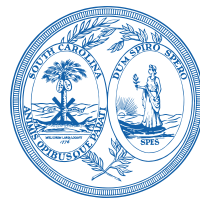


2020

# MoneyPlus Employer Payroll User Quick Guide



**PEBA**<sup>SM</sup>  
SC Retirement Systems  
and State Health Plan

## Table of contents

MoneyPlus . . . . .	3
Enrollment . . . . .	3
Payroll deductions . . . . .	3
When to report payroll deductions . . . . .	4
How to report payroll deductions . . . . .	4
How to transmit via common file format . . . . .	5
How to manually enter payroll deduction data . . . . .	6
How to submit funding . . . . .	7
Participant contributions . . . . .	7
Administrative fees . . . . .	7
Processing the payroll deduction file . . . . .	7
Types of discrepancies . . . . .	8
Financial discrepancies . . . . .	8
Enrollment and eligibility discrepancies . . . . .	8
Discrepancy reports . . . . .	8
If you transmitted data via common file format . . . . .	8
If you manually entered payroll deduction data . . . . .	8
Responding to discrepancy reports . . . . .	9
How to respond . . . . .	9
Refunds and adjustments . . . . .	11
Escalation path . . . . .	11
Year-end adjustments . . . . .	11
Transfer employees . . . . .	12
Special handling for participant accounts with carryover funds only . . . . .	12
Available reports . . . . .	13
ASIFlex account manager team . . . . .	14
Payroll process . . . . .	15
Discrepancy report examples . . . . .	16

## MoneyPlus

The MoneyPlus program includes flexible spending accounts and health savings accounts. Participants can enroll in these accounts and make pretax payroll contributions. The accounts are:

- Flexible spending accounts:
  - Medical Spending Accounts;
  - Limited-use Medical Spending Accounts;
  - and
  - Dependent Care Spending Accounts.
- Health Savings Accounts.

Each employer is responsible for sending funds to ASIFlex and for timely reporting of payroll deductions to these accounts to ensure uninterrupted claim processing for employees. This guide provides an overview of the process; describes your ongoing duties regarding when and how to report deductions; discusses how ASIFlex identifies and reports account discrepancies to you; and tells you how to respond to and resolve discrepancies.

## Enrollment

Each year during open enrollment, employees elect to participate in, or reenroll in, the MoneyPlus programs for the following year. Mid-year new hires can enroll within 31 days of employment. PEBA reports enrollment to ASIFlex daily and accounts are established for each participant with the plan year election amount. During the plan year, employers will take pretax payroll deductions from each participant to fund the accounts.

As the claims administrator, ASIFlex establishes an expected payroll deduction amount for each participant, which is based on the participant's election and payroll cycle provided by PEBA. These expected amounts can be modified during the year within 31 days of a qualifying change in status

event for flexible spending accounts.

HSA elections roll over from year to year unless a participant changes his election during open enrollment. HSA elections can be changed at any time for any reason, but no more frequently than monthly. Changes must be made through PEBA's enrollment process, and PEBA will provide the updated election amount and payroll cycle to ASIFlex.

## Payroll deductions

Each employer is responsible for reporting the actual amount of each payroll deduction every payroll cycle to ASIFlex. There are two ways an employer may report deductions to ASIFlex:

1. Use a common file format to transmit data; or,
2. Enter payroll deduction data through a secure ASIFlex employer portal.

Each employer will send the actual funds to ASIFlex via an ACH transaction. Although checks can be accepted for account funding, it is recommended that funds be sent to ASIFlex via ACH transaction, which is secure and fast. Sending a check may delay the process and ultimately impact timely claim reimbursements for participants. Contributions cannot be posted to participant accounts until funding is received.

The expected payroll deduction amounts will be compared to the payroll deduction file sent by the employer each payroll cycle by one of the two methods above. ASIFlex will determine if there are any discrepancies in the deduction information. If there are no discrepancies between the expected amounts and payroll deduction file, and the payroll deduction file matches the actual funding, the contributions are posted to participant accounts on the payroll date and no discrepancy report is produced.

If the total funding does not match the payroll deduction file, the entire process is stopped and ASIFlex will contact the employer by email (from [scdata@asiflex.com](mailto:scdata@asiflex.com)) to request that the payroll deduction file and funding be reconciled timely so that correct contributions can be posted to participant accounts by the payroll date.

