

CHRIS User Guide: Updating and Viewing Benefits

Introduction

This chapter will explain how to process Employee Benefits in CHRIS.

Guide Contents

Information in this guide describes how users can enter TSP and FEHB; Update the WGI Field, and, Change, Add and Delete Elements.

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NOTES TO REMEMBER: If the “Choose an Option” window opens, click **Update** or **Correction** button.

Update: Changes the record as of the **Effective Date** that you specify and “End Dates” the prior entry. All previous information is preserved and can be viewed by date tracking.

Correction: If the previously entered data was incorrect, the newly entered information will override the incorrect information back to the date that the error occurred (Element Start Date). Only the new information exists.

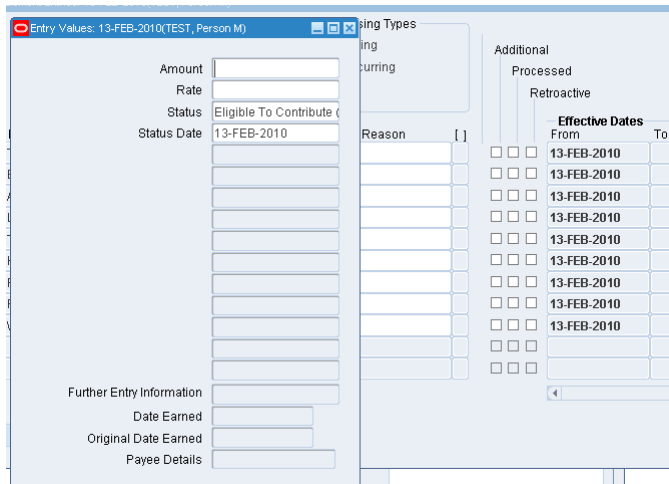
Always verify the action processed and flowed to PAR using the PAR Validation reports that are run each day.

How to Enter Employee Elements

Entering TSP

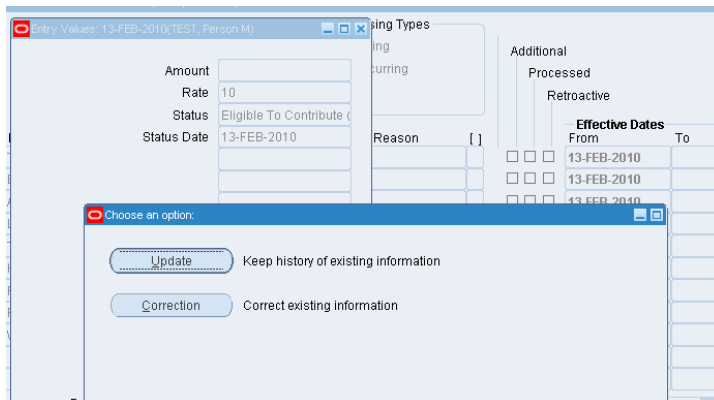
STEP 1

Navigate to Pay and Benefit Quick Entry. You may need to date-track to the correct effective date. Click on TSP, then, click the Entry Values button. (You can also navigate to People, Assignment, Entries). The TSP window opens.



STEP 2

Enter the Amount or Rate in the appropriate field. Click in the Status field. A display box will open to ask do you want an update or correction.

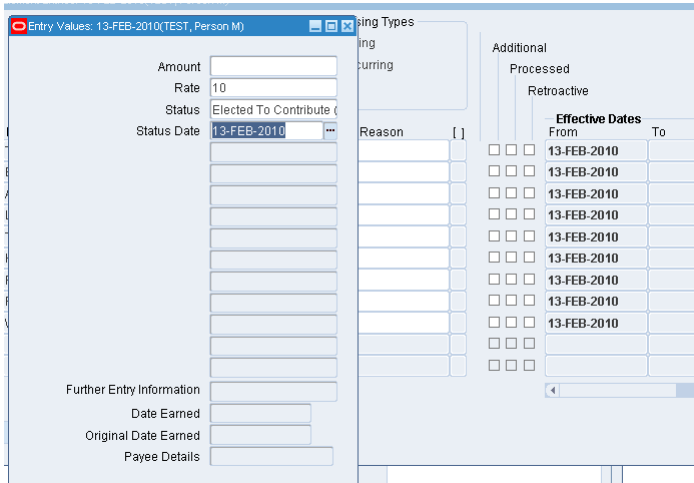


Select Update to keep the history in the record.
Select Correction to change existing information, or if the record date is the same as the effective date.

