

# TxEIS Employee Benefits Interface Checklist



**ESC, Region14**

The Employee Benefits Interface utility allows you to export two text files to be sent to your Third Party Administrator (TPA) so they can update demographic changes to their system and provide updated deduction information to you. Step 1 ensures your table is set up correctly. Step 2 creates the files to send to your TPA, and steps 3 and 4 import the changes for employee deduction records.

**NOTE 1: This import will ONLY affect deduction codes with the Extract Deduction Code field populated on the Deduction Code table.**

**NOTE 2: Process can be run in either Current Year or Next Year payroll files.**

1. **Update Deduction Code table.** Your TPA may have specific codes they wish to use in order to standardize the import and export for the districts they serve. This code can be up to 6 characters. We recommend using their product codes as the extract deduction code to make the import and export functions more efficient. If the TPA uses all 6 characters, you must use 6 characters as well or you will receive an error message indicating the Deduction record cannot be found.

In **Human Resources > Tables > Tax Deductions > Deduction Cd tab**, enter or adjust vendor product codes in the **Extract Ded Cd** column. Save any changes.

Delete	Deduction Code	Long Description	Abbrev Cd	Short Description	Deduct Chk	Wire	Vendor Name/Sort Key	Vendor No	Extract Ded Cd
	031	TRS ACTIVE CARE 3	AC TRS Hea	TRS ACT 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TEACHER RETIREMENT SYSTEM OF TE	69455	
	032	LINCOLN GROUP LIFE	LI Life insu	LINCOLN LIFE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FIRST NATIONAL BANK OF TEST	22180	000032
	034	LSW ANNUITY	AN Annuity	LSW ANNUITY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	THE OMNI GROUP	98763	000034
	035	GALIC DISBURSING COMPANY	AN Annuity	GALIC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	THE OMNI GROUP	98763	000035
	036	CANCER	HI Health i	CANCER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FIRST NATIONAL BANK OF TEST	22180	000036
	037	CRITICAL ILLNESS	HI Health i	CRITICAL ILLNESS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FIRST NATIONAL BANK OF TEST	22180	000037
	038	TEACHER RETIREMENT SYSTEM OF TE	TR TRS ser	TRS	<input type="checkbox"/>	<input type="checkbox"/>			
	040	AFA ACCIDENT	HI Health i	AFA ACCIDENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FIRST NATIONAL BANK OF TEST	22180	000040
	041	ALLSTATE CANCER	HI Health i	ALLSTATE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FIRST NATIONAL BANK OF TEST	22180	000041
	043	TRS UNREPORTED SERVICE	M1 Miscell	TRS UNREPORTED S	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TRS	98336	000043
	044	TRS ACTIVE CARE 1 HD	AC TRS Hea	TRS ACT 1 HD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TEACHER RETIREMENT SYSTEM OF TE	69455	
	045	SCHOOL HOUSE RENT	M3 Miscell	SCHOOL HOUSE REN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TEST ISD	00210	
	046	SCHOOL HOUSE ELECTRICITY	M1 Miscell	SCHOOL HOUSE ELE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TEST ISD	00210	000046
	047	SCHOOL HOUSE WATER/SEWER/REFU	M1 Miscell	SCHOOL HOUSE WAT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TEST ISD	00210	000047

- \_\_\_\_\_2. **Create the Extract files for your TPA.** From **Utilities > Employee Benefits Interface > Extract tab**, select to extract from Current or Next Year and Execute.



The extract process will create two text files (one with employee demographic information, the other with current employee deduction information). Only Active employees whose deduction record includes a deduction code that is marked with an extract deduction code will be extracted. Inactive employees and Pay Type 4 employees (substitutes) are not included in the extraction.

