**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.

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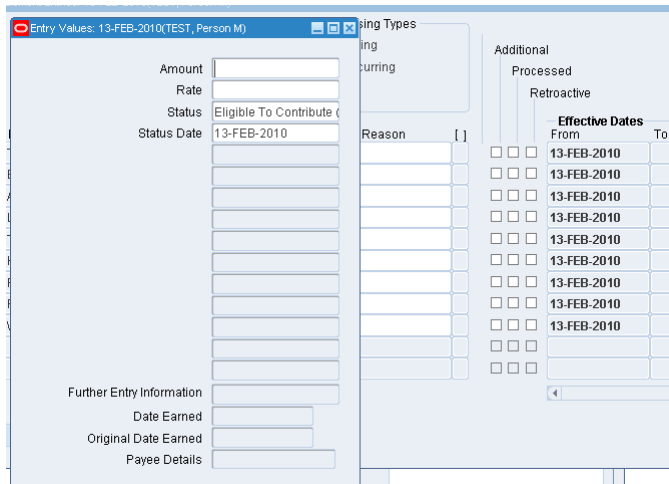Always verify the action processed and flowed to PAR using the PAR Validation reports that are run each day.

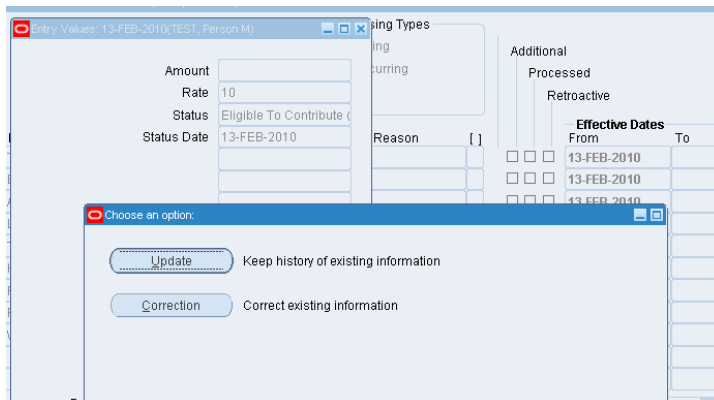**How to Enter Employee Elements**

**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.
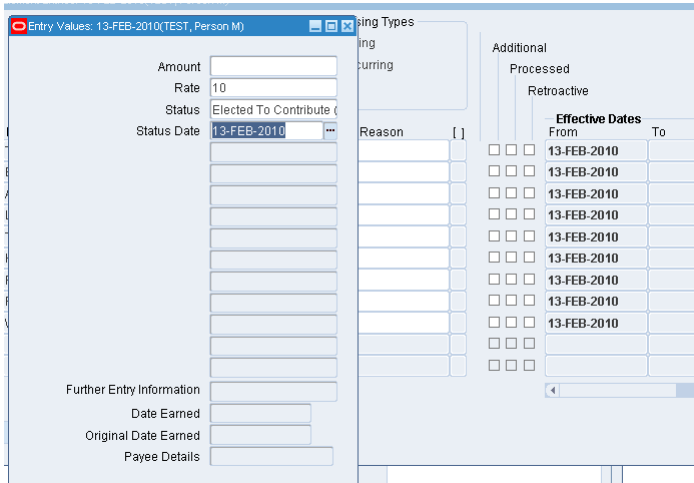


Select Update to keep the history in the record.
Select Correction to change existing information, or if the record date is the same as the effective date.