If there are any individual account contributions that do not match the expected amounts, ASIFlex will produce a discrepancy report to identify the individual account discrepancies. The employer is then responsible for reviewing the discrepancy report and informing ASIFlex if the amounts have changed, if there is a new enrollee or if an account has terminated. The employer must also make eligibility and enrollment updates in EBS with PEBA, if needed.

ASIFlex will post the contributions to participant accounts provided funding is received and matches the payroll deduction file, even if there are individual account discrepancies. If the employer reports a \$100 contribution but sends funding of only \$25, this is reported to the employer as a discrepancy. If the employer reports a \$25 contribution but sends funding of \$100, the error is still reported to the employer as a discrepancy.

A flowchart of the process is on Page 15.

## When to report payroll deductions

The reporting date is determined by each employer's pay cycle. The contributions must be posted to the participant accounts no later than the actual payroll date. Therefore, employers should report deductions to ASIFlex at least three business days prior to the actual payroll date. Late payroll deduction files or funding may directly impact claim reimbursements and cause delays in reimbursements to participants.

## How to report payroll deductions

Employers report payroll deduction data through ASIFlex's secure employer portal. ASIFlex provides secure login credentials to each employer. There are two ways to report payroll deductions to ASIFlex.

### 1. Transmit via common file format

Use a common file format to upload the data file to the secure employer portal prior to each pay date.

### 2. Enter payroll deduction data

Enter the payroll deduction data online through the secure employer portal. *The online reporting includes a pre-populated template created by ASIFlex each pay cycle based on the elections in force at that time. Employers will not have to re-enter the deduction data for each pay date.*

## How to transmit via common file format

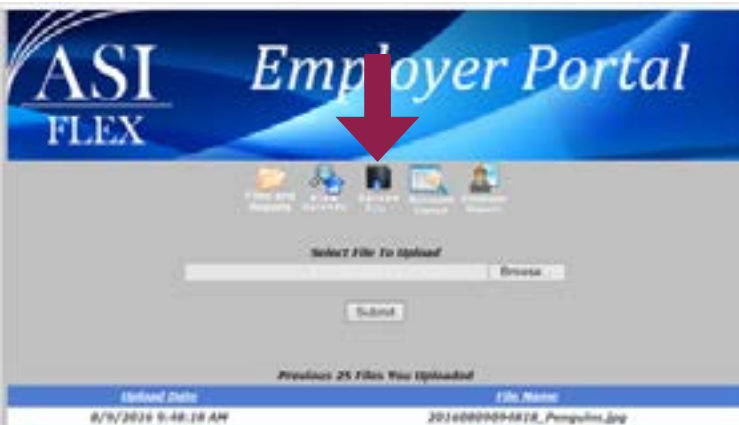
1. To access the portal, go to [www.asiflex.com/SCMoneyPlus](http://www.asiflex.com/SCMoneyPlus), select the Account Login tab, then select Employer Login.



2. Enter your user ID and password to sign in.



3. Select Upload File. Select Browse to locate and select your file to upload. Then, click Submit.



## How to manually enter payroll deduction data

1. To access the portal, go to [www.asiflex.com/SCMoneyPlus](http://www.asiflex.com/SCMoneyPlus), select the Account Login tab, then select Employer Login.
2. Enter your user ID and password to sign in.
3. Select Payroll Data Entry from the top menu.



4. Select the issue date and a location.
5. Review the current employee information details and contributions. If the deduction amount shown is correct and there are no changes, click Submit. To edit deductions for this payroll cycle, click Edit and modify the appropriate amount for each employee. If the change is beyond more than \$0.01 (either up or down), you must also add a comment to explain the reason for the change. Add this information in the last column, which is labeled Comment. Once you've made all changes, click Submit.
6. View the employee's current deduction amount.

After the payroll cycle has been processed, you cannot make edits.

## How to submit funding

To post contributions to participant accounts, ASIFlex must receive the funding from each employer in a timely manner. The employer should send actual funds via ACH to ASIFlex three business days prior to the actual pay date.

Funds should be sent to ASIFlex via ACH transaction to the designated bank accounts. Participant contributions and administrative fees must be sent in two separate transactions. **Please include your employer group number on the memo/invoice line.** Below is the bank name and account number for each transaction.

### Participant contributions

Bank name: Central Bank of Boone County  
Routing number: 081500859  
Account number: 128608478

### Administrative fees

Bank name: Central Bank of Boone County  
Routing number: 081500859  
Account number: 128613463

If your employer requires you to complete a vendor form to send payment, use the information below.