STEP 3

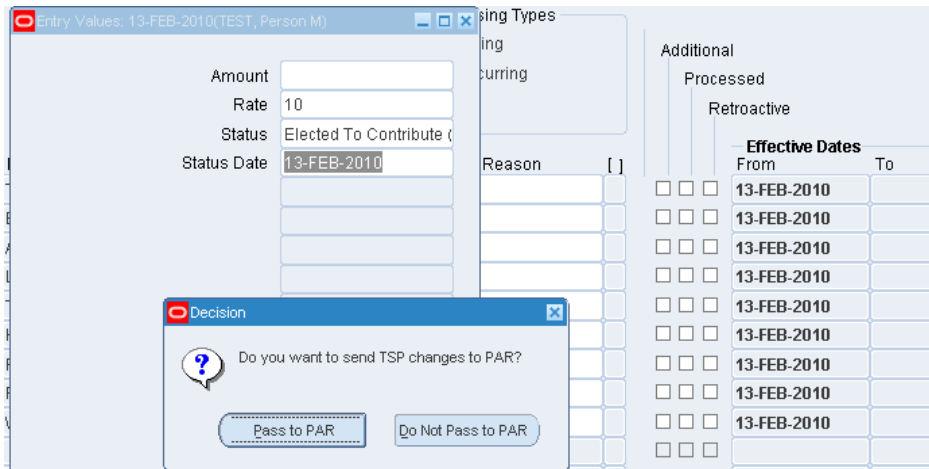
Click the Status field. Enter the new status Code.
Click in the Status date field. Enter the new date.

See the screen below.



STEP 4

Click the Save icon. A window will open to ask “Do you want to pass the changes to PAR”, select pass to par. Note: The action will flow to PAR on a NOAC 911,

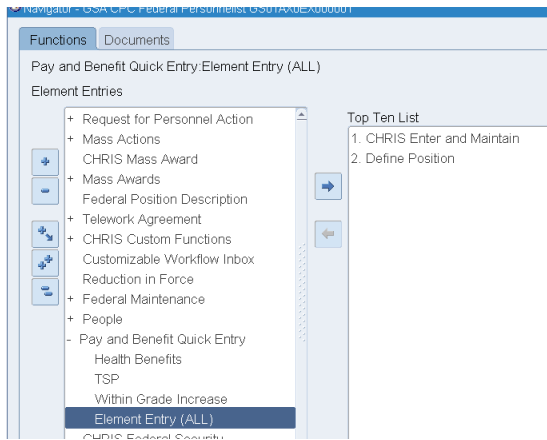


Your work is now saved. Close the Entry Values screen.

Entering FEHB

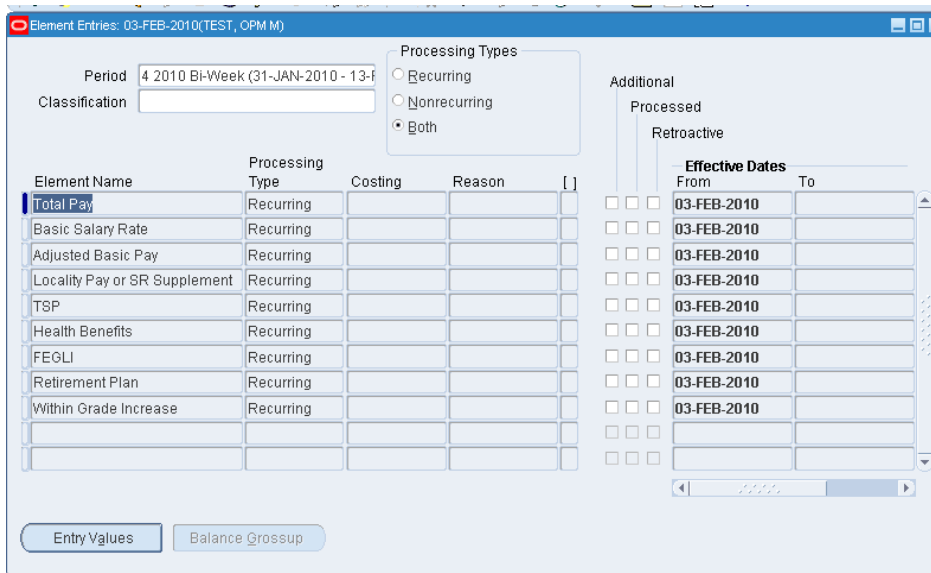
STEP 1

Navigate to Pay and Benefit Quick Entry. Select Element Entry (All). The FIND window opens for you. See screen below.



STEP 2

You may need to date-track to the effective date of the action. Enter the name of the employee.



STEP 3

Click on Health Benefits, then click the Entry Values button. The Health Benefits window opens. See below.

