

Enterprise Human Resources and Payroll

#27 – CFC PROCESSING



As of 11/12/02, users will no longer need to key PAR actions on the Administer Workforce page group for CFC start and stop actions. The following NOA codes will be inactivated; 970-0 and 971-0. Users will only need to enter the CFC data on the General Deductions page for start and stop. The Payroll Interface will auto-generate the NOA's from the data entered on the General Deductions page. Users will NOT need to perform a stop at the end of the year for all employees contributing to CFC.

What will users need to do in EHRP at the end of the calendar year to stop CFC contributions?

- Users will need to do nothing.
- A mass action process will be performed to stop all CFC deductions by updating all employees' records who are contributing at the end of the year.
- A row will be inserted into the employee's General Deduction page to Stop the CFC contribution.
- The effective date and the Deduction End date for the mass stop will be the pay period end date (Saturday) of the last pay period of the year. (For example, the effective date for the first mass stop will be 01/11/03.)

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How will a user process a CFC stop for an individual employee at any point during the year?

- The user will simply enter the stop on the General Deductions page.
- The user will NOT need to enter the PAR for the stop.

How will a user process a CFC start for an individual employee?

- The user will only need to enter the CFC information on the General Deductions page.
- The user will NOT need to enter the PAR for the start.

How will users know what CFCs have been stopped by the batch process?

- Users will be able to generate a query to determine what has been processed or what errors have occurred.
- Home > PeopleTools > Query Manager > Use > Query Manager.
- Query Name: HE_MASS_MASK_STATUS.
- Please see Postcard #30 for instructions on how to use the report.



What if a user makes a typing error on an CFC action? How will the payroll system be notified ?

- If the typo is discovered within the same day, the user should contact their Super User. The Super User will then utilize correct history to correct the typo. The payroll interface will then pick up the update.
- If the error is discovered after the date keyed, there are a couple of options available for rectifying the error. They are as follows:
 - The user may enter a new row with accurate data. The effective date of this row must be more current than the previous row in the employees health benefits record.
 - The user may request that their Super User delete the erroneous row first. Once the deletion occurs, the correct data would need to be re-entered. This re-entry will trigger the notification of the change to the payroll interface.
 - Alternately, if the correction is on a historic row (not current row), a Super User may insert the row with an effective date which is less than current row's effective date. A Help POC ticket will need to be entered to request that this action be resent.