Central Bank of Boone County  
Attn: Government Affairs Division  
P.O. Box 779  
Columbia, MO 65102

If you must mail a check, make the check payable to ASIFlex, include your employer group number on the memo line of the check and use the mailing address below. Note that sending a check may cause a delay in contributions being posted to participants' accounts.

ASIFlex  
Attn: Accounting Department  
P.O. Box 6044  
Columbia, MO 65205-6044

*Physical address for delivery other than via USPS:*

ASIFlex  
Attn: Accounting Department  
201 West Broadway, Suite 4C  
Columbia, MO 65205

## Processing the payroll deduction file

Once each employer submits its payroll deduction file and funds, ASIFlex will compare the payroll deduction file and funds. If funds do not match the file, the process stops and ASIFlex will contact the employer. If funds match the file, contributions will be posted to individual participant accounts. ASIFlex will then compare the expected deduction amounts to the actual contributions reported on the file and funding that is received. Contributions that do not match for individual participants will be identified as a discrepancy and reported to the employer for review and resolution.

ASIFlex will post contributions to each participant's account within one business day of receipt or on the actual payroll date, whichever is later. Contributions to Health Savings Accounts (HSA) cannot be posted to a participant's account until such time the employee has opened an HSA bank account through Central Bank. A monthly report is added to your employer portal if you have employees who are enrolled in an HSA but have not opened a bank account with Central Bank. Employers should follow up with these employees to ensure they open a bank account. Participants will not have access to their funds until they open an account with Central Bank. **If a participant does not open his HSA bank account within 75 days of his first contribution, his funds will be returned to the employer. If this happens, the**

employer must refund these contributions to the employee. This time period will be shorter at the end of the calendar year to allow the employer time to refund contributions before issuing W-2s. Additionally, PEBA will cancel the employee's HSA enrollment, and the employer should not send additional contributions to ASIFlex.

At any point in time, ASIFlex's record of each employee's year-to-date contributions should agree with the employer's year-to-date record of participant contributions.

## Types of discrepancies

There are three types of discrepancies that can occur:

1. The contribution sent for a participant is different than the expected amount.
2. A record is missing on the payroll deduction file for a participant for whom ASIFlex expects to receive a contribution.
3. A record is received on the payroll deduction file for an employee for whom ASIFlex does not have enrollment information on file.

## Financial discrepancies

Some discrepancies may only be financial in nature. This could be because of a keying error or because a participant is on unpaid leave. In these instances, the employer will respond directly to ASIFlex to resolve the discrepancy.

## Enrollment and eligibility discrepancies

Some discrepancies may be due to an enrollment or eligibility change, which include new hires, terminations and qualifying changes in status. In these instances, the employer will respond to ASIFlex to notify them of the reason for the discrepancy. The employer must also update enrollment information in EBS with PEBA. If the employer does not update information in EBS, the

discrepancy will continue to appear in subsequent payroll cycles.

## Discrepancy reports

### If you transmitted data via common file format

A discrepancy report will be posted to the secure employer portal after the payroll deduction file is processed. The employer will receive an email (from [scdata@asiflex.com](mailto:scdata@asiflex.com)) to indicate the discrepancy report has been posted to the portal and is ready for review. Each employer will need to download and review the discrepancy report and provide resolution to ASIFlex timely so that accounts can be updated by the actual payroll date. This discrepancy report can also be used as a communication tool to identify coverage changes and terminations, which need to be updated with PEBA.

### If you manually entered payroll deduction data

The online reporting includes a pre-populated template for each pay cycle based on the elections ASIFlex receives from PEBA. This pre-populated information allows an employer to see if a discrepancy exists before the employer submits the information. As such, a separate discrepancy report will not be posted to the secure employer portal. If an edit is needed to the deductions, and the change is beyond more than \$0.01 (either up or down), you must also add a comment to explain the reason for the change. Add this information in the last column, which is labeled Comment. This comment provides a resolution to the discrepancy. Once you've made all changes, click Submit. This pre-populated information can also be used as a communication tool to identify coverage changes and terminations, which need to be updated with PEBA. The employer will be contacted separately

if the funding ASIFlex receives does not match the deductions reported.

## Responding to discrepancy reports

It is critical that each employer carefully review the discrepancies and respond to ASIFlex within two business days or before the payroll date. If the employer transmitted data via a common file, the preferred method of responding to a discrepancy report is to open the report from the employer portal and, if necessary, add a comment in the field next to the discrepancy. Then, save the file as the original file name, adding the payroll date to the end. Upload it to the employer portal.