**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,
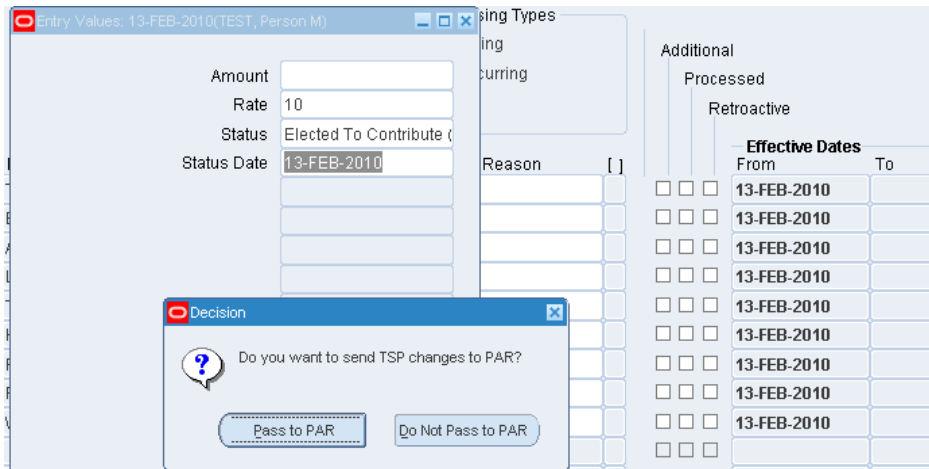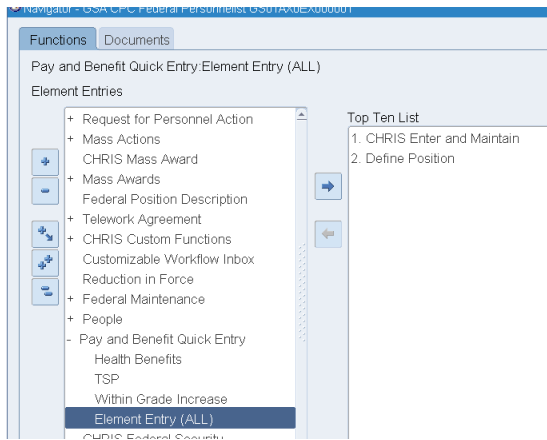


Your work is now saved.  Close the Entry Values screen.
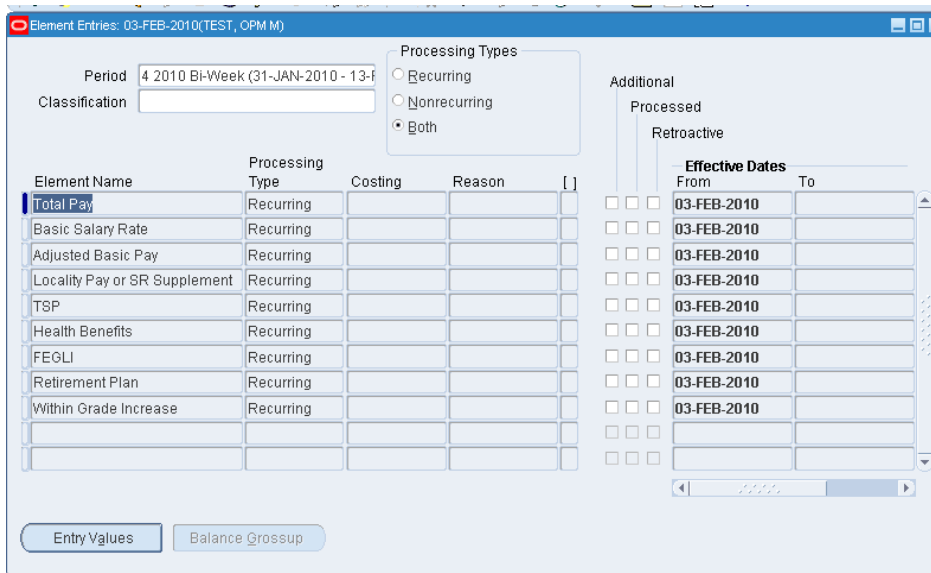
## Entering FEHB

### 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.



Click Save.  You will get the message "do you want to send FEHB changes 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.

## STEP 2

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



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.



**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).




**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 screen will become blank.  See box below.
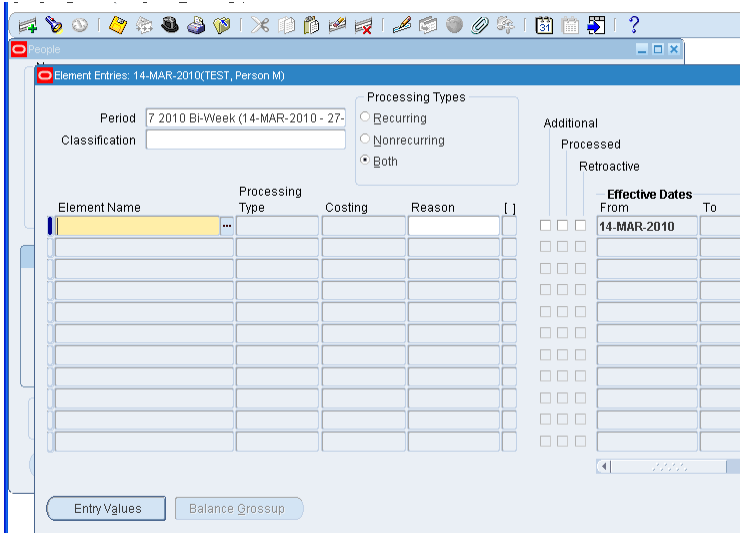
## STEP 3

