

Business Requirements Document

SR100723 — *Open Enrollment 2015 PPS Changes*

Document Information

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Revision History

Version	Issue Date	Changes
1.0	6/26/2014	Initial Version
1.1	7/18/2014	Overview: Clarified target population that HSA functionality addresses; added sub-section regarding ability to lengthen the Supplemental Disability waiting period, and the OE Batch 3 timing for the process; Objective: Added test for proper acceptance of Supplemental Disability transactions; Scope: Added Supplemental Disability waiting period Assumptions: Noted potential need for locations to make corrections for a very small subset of returning HDHSP enrollees that switch out of and back to the HDHSP; Business Requirements: Added Supplemental Disability Changes; Corrected GTN max Amount for EE HSA, corrected reference to minimum catch-up age; Functional Requirements: Added R0006, test change transactions for Supplemental Disability waiting period Attachment: Replaced UPAY545 w/ signed correct copy
1.2	7/23/2014	Overview: clarified process window for Continuing-HSA Maintenance, and for OE Batch 3 (Supp. Disability waiting period); removed question for ITS, added transaction type and effective date that will be put in OE Batch 3 Business Requirements: Clarified processing sequence for OE Batch 3 Functional Requirements, R0006: Clarified <u>Test Only</u> , using DE transactions with effective date of Dec 31 External References: Corrected document name and added another reference
1.3	8/08/2014	Overview: Fixed language to clarify the options for EEs continuing in HDHSP/HSA; they can change their contribution; there are no requirement changes for PPS Objectives: Default continuing members do not include those changing EE contributions; Assumptions: Members changing contributions have GTNs set up by transactions; Requirement comment: AYSO team may perform R0006 test.
1.4	8/11/2014	Deleted last paragraph of 1.1.1 and added one sentence at the end of prior paragraph clarifying timing.
1.5	8/13/2014	Changed "annual one time" to "annual" in 2.1
1.6	8/14/2014	Deleted last sentence of 2.3.3 regarding employees having an end of year prorated employer contribution lingering in GTN 613 when this program runs Changed R0002 from skipping to overwriting Changed R0003 to include employees with non-zero balances in the update
1.7	8/15/2014	Additional clarification of change from version 1.6
1.8	8/20/2014	Added text for 2 error messages

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1.9	11/06/2014	Changed R0006 (test only) to state that an effective date will <u>not</u> be provided for a transaction that lengthens a Supplemental Disability waiting period, and thus the EDB effective date will remain unchanged (existing PPS behavior); updated background text in Section 1.1.2 to align with not updating the effective date
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Document Approvals

Role	Name	Signature	Date
Project Director	Esther Cheung-Hill		

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1 Overview

This BRD includes Payroll and Personnel System (PPS) modifications to support Open Enrolment (OE) for 2015. PPS requires: (1) a means to set up the GTN to provide the HSA employer contribution for employees who are enrolled and continuing in the High Deductible Health Savings Plan for a following year. This BRD provides requirements for an annual process to accomplish this as an additional step in the year-end processing sequence, (2) A control table update to adjust the maximum employee contribution GTN for the HSA. New transactions to increase the Supplemental Disability waiting period do not require any PPS modifications to be correctly recorded in the PPS EDB.

1.1 Background

1.1.1 Continuing HDHSP with HSA

The first year for UC's High Deductible Health Savings Plan (HDHSP) with a Health Savings Account (HSA) was 2014. All participants were new to the plan and had their employer contribution GTN set up through the OE or New Hire processing. For 2015, new employee participants will have transactions set up in the OE close processing. No change is required in PPS to handle these new participants' transactions as the existing OE Batch 1 (for HDHSP) and OE Batch 2 (for HSA) processing already provides the required functionality.

Continuing participants:

- Can add or remove dependants from their HDHSP coverage), provided their new coverage code will not contain an "M" and/or
- Can change their HSA contribution amount;
- Other current participants may default to continuing in the HDHSP/HSA plan by not selecting a different medical plan

HDHSP coverage changes result in transactions being generated that will update the EDB in OE Batch 1; these coverage changes may ultimately affect the amount of ER contribution to the HSA, but they will not generate a transaction that explicitly sets up ER or EE GTNs.