The naming convention of these files is the district name, a code for the record type ('500' for employee demographics and '900' for employee deductions) and the date of the extraction. For example, if Test ISD ran the extract on May 21, 2019, the file names would be:

Test ISD\_500\_05-21-2019.txt

Test ISD\_900\_05-21-2019.txt

**NOTE: If an employee has more than one deduction using the same deduction code, the one with the highest employee net amount will be selected for the extract.**

**Send both files to your TPA.**

\_\_\_\_\_3. **Prepare to import updated benefit information.** When you receive updated files from your TPA, we recommend the following steps before importing.

Make a backup from **Utilities > Export Human Resources by Payroll**. Back up the payroll frequency (Current Year or Next Year) you will be importing this file into.

Go to **Reports > HR Reports > Personnel Reports** and generate **HRS1250 (Employee Data Listing)** or you could create a **User Created Report** to have an alphabetical listing of active employees and current deductions prior to running the import process. These reports can be printed or saved as a PDF file and will also give you a ‘before’ picture of your employees’ deductions.

Enter the following selection criteria when generating the HRS1250 report:

- **Sort by:** A for Alpha,
- **Include Reports:** Click on the ellipses  button and select Deduction
- **Include SSN on Report:** Enter N
- **Include Number of Days Employed / in contract on Report:** Enter N
- **Leave all other fields blank**

#### CRITICAL NOTES:

1. *It is important that the TPA provide an import file that includes ALL active deductions for employees for those deductions with an extract deduction code and not just those that are being changed or added. Deductions with an extract deduction code that have no changes must also be on the import file. Verify that the .txt file includes all deductions you are expecting. If an employee has dropped a deduction associated with an extract deduction code, this deduction should not be on the import file for this employee.*
2. *If an employee has no changes to any deductions marked with an extract deduction code, then the import file will be the same deduction detail as was included on the extract file for this employee.*
3. *If the deduction marked with an extract deduction code does not exist on the import file but existed on the employee’s master deduction record prior to importing, then it will be deleted from the Employee’s deduction tab. This applies to only employees included on the import file.*
4. *If the Extract Deduction Code is the full 6 characters, the TPA must utilize all 6 characters in the import file. If the Extract Deduction Code is 4 characters, the TPA must import utilizing 4 characters.*

## OTHER NOTES:

If included in the import file, inactive employees will be updated in the import process.

The assumption is made that the amounts in the file reflect the **monthly** amounts. When loading the data into TXEIS, the import **program will make adjustments based on the pay frequency** of the employee. For example, if the amount in the file is 100.00 and the employee is on pay frequency 5, the program will put 50.00 into the employee deduction record. For pay frequency 4, the program multiplies the amount by 12, then divides by 26 and puts 46.15 into the employee deduction record.

- Remaining Payments will default to '99';
- Employer Contribution Factor will default to '1'; and
- TEA Contribution Factor will default to '1'.

If an employee has no deductions on his master deduction record that are indicated with an extract deduction code in the deduction code table, his deductions are not affected by uploading the import file.

If employees notify the district of deduction changes, it is important that the district submits these changes to the TPA to update their records prior to creating the import file. If these changes are not forwarded to the TPA and are entered on the employee's deduction record prior to processing the import file, the district will need to keep track of the changes and re-enter them after uploading the import file.

Substitute employees will **not** be included in the import process.

XTRA jobs (regardless of pay type) will **not** be included in the import process.

4. **Import Updated Employee Benefits Information.** From **Utilities > Employee Benefits Interface > Import tab**, select the year you wish to import the updated information into. Select Active Employees Only (unless you want to affect inactive employees.) Browse to the file your TPA sent and Execute.

The screenshot shows the 'Human Resources' software interface. At the top, it says 'Human Resources Version : 3.0.0000 Build: 0199'. Below that are navigation tabs: 'Tables', 'Maintenance', 'Payroll Processing', 'Inquiry', 'Next Year', and 'S...'. The main area is titled 'Utilities > Employee Benefits Interface'. There are three sub-tabs: 'Extract', 'Import Annual File', and 'Import Changes Only'. The 'Import Annual File' tab is active. In this tab, there is a 'Year Selection' section with two radio buttons: 'Current Year' (selected) and 'Next Year'. To the right of this is an 'Execute' button. Below the radio buttons is a checkbox labeled 'Active Employees Only' which is checked. To the right of the checkbox is a red arrow pointing left. At the bottom, there is a 'Deduction Import Path:' label and a 'Browse...' button. Red boxes and arrows highlight the 'Year Selection' area, the 'Execute' button, the 'Browse...' button, and the 'Active Employees Only' checkbox.

