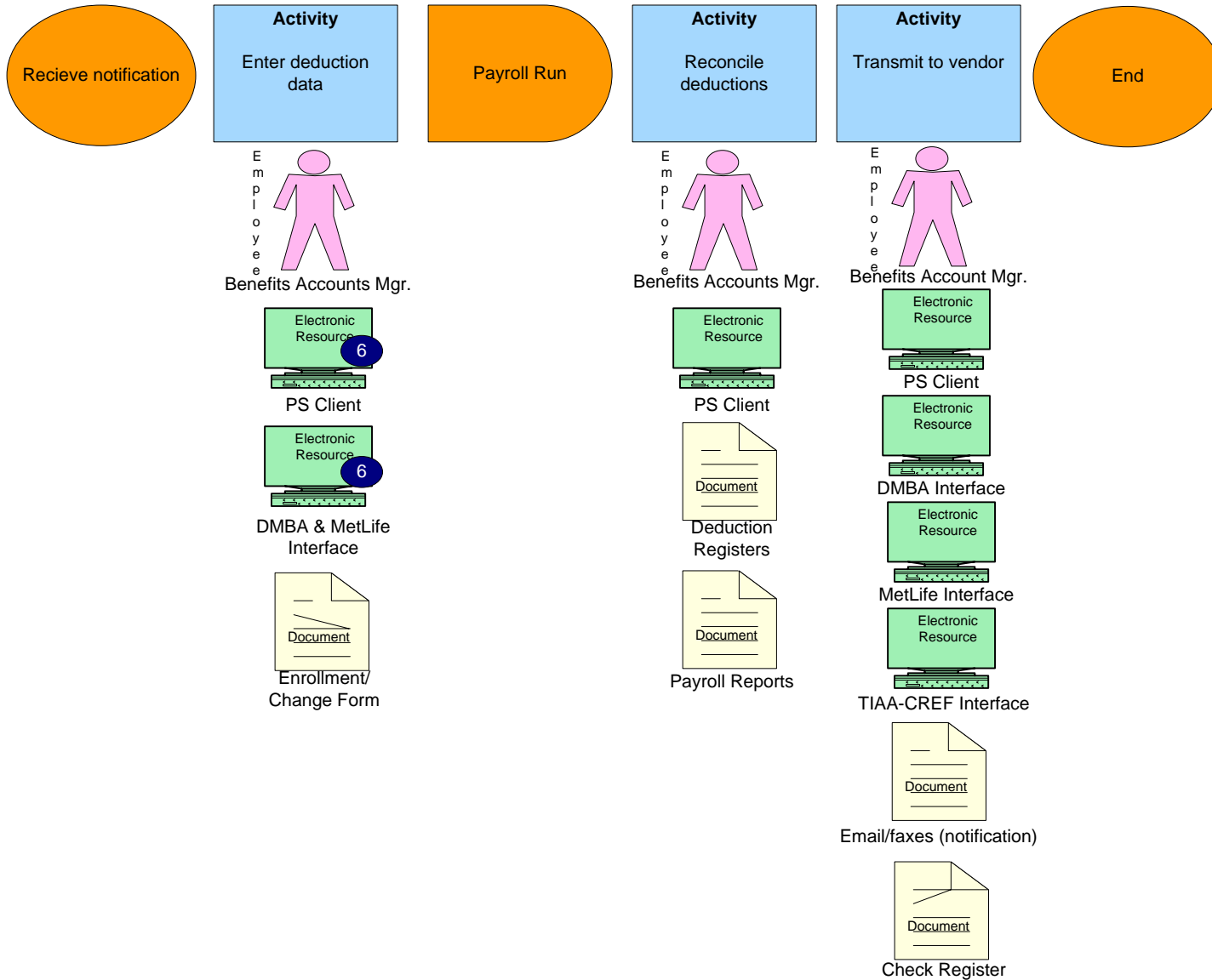
Notes:

