



Georgia V3 HPAS Export File September 2006

Overview

Quantum has been modified to include the ability to generate two file types (AUF and PUF) used by the web-based interactive V3 HPAS system. V3 HPAS is the interactive system for the State Health Benefit Plan. This allows State employees to make elections or changes to their Health Benefit coverage via the Web. This new feature of Quantum provides the data files (employee information) that get uploaded to the V3 HPAS system.

In order to activate this feature, users must upgrade their Quantum systems with the current version (v7.50) from Geneva.

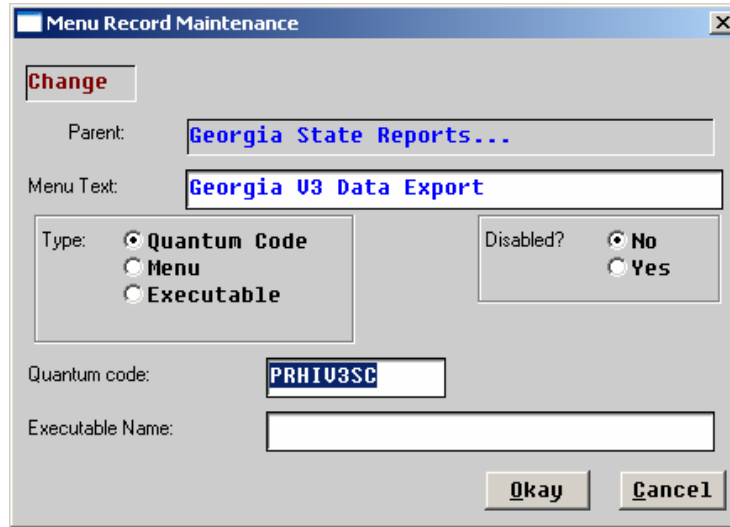
A screenshot of a software application window titled "V3 HPAS Georgia Health Benefits - [GENEVA MENTAL HEALTH CENTER]". The window has a menu bar with "File", "View", "Options", "Help", "Okay", and "Cancel". Below the menu bar is a toolbar with various icons including a left arrow, right arrow, undo, redo, search, print, and help. The main content area is titled "Georgia V3 HPAS Reporting" and contains the following fields and options:

- Location:** A text box containing "12345".
- Date:** Radio buttons for "All" and "Range". The "Range" option is selected, with a date range of "01/01/2006" to "12/31/2006".
- Employee:** Radio buttons for "All" and "Range". The "All" option is selected.
- Type of Report/File:** A group box containing three checkboxes:
 - AUF - Add and Update File?
 - PUF - Payroll Update File?
 - VUF - V3 Billing Update File?
- Create Electronic File?
- Sort By Employee Name

SETUP

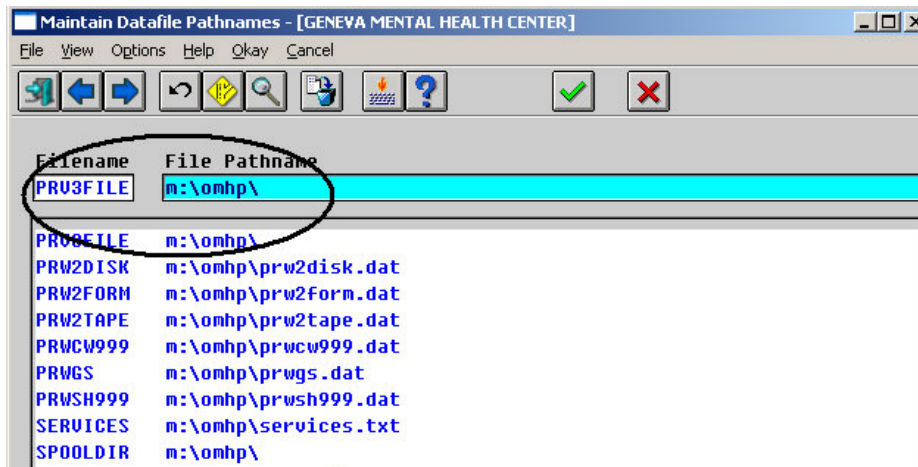
In order for this feature of Quantum to work the user must perform three simple tasks:

- (1) **Add the program to the Quantum Menu.** The program name is **PRHIV3SC**. Menu maintenance is typically performed by the Quantum System Administrator. Programs are added to Quantum's menu through System Management / Maintenance / Menu / Add.