Employers may also send a secure email to ASIFlex at [scdata@asiflex.com](mailto:scdata@asiflex.com). The employer must also make eligibility and enrollment updates in EBS with PEBA, if needed.

Unlike Medical Spending Accounts, Dependent Care Spending Accounts and Health Savings Accounts are not prefunded at the beginning of the year. Instead, they rely on reported and received funds for ASIFlex to make timely reimbursements to participants. If the payroll deduction file or funding is late, or if discrepancies are not resolved timely, reimbursements to participants may be delayed.

## How to respond

There are four discrepancy messages that may display on your discrepancy report:

1. Amount you sent not as expected.
2. No data expected.
3. No data sent for this employee.
4. EID/SSN not found.

For more information about types of discrepancies, refer to Page 8. Below are examples of the discrepancy messages and how to respond. Discrepancies will continue to appear in

subsequent payroll cycles if the error still exists. Your previous comments will show on subsequent reports.

To resolve discrepancies and understand the status of participant accounts, you may also reference the Complete Balance Sheet Discrepancy Report (YTDEXP10), which is available on the employer portal, to compare year-to-date expected contributions with year-to-date actual contributions.

You can view a sample discrepancy report on Page 16. This sample report also includes comments in Column M that help explain what the discrepancy means.

### Discrepancy message 1

#### *Amount you sent not as expected*

If ASIFlex receives a payroll deduction for a participant that is different from what was expected (i.e., a lesser or greater amount), there are two options:

- If the payroll deduction amount sent is correct, provide a reason for the change in the amount in Column M on the discrepancy report. If the participant had a qualifying status change and his election amount was changed, you must also update his election amount in EBS with PEBA.
- If the payroll deduction amount sent is incorrect, indicate this in Column M on the discrepancy report and correct the contribution on the next payroll deduction file. If the expected contribution amount is also incorrect, you should confirm the enrollment information on file with PEBA in EBS (i.e., annual election amount, number of payroll cycles) and submit any necessary updates in EBS to PEBA because ASIFlex calculates the expected contribution amount from enrollment information it receives from PEBA.

## Discrepancy message 2

### *No data expected*

If ASIFlex receives a payroll deduction for a participant, but does not expect it, there are two options:

- ASIFlex does not have the enrollment information on file for that participant for the specific account type (i.e. MSA, DCSA or HSA). However, ASIFlex has a record for this participant because he currently contributes to another account type or has contributed to an account in the past. Respond to the discrepancy in Column M by indicating the effective date of enrollment for this account type. You must also confirm the enrollment information on file with PEBA in EBS and submit any necessary updates. To expedite the process of resolving the discrepancy, email a screenshot of the enrollment in EBS to ASIFlex at [sc@asiflex.com](mailto:sc@asiflex.com). You should contact PEBA with questions about enrollment.
- If the payroll deduction was made in error, refund the amount on the next payroll deduction file by entering a negative amount that offsets the deduction. To refund the amount on your next file, reduce the total amount of money you send to ASI Flex by the amount you are refunding, and you should enter a negative amount on your payroll deduction file. You should confirm the funds you send match the data on the payroll deduction file.

## Discrepancy message 3

### *No data sent for this employee*

If ASIFlex was expecting to receive a contribution for a participant, but the participant is missing on the payroll deduction file, there are two options:

- If the payroll deduction should have been made, provide a reason for the missing

contribution in Column M on the discrepancy report and include the missing deduction(s) on the next payroll file. A participant's account will be put on hold by ASIFlex after missing two consecutive payroll deductions. If an employee misses a contribution, contact ASIFlex to spread out the missed contribution over several pay periods, if necessary. You may also double the contribution amount on the next payroll cycle. If a participant's account is on hold, email ASIFlex at [sc@asiflex.com](mailto:sc@asiflex.com) to request the hold to be removed and MSA debit card reactivated after you send the missed payroll deductions to ASIFlex.

- If the participant had a change in eligibility or enrollment, provide a reason for the missing contribution in Column M on the discrepancy report and update his information in EBS with PEBA.

## Discrepancy message 4

### *EID/SSN not found*

If ASIFlex receives a payroll deduction for a participant, but does not expect it, there are two options:

- ASIFlex has never received any enrollment information on file for that participant, current or previous. Respond to the discrepancy in Column M by indicating the effective date of enrollment. You must also confirm the enrollment information on file with PEBA in EBS and submit any necessary updates. To expedite the process of resolving the discrepancy, email a screenshot of the enrollment in EBS to ASIFlex at [sc@asiflex.com](mailto:sc@asiflex.com). You should contact PEBA with questions about enrollment.
- If the payroll deduction was made in error, refund the amount on the next payroll

deduction file by entering a negative amount that offsets the deduction. To refund the amount on your next file, reduce the total amount of money you send to ASI Flex by the amount you are refunding, and you should enter a negative amount on your payroll deduction file. You should confirm the funds you send match the data on the payroll deduction file.

