

HCM OAKS User Group

Welcome

Brandon Smith

2011 Benefits Open Enrollment

Benefits Administration Services

Agenda

- Open Enrollment
- Third Party Administrator changes
- Health Care Reform
- TCLW
- Other Benefits

Open Enrollment – Employee Info

Important Dates

- Mid-April – OE Pathways arrives in homes
- April 25 – OE Begins
- May 16 – OE Ends
- June xx – Confirmation Letters mailed
- June xx – New insurance cards mailed
- July 1 – New benefit year begins

Open Enrollment – Agency Info

- May 16 to May 20 – Agencies may make changes from paper enrollment forms
- June 1 through June 9 – Agencies may make corrections; no new enrollments
- July 1 – New benefit year begins

Third Party Administrator Changes

- *One Plan* – the Ohio Med PPO
- *Two administrators*: Medical Mutual (MMO) and United Health Care (UHC)
- Assigned by zip code of **home** address
 - Employees with coverage do not need to re-enroll; they will be automatically assigned based on home zip code
 - New insurance cards mailed prior to July 1, 2011
 - New plan year begins July 1, 2011

Third Party Administrator Changes

- Employee contributions – ‘Family w/ Spouse’, ‘Family w/o Spouse’ and ‘Single’ rates will be the same with both administrators
- Major benefit levels – Co-pays, deductibles, and out-of-pocket (OOP) maximums will be the same with both administrators
- Former HMO enrollees will now have Out-of-Network (OON) benefits (as with the PPO plan, OON benefits are at a higher cost).
- Certain benefits will be improved if employees are currently in an HMO (chiropractic, physical and occupational therapy)

Third Party Administrator Changes Transition of Care

- Allows retention of a provider (in an effort to minimize potential disruptions in medical care) that is not in the assigned network if the employee or dependents are undergoing a course of treatment for certain conditions
- A 'Transition of Care' form must be filed with the plan administrator (MMO or UHC)

Third Party Administrator - Appeals

- Appeals are one time only and only for the first year. Enrollees will not be able to appeal after this plan year.
- Requirements: *(under development)*

Take Charge! Live Well!

- *New incentive structure*
 - Health Risk Assessment -- \$25
 - Biometric Screening -- \$75
 - Health Coaching -- \$25 for the first call; an additional \$75 after completion of three additional calls
 - *Disease Management Coaching*
 - *Weight Management Coaching*
 - *Tobacco Cessation Coaching*
 - Free tobacco cessation products for those working actively with a health coach

Health Reform – Mental Health

Mental Health Benefits

- Out-Of-Network benefits will be available July 1, 2011 for former HMO enrollees.
- If a UBH provider is not used, you will pay more
 - Office visit co-pays will be \$30 instead of \$20 and provider may balance bill;
 - Inpatient services will be covered at 60% of the allowed amount instead of 80% and the provider may balance bill

Health Reform – Dependent Eligibility

DEPENDENT CATEGORY	MEDICAL	DENTAL	VISION	SUPPLEMENTAL LIFE
Children younger than age 23	Coverage available for eligible dependents*	Coverage available for eligible dependents*	Coverage available for eligible dependents*	Coverage available for eligible dependents*
Children ages 23 -25	Coverage available for eligible dependents*	No coverage available	No coverage available	No coverage available
Children ages 26 - 27	Coverage available for eligible HB1 dependents*	No coverage available	No coverage available	No coverage available
<p>* View detailed eligibility and documentation requirements at www.das.ohio.gov/eligibilityrequirements.com</p> <p>**View eligibility requirements on Prudential enrollment form.</p>				

Health Reform – Dependent Eligibility

- Dependents may be covered up to age 26 for medical
 - No student requirements
 - Dependents can be married
 - No financial or residency requirements for step-children

House Bill 1 – Dependent Eligibility

There is no change regarding HB1 eligibility:

- Allows for coverage until the end of the month your dependent turns age 28
- Current HB1 dependents under age 26 will automatically be added as a regular dependent
- Overview of requirements:
 - Unmarried natural, adopted, or step child
 - Resident of Ohio or FULL-TIME student
 - Not eligible under their employer
 - Not eligible for Medicare/Medicaid
- There is an additional per-child cost
- This applies to medical coverage only – it does not apply to dental and vision.