STEP 4

Click in the Enrollment field to select options. Enter your selection:

Note: a decision box will display for you to verify whether the record should update or correct.

Select Update to keep the history in the record.
Select Correction to change existing information, or if the record date is the same as the effective date.

STEP 5

Enter the Health Plan Code.

Entry Values: 03-FEB-2010(,TEST, OPM M)

Enrollment: Low Option Self Only (4
Health Plan: Blue Cross and Blue S
Temps Total Cost:
Pre tax Waiver: No
Premium Rate:

Further Entry Information:
Date Earned:
Original Date Earned:
Payee Details:

Click Save. You will get the message “do you want to send FEHB changes to PAR?”

Entry Values: 03-FEB-2010(,TEST, OPM M)

Enrollment: Low Option Self Only (4
Health Plan: Blue Cross and Blue S
Temps Total Cost:
Pre tax Waiver: No
Premium Rate:

Further Entry Information:

Effective Dates	
From	To
<input type="checkbox"/> 03-FEB-2010	
<input type="checkbox"/> 03-FEB-2010	
<input type="checkbox"/> 03-FEB-2010	
<input type="checkbox"/> 03-FEB-2010	
<input type="checkbox"/> 03-FEB-2010	
<input type="checkbox"/> 03-FEB-2010	

Decision

Do you want to send FEHB changes to PAR?

Pass to PAR Do Not Pass to PAR

Select the button, Pass to Par, and save your work.

Updating Within Grade Increase Element

STEP 1

Click on the Within Grade Increase Field. Then click the Entry values button.

Status	
Date Due	08-MAY-2011
Pay Date	08-MAY-2011
Last Equivalent Increase	11-MAY-2008
Postponmt Effective	
Postponmt Determ Due	
Further Entry Information	
Date Earned	
Original Date Earned	
Payee Details	

STEP 2

In the Due Date field, Enter the WGI Due Date.

Status	
Date Due	14-FEB-2011
Pay Date	
Last Equivalent Increase	13-FEB-2010
Postponmt Effective	
Postponmt Determ Due	

Reason	[]

Effective Dates		
From	To	
<input type="checkbox"/>	13-FEB-2010	
<input type="checkbox"/>	13-FEB-2010	
<input type="checkbox"/>	13-FEB-2010	
<input type="checkbox"/>	13-FEB-2010	

A Box will display the message to you want an update or correction for the record.

STEP 3

Select your choice, and save your work. See the box below.

Choose an option:

Update Keep history of existing information

Correction Correct existing information

Note: Always use the 'Update' button when updating Within Grade Date Due, Pay Date and/or Date Last Equivalent Increase to ensure data elements on PAR Format 13 flow with a current effective date.

Changing an Element

STEP 1

Navigate to Pay and Benefit Quick Entry. Click on the element you want to change, i.e., TSP, WGI, etc. Note: Elements that require and SF-50 cannot be changed from this screen; you must process the correct RPA.

Open the Entry Values screen. (You can also navigate to People, Assignment, Entries).

The screenshot shows the 'Element Entries' window for 'TEST, Person M'. The 'Period' is '9 2010 Bi-Week (11-APR-2010 - 24-APR-2010)'. The 'Classification' is empty. The 'Processing Types' are 'Recurring', 'Nonrecurring', and 'Both', with 'Both' selected. The 'Additional' section has 'Processed' and 'Retroactive' checkboxes, both of which are unchecked. The main table lists elements with their processing types, costing, reasons, and effective dates.

Element Name	Processing Type	Costing	Reason			Effective Dates
						From To
Total Pay	Recurring					13-FEB-2010
Basic Salary Rate	Recurring					13-FEB-2010
Adjusted Basic Pay	Recurring					13-FEB-2010
Locality Pay or SR Supplement	Recurring					13-FEB-2010
TSP	Recurring					13-FEB-2010
Health Benefits	Recurring					13-FEB-2010
FEGLI	Recurring					13-FEB-2010
Retirement Plan	Recurring					13-FEB-2010
Within Grade Increase	Recurring					13-FEB-2010

Buttons at the bottom: 'Entry Values', 'Balance Grossup'.