- (2) **Define the Directory pathname** for the creation of the V3 HPAS files. This is also typically performed by the Quantum System Administrator. This is where you can define the specific drive and directory name the V3 file is to be created. The program will automatically create a unique file name that gets concatenated to this directory path.

System Management / File Assignment Processing / Maintain Datafile Pathnames



- (3) Define the organization's Location and Health Insurance Deduction Code in Quantum's P/R Control File (Peoplesoft and V3 parameters). This should be found through:

Payroll / Maintenance / PR Control (PeopleSoft)

The screenshot shows a window titled "Custom PR Control Fields - [GENEVA MENTAL HEALTH CENTER]". The window has a menu bar with "File", "View", "Options", "Help", "Okay", and "Cancel". Below the menu bar is a toolbar with various icons including a green checkmark and a red X. The main content area is divided into two sections:

- PeopleSoft Specifications:**
 - Department: 924
 - Location: 378
 - Provider: Z20036
- Georgia V3 Fields:**
 - Location: 0GE12
 - Deduction Code: HLTH (Health Insurance)

Enter the correction Location code as provided by the State.

The "Health Insurance Deduction Code" field is no longer used by this program. It was originally assumed that everyone was using only a single deduction code for health insurance. This was an incorrect assumption and now multiple health insurance codes can be processed by marking them under Deduction Earning Code Maintenance (Include in Paris File? Field).

(4) Deduction Code Maintenance

You will need to mark each Health Insurance Deduction code that has been and is currently being used in Payroll. This is accomplished through Maintenance / Deduction/Earning Codes.

You must pull up, mark and save each health insurance deduction code record that is appropriate.

RUNNING THE PROGRAM

This program can create two different data export text files – AUF and PUF.

AUF – Add and Update File (export)

This file will include all employees so the V3 HPAS system can have their demographic information in the system. This will allow the employee to access his or her personal record to select benefits through the V3 HPAS website. This file should be created and sent each time new employees are hired or employees are terminated or at the discretion of the user. This file should at least be sent once a month.

PUF – Payroll Update File (export)

This file will include health insurance premium amounts deducted from employee paychecks. Quantum will seek out and locate the “last” known health insurance deduction and use that date and amount to populate the fields for this file type. Employees who were terminated before the start date of the report run will be excluded from this report/file. This file should be sent at least monthly. Geneva recommends that this file type be sent after each payroll is processed and posted in Quantum.

VUF – V3 Update File (import)

This is a file that comes back from the V3 HPAS system to be entered into Quantum. This is the file that contains the changes employees elected to make on the website – changes that need to be reflected in the Quantum payroll system. At this moment in time we have not added this logic to Quantum (we haven’t seen a file yet) but plan to have this feature in place before the V3 HPAS system goes live. If not, then users will manually enter the data into Quantum until such a time this feature is brought on-line by Geneva.

File Names

Quantum will automatically generate a unique name for the AUF and PUF files as they are created. The naming convention is simple:

