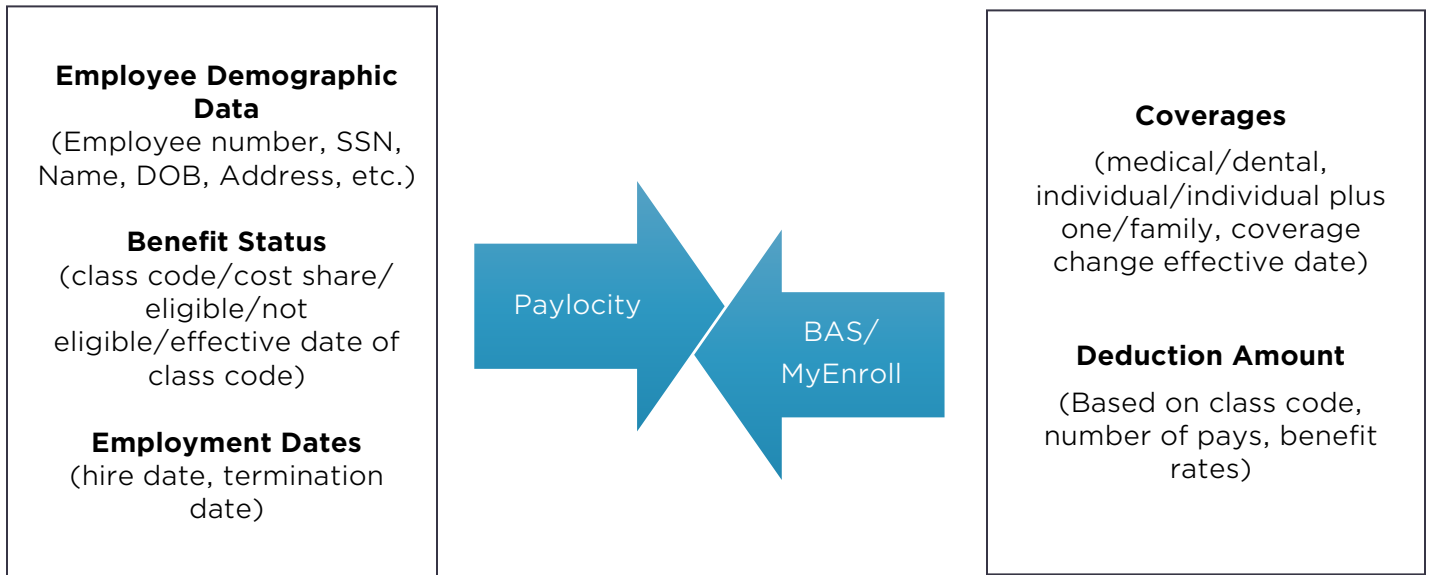


BAS/MyEnroll Quicksteps

Paylocity – October 2022

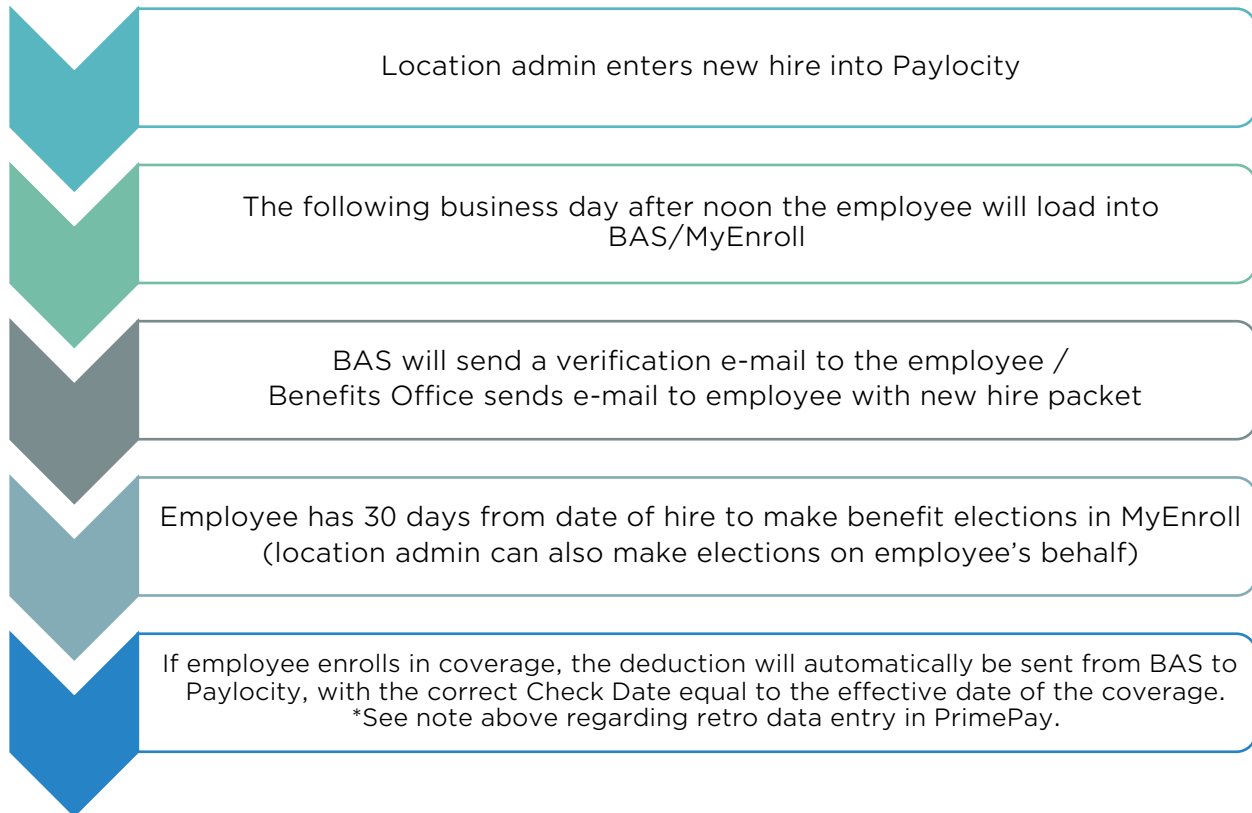
PAYLOCITY AND BAS/MYENROLL DATA EXCHANGE