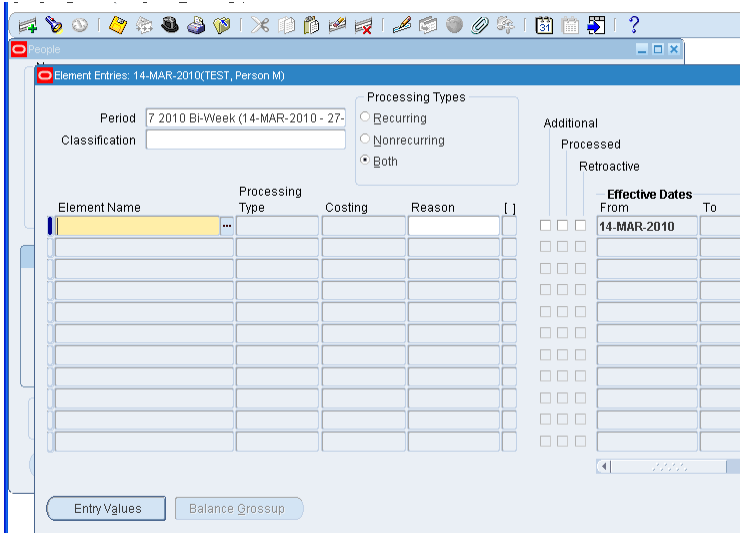
STEP 2

Date track to the correct effective date by clicking on the date track icon. When the date track window opens, enter the date and click OK.

The screenshot shows the 'Element Entries' window with the 'Alter Effective Date' dialog box open. The dialog box has 'Effective Date' set to '14-MAR-2010' and 'Today's Date' set to '19-APR-2010'. The dialog box has 'OK', 'Reset', and 'Cancel' buttons.

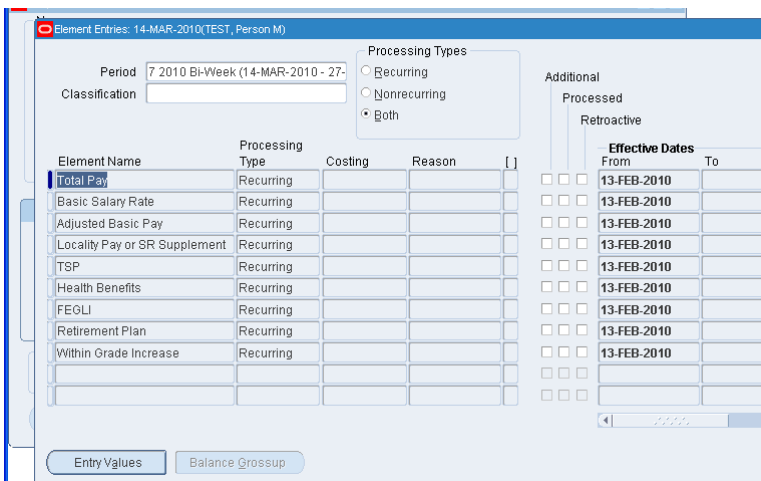
Element Name	Process Type					Effective Dates
						From To
Total Pay	Recurring					13-FEB-2010
Basic Salary Rate	Recurring					13-FEB-2010
Adjusted Basic Pay	Recurring					13-FEB-2010
Locality Pay or SR Supplement	Recurring					13-FEB-2010
TSP	Recurring					13-FEB-2010
Health Benefits	Recurring					13-FEB-2010
FEGLI	Recurring					13-FEB-2010
Retirement Plan	Recurring					13-FEB-2010
Within Grade Increase	Recurring					13-FEB-2010

The screen will become blank. See box below.



STEP 3

Enter Ctrl plus F-11 to refresh the screen. Select the element and click Entry Values.



STEP 4

Enter the field you wish to change.

Period	Amount		Additional	
Classification	Rate	7	Processed	
	Status	Elected To Contribute (Retroactive	
	Status Date	13-FEB-2010		
Element Name				
Total Pay			<input type="checkbox"/>	<input type="checkbox"/>
Basic Salary Ra			<input type="checkbox"/>	<input type="checkbox"/>
Adjusted Basic			<input type="checkbox"/>	<input type="checkbox"/>
Locality Pay or S			<input type="checkbox"/>	<input type="checkbox"/>
TSP			<input type="checkbox"/>	<input type="checkbox"/>
Health Benefits			<input type="checkbox"/>	<input type="checkbox"/>
FEGLI			<input type="checkbox"/>	<input type="checkbox"/>
Retirement Plan			<input type="checkbox"/>	<input type="checkbox"/>
Within Grade In			<input type="checkbox"/>	<input type="checkbox"/>
	Further Entry Information		<input type="checkbox"/>	<input type="checkbox"/>
	Date Earned		<input type="checkbox"/>	<input type="checkbox"/>
	Original Date Earned		<input type="checkbox"/>	<input type="checkbox"/>
Entry Values	Payee Details		<input type="checkbox"/>	<input type="checkbox"/>

STEP 5

Save your work. You will receive the message box for update or correction.

