

# Health Care Activity Report

## Human Resource Management System (HRMS)



"the consolidated technology services agency" -RCW 43.105.006

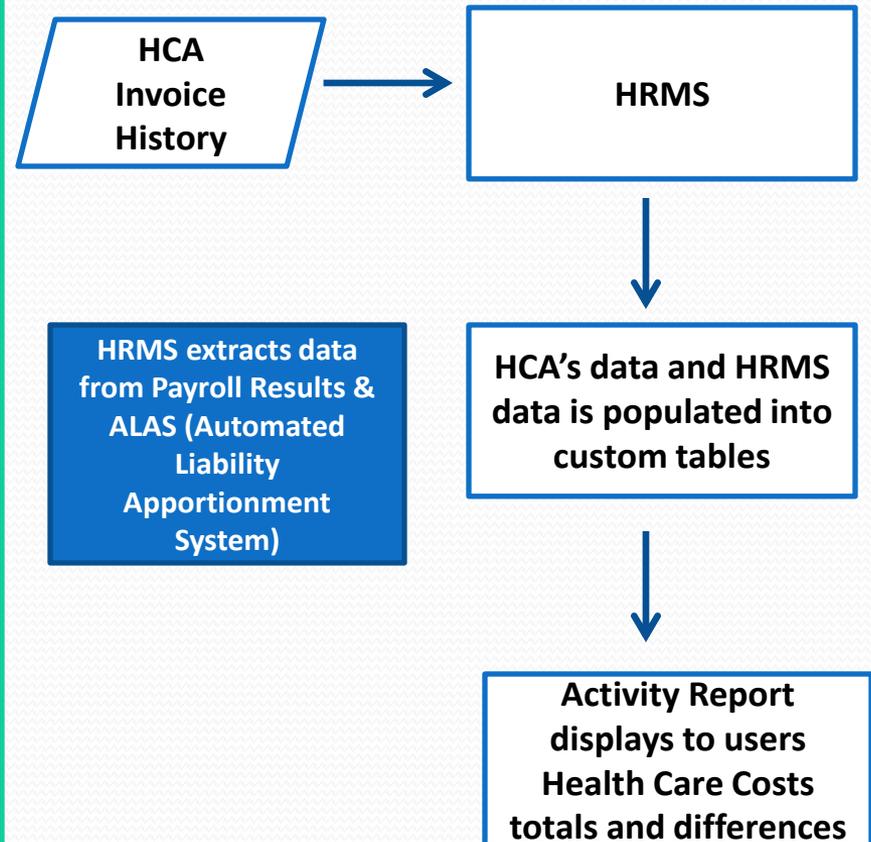
November 12, 2015

# Health Care Activity Report

What?	Health Care Activity Report : Transaction Code ZHR_RPTBNN36
Who?	HRMS HR and Payroll Offices
Why?	<ul style="list-style-type: none"><li>• Users have identified the health care costs between HCA's PAY1 amounts and HRMS amounts do not always match.</li><li>• Users take multiple steps to reconcile health care costs between the 2 systems.</li><li>• A business need was identified to provide users a tool that will combine data from 2 different systems.</li></ul>
Solution:	Enable users to run a report in one system that will assist in reconciling Health Care Cost amounts and W-2 reporting requirements between HCA's PAY1 system and HRMS payroll system.

# Health Care Activity Report

- WaTech receives PAY1 data on or about the 23<sup>rd</sup> of each month.
- The Invoice History file contains year to date data, including any updated retroactive changes each month.
- HRMS loads PAY1 and HRMS data on the 25th of each month to produce the current months report.
- Any adjustments made after Day 3 of the final pay period of the month in HRMS will be reflected in the next month's report.
- After the first 6 months of the current year, HCA data for previous year will remain static .



# Health Care Activity Report

## Provider Cost Activity Report

- PAY1 and HRMS amounts for:
  - Health Provider (WT 2575)
  - HSA Employer Contributions (WT 2255)
  - Coverage period can run by month or calendar year but cannot cross calendar years

## 035 GL5181 Activity Report

- PAY1 and HRMS amounts for:
  - Employee Contributions & Adjustments (WT 2501-2508, 2515-2544, 2983-2984)
  - PEBB Funding Rate Amount (WT 2550)
  - Tobacco Surcharge & Adjustments (WT 2576, 2578, 2580, 2582)
  - Spousal/domestic partner surcharge & Adjustments (WT 2577, 2579, 2581, 2583)
  - Coverage period can run by month, calendar year, and cross calendar years

### Health Care Activity Report



Report Format

Provider Cost Activity Report  
 Tax Reporter File Format  
 035 GL5181 Activity Report

Selection Criteria

Business Area	<input type="text"/>	<input type="text"/>
Personnel Number	<input type="text"/>	<input type="text"/>
Coverage Period (MM/YYYY)	<input type="text"/>	to <input type="text"/>

Activity Filter Option

Report Differences Only  
 Report All Activity

Choose Report Layout

ALV Report Layout

# Health Care Activity Report

## Activity Filter Options:

- Report Differences Only – view information only for employees who have a difference between PAY1 and HRMS.
- Report All Activity – view information for the entire Business Area for the coverage period selected.