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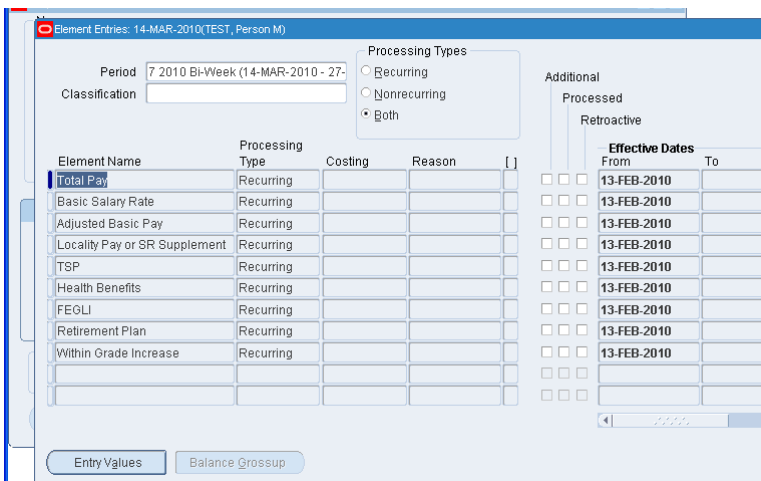


## STEP 4

Enter the field you wish to change.

## STEP 5

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



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.

**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.



### STEP 2

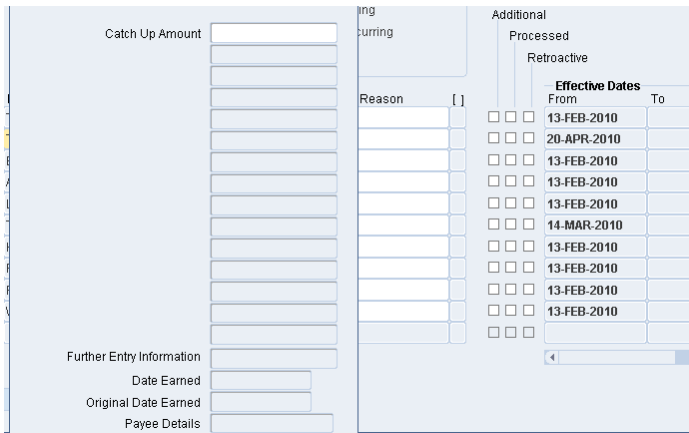Click the List of Values (LOV) button.  A list of elements displays.



### STEP 3

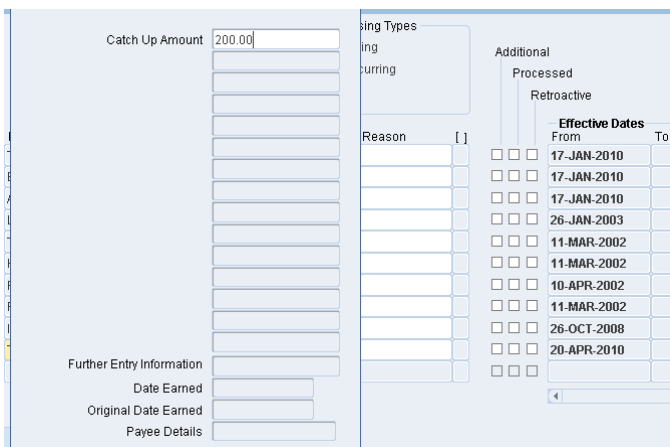Select the element from the list.
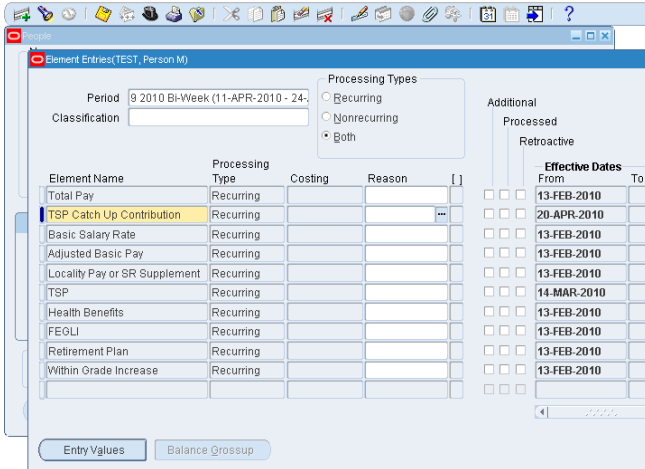
## STEP 4