Health Reform - Prescriptions

- Medications – health care reform requires that certain preventive medications be covered at no charge. All of these require a prescription and may have certain quantity and/or age restrictions:
 - Generic aspirin
 - Fluoride solution
 - OTC folic acid supplements
 - Iron supplements

Other Benefits - Prescriptions

- No change in pharmacy vendor (Catalyst Rx)
- Specialty medications for serious medical conditions must be obtained from Walgreens Specialty Pharmacy after the first fill
- Step Therapy is required on some drugs

www.das.ohio.gov/Divisions/HumanResources/BenefitsAdministration/Pharmacy.aspx

Other Benefits – Dental and Vision

- There are no changes to dental and vision vendors or benefit levels
- Dependent eligibility for dental and vision coverage is NOT the same as health care
 - Dependent children are eligible up to age 23
 - See next slide for clarification

Other Benefits – Dental and Vision

Clarification: Student certifications are still needed for dependents ages 19 to 23 for dental/vision coverage only. While submission of documentation is no longer required, the requirement of student status remains for dental/vision coverage and employees should still collect the student certification documentation on behalf of the dependent.

Submission of student certification will no longer be required for medical coverage beginning with the July 1 plan year.

Random audits will be conducted by HRD in the future. Details will be shared soon.

Questions, Comments or Concerns

Melissa Walpole
HCM Benefits Manager

HCM Processing

- P.O. Boxes/Address Errors
- eBenefits vs. Agency entry
- Open Events
- Out of Sequence Events
- Efficiencies

Home/Mailing Address

- P.O. Boxes as Home address
 - +1000 employees as of 03/21/11
- Home vs. Mailing Address
 - Benefits eligibility
 - DAS Communications

eBenefits Transactions

- Employees not finishing the process
 - Not in Pending Proof
 - Staged in Perform Election Entry
 - Have the employee finish the event
 - Query: OH_BN_EVTS_NOT_COMPLETED_2

Open Events

ADR*	83	ETR		MAR*	22	RFL	79
BIR*	14	FML	5	MIL	1	STC	221
COR**		HIR**		MSC**	35	STS	1
DSL	5	LOA	5	OE*		SVC	5
DVL*	141	LOS	2	PLV		TER**	
ENR*	124	LVE**	10	PTS	7		

* Events that can be initiated via Self Service

** Events that close automatically when they are entered if nothing else is open

Out of Sequence Events

ADJ	4	DMH	237	DRC	392	EXP	1	NUR	1	PUC	16
AFC	2	DMR	75	DYS	227	GOV	2	OBM	19	RAC	6
AUD	6	DNR	29	EDU	2	JFS	13	OCC	5	REP	3
BWC	35	DOH	11	EPA	1	JSC	30	OIC	1	RSC	4
CLA	2	DOT	15	ERB	3	LOT	17	PRX	4	SEN	5
CSA	10	DPS	2	ETC	2	MED	4	PUB	5	TAX	54

Efficiencies

- Dependent eligibility forms to agencies, not HCM Benefits
- Dependent coverage before 1st of the month
- Missing SSN data for +3300 dependents
 - ~900 as all 0's
 - ~800 as all 9's
 - ~1800 as blanks

DAS HCM PAYROLL

JANET WAMPLER
STATE PAYROLL MANAGER

PAYROLL MISC. TOPICS

- REMEMBER THAT ANY JOB DATA UPDATES FOR SEPARATIONS THAT RESULT IN FINAL CHECK MUST BE IN SYSTEM BY 2 PM ON PAY PROCESSING TUESDAYS
- IF YOU HAVE A COMP TIME EXCEPTION, INFORM YOUR DAS PAYROLL SPECIALIST IN LIEU OF MOVING TIME ON THAT DAY THAT NEEDS TO GET PAID
- NOTIFY YOUR DAS PAYROLL SPECIALIST IF YOU HAVE ANY TERMS/REHIRES

