



How to Update Health Insurance

Finance > Payroll > Benefit Programs

- Select to  edit the Benefit Program for Health Insurance rates and/or for any offering-based payroll deductions

Benefit Program + Add Benefit Program				
Page Size: 5 Filter: Active Records				
System ID	Name ▲	Vendor	Calculation Method	Actions
52	C125 - BCBS WITH HRA 90%	Blue Cross Blue Shield of Texas	Offering-based	 
53	C125 - Colonial	Colonial Life & Accident Insurance Company	Election-based	 

- Select the Configuration tab
- Select Change Configuration

General Offerings **Configuration**

Edit: C125 - BCBS WITH HRA 90% Return to list

Each program may have a different configuration based upon an effective date. Payrolls run after the effective date will "assess" employees who have elected into the program the appropriate contributions and deductions based upon the configuration that was effective on the pay date of the payroll. This program was last included in a payroll as of **8/28/2015** so no configuration changes are allowed prior to this date.

Program Configurations  **Change Configuration**

- Enter the Effective Date of 09/01/2015
- Select Save

General Offerings Configuration

Edit: C125 - BCBS WITH HRA 90% Return to list

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Program Configurations

Effective Date* 09/01/2015 

 **Save**  **Cancel**

- WebSmart copies the previous Deductions, Contributions and Offerings, and allows the user to edit the rates
- Select  to edit the Deductions

Program Configurations 			
Page Size: 10 ▼			
System ID	Effective Date	Configure	Actions
97	9/1/2015	 1 Deduction(s)  1 Contribution(s)  32 Offerings(s)	 

- Select to  Edit Amounts as indicated below

Program Configurations : 9/1/2015		 Return to Configuration Menu
This editor allows you to add and manage offering rates that will be effective for this program as of 9/1/2015		
Program Offering Rates		 Edit Amounts
Page Size: 10 ▼		

- Update the Offerings according to your health insurance plans.
 - If you run monthly payrolls, enter the full amount of the premium
 - If you run semi-monthly payrolls, enter half of the amount of the premium

Program Configurations : 9/1/2015 		
This editor allows you to add and manage offering rates that will be effective for this program as of 9/1/2015		
Program Offering Rates		
SystemId	Offering	Amount
108	RM09 - EC	565.26
109	RM09 - EF	844.31
106	RM09 - EO	295.11
107	RM09 - ES	574.13

- Select Save

135	RMH3 - ES	352.96
 		

- Select Return to Configuration

General	Offerings	Configuration
Edit: C125 - BCBS WITH HRA 90%		 Return to list
Program Configurations : 9/1/2015		 Return to Configuration Menu