You can also ignore a recurring discrepancy to which you have already responded if you know that it will be resolved in future payroll cycles. Remember that your previous comments will show on subsequent reports if the same discrepancy exists.

## Refunds and adjustments

Occasionally, refunds of payroll deductions must be issued because of an administrative error, enrollment error or other instances that are allowed by the IRS.

For flexible spending accounts (MSAs, DCSAs and Limited-use MSAs), you should process the refund through your employer/payroll center. You should also submit the refund to ASIFlex as negative amount on your next payroll deduction file so that ASIFlex may reconcile the participant's account. If the participant had a change in eligibility or enrollment, update his information in EBS with PEBA.

If a payroll deduction was sent to ASIFlex in error, HSA refunds are processed the same as flexible spending account refunds as long as the participant has not opened a bank account with Central Bank or ASIFlex has not sent the funds to Central Bank. Once a participant opens a bank account with Central Bank and funds are deposited into the account, ASIFlex cannot issue refunds because the funds belong to the employee once deposited. If the participant had a change in

eligibility or enrollment, update his information in EBS with PEBA.

If a participant does not open his HSA bank account within 75 days of his first contribution, ASIFlex will return his funds to the employer. If this happens, you must refund these contributions to the employee. This time period will be shorter at the end of the calendar year to allow time to refund contributions before issuing W-2s. Additionally, PEBA will cancel the employee's HSA enrollment, and you should not send additional HSA contributions to ASIFlex for this participant.

If the employee changes his mind about participating in an HSA, he may stop contributing to his account and withdraw the funds from his HSA bank account with Central Bank according to IRS guidelines. The employee can only change his HSA contributions once a month (stop, increase or decrease contributions), and the change in contributions is made on a prospective basis. Retroactive changes are not allowed.

If you are unable to process a refund by including a negative amount on your payroll file, please contact ASIFlex at [sc@asiflex.com](mailto:sc@asiflex.com) to initiate a manual refund.

## Escalation path

If a discrepancy remains unresolved after you provided a response, please email the Data Team at [scdata@asiflex.com](mailto:scdata@asiflex.com). If the Data Team does not reply, you can email Mo Willoh at [sc@asiflex.com](mailto:sc@asiflex.com).

## Year-end adjustments

You should refer to the Complete Balance Sheet Discrepancy Report (YTDEXP), which is available on the employer portal, to determine if you need to adjust MSA and DCSA participant accounts that are on track to overcontribute. Be sure to do this in a timely manner. It is recommended that you make changes by late November each year so the

correction can be made through payroll prior to the end of the year.

For HSA participants who have not opened a bank account with Central Bank at the end of the year, ASIFlex will notify employers the first week of December that a report is available in the employer portal that lists HSA participants who need to receive a refund. To refund the amount on your next file, reduce the total amount of money you send to ASI Flex by the amount you are refunding, and you should enter a negative amount on your payroll deduction file. If you are unable to process a refund by including a negative amount on your payroll file, please contact ASIFlex at [sc@asiflex.com](mailto:sc@asiflex.com) to initiate a manual refund.

## Transfer employees

When an employee transfers to your employer group from another employer group that participates in PEBA-administered insurance benefits, follow the process below:

1. Confirm the participant's year-to-date contributions from the previous employer on the ASI MoneyPlus Year-to-Date Contribution Report (HIS763NP) in EBS.
2. To determine the participant's new expected contribution amount:
  - Confirm the participant's annual election amount in EBS.
  - Subtract the year-to-date contributions from the annual election.
  - Divide by the number of payrolls remaining in the plan year based on your employer group's payroll cycle.
3. Send ASIFlex's Data Team an email to [scdata@asiflex.com](mailto:scdata@asiflex.com) with the subject line "Transfer participant's new expected amount." Do not use the message feature in the portal. Include the following details in the email:

- Participant name;
- Last four digits of the participant's Social Security number;
- Your employer's group number;
- Name of prior employer;
- New expected amount; and
- Your payroll cycle.