For AUF Type files: LLLL**AUF**CCYYMMDD.txt

For PUF Type files: LLLL**PUF**CCYYMMDD.txt

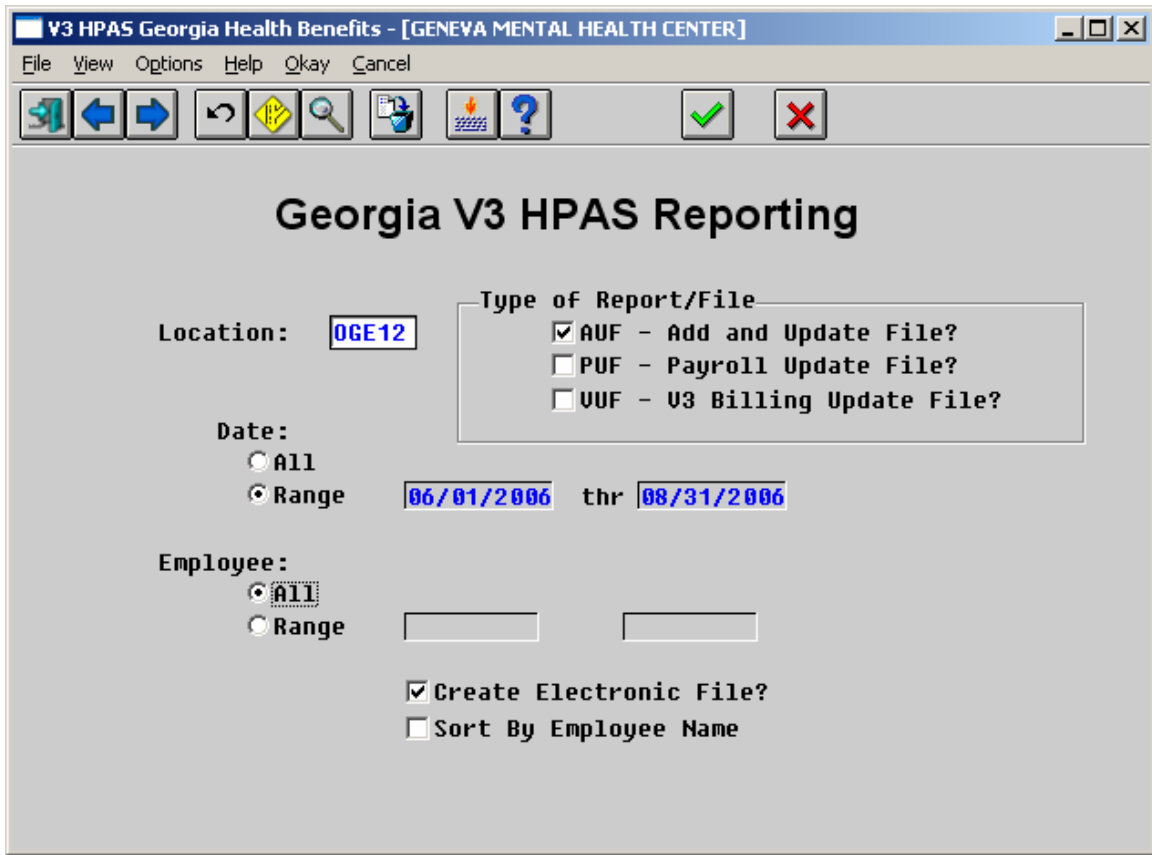
The “LLLL” characters are the first four characters of the “Location” code. The CCYYMMDD represents the date the file is created.

AUF File Fields

LOCATION	5 characters	As entered in PR Control file
RECORD TYPE	4 characters	see Record Type explanation
SSN	9 characters	Social Security Number
EMPLOYEE NUMBER	12 characters	Quantum Employee Number
LAST NAME	35 characters	Employee's Last Name
FIRST NAME	25 characters	Employee's First Name
MIDDLE NAME	25 characters	Middle Name or Initial
PREFIX	10 characters	blank
SUFFIX	10 characters	blank
ADDRESS LINE 1	55 characters	Employee Street Address 1
ADDRESS LINE 2	55 characters	Employee Street Address 2
CITY	30 characters	Employee City
STATE	2 characters	Employee Residence State
ZIP CODE	15 characters	Employee Zip Code
COUNTY	15 characters	blank
COUNTRY	3 characters	USA
PHONE	20 characters	Employee's Home Phone
DOB	CCYYMMDD	Employee's Birth Date
SEX	1 character	M or F
UNIT SCHOOL	15 characters	blank
COUNTY EMPLMNT	15 characters	blank
SHBP FLAG	1 character	blank
RETIREMENT SYSTEM	5 characters	14990 (ERS system)
HIRE DATE	9 digits	Employee's Date of Hire
DEDUCTION DATE	CCYYMMDD	blank for AUF file
COVERAGE EFF. DATE	CCYYMMDD	blank for AUF file
COVERAGE TERM. DATE	CCYYMMDD	blank for AUF file
OPTION	2 characters	blank
TYPE TIER	2 characters	blank
PREMIUM EE	S9(5)v99	zeroes for AUF file
DEDUCTION AMT	S9(5)v99	zeroes for AUF file
SUBSIDIZED AMT	S9(5)v99	zeroes for AUF file
DATE OF DEATH	CCYYMMDD	Date of Death from Quantum
TERMINATION DATE	CCYYMMDD	Employee Termination Date
INSUFFICIENT FLAG	1 character	blank for AUF file
CONTINUING BENEFIT	1 character	blank for AUF file
RETIREE SSN	9 characters	blank
MONTHLY BASE SALARY	S9(5)v99	Employee's Monthly Salary
PAY FREQUENCY	5 characters	MT = Monthly TM = Semi-Monthly BW = Bi-Weekly WK = Weekly OT = Other