PAYROLL MISC TOPICS

- NEW FORM COMING AS PART OF MANUAL CHECK PACKET-EASIER TRACKING AND CUTS ON ERRORS
- MANUAL CHECK AUTHORIZATION LIST-TONIE ROSE IS NOW CONTACT FOR UPDATES
- REVIEWING AND REVISING PAYROLL LETTERS AND PAYROLL FORMS
- RESEARCH ASSISTANCE
- CONTINUING MISSION OF PROCESS IMPROVEMENTS

NEWEST PROCESS IMPROVEMENT

REVERSAL OF CHECKS

- PROCESS ON AGENCY SIDE HAS NOT CHANGED
- WRITE CHECK ON NET ONLY
- REVIEW PAYCHECK SCREEN WILL LOOK DIFFERENT-
THE CHECK WILL NOT BE REVERSED IN SYSTEM
- IF NET HAS CHANGED-THEN WE WILL DO OLD
PROCESS
- CLEANER FOR THE FISCAL SIDE
- THE REPLACEMENT CHECK WILL LOOK DIFFERENT

Company: OH Pay Group: BDE Pay Period End: 03/12/2011 Page: 1

Paycheck Information		Paycheck Totals	
Paycheck Status: Confirmed	Paycheck Option: Check	Earnings: 500.00	
Issue Date: 03/22/2011	Paycheck Number: 1213791	Taxes: 0.00	
<input checked="" type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	Deductions: 0.00	
<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected	Net Pay: 500.00	
<input type="checkbox"/> Cashed			

▼ Earnings Find | View All First 1 of 1 Last

Begin Date: 03/06/2011 End Date: 03/12/2011 Addl Line #: Reason: Not Specified
 Employment Record Number: 0 Benefit Record Number: 0 [Additional Data](#)

Salaried	Hourly	Overtime
Hours: 0.00	Hours: 0.00	Hours: 0.00
Rate: 45.420000	Rate: 0.000000	Rate: 0.000000
Earnings: 0.00	Earnings: 0.00	Earnings: 0.00
	Rate Code:	Rate Code:

Rate Used: Hourly Rate Shift: N/A Shift Rate:
 State: OH Locality: 18000 COLUMBUS

Other Earnings Customize | Find | First 1 of 1 Last

Code	Description	Rate Code	Rate Used	Hours	Rate	Amount
NET	NET PAY REISSUE		Hrly Rt.			500.00

▼ Deductions Customize | Find | First 1-2 of 2 Last

Ben Rcd#	Code	Description	Class	Amount	Calculated Base
999	NETRER	Net Reissue ER	Nontaxable	-500.00	
999	PPCCHK	Payroll Processing Check Off	Nontaxable	11.55	

► Taxes

PAYROLL CONFIRM FRIDAY

- CHANGES FROM AGENCIES UNTIL 10 AM
- CONTINUOUS PAY CALCS TO VALIDATE CHANGES
- REPORTS TO CHECK AND VALIDATE PAYROLL
- TROUBLESHOOT/ERROR RESOLUTION
- PAYROLL CONFIRM PROCESS

PAYROLL CONFIRM REPORTS

- SDIT RESIDENT BOX NOT CHECKED
- MULTIPLE SDIT ROWS
- PENDING REVERSED CHECKS
- OFF-CYCLES NOT CONFIRMED
- BENEFITS DEDUCTIONS SET TO N (NONE)
- PAYLINE DEDUCTION TAB SET TO NONE
- OUT OF STATE TAXES

PAYROLL CONFIRM REPORTS

- HANGING OFF CYCLES
- EMPLOYEES REHIRED IN TER AGENCY
- DOUBLE TERMINATED RECORDS
- EXCLUDED FROM TIME AND LABOR
- PAY LINES IN ERROR
- EMPLOYEES WITH NAME CHANGE FOR PAY GROUP
- NOT ASSIGNED A FINAL CHECK
- ZERO FINAL CHECKS