If no errors are encountered, a Preview report will display. Print or Save as desired. Review the import file very carefully – this indicates how the transactions will be imported for each employee for each payroll frequency. **Be sure** that the system did the correct calculation for each deduction as it appears on this report. If information is correct, select **Process**.

If errors were found, review the error listing, Cancel and correct.

**NOTE: No records will be updated if errors exist.**

Staff ID	Extract Deduction Cd	Error Message
449-51-4925		Employee record not found
450-89-9363		Employee record not found
451-94-9620		Employee record not found
--	10	Deduction record not found
--	100	Deduction record not found
--	11	Deduction record not found
--	111	Deduction record not found
--	12	Deduction record not found
--	17	Deduction record not found
--	18	Deduction record not found
--	28	Deduction record not found
--	29	Deduction record not found
--	35	Deduction record not found
--	55	Deduction record not found
--	79	Deduction record not found
--	9	Deduction record not found
--	90	Deduction record not found
--	91	Deduction record not found
--	910	Deduction record not found
--	920	Deduction record not found

End of Report

- In the example above, there are three employees who do not have a demographic record entered.
- The extract codes in the deduction table for this district are 000010, 000100, etc and utilize the 6 characters with leading zeros – so the report indicates that the Deduction record is not found. You will need to either **adjust the import file to include the leading zeros, or adjust your Extract Deduction Code to exclude the leading zeros.**

After the errors are adjusted, you can rerun the import and select **Process** to import the deductions. An upload report will display.

**Note: In this Test Screen shot we have blocked the Staff ID and the Employee Name.**

Pay Freq	Staff ID	Emp Nbr	Employee Name	Extract Cd	Deduction	Employee Amt	Employer Amt	Cafe Plan
4		001558		000028	028 - AMERITUS VISION PLA	5.35	.00	<input checked="" type="checkbox"/>
4		001556		000011	011 - LIFE INSURANCE EMPI	.55	.00	<input type="checkbox"/>
4		001559		000011	011 - LIFE INSURANCE EMPI	.55	.00	<input type="checkbox"/>
5		000962		000011	011 - LIFE INSURANCE EMPI	.60	.60	<input type="checkbox"/>
5		000962		000079	079 - ANTHEM DISABILITY	7.85	.00	<input type="checkbox"/>
5		000962		000111	111 - BLUE CROSS/BLUE SH	4.85	.00	<input checked="" type="checkbox"/>
5		001141		000011	011 - LIFE INSURANCE EMPI	.60	.60	<input type="checkbox"/>
5		001141		000111	111 - BLUE CROSS/BLUE SH	5.21	.00	<input checked="" type="checkbox"/>
5		000627		000011	011 - LIFE INSURANCE EMPI	.60	.60	<input type="checkbox"/>
5		000627		000028	028 - AMERITUS VISION PLA	5.80	.00	<input checked="" type="checkbox"/>
5		000627		000111	111 - BLUE CROSS/BLUE SH	4.78	.00	<input checked="" type="checkbox"/>
5		001270		000011	011 - LIFE INSURANCE EMPI	.60	.60	<input type="checkbox"/>
5		001270		000028	028 - AMERITUS VISION PLA	11.18	.00	<input checked="" type="checkbox"/>
5		001270		000079	079 - ANTHEM DISABILITY	6.54	.00	<input type="checkbox"/>

After importing deductions, generate HRS1250 (Employee Data Listing) or User Created Report again using the same selection criteria in your 'before' report. Use this report in verifying the imported data. If necessary, you can reload the export made before starting this import process if the results of the import are not acceptable.