The screenshot shows the same form as above, but with a modal dialog box overlaid. The dialog box has a title bar that says "Choose an option:". It contains two buttons: "Update" with the text "Keep history of existing information" and "Correction" with the text "Correct existing information".

Select the correct action. Note: Select Update to keep the history in the record. Select Correction to change existing information, or if the record date is the same as the effective date.

When the message box displays "Do you want to send action to PAR", click the appropriate box. Save your work.

The screenshot shows the same form as above, but with a different modal dialog box overlaid. The dialog box has a title bar that says "Decision" and a question mark icon. The text inside says "Do you want to send TSP changes to PAR?". There are two buttons: "Pass to PAR" and "Do Not Pass to PAR".

Adding a New Element

STEP 1

To add a new element, Navigate to Pay and Benefit Quick Entry. Date track to the effective date, if necessary. (Remember to enter Ctrl plus F-11 to refresh the screen). Then click the New icon at the top of the screen.

A new element field is open. See the box below.

The screenshot shows the 'Element Entries' window for 'TEST, Person M'. The 'Period' is '9 2010 Bi-Week (11-APR-2010 - 24-)' and 'Classification' is empty. The 'Processing Types' section has radio buttons for 'Recurring', 'Nonrecurring', and 'Both', with 'Both' selected. The 'Additional' section has checkboxes for 'Processed' and 'Retroactive'. The main table lists elements with columns for 'Element Name', 'Processing Type', 'Costing', 'Reason', and 'Effective Dates' (From and To).

Element Name	Processing Type	Costing	Reason	Effective Dates From	To
Total Pay	Recurring			13-FEB-2010	
Basic Salary Rate	Recurring			13-FEB-2010	
Adjusted Basic Pay	Recurring			13-FEB-2010	
Locality Pay or SR Supplement	Recurring			13-FEB-2010	
TSP	Recurring			14-MAR-2010	
Health Benefits	Recurring			13-FEB-2010	

STEP 2

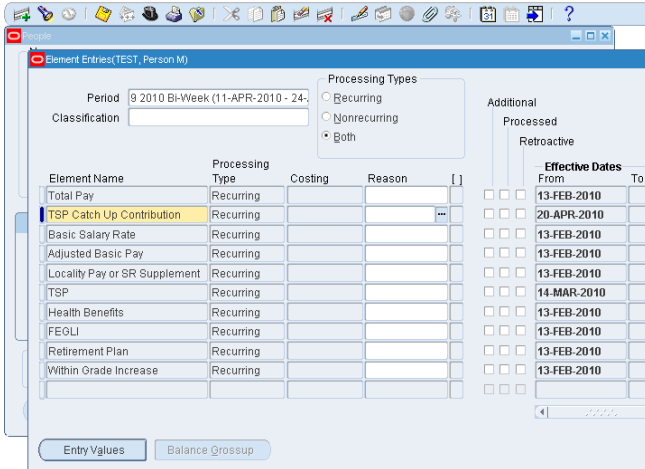
Click the List of Values (LOV) button. A list of elements displays.

The screenshot shows the 'Element Entries' window with the 'List of Values' (LOV) dialog box open. The dialog box has a search field 'Find%' and a list of elements with columns for 'Element Name' and 'Processing Type'. The 'AUX' element is selected in the list. The 'Open' button is visible at the bottom of the dialog box.

Element Name	Processing Type
AUX	Recurring
Availability Pay	Recurring
Danger Pay	Recurring
EDP Pay	Recurring
Entitlement	Recurring
Federal Awards	Nonrecurring
Foreign Lang Proficiency Pay	Recurring
Hazard Pay	Recurring
Home Leave	Recurring
Hours Left to Work	Recurring
Imminent Danger Pay Obsolete	Recurring
Intergovt Personnel Act IPA	Recurring
Intermittent Accrual	Recurring
Living Quarters Allowance	Recurring
Living Quarters Allowance Paid	Recurring
Non Pay Days	Recurring
Non Pay Hours	Recurring
Non Pay Hours WGI	Recurring

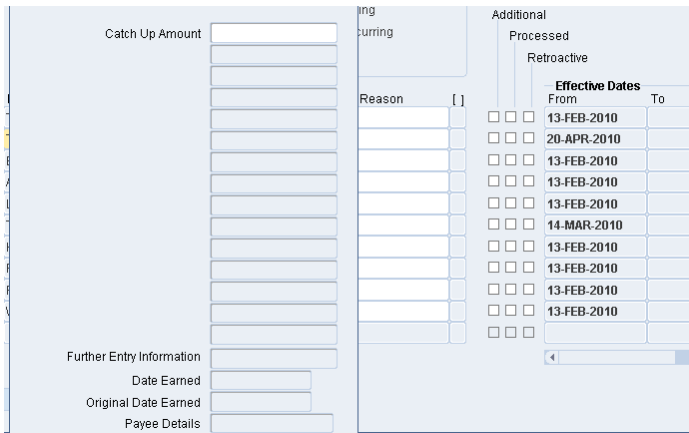
STEP 3

Select the element from the list.