MyEnroll also sends change files to the carriers (BCBS, Delta Dental and CVS/Caremark) once per week on Wednesday mornings (so changes should be finalized by Tuesday EOD). This includes changes to employee personal information (address changes) and coverage changes (enrollments, terminations, dependent adds/terminations).

*Deductions should only be updated manually in Paylocity if there is a retro employee contribution or refund to be made. This is done in the payroll batch, not on the deduction screen.

NEW HIRES



To view deductions in Paylocity, from the employee's record, go to **Pay** then **Pay Setup**

Employment Pay Personal Time Off Benefits Career

Rates Checks Tax Forms Direct Deposit Reminders Tax Setup **Pay Setup**

Status: Active

Deductions

Add Deduction Code Add Wage Attachment

| Code | Type | Begin Check | End Check | Calc Code | Priority | Amount | Freq | Goal | Paid | Actions |
|------|------|-------------|-----------|----------------------------|--------------|---------|------|--------|--------|---------|
| 401P | 401k | 11/25/2022 | — | % of Code Group 401k Earns | Benefit - 99 | 3.0000 | — | \$0.00 | \$0.00 | |
| DNFP | 125 | 10/14/2022 | — | Flat Amount | Benefit - 0 | 35.0000 | — | \$0.00 | \$0.00 | |
| HDIP | 125 | 10/14/2022 | — | Flat Amount | Benefit - 0 | 55.0000 | — | \$0.00 | \$0.00 | |

TERMINATIONS

- Location admin terminates the employee in Paylocity (Employees > Quick Edit Template > Termination)
 - **A future date can be entered.** The employee will continue to appear in payroll batches until the effective date of the termination occurs.
- The termination will load into BAS/MyEnroll.
- All coverages will terminate in MyEnroll as of the last day of the month.
 - If the 1st of the month is used as the termination date, coverages will continue through the end of that month.
- MyEnroll sends an end date for Medical/Dental/GTL deductions to Paylocity with the appropriate effective date.

CHANGE AN EMPLOYEE FROM BENEFIT ELIGIBLE TO NOT BENEFIT ELIGIBLE

- Location admin adds the new class code/cost share in Paylocity on the employees record under **Benefits > Setup > Add Benefit Class.**
 - The **Effective Date** should be the date of the change in status/reduction in hours.
 - Under **Benefit Class**, select **Not Benefit Eligible 149_N.**
 - Additional fields must also be updated to align with the status change such as standard hours, pay rates, sick accrual code, etc.
- The following business day by noon the update will load into BAS/MyEnroll.
- All coverages will terminate in MyEnroll as of the last day of the month based on the Effective Date entered in to Paylocity.
- MyEnroll sends an end date for Medical/Dental/GTL deductions to Paylocity with the appropriate effective date.

CHANGE AN EMPLOYEE FROM NOT BENEFIT ELIGIBLE TO BENEFIT ELIGIBLE

- Location admin adds the new class code/cost share in Paylocity on the employees record under **Benefits > Setup > Add Benefit Class.**
 - The **Effective Date** should be the date of the change in status/increase in hours.
 - Under **Benefit Class**, select the appropriate class code.
 - Additional fields must also be updated to align with the status change such as standard hours, pay rates, sick accrual code, etc.
- The following business day by noon the update will load into BAS/MyEnroll.
- The Benefits Office will send an e-mail to the employee with new hire packet.
- Employee has 30 days from the class code change effective date to make benefit elections in MyEnroll (location admin can also make elections on employees' behalf).
- If the employee enrolls in coverage, the deduction will automatically be sent from BAS to Paylocity, with the appropriate effective date.