PAYROLL CONFIRM REPORTS

- ADDITIONAL PAY ON FINAL
- FINAL CHECK WITH DIRECT DEPOSIT
- FINAL CHECKS WITH GARN DEDUCTION

REPORTS FOR AGENCIES

- QUERY LIST ON PAYROLL WEBSITE
- E-MAIL JANET WAMPLER IF YOU ARE USING ONE THAT IS NOT ON LIST, IF YOU HAVE IDEA FOR QUERY (NEW OR MODIFY), IF ONE IS NOT WORKING PROPERLY
- IMPORTANT FOR CHECKING AND VALIDATING PAYROLL ACCURACY
- REVIEW THE ONES DAS HCM PAYROLL SEND
- KNOW THE DIFFERENCE OF UTILIZING THESE AND BI REPORTS

REPORTS FOR AGENCIES

No Retirement Report

OH_BN_RTR2

Capture employees who have no retirement in job data or benefits. Work with your HCM Benefits specialist and they will work with HCM State Services and HCM Payroll

REPORTS FOR AGENCIES

EMPTY TIMESHEET

OH_PYQ01_NO_PAY

ANY EMPLOYEES WHO HAVE NO TIME SHOWING IN
THEIR TIMESHEET TO PAY

PAYROLL REGISTER

VALIDATE WHAT IS PAYING ON PAYCHECKS AND
EMPLOYEES HAVE A PAYCHECK

REPORTS FOR AGENCIES

PAYROLL ERROR MESSAGES

PATH-PAYROLL FOR NORTH AMERICA/PAYROLL
PROCESSING USA/REVIEW PAYROLL ERROR
MESSAGES

SHOWS ANY ERRORS ON PAYROLL THAT NEED
CLEANED UP-TAXES, NEGATIVE NETS, INVALID
DEDUCTION, CANNOT CALCULATE CHECK, ETC.

DAS HCM PAYROLL

ROLE IN REPORTS

- RAN INTERNALLY TO REVIEW AND ADJUST PAY LINES AS NECESSARY.
- SECOND SET OF EYES TO VALIDATE ACCURACY OF PAYROLL
- ASSESSMENT OF TRAINING NEEDS
- ALERTS OF ISSUES FOR TROUBLESHOOTING AND RESOLVING
- DISCUSSIONS FOR CREATING NEW REPORTS OR REVISING EXISTING

DAN SANTRY

DAS HCM PAYROLL SPECIALIST

DAS HCM PAYROLL REPORTS

TUESDAY-HRB REG, HRB WITH CSD DEDUCTION

WEDNESDAY-SAME AS ABOVE PLUS HRB WITH HB1
DEPENDENT, SDIT DEDUCTION WITH NO TAX FOR
SDIT CODE, DOUBLE UNION DUES, SEPARATION
REPORTS (COST EQUALIZATION, LEAVE PAYOFFS,
FINAL/FINAL)

THURSDAY- SAME AS WEDNESDAY (MINUS
SEPARATION REPORTS) PLUS NETFUND TO REMOVE
END DATE, NEGATIVE RETIREMENT

FRIDAY-SAME AS THURSDAY PLUS HRB NET GREATER
THAN ZERO, HRB SUBSET

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HRB REPORTS

- HRB REG- SHOWS EVERYONE WITH HRB-REVIEWING DEDUCTIONS-ESPECIALLY HEALTH INSURANCE AND CSD, NET PAY

COM650000	HRB	89.07	10.83	12-Mar-11
DAS104300	HRB	17.48	0	12-Mar-11

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HRB REPORTS

HRB HB1-SHOWS ANYONE WITH HRB WHO CARRIES AN HB1 DEPENDENT-EMPLOYEE RESPONSIBLE FOR PAYING HB1 COST-ISTV TO AGENCY

DRC230600	HRB	0	158.64	C	12-MAR-11
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HRB REPORTS