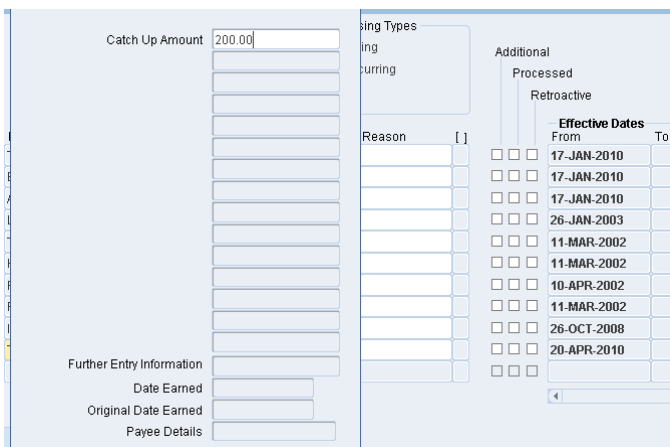
STEP 4

Click the Entry Values Button. The screen for that element opens.



STEP 5

Enter the information in the field.



STEP 6

Save your work.

How to Delete an element entry

Example: The FEHB election should have been effective 29-MAR-2009, but the user failed to date track and instead, entered the health insurance election on the system date of 12-APR-2009. The user then date tracked to 29-MAR-2009 and entered the FEHB election to correct the FEHB effective date. Follow the steps below to delete the erroneous FEHB element effective 12-APR-2009

STEP 1

From the Navigator, double click People, CHRIS Enter and Maintain. Enter a name in the Find Person window. Next, click on Assignment, and then Entries. (You will select the Element Entry you wish to delete)

STEP 2

Always Date track to the day prior to the element effective date you are deleting.

Element Entries: 29-MAR-2009(Cid, Andrew)

Period: 8 2009 Bi-Week (29-MAR-2009 - 11-)

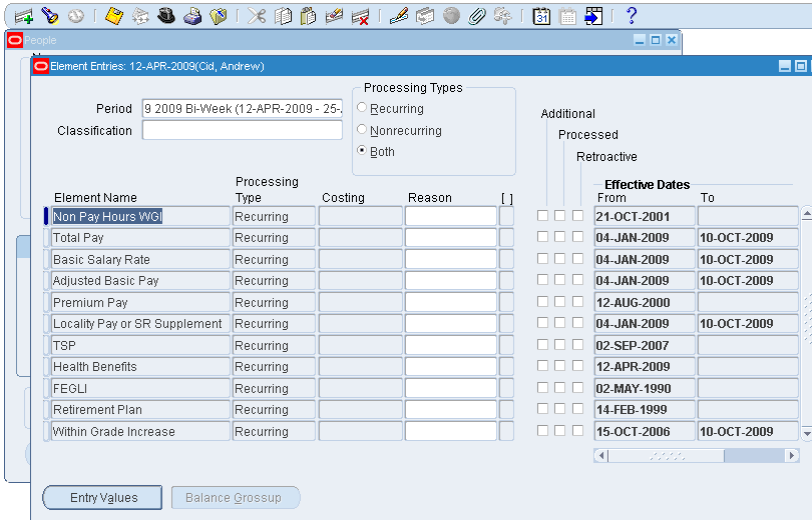
Classification: []

Processing Types:
 Recurring
 Nonrecurring
 Both

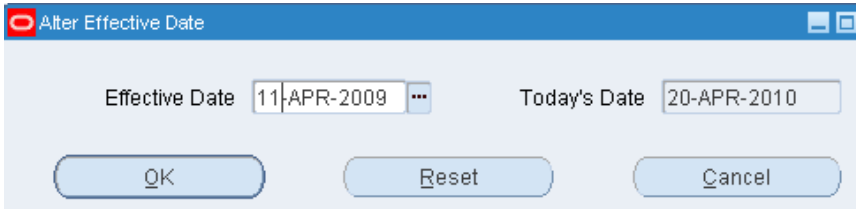
Additional:
Processed
Retroactive

Element Name	Processing Type	Costing	Reason	[]	Effective Dates From	To
Non Pay Hours WGI	Recurring				21-OCT-2001	
Total Pay	Recurring				04-JAN-2009	10-OCT-2009
Basic Salary Rate	Recurring				04-JAN-2009	10-OCT-2009
Adjusted Basic Pay	Recurring				04-JAN-2009	10-OCT-2009
Premium Pay	Recurring				12-AUG-2000	
Locality Pay or SR Supplement	Recurring				04-JAN-2009	10-OCT-2009
TSP	Recurring				02-SEP-2007	
Health Benefits	Recurring				29-MAR-2009	11-APR-2009
FEGLI	Recurring				02-MAY-1990	
Retirement Plan	Recurring				14-FEB-1999	
Within Grade Increase	Recurring				15-OCT-2006	10-OCT-2009