Any change to the EE HSA contribution, including a change to zero, will generate transactions that will be processed in OE Batch 2 to set up the EE and ER GTNs (similar to new participants).

When the HDHSP/HSA plan participation is continued without an EE contribution change, no transactions will be generated in the OE Batch 2 file to indicate explicitly that the plan will be continuing. Consequently, PPS needs to develop a Continuing HDHSP/HSA Maintenance process that will:

- Identify each EE continuing in the HDHSP/HSA without an OE-generated HSA transaction by checking that:
 1. The EE is currently enrolled in HDHSP, and
 2. The EE will continue in HDHSP as of 1/1 since she has not made a different medical plan selection effective on or before 1/1, and
 3. The EE's ER HSA contribution GTN has not already been set up
- Setup the ER HSA contribution GTN for these EEs based on their coverage code for the forthcoming year; PPS must only set up the ER contribution for an EE with U, UA, UC, or UAC coverage.

Note that because the ER GTNs will be set up for EEs that change their contribution, they will be skipped by the Continuing HDHSP/HSA Maintenance process, just as new enrollees will be skipped.

It is possible that continuing HDHSP participants will have added or removed dependants from HDHSP coverage during OE, or otherwise. The requirements will include checking the plan coverage for the forthcoming year for continuing participants as a coverage change could affect the ER contribution if they will enter or leave "Self-only" coverage (U). Also, any EE with Medicare or having at least one dependent on Medicare will have at least one M in their coverage code, and will become ineligible to remain in the HDHSP/HSA. Though we do not expect these EEs to be allowed to have HDHSP/HSA as their upcoming plan via an a change in OE, PPS must check the coverage code for previous (default) participants, and only set up the ER contribution for EEs with U, UA, UC, and UAC coverage.

The process for setting up the ER GTNs for continuing HDHSP/HSA participants will become another EDB maintenance step in the year-end PPS processing. Like other year-end processing steps, the placement in the processing sequence is critical. The OE Batch 2 process must handle the transactions coming from OE before the maintenance for continuing HDHSP/HSA participants is applied. The maintenance for continuing HDHSP/HSA participants must be applied prior to the first compute with a 2015 check date.

1.1.2 Lengthening Supplemental Disability Waiting Period in OE

The upcoming OE will provide an option to existing participants in the Supplemental Disability plan to increase their waiting period if they have a waiting period shorter than the maximum length. This is an existing option at any time via paper form (UPAY850) but will be offered as an online feature for the first time during this OE.

OE Batch 3 Effective Date and Timing

Due to Supplemental Disability premiums being payable in arrears (unlike other Health and Welfare premiums), the effective date must be set prior to the month in which premiums are deducted. In this case, we will be sending PPS transactions without an effective date; PPS will maintain the existing effective date. HR will clarify with locations that the actual effective date for the benefit change will be January 1 of the forthcoming year.

The transactions deriving from a Supplemental Disability waiting period adjustment must be run later than OE Batch 1 and Batch 2, so they do not take effect prior to any other factors that affect premium amounts. The intent is to have, at most, a single annual premium adjustment, rather than have changes from different sources cause premiums to fluctuate in successive periods. Consequently, a third OE Batch is required.

The OE Batch 3 Transactions should be run at the same time as the changes to the rate control table. This is after the monthly maintenance that ends December and begins January.

The OE Batch 3 Transactions must run before the first compute for a pay period ending in January; this is considered the first earnings period for January. Supplemental Disability deductions will be applied to the Supplemental Disability premiums for the month of January.