Provider Cost Activity Report															
HRMS BA	HRMS PA	PersArea Name	Pay1 BA	Pay1 PA	Pers.No.	SSN	Employee Name	Cov.Prd	Pay1 MedCd	Pay1 DenCd	Pay1 ProvC	HRMS ProvC	HRMS Tx Ad	ProvCostDi	PAY1 ER
1790	1790	Dept of Enterprise S...	1790	1790				201509	U	1	1,241.21	1,241.22	0.00	0.01-	0.
1790	1790	Dept of Enterprise S...	1790	1790				201509	CV	1	1,690.52	1,152.56	0.00	537.96	0.
1790	1790	Dept of Enterprise S...	1790	1790				201509	UHSA	1	581.04	581.04	0.00	0.00	116.
			1790	1790				201509	CV	3	1,217.25	0.00	0.00	1,217.25	0.
1790	1790	Dept of Enterprise S...	1790	1790				201509	U	1	623.73	311.86	0.00	311.87	0.
1790	1790	Dept of Enterprise S...	1790	1790				201509	CHSA	4	1,009.72	1,009.72	0.00	0.00	116.
1790	1790	Dept of Enterprise S...	1790	1790				201509	UHSA	3	578.19	578.19	0.00	0.00	58.
1790	1790	Dept of Enterprise S...	1790	1790				201509	U	3	620.88	931.33	0.00	310.45-	0.
			1790	1790				201509	U	1	1,715.63	0.00	0.00	1,715.63	0.
1790	1790	Dept of Enterprise S...	1790	1790				201509	U	1	1,715.63	857.81	0.00	857.82	0.
1790	1790	Dept of Enterprise S...	1790	1790				201509	Z	9	623.73	311.87	0.00	311.86	0.

# Health Care Activity Report

**Health Care Activity Report**

Report Format

Provider Cost Activity Report  
 Tax Reporter File Format  
 035 GL5181 Activity Report

Selection Criteria

Business Area

Personnel Number

Coverage Period Year (YYYY)

**Tax Reporter File Format Additional Details**

Tax Company (Personnel Area)

Adjustment Date for PU19 (MM/DD/YYYY)

Include ALV Report w/Details  
 \*\*\* The ALV report with details will be displayed after file is generated.  
 \*\*\* You must click the Green Arrow back to see the detailed report.

Choose Report Layout

ALV Report Layout

## Tax Reporter File Format

- Enables agencies to create a pre-formatted file to upload adjustments for Provider Cost and Employer HSA Contributions into Tax Reporter
- Coverage period defaults to current year
- Tax Company /Personnel Area
- Adjustment Date for PU19 – reporting period end date

## Tax Reporter Upload Formatted File

PERNR	Tax Auth	Blank	Box	Adj. Date	Amount
[REDACTED]	FED		W23W	12/29/2015	29.17-
[REDACTED]	FED		W23W	12/29/2015	29.17-
[REDACTED]	FED		W23W	12/29/2015	29.17-
[REDACTED]	FED		W2DD	12/29/2015	1,871.19
[REDACTED]	FED		W23W	12/29/2015	29.17-
[REDACTED]	FED		W2DD	12/29/2015	474.43-
[REDACTED]	FED		W2DD	12/29/2015	0.01-
[REDACTED]	FED		W2DD	12/29/2015	543.39-
[REDACTED]	FED		W2DD	12/29/2015	0.01-
[REDACTED]	FED		W2DD	12/29/2015	0.01-
[REDACTED]	FED		W23W	12/29/2015	58.34-
[REDACTED]	FED		W2DD	12/29/2015	0.01-
[REDACTED]	FED		W2DD	12/29/2015	0.02-

# Health Care Activity Report

## Demo of the Activity Report



### Examples:

- Imbalances
- Mid-Period Transfer
- Running the report across calendar years- 035 GL5181 Activity Report
- Tax Reporter formatted file
  - Exporting the file

# Health Care Activity Report

## How can this report benefit you?

- One system that consolidates data from two systems
- Run this report for any period of time
- 035 GL5181 Activity Report can run the beginning of the year, January through present, or across calendar years
- Displays amounts from PAY1 and HRMS and identifies imbalances
- Enables users to create a pre-formatted file to upload adjustments into Tax Reporter

With the Health Care Activity Report available to assist agencies, WaTech will no longer make adjusting entries in PU19 for WT 2575 and WT 2255.

## Questions on how to run the report? Contact:

WaTech Solutions Center:  
(360) 407-9100  
Email Contact:  
solutionscenter@watech.  
wa.gov

## Reconciliation questions?

Contact:  
Office of Financial  
Management, Statewide  
Accounting (360) 725-0226  
Email Contact:  
steve.nielson@ofm.wa.gov

Thank you!

Health Care Activity Report  
User Procedure- HR.WA.GOV