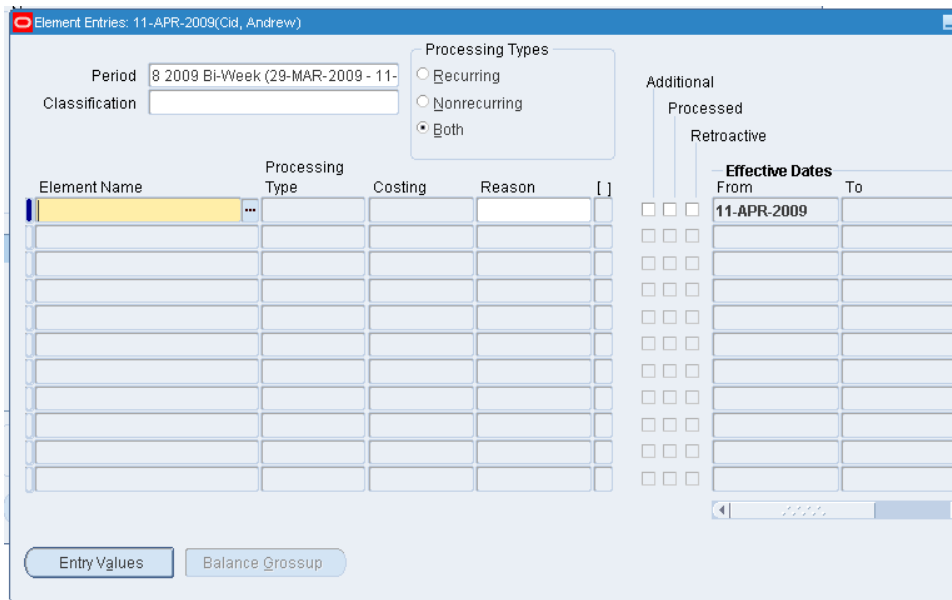
Entry Values Balance Grossup



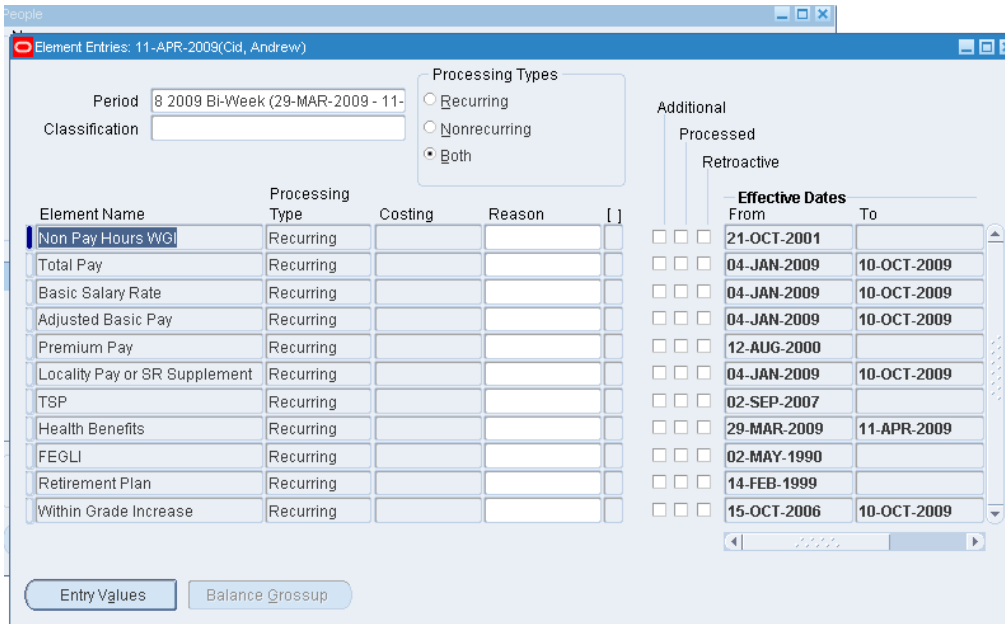
In this case, you will date track to 11-MAR-2009



Click "OK" You will notice that the Element Entry screen is now blank.