HRB SUBSET-CAPTURES ANY HRB CHECKS THAT WE HAVE ALREADY SUBSETTED, HOWEVER, A CHANGE WAS MADE TO PAYCHECK ON THURSDAY AFTERNOON, RESULTING IN PROPER DEDUCTIONS NOT BEING TAKEN (EXAMPLE-GARNISHMENT)

DEPTID	NET_PAY	DED_SUBSET_GENL	PAY_END_DT
DOT126130	25.76	HRB	12-Mar-11
DPS290665	159.29	HRB	12-Mar-11
DRC211200	1294.94	HRB	12-Mar-11

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NEGATIVE RETIREMENT- SHOWS ANYONE THAT HAS A NEGATIVE RETIREMENT ON THEIR PAYCHECK-REVIEW TO SEE THE REASON AND FIX ACCORDINGLY (EXAMPLE-NOT SUBSETTED CORRECTLY)

DEPTID	DEDCD	DED_CLASS	DED_CUR	TOTAL_GROSS	NET_PAY
DMH811095	RETIRE	B	-41.01	8706.59	1238.71
DMH911120	RETIRE	B	-5.49	89.49	22.02
DMR203000	RETIRE	B	-4.83	2298.86	0

DAS HCM PAYROLL REPORTS

FINAL/FINAL-REVIEW TO ENSURE LEAVE TIME IS
PAYING OUT ACCURATELY AND THAT APPROPRIATE
DEDUCTIONS ARE SUBSETTED (EXAMPLE-UNF, UNION
DUES, CSD)

DEPTID	ERNCD	OTH_HRS	DEDCD	DED_CUR	TOTAL_GROSS
AGO251000	SP1	3.1	CSDFND	124.24	248.39
AGO251000	VLS	4.6	CSDFND	124.24	248.39
AGO443100	SP1	3.1	CSDFND	115.13	402.38
AGO443100	VLS	9.2	CSDFND	115.13	402.38
AGO463000	VLS	6.93	CSDFND	127.22	344.32

DAS HCM PAYROLL REPORTS

SDIT REPORT-LOOKS AT TABLE FOR SCHOOL DISTRICT INCOME TAXES WITH NO TAX PERCENTAGE APPROVED AND IT BOUNCES OFF OF PAYCHECK TO SEE THERE IS A PERCENTAGE OF TAX BEING DEDUCTED FROM A SDIT CODE THAT HAS A 0%

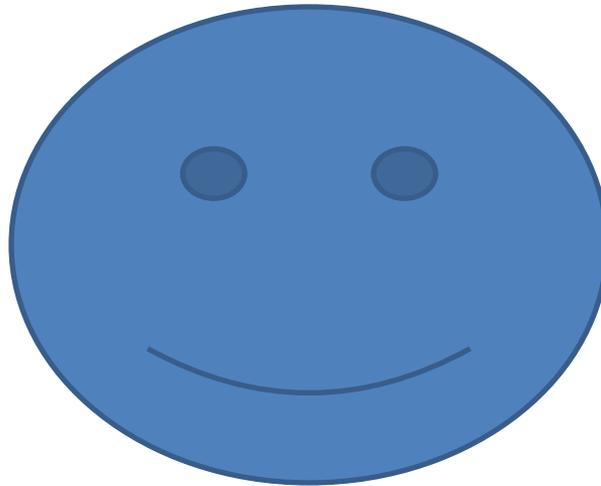
PAYGROUP	PAY_END_DT	PAGE_NUM	LINE_NUM	LOCALITY	TAX_CUR
BDW	29-Jan-11	8009	1	2503	14.54
BDR	29-Jan-11	653	2	7003	7.64

DAS HCM PAYROLL REPORTS

LEAVE PAYOFFS-SHOWS EMPLOYEES WHO HAVE A SEPARATION IN JOB DATA AND WHAT LEAVE IS PAYING OFF. IT IS REVIEWED TO ENSURE THERE IS A FINAL CHECK PROCESSING AND ARE DEDUCTIONS ACCURATE ALONG WITH LEAVE PAYING OUT APPROPRIATELY