1.2 Objectives

- Provide a means for issuing the employer contribution for existing HSA plan members that continue participation in the HSA in a subsequent year by default. These members have not made a change in their employee contribution and have not changed their medical plan to a plan other than the High Deductible Health Savings Plan in their Fall OE. Default continuing members must not have anyone under Medicare in their coverage.
 - This new EDB maintenance process must not affect existing processes for establishing new HSA plan enrollments.
- Update the control table entry for the upcoming year's absolute maximum employee contribution to the HSA.
- Verify that PPS properly accepts transactions from AYSO that lengthen the Supplemental Disability waiting period.

1.3 Related Projects & Dependencies

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1.4 Stakeholders

Acronym	Description	Role
*	Authorize	Has ultimate signing authority for any changes to the document
R	Responsible	Responsible for creating this document
A	Accountable	Accountable for accuracy of this document (e.g. project manager)
S	Supports	Provides supporting services in the production of this document
C	Consulted	Provides input
I	Informed	Must be informed of any changes

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1.5 Proposed Strategy

N/A

1.6 Glossary

Term	Description
BRD	Business Requirements Document
CY	Calendar Year
EDB	Employee Data Base — prefix to data element number
EE	Employee
ER	Employer
FCB	Array of future/current benefits coverage information (Table PPPFCB)
FY	Fiscal Year
GTN	Gross-to-Net
HDHSP	High Deductible Health Savings Plan
HSA	Health Savings Account
ITS	Information Technology Services
LBNL	Lawrence Berkeley National Lab
OE	Open Enrolment
PATH	Payroll, Academic Personnel, Timekeeping and Human Resources
PPS	Payroll and Personnel System
UC	University of California
UCOP	University of California Office of the President

2 Product/Solution Scope

2.1 Included in Scope

- Updates to base and campus PPS to add an additional annual EDB maintenance process to set up ER contributions to the HSA for EEs continuing in HDHSP
- Update to the GTN maximum for HSA EE contributions
- Verify that transactions are accepted to lengthen the Supplemental Disability waiting period; the testing could be performed as part of AYSO OE verification rather than be in scope of this BRD

2.2 Excluded from Scope

- Appointment-level verification of ongoing BELI 1 qualification for the HDHSP Medical Plan
- Changes to non-PPS payroll systems such as at LBNL

2.3 Assumptions & Constraints

ID	Assumption / Constraint
2.3.1	Enrolment in the HDHSP plan will be indicated in the EDB for EEs continuing in the HDHSP from the prior year. Following the year-end Post-OE II process, EEs that were in the HDHSP that have selected a different plan or dropped their medical via AYSO or UPAY850 will have their upcoming plan selections accessible in the future/current benefits coverage array (FCB). Updates of coverage code with no plan change will also become available in PPS following the Post OE II process.
2.3.2	The Post OE II process will set up the GTN 613 (HSA-ER) G-balance and D-balance at \$500 or \$1000 for EEs new to HDHSP/HSA, and for returning EEs who make any change in their employee contribution.
2.3.3	EEs continuing in HDHSP/HSA who make no OE changes in their selections, other than adding or removing a dependent, will normally have zero in their GTN 613 G or D balance (HSA-ER) prior to the EDB maintenance required by this BRD.

2.4 Outstanding Items

N/A

3 Business Rules

N/A

4 Business Requirements

- Develop and run an annual Continuing-HSA EDB Maintenance to set up the GTN 613 balances for ER funding for HDHSP/HSA plan members that continue participation in the plan by default and continue to be eligible to do so.
 - An EE continuing in HDHSP may have changed coverage due to the addition or deletion of a dependent.
 - The GTN 613 balances for the ER contribution must be set according to the updated coverage.
 - If the coverage is other than U, UA, UC, or UAC, the EE is ineligible for HDHSP/HSA; the GTN 613 balances should not be set up, and a warning should be produced.
 - Produce a tab-delimited text file to document the GTN set up for ER funding of the HSA for the members who are set up by this process rather than explicit OE Batch 2 transactions; the required fields are: Payroll Location, EE_ID, Coverage Code, and Amount
 - Processing Sequence for the Continuing-HSA EDB Maintenance:
 - The Continuing-HSA Maintenance must be run after post-OE Batch 2 processing for EDB Maintenance is run.
 - The Continuing-HSA Maintenance must be run before the first cycle compute for December earnings paid in January.
- Update the control table entry for the upcoming year's absolute maximum employee contribution to the HSA.