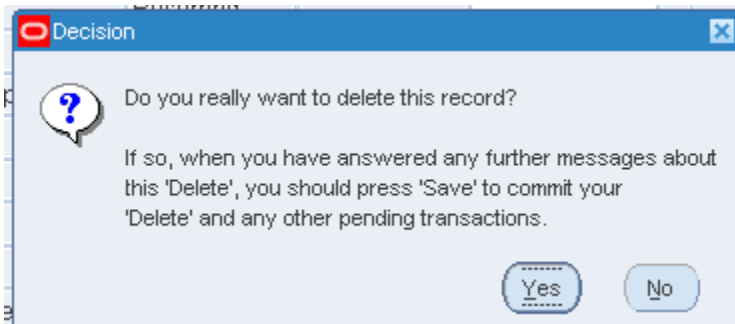


Hold down the Control/F11 keys to refresh the screen

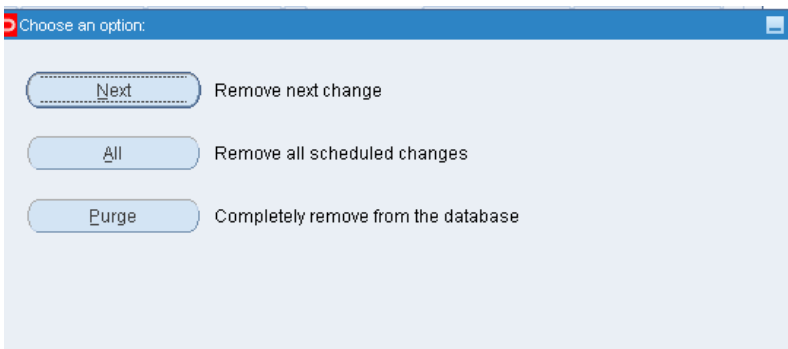


Click in the Health benefits element and click the Delete Key or “Red X” icon.

The Decision box will open. Click “Yes.”



The Choose an Option window will open. Click the “Next” button.



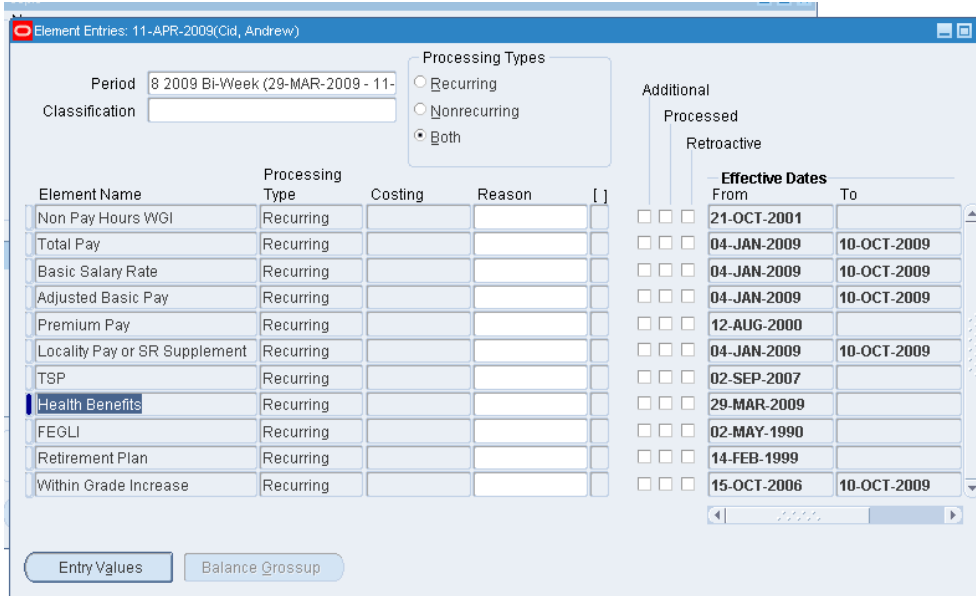
Click the save icon.

The Message Line will indicate “FRM-40400: Transaction complete: 1 Records applied and saved”.

FRM-40400: Transaction complete: 1 records applied and saved.

The Health Benefits element is no longer shown. Click Control plus F-11 to refresh the screen.

The 19-MAR-2008 FEHB element entry has been deleted.



In the example above the Health Benefit element was used; however, the process is the same for deleting TSP, TSP Catch-up, etc.

Note: Deleting an element does not flow a transaction to PAR