PARAMETERS-TERMINATION DATE AND ACTION/REASON, LEAVE PLAN FROM BENEFITS, AMOUNT OF LEAVE PAYING, BU, VACATION SERVICE TIME

QUESTIONS



OAKS BI Project

Deven Mehta
Jeff Brown



Phase 1A Performance and Utilization:

- Over 75,000 HR reports run
- 30 second average standard report runtime
- 231 training sessions, over 3000 enrollments
- 49 HCM standard reports delivered

Key Takeaways from March 22nd All-Hands:

- If you were trained in Phase 1A and currently use OAKS BI, look for a Customer Satisfaction survey being distributed this week.
- Enrollment for Phase 1B training will begin in April. Your BI Agency Contact will reach out to you prior to enrollment to communicate your training role.
- Phase 1B Go Live targeted for May 20, 2011.
- Agency migration activities from EPM 8.9 FIN and HR to new BI solution should begin with the goal to decommission EPM 8.9 reports in the next 6 months (For 1A-1B marts)
- Contact the OAKS Help Desk with any service or enhancement requests
 - Email: oaks.helpdesk@oaks.state.oh.us
 - Phone: 614-644-6625 or 1-888-OhioOAKS (1-888-644-6625)

Compensation - Current State Challenges

Key Benefits of Phase 1B

Leave accrual information not readily available	Leave accrual reporting by pay period, month, year-to-date basis
Benefits/Dependent data stored in separate, non-joined tables	Benefits information reporting with accompanying dependents
No visibility into what an employee sees on e-Pay stub	Reporting which provides a view of the employee's e-Pay stub
Earnings, deductions, and tax paycheck information stored in 3 separate, non-joined tables	Ability to report off earnings, deductions, and tax information all in one location
Earnings spread across an array where earnings codes and earnings are contained in random columns; difficult to filter on specific earnings because it is impossible to know in which column the earnings appear	Simple earnings code/earnings reporting where additional rows are added for each earnings code making it simple to report off earnings by earnings code

Where can I find.....	Benefits	Payroll	Earnings	Deductions	Tax	Payroll Reconciliation	Leave
Which benefits an employee has at any point in time	X						
Which dependents are on which employee benefit plan	X						
A complete picture of an employee's pay including earnings, deductions, and taxes		X					
How much an employee/job classification has earned in overtime		S	P				
How much leave an employee has and accrues per pay period		S					P
Amount of objects of expense on HR side compared to payroll journal						X	
Amount of taxes an employee paid per pay period and to which localities		S			P		
Historical tax configuration for an employee					X		
Amount of deductions an employee pays per pay period and to which localities		S		P			
Amount and hours earned on Sick, FMLA, disability, Cost Savings Days, etc.		S	P				

Phase 1B Draft List of Standard Reports

Benefits	Report Description
Benefit Plan Summarization	Provide drillable chart and list of counts employees by benefit plan. Drills through to Benefit Plan Lookup report to see the actual listing of employees. Can be run for current benefits selections or provide a point-in-time view
Benefit Plan Lookup	Highly flexible report allowing you to search by attributes such as employee, department, plan type, and benefit plan. Drills through to Employee Dependent Benefit Information report to see the employee's dependents. Can be run for current benefits selections or provide a point-in-time view
Employee Dependent Benefit Information	Provides a listing of an employee's health benefits with any dependents associated to each benefit plan. Can be run for current benefits selections or provide a point-in-time view
Benefit Changes	Provides the ability to identify employees that have changed benefit plans within a date range entered. The report lists their previous benefits as well as what they changed to.
Benefits Separations Report	Provide employee's current benefits configuration as well as the deductions paid on their most recent pay. This helps HR personnel with the off-boarding process by giving them visibility to any transferable benefits.
Dental/Vision/GLI Pre Anniversary Notification	Provide report of employees who are within a configurable number of days (default 60) from anniversary date for vision, dental, and life insurance. This can assist the process of notifying employees that they will soon be eligible for these benefits.