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



## STEP5

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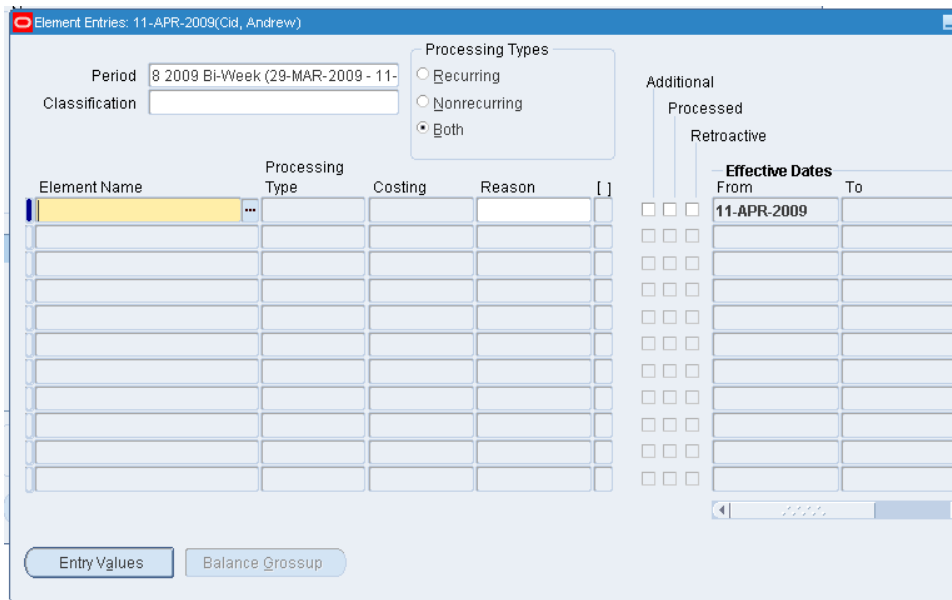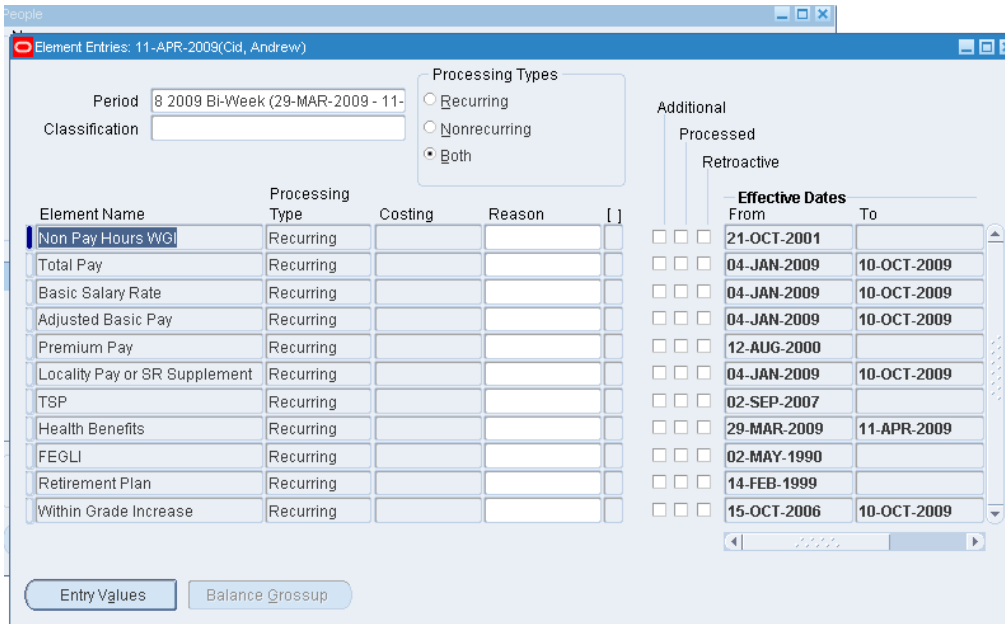
In this case, you will date track to 11-MAR-2009
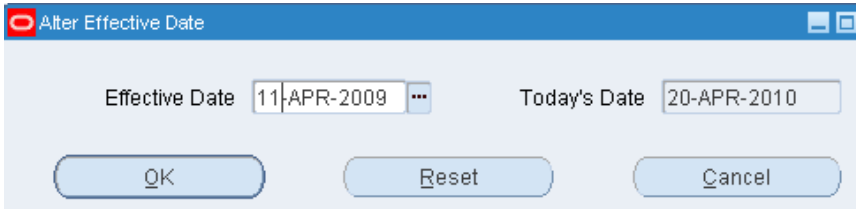