To recover employee portion of vendor payment

- 6 Deductions can be entered by benefits or at vendor

Benefits: Payroll Deductions

BEN10



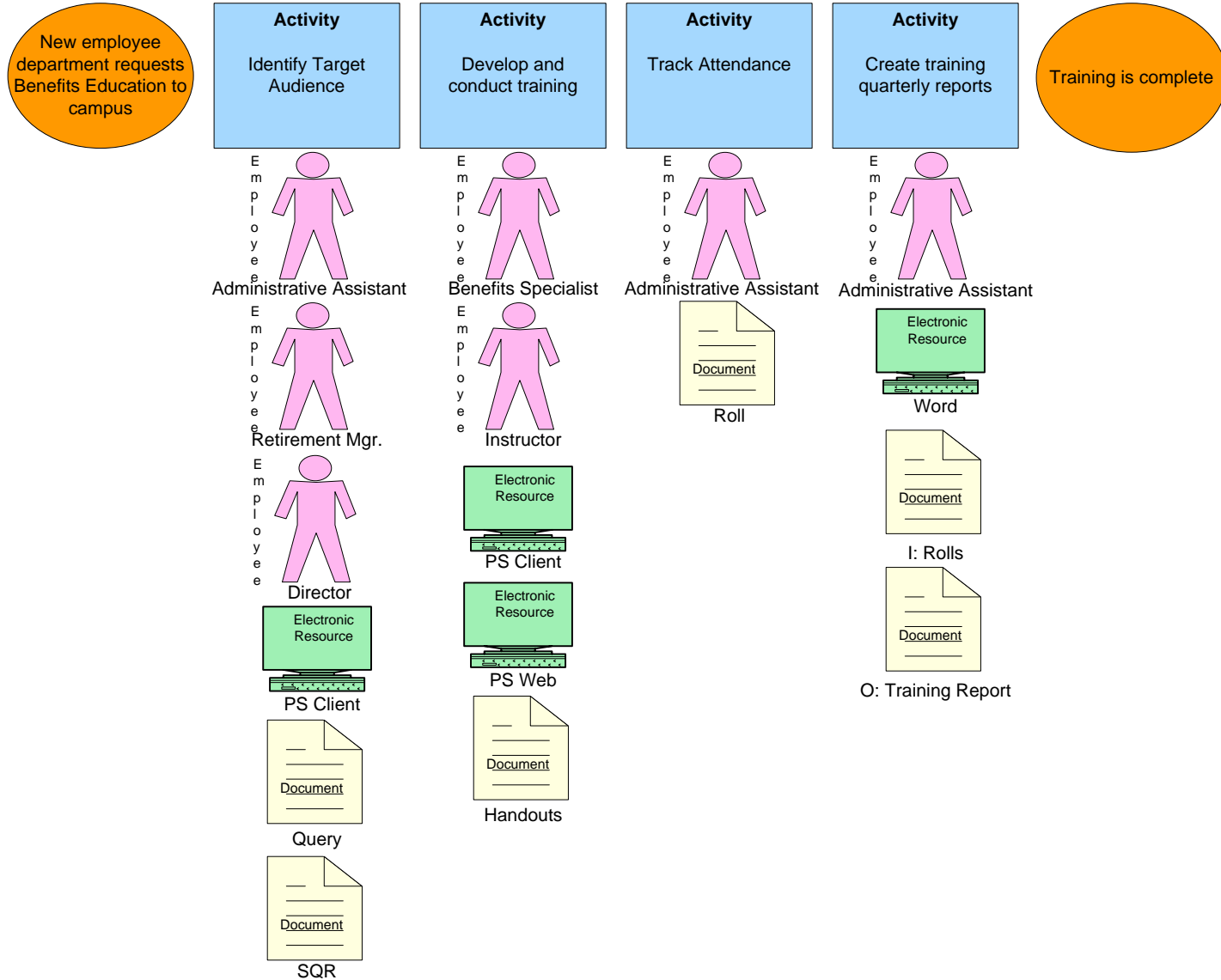
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Notes:

To educate employees on BYU benefits (i.e. orientation)

Benefits: Benefits Training BEN11



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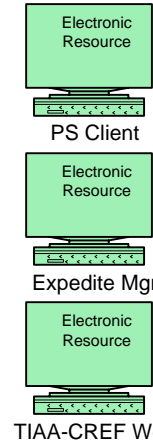
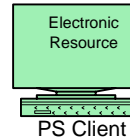
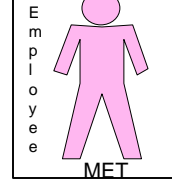
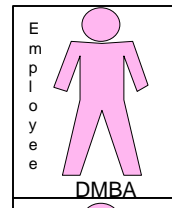
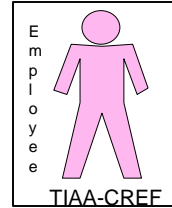
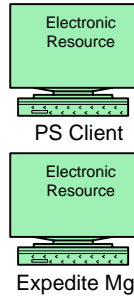
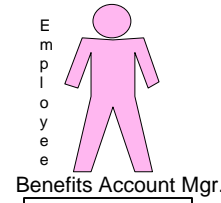
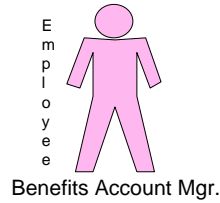
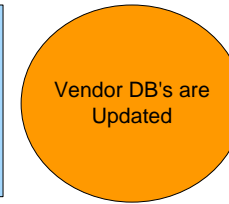
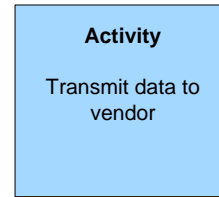
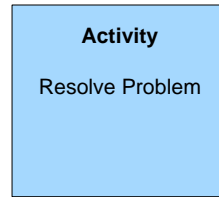
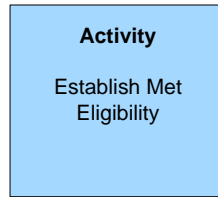
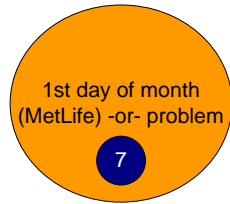
Notes:

To ensure accurate flow of data between BYU & vendors

7 Insurance import?
Thrift import?

Benefits: Vendor Data Management

BEN12



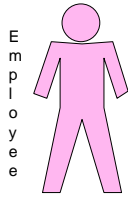
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Notes:

Benefits: Management Reporting BEN13

Reports: Health
Report to
Financial
Services



Benefits Account Mgr