The first time you send a payroll deduction for the transfer employee, a "no data expected" discrepancy may appear on your discrepancy report due to the timing of the deduction and receiving enrollment information from PEBA. If this occurs, indicate the reason in Column M on the discrepancy report (Transfer, new expected amount \$xx.xx).

If you are the losing employer, remember to remove the employee who transferred from your subsequent payroll deduction files.

## Special handling for participant accounts with carryover funds only

MoneyPlus MSAs include a provision that allows participants to carry over up to \$550 of unused funds into the next plan year. If a participant doesn't reenroll in an MSA for the following year, he can still use any carryover funds in the new year until the funds are exhausted as long as he remains eligible to participate in MoneyPlus.

## Available reports

There are several reports that employers have access to either via the ASIFlex employer portal or EBS. The reports are described below.

### Complete Balance Sheet Discrepancy Report (YTDEXP)

#### Report available on employer portal

ASIFlex produces this report monthly only if there are discrepancies for individual participants. This report shows the difference between the actual contribution ASIFlex has received year-to-date as of the last payroll cycle and the expected amount based on the annual election amount for each participant. The per pay columns (Columns G, K and O) show the amount ASIFlex expects for that participant per payroll cycle.

The year-to-date received and year-to-date expected amounts for HSAs are shown in Columns C and E, respectively. The difference in these two amounts is shown in Column F. The year-to-date received and year-to-date expected amounts for MSAs are shown in Columns H and I, respectively. The difference in these two amounts is shown in Column J. The year-to-date received and year-to-date expected amounts for DCSAs are shown in Columns L and M, respectively. The difference in these two amounts is shown in Column N.

If the amounts in Columns F, J and N are negative, the participant will be short in meeting his annual election. If these amounts are positive, the participant is on track to be exceed his annual election amount.

If the amounts in Columns F, J and N are off by more than the amount ASIFlex expects to receive in one payroll cycle, contact the Data Team at [sodata@asiflex.com](mailto:sodata@asiflex.com). If the amounts are off by one payroll cycle or less, adjust the participant's contribution on the next payroll deduction file.

### NO\_HSA Report (HSATAT)

#### Report available on employer portal

ASIFlex produces this report to show participants who are enrolled in an HSA but who have not opened an account with Central Bank. Employers should follow up with these employees to ensure they open a bank account. Participants will not have access to their funds until they open an account with Central Bank. If a participant does not open his HSA bank account within 75 days of his first contribution, ASIFlex will refund his funds to the employer.

The data in Column I shows the amount of funds ASIFlex is holding until such time the participant opens the bank account. Once the participant opens a bank account, the funds will automatically transfer to Central Bank. The date in Column J shows the HSA enrollment effective date received from PEBA. The date in Column K shows the date ASIFlex received the first contribution, and the date in Column L shows the date ASIFlex received the last contribution.

### ASI MoneyPlus Year-to-Date Contribution Report (HIS763NP)

#### Report available on EBS

PEBA produces this report daily. This report shows the annual election amounts and year-to-date contributions for MSA and DCSA participants. Employers should use this report to verify the contribution amounts ASIFlex has received for its participants. Employees who transfer employers will also appear on this report once PEBA processes their enrollment.

### MoneyPlus Enrollment Data (HIS761NP)

#### Report available on EBS

PEBA produces this report monthly. This report shows employees' annual MoneyPlus elections for MSAs, DCSAs and HSAs. Employers should use this

report to verify the enrollment information PEBA has on file. Employees who are enrolled in multiple MoneyPlus accounts will appear multiple times.