Leave	Report Description
Leave Usage and Accrual	Accruals, usage, and balances by leave type by pay period (Sick, Personal, Vacation, Disability, etc). Report can be run for an employee or groups of employees.
Leave Plan Changes	Identifies employees who have changed leave plans during a date range selected
FMLA Eligibility and Usage	Provides determination of whether an employee is eligible for FMLA along with regular hours and FMLA hours used and the employee's supervisor. Report can be run for any employee who is eligible, ineligible, and any employee who has used some FMLA hours. Report is drillable to the actual breakdown of FMLA hours used by pay period.
Comp Time Lost	Identifies employees, hours, and earnings lost through the expiration of comp time.

Payroll	Description
ePay Report	Report depicting what the employee sees on his or her pay stub
Grouped Earnings Report	Provides the ability to see a employee's consolidated hours and amounts earned associated with disability, FMLA, adjustments, childbirth, cost savings days, OIL and Salary Continuation, sick and all leave categories.
OT Earnings	Provides the ability to analyze OT earnings by selected criteria such as job code, location, department, etc. Provides chart and listing breakdown of OT amounts.
Workers Comp Earnings	Provides breakdown of total gross, compensation rate, and OT earnings.
Earnings Lookup Report	Flexible report allowing earnings to be viewed by selecting specific earn codes, department, employees, or employee job attributes

Payroll	Report Description
Deductions Lookup Report	Flexible report allowing deductions to be viewed by selecting specific deduction codes, department, employees, or employee job attributes
Payroll Rejects	Exception report to identify rejects by combo code and/or chartfields. Displays the employee records sorted by account code that have rejected during the posting process.
Staff Utilization	Provides a breakdown of regular and OT hours with an FTE equivalent of the hours worked. Hours summarized at the department group level.
Staff Utilization Detail	Provides a breakdown of regular and OT hours with an FTE equivalent of the hours worked. Hours summarized at the employee level.
Payroll Summary	Provides various summary views of payroll hours/amounts. Attributes include OT vs. Regular, by job code, by department group, etc.
Pre-Payroll Rejects	Exception report to identify rejects by combo code and/or chartfields

Objects of Expense	Report Description
Payroll Objects Summary	Payroll report containing taxes, deductions, gross, and net. Provides amount per combo code at the record type (earnings, deductions, taxes) level
Payroll Expenses by Account Category	Payroll Expenses by Account Category (first 4 of account)
Payroll Objects by Record Type	Payroll report containing taxes, deductions, gross, and net. Provides amount per employee and combo code at the record type (earnings, deductions, taxes) level
Detailed Payroll Objects Report	Payroll report containing taxes, deductions, gross, and net. Provides the detailed object coding behind payroll earnings, deductions, and taxes at the detail level (earning code, deduction code, tax locality)

Taxes	Report Description
Tax Locality Lookup	Provides a variety of prompts that provide visibility to tax configuration for employees. Details by employee the city where the employee lives, works and what taxes (city, local and school) are identified for the employee
Tax Exceptions Report	Identifies employees not paying taxes because not fully set up in the tax distribution panel in HCM
Locality Taxes Paid	Flexible report that allows you to search by employee, department, locality, etc. and see what taxes were paid by the employees.

Exceptions	Report Description
Missing Dependent Data	Report listing dependents with no SSN.
Benefit Plan Exceptions	Lists employees on family plans with no dependents, those who are marked as single but have “with spouse” coverage, and those who have no spouse as a dependent but have “with spouse” coverage
Benefit Administration Exceptions	Report showing out of sync employees with appropriate Ben Admin fields to help find ben admin events that were not completed
Duplicate Dependents	Dependents that have been duplicated in source system as defined by an employee having two distinct dependent identifiers that each have the same SSN.
Ineligible Dependents	Identifies ineligible dependents, associated employee, birthdate of dependent, age of dependent and relation to employee
Earnings Exception Report	Highly configurable report allowing the user to find exceptions within payroll such as high hours, high earnings, low hours, low earnings, etc.
Large Change Comparison	Configurable report identifying employees who have a large change in payroll amounts between 2 consecutive pay periods
Surcharge Exception Report	Surcharge exception report based on deduction codes