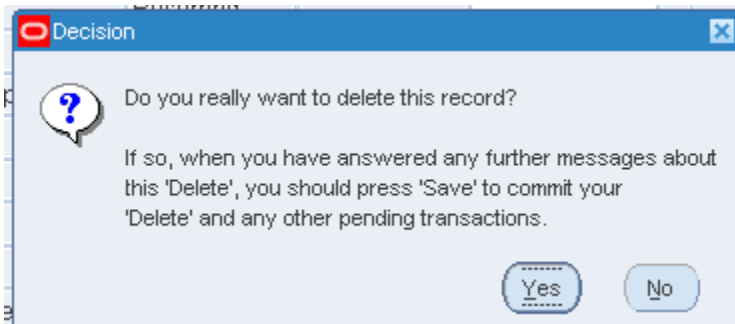Click "OK"    You will notice that the Element Entry screen is now blank.



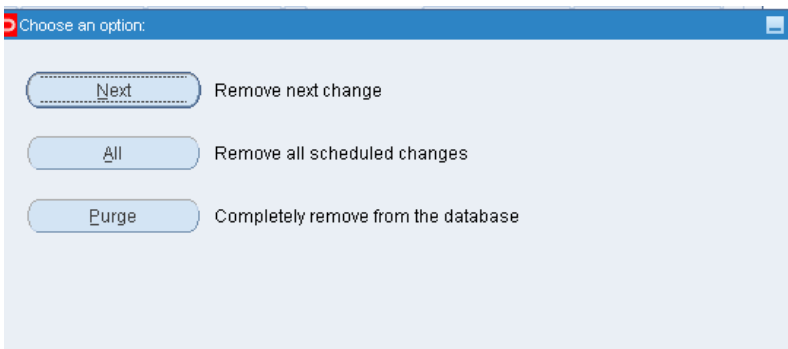Hold down the Control/F11 keys to refresh the screen

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.
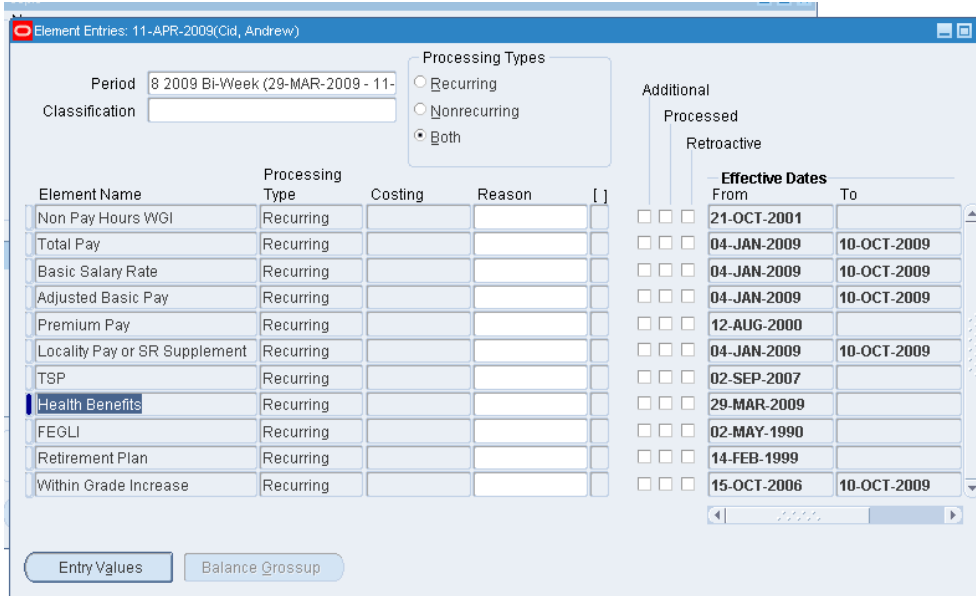


In the example above the Health Benefit element was used; however, the process is the same for deleting TSP, TSP Catch-up, etc.

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