## MoneyPlus Pretax Feature (HIS912NP)

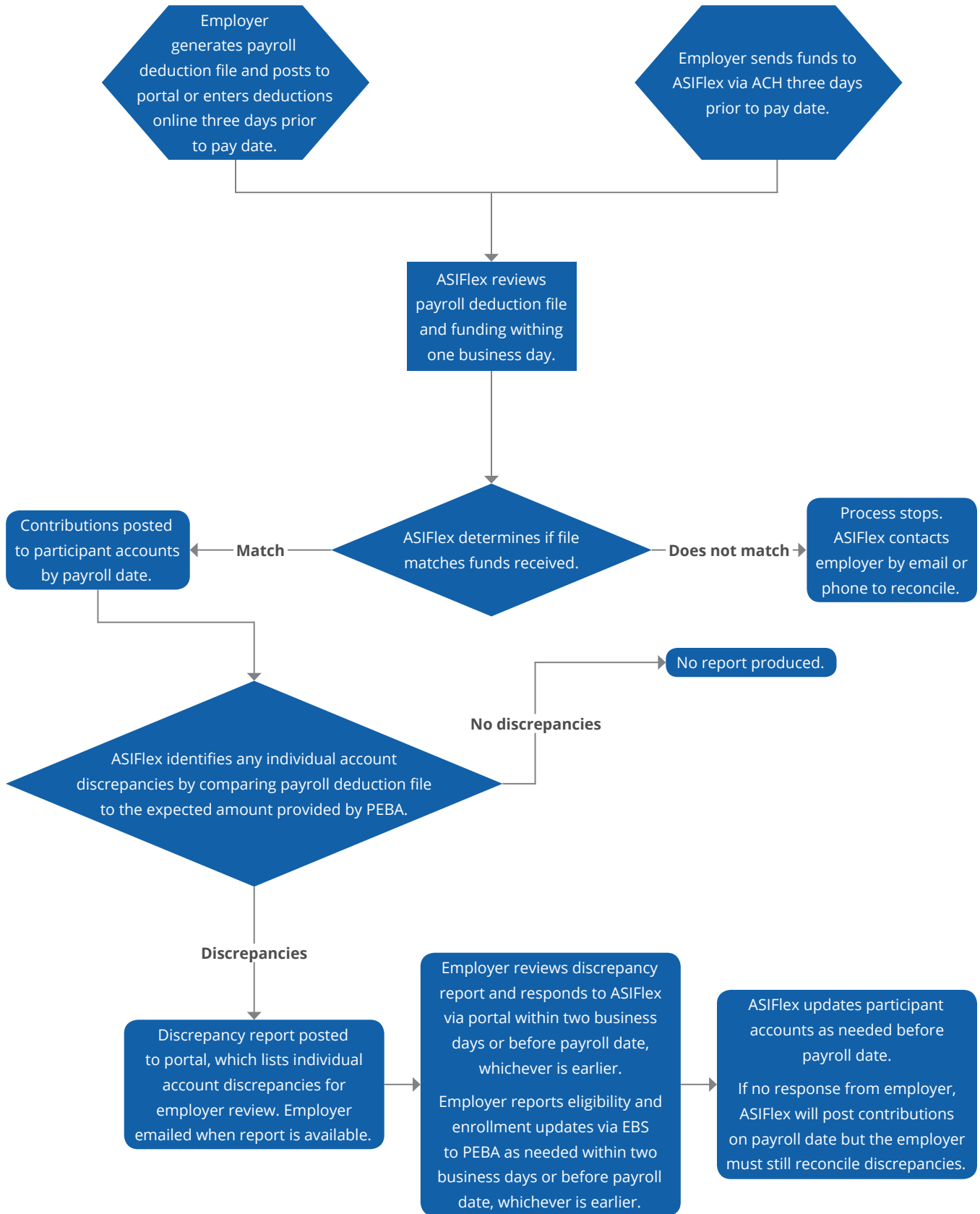
### Report available on EBS

PEBA produces this report monthly. This report shows employees who participate in the Pretax Group Insurance Premium feature as well as employees who have opted out of the pretax feature. Employers should use this report to determine which employees have elected to have their premiums deducted before or after taxes. Premiums for health, dental, vision and up to \$50,000 of Optional Life coverage, as well as the tobacco-use premium, should be deducted pretax for employees who have elected to participate in the pretax feature.

## ASIFlex account manager team

Role	Contact
Day-to-day Assistant Account Manager	Maureen "Mo" Willoh 573.777.5635 888.602.4132, ext. 5635 <a href="mailto:SC@asiflex.com">SC@asiflex.com</a>
Account Manager	Gordon Sherard 573.239.9692 <a href="mailto:gsherard@asiflex.com">gsherard@asiflex.com</a>
Backup account manager team	888.602.4132
Data Team Lead <i>Payroll deduction file processing</i>	Jason House <a href="mailto:SCdata@asiflex.com">SCdata@asiflex.com</a>

# Payroll process



## Discrepancy report examples

**IMPORTANT!** To respond to your discrepancy report, add comments in Column M, such as the enrollment date, LWOP with date or new expected amount. Save the file as the original file name, adding the payroll date to the end. Upload it to the employer portal. If you have a question regarding a discrepancy or the posting of funds, email the Data Team at [scdata@asiflex.com](mailto:scdata@asiflex.com). **Do not use the message feature in the portal.**