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- The new CY 2015 value is \$6650, the sum of the employee contribution for any coverage exceeding one adult, \$6650, less the ER contribution of 1000, plus the catch up contribution of \$1000 for an employee age 55 or over.
- Processing Sequence for the Control Table Update:
 - The Control table update must be made after the last compute cycle for a payday in December.
 - The Control table update must be made before the first compute cycle for a payday in January.
- Verify that transactions for lengthening the Supplemental Disability waiting period take proper effect in the EDB. This verification may be performed by the AYSO OE project team (TBD)
 - Processing Sequence for Supplemental Disability Waiting Period transactions—OE Batch 3
 - OE Batch 3 transactions must run together with or adjacent to changes to the rate control table. Run after the monthly maintenance that ends December and begins January.
 - OE Batch 3 transactions must run before the first compute for a pay period ending in January.

4.1 User Requirements

N/A

4.2 Functional Requirements

Req ID	Requirement Type	Requirement Description	Priority [L/M/H]	Comments
R0001		Identify the EEs that meet all the following criteria: <ul style="list-style-type: none"> • Currently in the HDHSP in the EDB, • Separation date is not before 1 January, • PPS does not reflect EE discontinuing the HDHSP plan effective on or before 1/1 • GTN 613 G balance = 0 and GTN 613 D balance = 0 	H	BIS: inform LBNL (non PPS) of this functional requirement
R0002		Identify the EEs that meet all the following criteria: <ul style="list-style-type: none"> • Currently in the HDHSP in the EDB, • Separation date is not before 1 January, • PPS does not reflect EE discontinuing the HDHSP plan effective on or before 1/1 • GTN 613 G or GTN 613 D are nonzero but not both \$500 or both \$1000 Report this employee on control and warnings file with GTN values that will be overwritten as: PRIOR CONTENTS OVERWRITTEN GTN 613 D #####.## G #####.## Where the #####.## are the D and G balance that was found	M	Employees should not have a prorated contribution for December. The existence of one could only be a manual set-up error by a location.

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R0003		<p>For each EE meeting all the criteria in R0001 or R0002:</p> <ul style="list-style-type: none"> • Obtain the coverage code that will be effective as of 1/1 of the upcoming year • Set up GTN 613 (HSA ER) <ul style="list-style-type: none"> – If coverage code is U, then <ul style="list-style-type: none"> o set 613 G balance to \$500 o set 613 D balance to \$500 – Else If coverage code is UA, UC or UAC <ul style="list-style-type: none"> o set 613 G balance to \$1000 o set 613 D balance to \$1000 – Else report the exception for this EE on the control and warnings file as COVERAGE CODE NOT U UA UC OR UAC 	H	BIS: inform LBNL (non PPS) of this functional requirement
R0004		If GTN 613 G and D balances were set up, report the transaction on a tab delimited file including Payroll Location, EE_ID, the coverage code, and the amount	M	
R0005		Update the control table entry for the upcoming year's absolute maximum employee contribution to the HSA; refer to attached UPAY545	H	BIS: inform LBNL (non PPS) of this functional requirement
R0006		<u>Test Only</u> : DE transactions to lengthen the Supplemental Disability waiting period are correctly entered in the EDB. The effective dates for these transactions provided by AYSO close will be blank, and thus <u>not</u> updated in the EDB.	H	BIS: inform LBNL of this requirement. This may be tested by the AYSO team

5 Non-Functional Requirements

N/A

6 External References

Document	Location	Author
SR100723-HSA-ER-Contribution-for-EE-Continuing-in-Plan	http://payroll.ucop.edu/REL2013/R2089/SR100231_Health_Savings_Account_BRD.pdf	Ken Smith

7 Attachments

UPAY545 – Update to GTN table