PUF File Fields

LOCATION	5 characters	As entered in PR Control file
RECORD TYPE	4 characters	see Record Type explanation
SSN	9 characters	Social Security Number
EMPLOYEE NUMBER	12 characters	Quantum Employee Number
LAST NAME	35 characters	Employee's Last Name
FIRST NAME	25 characters	Employee's First Name
MIDDLE NAME	25 characters	Middle Name or Initial
PREFIX	10 characters	blank
SUFFIX	10 characters	blank
ADDRESS LINE 1	55 characters	Employee Street Address 1
ADDRESS LINE 2	55 characters	Employee Street Address 2
CITY	30 characters	Employee City
STATE	2 characters	Employee Residence State
ZIP CODE	15 characters	Employee Zip Code
COUNTY	15 characters	blank
COUNTRY	3 characters	USA
PHONE	20 characters	Employee's Home Phone
DOB	CCYYMMDD	Employee's Birth Date
SEX	1 character	M or F
UNIT SCHOOL	15 characters	blank
COUNTY EMPLMNT	15 characters	blank
SHBP FLAG	1 character	blank
RETIREMENT SYSTEM	5 characters	14990 (ERS system)
HIRE DATE	9 digits	Employee's Date of Hire
DEDUCTION DATE	CCYYMMDD	The Last Date Quantum Deducted Health Insurance
COVERAGE EFF. DATE	CCYYMMDD	Date of Hire
COVERAGE TERM. DATE	CCYYMMDD	Date of Termination
OPTION	2 characters	blank
TYPE TIER	2 characters	blank
PREMIUM EE	S9(5)v99	zeroes
DEDUCTION AMT	S9(5)v99	Amount Quantum last Deducted for Health Ins.
SUBSIDIZED AMT	S9(5)v99	zeroes
DATE OF DEATH	CCYYMMDD	Date of Death from Quantum
TERMINATION DATE	CCYYMMDD	Employee Termination Date
INSUFFICIENT FLAG	1 character	If the Employee Has Health Insurance but none was taken Out last, then it is a "Y" – Otherwise the flag is set to N
CONTINUING BENEFIT	1 character	blank
RETIREE SSN	9 characters	blank
MONTHLY BASE SALARY	S9(5)v99	Employee's Monthly Salary
PAY FREQUENCY	5 characters	Quantum Pay Frequency



V3 HPAS Georgia Health Benefits - [GENEVA MENTAL HEALTH CENTER]

File View Options Help Okay Cancel

Georgia V3 HPAS Reporting

Location:

Date: All Range thr

Employee: All Range

Type of Report/File

AUF - Add and Update File?
 PUF - Payroll Update File?
 VUF - V3 Billing Update File?

Create Electronic File?
 Sort By Employee Name

Verify the location, click the appropriate AUF or PUF boxes, enter the appropriate date range and mark whether to sort by name or employee number. The date ranges are used to retrieve the Health Insurance last deduction amounts only. Even though you may be creating an AUF file you still need to enter a date range (it just won't really be used).

Running this program will generate a report in Quantum. If the "Create Electronic File?" check box is marked then the system will create a text file during the run.

RECORD TYPE EXPLANATION

The second field in the electronic file is a Record Type that is to denote “what” type of information is in this particular record or some special circumstance. Here is the logic that Quantum uses to fill in that Record Type field:

If creating a PUF file the record type is always equal to

DEDI

If creating an AUF file

- if there is a date of death in Quantum (screen 3 in employee demographics maintenance) then the code is
- if the employee has a termination date it is
- if the employee record has a Job Category code (screen 2 in employee master) then Quantum uses that specific code
- if a Record Type code has not been selected at this point then it becomes

DCSD

TERM

PLEE

DISA	Employment Record Start - Disability Leave	AUF
EDUL	Employment Record Start - Educational Leave	AUF
ECON	Employment Record Start - Employee's Convenience Leave	AUF
FMLA	Employment Record Start - Family Leave	AUF
MLVO	Employment Record Start - Military Leave	AUF
NEMP	Employment Record Start - New employee/ hire	AUF
OLOA	Employment Record Start - Other Leave of Absence/Suspension	AUF
ENRE	Employment Record Start - Return from Leave without Pay	AUF

DCSD	Employment Record Stop - Deceased	AUF
LOFF	Employment Record Stop - Laid off	AUF
REHR	Employment Record Stop - Reduced hours	AUF
RETR	Employment Record Stop - Retired	AUF
TERM	Employment Record Stop - Terminated employment	AUF
PLEE	Full file from Location of all Employees (used for intial startup & to update sort code)	AUF
DEDI	PUF - Deduction Data Interface	PUF
CHGI	VUF - Change File Interface	VUF