1/06/20 FSA PR issue 1/05/20 442-3035 (800) 659-3035 ASI

Soc-Sec-Num	Employee Name	Pay Cyc	<-Employee ID->	Loc	Dept	Agency	OrgID	Sent	Expected			What could this discrepancy mean?
999999999	LAST, FIRST	26		10	SC	X	0	\$20.88	\$41.66	MSA	Amount you sent not as expected	If the payroll deduction amount sent is correct, provide a reason for the change in the amount in Column M on the discrepancy report. If the participant had a qualifying status change and his election amount was changed, you must also update his election amount in EBS with PEBA.
888888888	LAST, FIRST	24		10	SC	X	0	\$150.00	\$75.00	HSA	Amount you sent not as expected	If the payroll deduction amount sent is incorrect, indicate this in Column M on the discrepancy report and correct the contribution on the next payroll deduction file. If the expected contribution amount is also incorrect, you should confirm the enrollment information on file with PEBA in EBS (i.e., annual election amount, number of payroll cycles) and submit any necessary updates in EBS to PEBA because ASIFlex calculates the expected contribution amount from enrollment information it receives from PEBA.
777777777	LAST, FIRST	24		10	SC	X	0	\$110.42	\$0.00	DCSA	No data expected	ASIFlex does not have the enrollment information on file for that participant for the specific account type (i.e. MSA, DCSA or HSA). However, ASIFlex has a record for this participant because he currently contributes to another account type or has contributed to an account in the past. Respond to the discrepancy in Column M by indicating the effective date of enrollment for this account type. You must also confirm the enrollment information on file with PEBA in EBS and submit any necessary updates. To expedite the process of resolving the discrepancy, email a screenshot of the enrollment in EBS to Mo Willoh at <a href="mailto:sc@asiflex.com">sc@asiflex.com</a> . You should contact PEBA with questions about enrollment.
666666666	LAST, FIRST	26		10	SC	X	0	\$41.67	\$0.00	MSA	No data expected	If the payroll deduction was made in error, refund the amount on the next payroll deduction file by entering a negative amount that offsets the deduction. To refund the amount on your next file, reduce the total amount of money you send to ASI Flex by the amount you are refunding, and you should enter a negative amount on your payroll deduction file. You should confirm the funds you send match the data on the payroll deduction file.

Soc-Sec-Num	Employee Name	Pay Cyc	<-Employee ID->	Loc	Dept	Agency	OrgID	Sent	Expected			What could this discrepancy mean?
55555555	LAST, FIRST	24		10	SC	X	0	\$0.00	\$300.00	HSA	No data sent for this employee	If the payroll deduction should have been made, provide a reason for the missing contribution in Column M on the discrepancy report and include the missing deduction(s) on the next payroll file. A participant's account will be put on hold by ASIFlex after missing two consecutive payroll deductions. If an employee misses a contribution, contact ASIFlex to spread out the missed contribution over several pay periods, if necessary. You may also double the contribution amount on the next payroll cycle. If a participant's account is on hold, email ASIFlex at <a href="mailto:sc@asiflex.com">sc@asiflex.com</a> to request the hold to be removed and MSA debit card reactivated after you send the missed payroll deductions to ASIFlex.
44444444	LAST, FIRST	26		10	SC	X	0	\$0.00	\$126.83	DCSA	No data sent for this employee	If the participant had a change in eligibility or enrollment, provide a reason for the missing contribution in Column M on the discrepancy report and update his information in EBS with PEBA.
33333333	LAST, FIRST	26		10	SC	X	0	\$200.00	\$0.00	MSA	EID/SSN not found	ASIFlex has never received any enrollment information on file for that participant, current or previous. Respond to the discrepancy in Column M by indicating the effective date of enrollment. You must also confirm the enrollment information on file with PEBA in EBS and submit any necessary updates. To expedite the process of resolving the discrepancy, email a screenshot of the enrollment in EBS to Mo Willloh at <a href="mailto:sc@asiflex.com">sc@asiflex.com</a> . You should contact PEBA with questions about enrollment.
22222222	LAST, FIRST	24		10	SC	X	0	\$152.07	\$0.00	HSA	EID/SSN not found	If the payroll deduction was made in error, refund the amount on the next payroll deduction file by entering a negative amount that offsets the deduction. To refund the amount on your next file, reduce the total amount of money you send to ASI Flex by the amount you are refunding, and you should enter a negative amount on your payroll deduction file. You should confirm the funds you send match the data on the payroll deduction file.



# PEBA<sup>SM</sup>

SC Retirement Systems  
and State Health Plan

**South Carolina Public Employee Benefit Authority**

*Serving those who serve South Carolina*

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